



Ref: Agenda/Council-13022018

8 February 2018

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 13 February 2018** at the **Offices of Biggleswade Town Council, Saffron Road, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor  
Town Clerk

Distribution: All Town Councillors Bedfordshire Constabulary  
Notice Boards (2) The Editor, Bedfordshire on Sunday  
Central Bedfordshire Council County Library, Biggleswade  
The Editor, Biggleswade Advertiser The Editor, Biggleswade Comet

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Non-Pecuniary interests in any agenda item.

3. **TOWN MAYOR'S ANNOUNCEMENTS**
4. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the Agenda.

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

5. **INVITED SPEAKER**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on 23 January 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 23 January 2018.

9. **PLANNING APPLICATIONS**

a. **CB/18/00191/ADV – Asda Store, Church Street, Biggleswade**

Advertisement: 1. Replace existing vinyl signs. 2. Replace existing twin post and wall mounted signs. 3. Internally illuminated 24 hour cash projecting sign.

A similar request was discussed at the Council meeting held 23 August 2016:

**CB/16/03539/ADV – Asda Store, Church Street, Biggleswade**

*Advertisement: Fascia signs, illuminated signage, flat panel tray/signs, twin post/wall signs.*

*It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application.*

b. **CB/18/00135/FULL – 15 Market Square, Biggleswade**

Change of use from Use Class A1 (Retail) to Use Class A3 (Café/Restaurant), the installation of an extraction system, shopfront alterations and the change of use of the highway to external seating area.

c. **CB/18/00080/ADV – Busy Bee Nursery Land SE of Maunder Avenue, Biggleswade**

Advertisement: two wall mounted non- illuminated signs and one low level sign non illuminated to site boundary.

d. **CB/18/00118/FULL – 4 Mill Close, Biggleswade**

Loft conversion with front roof lights and rear dormer.

e. **CB/17/05955/FULL – 15 Bittern Drive, Biggleswade**

Proposed Extensions and Remodelling to Front, Sides and Rear.

f. **CB/18/00188/FULL – 6 Kitelands Road, Biggleswade**

Proposed loft conversion.

g. **CB/18/00258/FULL – 9 Edward Road, Biggleswade**

Single storey rear extension.

h. **CB/18/00354/FULL – 4 Mulberry Close, Biggleswade**

Proposed two storey side extension plus single storey front extension with front canopy and rear porch extension.

i. **CB/18/00331/FULL – 11-13 High Street, Biggleswade**

Change of Use of rear part of existing building into 2 No. flats following partial demolition of single storey rear extension and construction of new three storey building to create 3 No.flats.

- j. **CB/17/05029/FULL – Shortmead Street, Land at the rear of 49 & 51, Biggleswade**  
Erection of a detached dwelling.

This was originally discussed at the Council Meeting held 13 December 2016, whereby no objection was raised, however it was refused by CBC and then an appeal was made in April 2017.

**CB/16/05176/FULL – Land Rear of 49-51 Shortmead Street, Biggleswade**  
*Erection of detached dwelling.*

*It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.*

- k. **CB/18/00356/FULL – 5 Ely Croft, Biggleswade**  
Single storey rear extension.

- l. **CB/18/00422/FULL – 38 Wilsheres Road, Biggleswade**  
Two storey and single storey rear extension with first floor side extension above garage.

10. **ACCOUNTS**

a. **Financial Administration**

For Members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 December 2017.
- ii. Summary of Income & Expenditure.
- iii. Income and Expenditure by budget heading.
- iv. Current Bank Account, receipts and payments to 31 December 2017.

11. **ITEMS FOR CONSIDERATION**

a. **Standing Orders**

Members are asked to consider a proposal from Cllr H Ramsay, that a working group is set up to carry out a review of the Town Council Standing Orders.

b. **Grants**

Following a meeting of the Finance and General Purposes committee 16 January 2018, where the Committee considered grant applications for a SID and refurbishment to a cricket wicket. The Committee recommended that both applications were referred to the 106 monies held at CBC.

Applications have been made for 106 monies and at this time no 106 monies are available.

Members are asked to further consider the grant application requests. (Attached).

c. **Consultation: Draft Local Plan 2013 – 2035**

Members are asked to consider the consultation on the Draft Local Plan 2013 – 2035.

**d. Citizen Advice Mid Bedfordshire - Project Outreach**

Members are asked to consider a request from Citizen Advice Mid Bedfordshire to provide a grant towards the running costs for home visiting/benefits case work "Project Outreach". A grant was provided three years ago in April 2015 for £200.

For further information please see copy letter dated 6 February 2018 (attached).

**e. Greenwheel Funding**

We have received documentation from the Supporting Communities Manager & Green Infrastructure Team Leader enquiring whether BTC is able to make a contribution towards their ongoing work on the Green Wheel – ideally 2018/2019 and 2019/2020. Also, if we have any opportunities/ideas for them to spend some of their existing funding on capital enhancements associated with the Green Wheel.

Members are asked to consider their request and for further information please see documentation attached.

**f. Parking Management**

The Parking Management Working Group has met twice to discuss preparations for the management of the Town Council's car parks and review responses from the public consultation on the proposed Biggleswade Town Council Off Street Parking Places Order 2017.

A report and further information is attached to this agenda. Members are asked to consider the following Recommendations:

1. To approve and seal the Biggleswade Town Council Off Street Parking Places Order 2017.
2. To use the ESPO Framework 509 public procurement procedure to procure seven solar powered Parkeon Strada Transfer pay and display ticket machines, six of which to include card and coin facilities.
3. To purchase an additional battery and charger as a backup.
4. For officers to negotiate rates for card transaction fees.
5. To approve the costs of signage.
6. To approve the costs of surface repairs and line marking at Dan Albone car park.
7. To approve the format of parking permits.

**12. ITEMS FOR INFORMATION**

**a. Crime Statistics – January 2018**

Copy of the crime statistics for January 2018, is attached.

**13. PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed (one) three-minute slot.

#### **14. EXEMPT ITEMS**

The following resolution will be moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(Planning application)

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolve to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING  
HELD ON TUESDAY 23 JANUARY 2018  
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr D Albone  
Cllr B Briars  
Cllr G Fage  
Cllr F Foster  
Cllr M Foster  
Cllr M North (Chair)  
Cllr M Russell (Vice Chair)  
Cllr P Sheldon  
Cllr D Strachan

Mr R McGregor – Town Clerk, Biggleswade Town Council (BTC)  
Mrs H Hammond – Administrator, Biggleswade Town Council  
Members of Public – 5  
Staff – 2

**B23/0101 1. APOLOGIES FOR ABSENCE**

Cllr I Bond, Cllr S Patel, Cllr H Ramsay, Cllr T Woodward

**ABSENT**

Cllr J Medlock, Cllr S Watkins

**B23/0102 2. DECLARATIONS OF INTEREST**

B23/0102.1 a. Disclosable Pecuniary Interests in any agenda item – none declared.

B23/0102.2 b. Non-pecuniary interests in any agenda item –

- Cllr B Briars (as member of BATS) re: 7(b), grant applications.
- Cllr F Foster (as a member of Biggleswade Good Neighbours) re: 7(b), grant applications.
- Cllr D Albone re: item 12(c), as a resident of Drove Road.

**B23/0103 3. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor welcomed Cllr P Sheldon to the chamber, as a newly-elected Town Councillor.

The Mayor reminded Members of the General Data Protection Regulation (GDPR) training booked for staff and councillors at The Orchard community centre, the next day (24/1/2018).

The Deputy Mayor attended the Chairman's Civic Service at St Mary's Church in Woburn on 21<sup>st</sup> January. The service was hosted by The Chairman of the Council, Councillor Fiona Chapman MBE.

**B23/0104**      4.      **PUBLIC OPEN SESSION**

Sheila Grayston of the Biggleswade Community Safety Group (BCSG), spoke in respect of item 7(b), around the decision and recommendation of the Finance and General Purposes Committee (F&GP) made on 16<sup>th</sup> January 20.

She explained that BCSG had made a grant application for the purchase of a Portable Speed Indicator Device (SID), and that the resulting decision was to seek s106 funding instead. Ms Grayston stated that s106 money was not available to the BCSG and this had been verified by PC Bob Meadows.

She said that the cost of the basic equipment was £2400 plus VAT, which equated £2880 and if BTC were to reconsider and approve the grant request, then the VAT could be reclaimed on the purchased item, which could also be added to the Town Council's insurance policy instead of being insured by a member of BCSG. In adding to the case, Ms Grayston pointed out that the purchase of SID equated to £0.19 per elector, which BCSG felt offered good value for money.

Ms Grayston and the other members of the BCSG present looked forward to hearing the discussion around BCSG's grant application at the meeting, noting items on the agenda allowing for discussion on the issue.

**B23/0105**      5.      **INVITED SPEAKER**

There was no invited speaker.

**B23/0106**      6.      **MEMBERS QUESTIONS**

There were no questions from Members.

**B23/0107**      7.      **MINUTES AND RECOMMENDATIONS OF MEETINGS**

B23/0107.1      a.      Members received and approved the Minutes of the Council Meeting held on 9 January 2018, subject to the following changes:

p3, A09/01/08.1(a) should reading 2017 rather than 2018

p5, A09/01/10.1 should read **RESOLVED** rather than **RECOMMENDED**

B23/0107.2      b.      Member received and approved the **RECOMMENDATIONS** and **NOTED** the **RESOLUTIONS** of the **Finance and General Purposes Meeting** held on 16 January 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

B23/0107.2a      a.      **Budgets 2018 - 2019**

To consider and recommend to the Town Council, budget and precept request for 2018–2019.

It was **RECOMMENDED** by F&GP that the Town Council approve the proposed Budget for 2018/19 and a precept increase of 3%.

The Town Council **RESOLVED** to approve the budget for 2018/2019 and request a precept figure from Central Bedfordshire Council of £938,232.00.

B23/0107.2b

**b. Grants and Sponsorship**

- i. F&GP Committee considered applications for Community Grants. A schedule of grant approvals was attached to the Agenda.

The Town Council **NOTED** the grants awarded by F&GP Committee totaling £13,458.00. Individual grants awarded were within the delegated powers of the F&GP Committee.

The Town Council **NOTED** that F&GP Committee had **RECOMMENDED** seeking S106 funding for larger grant applications made by Biggleswade Community Safety Group (£2,880) and Biggleswade Cricket Club (£3,000). As s106 funds are now known not to be available for the BCSG project this matter will be added to a future Council agenda.

- ii. F&GP Committee considered an invitation from Biggleswade Town Cricket Club, to sponsor match balls (£50), as in previous years and it was **RESOLVED** to grant this request.

The Town Council **NOTED** this information.

B23/0107.2c

**c. Salaries Bank Account**

F&GP Committee considered a report and proposals for a separate bank account for the payment of salaries. It was **RECOMMENDED** by F&GP Committee that the Town Council approve the proposals.

The Town Council **RESOLVED** as follows:

1. To open a separate bank account with Lloyds Bank for the payment of staff salaries, maintaining a balance of £25,000 credited by automatic imprest from the Current Account.
2. For payment of staff salaries to be authorised by any one of the following officers of the Town Council: Town Clerk, Deputy Town Clerk, Office Manager, up to a maximum of £25,000 per month and the total salary payment to be reported monthly.

Cllr M Russell asked that the minutes record that she voted against the recommendation.

B23/0107.2d

**d. Financial Regulations**

Following the F&GP meeting of 21 November 2017, the Financial Regulations were reviewed in a working group with the Town Council's accountant, Derek Kemp.

F&GP Committee **RECOMMENDED** to adopt the draft amended Financial Regulations.

A further amendment was proposed by Cllr D Strachan, to remove the words '(principally salaries)' from item 6.8.



The Town Council **RESOLVED** to adopt the amended Financial Regulations.

**B23/0108**      **8.      MATTERS ARISING**

Matters arising from the Minutes of the Council Meeting held on 9 January 2018, are as follows:

Re: A09/01/04.1, Cllr D Strachan asked as to whether Mr Bacon been made aware of the answer, to which the Town Clerk replied that he believed CBC were now in direct contact with Mr Bacon to discuss this matter.

Re: A09/01/06, Cllr D Strachan asked again if the Police had responded to the Police and Crime Commissioner's (PCC) letter about funding. The Town Clerk said that he had yet to receive a reply and would follow this up.

Re: A09/01/10.1 (b), Cllr D Strachan asked if the setting up of a Standing Orders working group was going to be added to the next council meeting agenda, to which the Town Clerk replied that that it would.

**B23/0109**      **9.      PLANNING APPLICATIONS**

B23/0109.1      **a.      CB/17/06060/FULL – 68 Fairfield Road, Biggleswade**  
Proposed conservatory to rear.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

B23/0109.2      **b.      CB/17/05884/FULL – 18 Maple Close, Biggleswade**  
Change of use from Garage to Beauty Room.

It was **RESOLVED** that Town Council **OBJECT** to this planning application on the grounds that it is a change from residential to commercial use and due to the impact of increased parking problems in a cul de sac.

B23/0109.3      **c.      CB/17/06039/FULL – 6 Lindsell Crescent, Biggleswade**  
Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents. In particular the Town Council request that neighbours' views are taken into consideration regarding the size of the proposed extension.

- B23/0109.4 d. **CB/17/06038/FULL – 11 Darwin Drive, Biggleswade**  
Addition of single-storey Glass Room to the rear elevation.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.
- B23/0109.5 e. **CB/17/06040/ADV – 19 Market Square, Biggleswade**  
Advertisement Consent: New Fascia Signage.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.
- B23/0109.6 f. **CB/17/05929/FULL – Drove Road, Existing grounds maintenance Workshop Recreation Ground, Biggleswade**  
Proposed new grounds maintenance workshop, storage facilities and general alterations to existing Drove Road site.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.
- B23/0109.7 g. **CB/18/00085/FULL – 84 London Road, Biggleswade**  
Proposed single storey rear extension after removal of existing conservatory.
- It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.
- B230110 10. **ACCOUNTS**  
**Financial Administration**
- This item was deferred to next meeting.
- B230111 11. **ITEMS FOR CONSIDERATION**
- B230111.1 a. **Request from H. Harris & Sons Amusement Caterers**
- A request was received asking Members to grant permission for H Harris and Sons, for use of the Biggleswade Market Square during Biggleswade Carnival week. The request was for the Fun Fair to pull onto the Market Square on Tuesday 19 June 2018 after 6:00 pm and pull off by 8:00 am on Sunday 24 June 2018.
- It was **RESOLVED** to approve this request.
- B230111.2 b. **CBC Budget Consultation 2018**
- Members considered the correspondence and questionnaire on the CBC Budget Consultation. It was **RESOLVED** to make no formal response to the CBC Budget Consultation.

B230111.3 c. **Highways Rural Match Fund**

A working group met to look at the above scheme Eagle Farm Road, Drove Road and London Road junction was discussed along with proposals that group members send in details of any footpaths that may require work. Footpaths identified by the working group were, Hitchmead Road and St Johns Street. Correspondence has been received from Nick Shaw, Principle Highways Officer relating to the above junction and possible areas for footpath works.

Members considered the correspondence and felt that repairs to pavements in the areas suggested should be carried out by CBC under their current obligations rather than claim Rural Match Funding.

It was also felt that an upfront cost of £2500 for feasibility work would not be appropriate for projects that are the responsibility of CBC under prioritised routine maintenance.

It was **RESOLVED** not to submit a bid for match funding.

B230111.4 d. **Application For Financial Assistance 2018**

Members reviewed the application from BRCC for financial assistance.

Members **RESOLVED** to accept the proposal and grant the £11,250 payment.

Members would like to be informed of the number of hours per week were spent by the Community Agent on her work.

**B230112 12. ITEMS FOR INFORMATION**

B230112.1 a. **Planning Application Outcomes**

Members **NOTED** a report detailing the outcome of recent planning applications.

B230112.2 b. **Crime Statistics December 2017**

Members **NOTED** the document showing crime statistics for December 2017.

B230112.3 c. **Temporary Road Works – Drove Road, Biggleswade (CBC 6466)**

Members **NOTED** the notification from CBC Highways regarding the road closure from Tuesday 13 to Thursday 15 February 2018 – 24 hours a day.

B230112.4 d. **Notice of Grant of Planning Permission, Biggleswade United Football Ground, Proposed Groundsmans Store and Tea Hut**

A copy of the planning notice is attached to this agenda for information. This information was **NOTED**.

B230112.5 e. **Temporary Road Works – Dunton Lane, Biggleswade (CBC 6280)**

Last year we received notification from CBC Highways that closure was taking place on Saturday 26<sup>th</sup> to 27 August 2017 for 24 hours a day.

We have now received a further update from CBC Highways and Members please note *“Permanent reinstatement will be carried out on Sunday 28<sup>th</sup> January 2018 between the hours of 09:00 am – 3:00 pm”*.

This information was **NOTED**.

**B230113**      **13.    PUBLIC OPEN SESSION**

Ms Sheila Grayston expressed her gratitude to Members for considering the BCSG's request.

Tony Reynolds regarding proposals for charging for parking. Mr Reynolds suggested the following:

- 1) Allocating a number of spaces for commuters Monday to Friday
- 2) Bus service between Kings Reach and the station
- 3) A service level agreement for monitoring on street parking to manage the effect of displacing commuter cars from the car parks.

**B230114**      **14.    EXEMPT ITEMS**

There were no Exempt Items

Meeting closed at 8.10pm.

DRAFT

Date :- 23/01/2018

BIGGLESWADE TC 2017/18

Detailed Balance Sheet to 31/12/2017

Time :- 14:49

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 9 31st December 2017

Page No: 1

| <u>A/c</u> | <u>Account Description</u>                   | <u>Actual</u>    |                |                  |
|------------|--|------------------|----------------|------------------|
|            | <u>Fixed Assets</u>                          | Asset Value      | Depreciation   | Net Value        |
| 1          | OP'L F/H LAND & BUILDINGS                    | 1,813,043        | 343,941        | 1,469,102        |
| 2          | OP'L L/H LAND & BUILDINGS                    | 9,095            | 0              | 9,095            |
| 21         | VEHICLES & EQUIPMENT                         | 577,778          | 287,658        | 290,120          |
| 41         | INFRASTRUCTURE ASSETS                        | 250,062          | 211,663        | 38,399           |
| 61         | COMMUNITY ASSETS                             | 15,380           | 0              | 15,380           |
|            | <b>Total Fixed Assets</b>                    | <b>2,665,358</b> | <b>843,262</b> | <b>1,822,096</b> |
|            | <u>Current Assets</u>                        |                  |                |                  |
| 100        | DEBTORS - TOWN COUNCIL                       | 30,913           |                |                  |
| 101        | DEBTORS - ALLOTMENTS                         | 814              |                |                  |
| 102        | DEBTORS - PITCH HIRE                         | 1,317            |                |                  |
| 103        | DEBTORS - ORCHARD CENTRE                     | 1,982            |                |                  |
| 105        | VAT REFUNDS                                  | 18,069           |                |                  |
| 110        | PREPAYMENTS                                  | 333              |                |                  |
| 201        | CURRENT BANK A/C                             | 401,212          |                |                  |
| 202        | IMPREST BANK A/C DO NOT USE                  | 87,262           |                |                  |
| 209        | CAPITAL RESERVE.                             | 255,871          |                |                  |
| 210        | PETTY CASH                                   | 251              |                |                  |
| 212        | CASH CHANGE FLOAT                            | 24               |                |                  |
| 225        | NATWEST 95 DAY ACCOUNT                       | 447              |                |                  |
|            | <b>Total Current Assets</b>                  |                  | <b>798,494</b> |                  |
|            | <u>Current Liabilities</u>                   |                  |                |                  |
| 501        | TRADE CREDITORS                              | -10,179          |                |                  |
| 511        | ACCRUAL - ST LIGHT MTCE                      | 17,500           |                |                  |
| 515        | PAYE & NI DUE                                | -20              |                |                  |
| 525        | ALLOTMENT DEPOSITS                           | 1,100            |                |                  |
| 530        | INC IN ADVANCE - COMMUTED                    | 9,850            |                |                  |
| 550        | MAYORS CHARITY FUND                          | 24               |                |                  |
|            | <b>Total Current Liabilities</b>             |                  | <b>18,275</b>  |                  |
|            | <b>Net Current Assets</b>                    |                  |                | <b>780,218</b>   |
|            | <b>Total Assets less Current Liabilities</b> |                  |                | <b>2,602,314</b> |
|            | <u>Long Term Liabilities</u>                 |                  |                |                  |
| 401        | PWLB LOANS                                   | 142,865          |                |                  |
| 430        | LEASE CREDITOR (GROSS)                       | 3,705            |                |                  |
| 435        | LEASE CREDITOR (DEF'D INT)                   | -387             |                |                  |
|            | <b>Total Long Term Liabilities</b>           |                  | <b>146,183</b> |                  |
|            | <b>Total Assets less Total Liabilities</b>   |                  |                | <b>2,456,131</b> |
|            | <u>Represented By :-</u>                     |                  |                |                  |
| 301        | CURRENT YEAR FUND                            | 265,205          |                |                  |
| 310        | GENERAL RESERVE                              | 94,807           |                |                  |
| 320        | EMR DEVOLVED SERVICES                        | 65,000           |                |                  |
| 322        | EMR PLAY EQUIPMENT                           | 3,500            |                |                  |
| 325        | EMR WEBSITE                                  | 1,500            |                |                  |
| 327        | EMR RADIO LINK                               | 1,471            |                |                  |
| 329        | CHRISTMAS LIGHTS RES                         | 3,000            |                |                  |

**Detailed Balance Sheet (Excluding Stock Movement)****Month No: 9 31st December 2017**

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| <u>A/c</u> | <u>Account Description</u> | <u>Actual</u>    |
|------------|----------------------------|------------------|
| 335        | EMR DIAMOND JUBILEE        | 1,797            |
| 338        | EMR TOWN PLAN STEERING GP  | 1,643            |
| 342        | EMR MISC. RECREATION       | 2,695            |
| 345        | EMR STREET LIGHTS          | 14,000           |
| 346        | EMR PUBLIC TOILETS         | 9,341            |
| 348        | EMR CLOCK REPAIR           | 700              |
| 349        | ROLLING CAPITAL FUND       | 315,559          |
| 350        | CAPITAL FINANCING RESERVE  | 1,395,010        |
| 451        | DEF'D GRANTS APPLIED       | 462,752          |
| 452        | DEF'D GRANTS W/BACK        | -181,849         |
|            | <b>Total Equity</b>        | <b>2,456,131</b> |

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23/01/2018

## BIGGLESWADE TC 2017/18

## Summary of Income and Expenditure

14:50

## Summary Income &amp; Expenditure by Budget Heading 31st December 2017

Month No : 9

## Cost Centre Report

Page No 1

|                                    |                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Of<br>Budget |
|------------------------------------|-----------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 101                                | B'SWADE MAGISTRATES COURT   |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 80                    | 6,491                  | 13,500                | 7,009                    |                          | 7,009              | 48.1 %         |
|                                    | Income                      | 80                    | 6,491                  | 13,500                | -7,009                   |                          |                    | 48.1 %         |
| 108                                | GRANTS (INCL S137)          |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 0                     | 18,785                 | 20,500                | 1,715                    |                          | 1,715              | 91.6 %         |
| 109                                | CAPITAL EXPENDITURE         |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 1,468                 | 164,021                | 90,910                | -73,111                  |                          | -73,111            | 180.4 %        |
|                                    | Income                      | 9,485                 | 96,938                 | 0                     | 96,938                   |                          |                    | 0.0 %          |
| 111                                | CORPORATE MANAGEMENT        |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 6,409                 | 68,190                 | 76,416                | 8,226                    |                          | 8,226              | 89.2 %         |
|                                    | Income                      | 26                    | 861,328                | 862,241               | -913                     |                          |                    | 99.9 %         |
| 112                                | DEMOCRATIC REP'N & MGM'T    |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 8,545                 | 82,233                 | 104,987               | 22,754                   |                          | 22,754             | 78.3 %         |
| 113                                | CIVIC ACTIVITIES & EXPENSES |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 500                   | 2,961                  | 3,100                 | 139                      |                          | 139                | 95.5 %         |
|                                    | Income                      | 330                   | 330                    | 0                     | 330                      |                          |                    | 0.0 %          |
| 115                                | ORCHARD COMMUNITY CENTRE    |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 2,740                 | 10,411                 | 69,600                | 59,189                   |                          | 59,189             | 15.0 %         |
|                                    | Income                      | 373                   | 25,173                 | 34,000                | -8,827                   |                          |                    | 74.0 %         |
| 901                                | CENTRAL SERVICES            |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 0                     | 610                    | 0                     | -610                     |                          | -610               | 0.0 %          |
|                                    | Income                      | 0                     | 610                    | 0                     | 610                      |                          |                    | 0.0 %          |
| 102                                | ALLOTMENTS                  |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 0                     | 416                    | 1,965                 | 1,549                    |                          | 1,549              | 21.2 %         |
|                                    | Income                      | 31                    | 4,861                  | 5,300                 | -439                     |                          |                    | 91.7 %         |
| 104                                | BURIAL GROUNDS              |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 7,323                 | 61,079                 | 75,087                | 14,008                   |                          | 14,008             | 81.3 %         |
|                                    | Income                      | 1,479                 | 13,768                 | 13,000                | 768                      |                          |                    | 105.9 %        |
| 212                                | RECREATION GROUNDS          |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 24,885                | 209,326                | 292,230               | 82,904                   |                          | 82,904             | 71.6 %         |
|                                    | Income                      | 70                    | 7,017                  | 10,650                | -3,633                   |                          |                    | 65.9 %         |
| 902                                | WORKS SERVICES              |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 0                     | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 103                                | STREET LIGHTS               |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 524                   | 5,268                  | 17,000                | 11,732                   |                          | 11,732             | 31.0 %         |
| 105                                | CAR PARKS                   |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 14,390                | 63,497                 | 97,282                | 33,785                   |                          | 33,785             | 65.3 %         |
|                                    | Income                      | 0                     | 0                      | 26,182                | -26,182                  |                          |                    | 0.0 %          |
| 106                                | MARKET                      |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 2,073                 | 19,855                 | 26,687                | 6,832                    |                          | 6,832              | 74.4 %         |
|                                    | Income                      | 1,526                 | 15,359                 | 25,050                | -9,691                   |                          |                    | 61.3 %         |
| 107                                | TOWN CENTRE GENERAL         |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 3,395                 | 37,623                 | 62,209                | 24,586                   |                          | 24,586             | 60.5 %         |
|                                    | Income                      | 310                   | 310                    | 0                     | 310                      |                          |                    | 0.0 %          |
| 110                                | PUBLIC CONVENIENCES         |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | 1,658                 | 16,213                 | 25,450                | 9,237                    |                          | 9,237              | 63.7 %         |
| <b>INCOME - EXPENDITURE TOTALS</b> |                             |                       |                        |                       |                          |                          |                    |                |
|                                    | Expenditure                 | <b>73,990</b>         | <b>766,979</b>         | <b>976,923</b>        | <b>209,944</b>           | <b>0</b>                 | <b>209,944</b>     | <b>78.5 %</b>  |
|                                    | Income                      | <b>13,710</b>         | <b>1,032,184</b>       | <b>989,923</b>        | <b>42,261</b>            |                          |                    | <b>104.3 %</b> |
|                                    | Net Expenditure over Income | <b>60,280</b>         | <b>-265,205</b>        | <b>-13,000</b>        | <b>252,205</b>           |                          |                    |                |

23/01/2018

## BIGGLESWADE TC 2017/18

Income and Expenditure  
by Budget Heading

14:51

## Detailed Income &amp; Expenditure by Budget Heading 31st December 2017

Month No : 9

## Cost Centre Report

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|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>101 B'SWADE MAGISTRATES COURT</b>            |                       |                        |                       |                          |                          |                    |                |
| 4007 HEALTH & SAFETY                            | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 4011 RATES                                      | 1,112                 | 8,890                  | 5,020                 | -3,870                   |                          | -3,870             | 177.1 %        |
| 4012 WATER RATES                                | 0                     | 209                    | 500                   | 291                      |                          | 291                | 41.8 %         |
| 4013 RENT                                       | -3,052                | -15,122                | -16,420               | -1,298                   |                          | -1,298             | 92.1 %         |
| 4014 ELECTRICITY                                | 0                     | 477                    | 2,500                 | 2,023                    |                          | 2,023              | 19.1 %         |
| 4015 GAS  | 739                   | 1,550                  | 3,500                 | 1,950                    |                          | 1,950              | 44.3 %         |
| 4016 CLEANING COSTS                             | 1,162                 | 6,839                  | 9,000                 | 2,161                    |                          | 2,161              | 76.0 %         |
| 4029 OFFICE REFURBISHMENT                       | 58                    | 83                     | 0                     | -83                      |                          | -83                | 0.0 %          |
| 4036 PROPERTY MAINTENANCE                       | 0                     | 80                     | 4,000                 | 3,921                    |                          | 3,921              | 2.0 %          |
| 4042 EQUIPT MAINT/REPAIR                        | 0                     | 671                    | 1,000                 | 329                      |                          | 329                | 67.1 %         |
| 4067 PEST CONTROL                               | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0 %          |
| 4104 REFUSE COLLECTION                          | 61                    | 874                    | 1,000                 | 126                      |                          | 126                | 87.4 %         |
| 4110 FIRE PRECAUTIONS                           | 0                     | 307                    | 1,500                 | 1,193                    |                          | 1,193              | 20.4 %         |
| 4134 SECURITY/CCTV                              | 0                     | 1,633                  | 1,500                 | -133                     |                          | -133               | 108.9 %        |
| <b>B'SWADE MAGISTRATES COURT :- Expenditure</b> | <b>80</b>             | <b>6,491</b>           | <b>13,500</b>         | <b>7,009</b>             | <b>0</b>                 | <b>7,009</b>       | <b>48.1 %</b>  |
| 1081 INC-RENT                                   | 80                    | 6,491                  | 12,500                | -6,009                   |                          |                    | 51.9 %         |
| 1091 INC-MISCELLANEOUS                          | 0                     | 0                      | 1,000                 | -1,000                   |                          |                    | 0.0 %          |
| <b>B'SWADE MAGISTRATES COURT :- Income</b>      | <b>80</b>             | <b>6,491</b>           | <b>13,500</b>         | <b>-7,009</b>            |                          |                    | <b>48.1 %</b>  |
| <b>Net Expenditure over Income</b>              | <b>0</b>              | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |
| <b>102 ALLOTMENTS</b>                           |                       |                        |                       |                          |                          |                    |                |
| 4013 RENT                                       | 0                     | 116                    | 465                   | 349                      |                          | 349                | 25.0 %         |
| 4037 GROUNDS MAINTENANCE                        | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| 4067 PEST CONTROL                               | 0                     | 300                    | 500                   | 200                      |                          | 200                | 60.0 %         |
| <b>ALLOTMENTS :- Expenditure</b>                | <b>0</b>              | <b>416</b>             | <b>1,965</b>          | <b>1,549</b>             | <b>0</b>                 | <b>1,549</b>       | <b>21.2 %</b>  |
| 1087 INC-ALLOTMENTS                             | 31                    | 4,861                  | 5,300                 | -439                     |                          |                    | 91.7 %         |
| <b>ALLOTMENTS :- Income</b>                     | <b>31</b>             | <b>4,861</b>           | <b>5,300</b>          | <b>-439</b>              |                          |                    | <b>91.7 %</b>  |
| <b>Net Expenditure over Income</b>              | <b>-31</b>            | <b>-4,444</b>          | <b>-3,335</b>         | <b>1,109</b>             |                          |                    |                |
| <b>103 STREET LIGHTS</b>                        |                       |                        |                       |                          |                          |                    |                |
| 4014 ELECTRICITY                                | 524                   | 4,221                  | 7,000                 | 2,779                    |                          | 2,779              | 60.3 %         |
| 4038 MAINTENANCE CONTRACT                       | 0                     | 0                      | 6,500                 | 6,500                    |                          | 6,500              | 0.0 %          |
| 4045 S/L REPAIR/RENEWAL                         | 0                     | 1,047                  | 3,000                 | 1,953                    |                          | 1,953              | 34.9 %         |
| 4174 BUS SHELTER MAINTENANCE                    | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| <b>STREET LIGHTS :- Expenditure</b>             | <b>524</b>            | <b>5,268</b>           | <b>17,000</b>         | <b>11,732</b>            | <b>0</b>                 | <b>11,732</b>      | <b>31.0 %</b>  |
| <b>Net Expenditure over Income</b>              | <b>524</b>            | <b>5,268</b>           | <b>17,000</b>         | <b>11,732</b>            |                          |                    |                |

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Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>104 BURIAL GROUNDS</b>          |                       |                        |                       |                          |                          |                    |                |
| 4011 RATES                         | 381                   | 3,429                  | 3,104                 | -325                     |                          | -325               | 110.5 %        |
| 4012 WATER RATES                   | 0                     | 107                    | 200                   | 93                       |                          | 93                 | 53.5 %         |
| 4014 ELECTRICITY                   | -54                   | -28                    | 150                   | 178                      |                          | 178                | -18.6 %        |
| 4036 PROPERTY MAINTENANCE          | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| 4110 FIRE PRECAUTIONS              | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0 %          |
| 4178 PATHS MAINTENANCE             | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| 4901 C.S. SALARY RECHARGE          | 753                   | 6,600                  | 9,573                 | 2,973                    |                          | 2,973              | 68.9 %         |
| 4902 W.S. SALARY RECHARGE          | 4,025                 | 36,792                 | 45,660                | 8,868                    |                          | 8,868              | 80.6 %         |
| 4911 C.S. O'HEAD RECHARGE          | 529                   | 5,265                  | 5,050                 | -215                     |                          | -215               | 104.3 %        |
| 4912 W.S. O'HEAD RECHARGE          | 1,689                 | 8,914                  | 9,150                 | 236                      |                          | 236                | 97.4 %         |
| BURIAL GROUNDS :- Expenditure      | <b>7,323</b>          | <b>61,079</b>          | <b>75,087</b>         | <b>14,008</b>            | <b>0</b>                 | <b>14,008</b>      | <b>81.3 %</b>  |
| 1084 INC-BURIAL FEES               | 1,271                 | 11,865                 | 10,000                | 1,865                    |                          |                    | 118.7 %        |
| 1092 INC-GRNDS MAINT               | 0                     | 0                      | 1,000                 | -1,000                   |                          |                    | 0.0 %          |
| 1097 INC-MEMORIALS                 | 208                   | 1,903                  | 2,000                 | -98                      |                          |                    | 95.1 %         |
| BURIAL GROUNDS :- Income           | <b>1,479</b>          | <b>13,768</b>          | <b>13,000</b>         | <b>768</b>               |                          |                    | <b>105.9 %</b> |
| <b>Net Expenditure over Income</b> | <b>5,844</b>          | <b>47,312</b>          | <b>62,087</b>         | <b>14,775</b>            |                          |                    |                |
| <b>105 CAR PARKS</b>               |                       |                        |                       |                          |                          |                    |                |
| 4005 AGENCY STAFF                  | 0                     | 0                      | 26,182                | 26,182                   |                          | 26,182             | 0.0 %          |
| 4011 RATES                         | 2,283                 | 20,549                 | 22,640                | 2,091                    |                          | 2,091              | 90.8 %         |
| 4021 TELEPHONE & FAX               | 0                     | 0                      | 600                   | 600                      |                          | 600                | 0.0 %          |
| 4047 MATERIALS/TOOLS               | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4056 LEGAL EXPENSES                | 0                     | 1,698                  | 1,000                 | -698                     |                          | -698               | 169.8 %        |
| 4059 CONSULTANCY                   | 0                     | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4108 SURFACE REPAIRS               | 0                     | 0                      | 3,000                 | 3,000                    |                          | 3,000              | 0.0 %          |
| 4126 CAR PARK LEASE                | 10,358                | 26,858                 | 26,001                | -857                     |                          | -857               | 103.3 %        |
| 4901 C.S. SALARY RECHARGE          | 188                   | 1,650                  | 2,393                 | 743                      |                          | 743                | 69.0 %         |
| 4902 W.S. SALARY RECHARGE          | 1,006                 | 9,198                  | 11,415                | 2,217                    |                          | 2,217              | 80.6 %         |
| 4911 C.S. O'HEAD RECHARGE          | 132                   | 1,316                  | 1,263                 | -53                      |                          | -53                | 104.2 %        |
| 4912 W.S. O'HEAD RECHARGE          | 422                   | 2,229                  | 2,288                 | 59                       |                          | 59                 | 97.4 %         |
| CAR PARKS :- Expenditure           | <b>14,390</b>         | <b>63,497</b>          | <b>97,282</b>         | <b>33,785</b>            | <b>0</b>                 | <b>33,785</b>      | <b>65.3 %</b>  |
| 1090 INC - PARKING FINES           | 0                     | 0                      | 26,182                | -26,182                  |                          |                    | 0.0 %          |
| CAR PARKS :- Income                | <b>0</b>              | <b>0</b>               | <b>26,182</b>         | <b>-26,182</b>           |                          |                    | <b>0.0 %</b>   |
| <b>Net Expenditure over Income</b> | <b>14,390</b>         | <b>63,497</b>          | <b>71,100</b>         | <b>7,603</b>             |                          |                    |                |

Month No : 9

Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>106 MARKET</b>                  |                       |                        |                       |                          |                          |                    |                |
| 4004 MARKET STAFF                  | 395                   | 3,563                  | 5,100                 | 1,537                    |                          | 1,537              | 69.9 %         |
| 4011 RATES                         | 610                   | 5,491                  | 7,600                 | 2,109                    |                          | 2,109              | 72.3 %         |
| 4014 ELECTRICITY                   | 0                     | 47                     | 1,000                 | 953                      |                          | 953                | 4.7 %          |
| 4025 INSURANCE                     | 0                     | 532                    | 0                     | -532                     |                          | -532               | 0.0 %          |
| 4032 PUBLICITY                     | 0                     | 0                      | 550                   | 550                      |                          | 550                | 0.0 %          |
| 4047 MATERIALS/TOOLS               | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0 %          |
| 4081 Licences                      | 0                     | 333                    | 0                     | -333                     |                          | -333               | 0.0 %          |
| 4901 C.S. SALARY RECHARGE          | 627                   | 5,500                  | 7,978                 | 2,478                    |                          | 2,478              | 68.9 %         |
| 4911 C.S. O'HEAD RECHARGE          | 441                   | 4,388                  | 4,209                 | -179                     |                          | -179               | 104.2 %        |
| MARKET :- Expenditure              | <b>2,073</b>          | <b>19,855</b>          | <b>26,687</b>         | <b>6,832</b>             | <b>0</b>                 | <b>6,832</b>       | <b>74.4 %</b>  |
| 1085 INC-TUESDAY MARKET RENTS      | 311                   | 2,457                  | 2,800                 | -343                     |                          |                    | 87.8 %         |
| 1086 INC-SATURDAY MARKET RENTS     | 1,216                 | 12,902                 | 22,000                | -9,098                   |                          |                    | 58.6 %         |
| 1103 INC-FARMERS MARKETS           | 0                     | 0                      | 250                   | -250                     |                          |                    | 0.0 %          |
| MARKET :- Income                   | <b>1,526</b>          | <b>15,359</b>          | <b>25,050</b>         | <b>-9,691</b>            |                          |                    | <b>61.3 %</b>  |
| <b>Net Expenditure over Income</b> | <b>547</b>            | <b>4,496</b>           | <b>1,637</b>          | <b>-2,859</b>            |                          |                    |                |
| <b>107 TOWN CENTRE GENERAL</b>     |                       |                        |                       |                          |                          |                    |                |
| 4064 ANNUAL HANGING BASKETS        | 0                     | 2,334                  | 2,000                 | -334                     |                          | -334               | 116.7 %        |
| 4116 WAR MEM & REM SERV            | 0                     | 220                    | 1,000                 | 780                      |                          | 780                | 22.0 %         |
| 4117 CLOCK REPAIRS                 | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0 %          |
| 4140 CHRISTMAS ACTIVITIES          | 0                     | 5,263                  | 5,000                 | -263                     |                          | -263               | 105.3 %        |
| 4143 Highway Improvements          | 0                     | 5,000                  | 0                     | -5,000                   |                          | -5,000             | 0.0 %          |
| 4144 CCTV                          | 1,581                 | 3,001                  | 18,000                | 14,999                   |                          | 14,999             | 16.7 %         |
| 4145 CHRISTMAS LIGHTS              | 65                    | 12,413                 | 18,500                | 6,087                    |                          | 6,087              | 67.1 %         |
| 4901 C.S. SALARY RECHARGE          | 188                   | 1,650                  | 2,393                 | 743                      |                          | 743                | 69.0 %         |
| 4902 W.S. SALARY RECHARGE          | 1,006                 | 9,198                  | 11,415                | 2,217                    |                          | 2,217              | 80.6 %         |
| 4911 C.S. O'HEAD RECHARGE          | 132                   | 1,316                  | 1,263                 | -53                      |                          | -53                | 104.2 %        |
| 4912 W.S. O'HEAD RECHARGE          | 422                   | 2,229                  | 2,288                 | 59                       |                          | 59                 | 97.4 %         |
| 4990 ASSET FUNDING FROM RCP        | 0                     | -5,000                 | 0                     | 5,000                    |                          | 5,000              | 0.0 %          |
| TOWN CENTRE GENERAL :- Expenditure | <b>3,395</b>          | <b>37,623</b>          | <b>62,209</b>         | <b>24,586</b>            | <b>0</b>                 | <b>24,586</b>      | <b>60.5 %</b>  |
| 1145 INC-CHRISTMAS ACTIVITIES      | 310                   | 310                    | 0                     | 310                      |                          |                    | 0.0 %          |
| TOWN CENTRE GENERAL :- Income      | <b>310</b>            | <b>310</b>             | <b>0</b>              | <b>310</b>               |                          |                    |                |
| <b>Net Expenditure over Income</b> | <b>3,085</b>          | <b>37,313</b>          | <b>62,209</b>         | <b>24,896</b>            |                          |                    |                |
| <b>108 GRANTS (INCL S137)</b>      |                       |                        |                       |                          |                          |                    |                |
| 4261 GRANTS UNDER OTHER            | 0                     | 11,285                 | 13,000                | 1,715                    |                          | 1,715              | 86.8 %         |
| 4264 Community Agent Grant         | 0                     | 7,500                  | 7,500                 | 0                        |                          | 0                  | 100.0 %        |
| GRANTS (INCL S137) :- Expenditure  | <b>0</b>              | <b>18,785</b>          | <b>20,500</b>         | <b>1,715</b>             | <b>0</b>                 | <b>1,715</b>       | <b>91.6 %</b>  |
| <b>Net Expenditure over Income</b> | <b>0</b>              | <b>18,785</b>          | <b>20,500</b>         | <b>1,715</b>             |                          |                    |                |

Month No : 9

## Cost Centre Report

|                                     | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>109 CAPITAL EXPENDITURE</b>      |                       |                        |                       |                          |                          |                    |                |
| 4053 LOAN INTEREST                  | 0                     | 3,470                  | 6,866                 | 3,396                    |                          | 3,396              | 50.5 %         |
| 4253 LEASE INTEREST REPAID          | 48                    | 436                    | 581                   | 145                      |                          | 145                | 75.0 %         |
| 4801 CP - New Vehicles\Equipment    | 0                     | 8,700                  | 0                     | -8,700                   |                          | -8,700             | 0.0 %          |
| 4842 CP - The Orchard Furniture & E | 40                    | 81,212                 | 0                     | -81,212                  |                          | -81,212            | 0.0 %          |
| 4847 CP - Workshop                  | 965                   | 965                    | 0                     | -965                     |                          | -965               | 0.0 %          |
| 4900 ROLLING CAPITAL FUND           | 0                     | 70,000                 | 70,000                | 0                        |                          | 0                  | 100.0 %        |
| 4980 LOAN REPAYMENT                 | 0                     | 4,205                  | 8,486                 | 4,281                    |                          | 4,281              | 49.6 %         |
| 4982 LEASE CAPITAL REPAID           | 415                   | 3,732                  | 4,977                 | 1,245                    |                          | 1,245              | 75.0 %         |
| 4990 ASSET FUNDING FROM RCP         | 0                     | -8,700                 | 0                     | 8,700                    |                          | 8,700              | 0.0 %          |
| CAPITAL EXPENDITURE :- Expenditure  | <b>1,468</b>          | <b>164,021</b>         | <b>90,910</b>         | <b>-73,111</b>           | <b>0</b>                 | <b>-73,111</b>     | <b>180.4 %</b> |
| 1077 INC-S106 GRANTS                | 0                     | 26,000                 | 0                     | 26,000                   |                          |                    | 0.0 %          |
| 1178 Orchard S106 Funds             | 9,485                 | 70,938                 | 0                     | 70,938                   |                          |                    | 0.0 %          |
| CAPITAL EXPENDITURE :- Income       | <b>9,485</b>          | <b>96,938</b>          | <b>0</b>              | <b>96,938</b>            |                          |                    |                |
| <b>Net Expenditure over Income</b>  | <b>-8,017</b>         | <b>67,083</b>          | <b>90,910</b>         | <b>23,827</b>            |                          |                    |                |
| <b>110 PUBLIC CONVENIENCES</b>      |                       |                        |                       |                          |                          |                    |                |
| 4011 RATES                          | 332                   | 2,986                  | 4,150                 | 1,164                    |                          | 1,164              | 71.9 %         |
| 4012 WATER RATES                    | 0                     | 799                    | 1,400                 | 601                      |                          | 601                | 57.1 %         |
| 4014 ELECTRICITY                    | 0                     | 243                    | 900                   | 657                      |                          | 657                | 27.0 %         |
| 4036 PROPERTY MAINTENANCE           | 106                   | 616                    | 2,500                 | 1,884                    |                          | 1,884              | 24.6 %         |
| 4038 MAINTENANCE CONTRACT           | 1,220                 | 11,570                 | 16,500                | 4,930                    |                          | 4,930              | 70.1 %         |
| PUBLIC CONVENIENCES :- Expenditure  | <b>1,658</b>          | <b>16,213</b>          | <b>25,450</b>         | <b>9,237</b>             | <b>0</b>                 | <b>9,237</b>       | <b>63.7 %</b>  |
| <b>Net Expenditure over Income</b>  | <b>1,658</b>          | <b>16,213</b>          | <b>25,450</b>         | <b>9,237</b>             |                          |                    |                |
| <b>111 CORPORATE MANAGEMENT</b>     |                       |                        |                       |                          |                          |                    |                |
| 4056 LEGAL EXPENSES                 | 0                     | 8,408                  | 0                     | -8,408                   |                          | -8,408             | 0.0 %          |
| 4057 AUDIT FEES                     | 0                     | 455                    | 3,300                 | 2,845                    |                          | 2,845              | 13.8 %         |
| 4901 C.S. SALARY RECHARGE           | 3,764                 | 33,000                 | 47,865                | 14,865                   |                          | 14,865             | 68.9 %         |
| 4911 C.S. O'HEAD RECHARGE           | 2,645                 | 26,327                 | 25,251                | -1,076                   |                          | -1,076             | 104.3 %        |
| CORPORATE MANAGEMENT :- Expenditure | <b>6,409</b>          | <b>68,190</b>          | <b>76,416</b>         | <b>8,226</b>             | <b>0</b>                 | <b>8,226</b>       | <b>89.2 %</b>  |
| 1076 PRECEPT RECEIVED               | 0                     | 861,241                | 861,241               | 0                        |                          |                    | 100.0 %        |
| 1096 INTEREST RECEIVED              | 26                    | 87                     | 1,000                 | -913                     |                          |                    | 8.7 %          |
| CORPORATE MANAGEMENT :- Income      | <b>26</b>             | <b>861,328</b>         | <b>862,241</b>        | <b>-913</b>              |                          |                    | <b>99.9 %</b>  |
| <b>Net Expenditure over Income</b>  | <b>6,383</b>          | <b>-793,139</b>        | <b>-785,825</b>       | <b>7,314</b>             |                          |                    |                |

Month No : 9

Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>112 DEMOCRATIC REP'N &amp; MGMT</b>     |                       |                        |                       |                          |                          |                    |                |
| 4024 SUBSCRIPTIONS                         | 0                     | 3,131                  | 3,500                 | 369                      |                          | 369                | 89.5 %         |
| 4135 ELECTION PROVISION                    | 0                     | 0                      | 4,000                 | 4,000                    |                          | 4,000              | 0.0 %          |
| 4901 C.S. SALARY RECHARGE                  | 5,019                 | 44,000                 | 63,820                | 19,820                   |                          | 19,820             | 68.9 %         |
| 4911 C.S. O'HEAD RECHARGE                  | 3,526                 | 35,102                 | 33,667                | -1,435                   |                          | -1,435             | 104.3 %        |
| DEMOCRATIC REP'N & MGMT :- Expenditure     | <b>8,545</b>          | <b>82,233</b>          | <b>104,987</b>        | <b>22,754</b>            | <b>0</b>                 | <b>22,754</b>      | <b>78.3 %</b>  |
| <b>Net Expenditure over Income</b>         | <b>8,545</b>          | <b>82,233</b>          | <b>104,987</b>        | <b>22,754</b>            |                          |                    |                |
| <b>113 CIVIC ACTIVITIES &amp; EXPENSES</b> |                       |                        |                       |                          |                          |                    |                |
| 4008 STAFF TRAINING                        | 0                     | 1,212                  | 0                     | -1,212                   |                          | -1,212             | 0.0 %          |
| 4009 STAFF TRAVEL                          | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4112 TOWN MAYOR'S ALLOW.                   | 500                   | 1,086                  | 1,000                 | -86                      |                          | -86                | 108.6 %        |
| 4166 TWINNING                              | 0                     | 70                     | 500                   | 430                      |                          | 430                | 14.0 %         |
| 4179 CIVIC FUNCTIONS                       | 0                     | 560                    | 1,000                 | 440                      |                          | 440                | 56.0 %         |
| 4180 CIVIC REGALIA REPAIRS ETC             | 0                     | 33                     | 100                   | 67                       |                          | 67                 | 33.0 %         |
| CIVIC ACTIVITIES & EXPENSES :- Expenditure | <b>500</b>            | <b>2,961</b>           | <b>3,100</b>          | <b>139</b>               | <b>0</b>                 | <b>139</b>         | <b>95.5 %</b>  |
| 1091 INC-MISCELLANEOUS                     | 330                   | 330                    | 0                     | 330                      |                          |                    | 0.0 %          |
| CIVIC ACTIVITIES & EXPENSES :- Income      | <b>330</b>            | <b>330</b>             | <b>0</b>              | <b>330</b>               |                          |                    |                |
| <b>Net Expenditure over Income</b>         | <b>170</b>            | <b>2,631</b>           | <b>3,100</b>          | <b>469</b>               |                          |                    |                |
| <b>115 ORCHARD COMMUNITY CENTRE</b>        |                       |                        |                       |                          |                          |                    |                |
| 4001 STAFF SALARIES                        | 0                     | 1,171                  | 36,000                | 34,829                   |                          | 34,829             | 3.3 %          |
| 4002 EMPLOYERS N.I                         | 0                     | 0                      | 4,250                 | 4,250                    |                          | 4,250              | 0.0 %          |
| 4003 EMPLOYERS SUPERANN.                   | 0                     | 0                      | 7,650                 | 7,650                    |                          | 7,650              | 0.0 %          |
| 4007 HEALTH & SAFETY                       | 0                     | 45                     | 500                   | 455                      |                          | 455                | 8.9 %          |
| 4011 RATES                                 | 0                     | 0                      | 5,500                 | 5,500                    |                          | 5,500              | 0.0 %          |
| 4012 WATER RATES                           | 0                     | 226                    | 800                   | 574                      |                          | 574                | 28.3 %         |
| 4014 ELECTRICITY                           | 1,084                 | 2,767                  | 0                     | -2,767                   |                          | -2,767             | 0.0 %          |
| 4015 GAS                                   | 524                   | 1,071                  | 4,500                 | 3,429                    |                          | 3,429              | 23.8 %         |
| 4016 CLEANING COSTS                        | 220                   | 962                    | 6,000                 | 5,038                    |                          | 5,038              | 16.0 %         |
| 4020 MISC. ESTABLISH.COST                  | 246                   | 246                    | 400                   | 154                      |                          | 154                | 61.4 %         |
| 4021 TELEPHONE & FAX                       | 85                    | 485                    | 600                   | 115                      |                          | 115                | 80.9 %         |
| 4026 COMPUTER                              | 195                   | 1,270                  | 0                     | -1,270                   |                          | -1,270             | 0.0 %          |
| 4030 RECRUIT. ADVERTISING                  | 0                     | 704                    | 0                     | -704                     |                          | -704               | 0.0 %          |
| 4032 PUBLICITY                             | 0                     | 195                    | 500                   | 305                      |                          | 305                | 39.0 %         |
| 4036 PROPERTY MAINTENANCE                  | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0 %          |
| 4038 MAINTENANCE CONTRACT                  | 360                   | 926                    | 1,500                 | 574                      |                          | 574                | 61.7 %         |
| 4042 EQUIPT MAINT/REPAIR                   | 0                     | 65                     | 200                   | 135                      |                          | 135                | 32.5 %         |

Month No : 9

## Cost Centre Report

|   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4128 EQUIPMENT                          | 28                    | 278                    | 200                   | -78                      |                          | -78                | 138.8 %        |
| ORCHARD COMMUNITY CENTRE :- Expenditure | <b>2,740</b>          | <b>10,411</b>          | <b>69,600</b>         | <b>59,189</b>            | <b>0</b>                 | <b>59,189</b>      | <b>15.0 %</b>  |
| 1078 INC-MISC GRANTS                    | 0                     | 18,000                 | 20,000                | -2,000                   |                          |                    | 90.0 %         |
| 1082 INC-LETTINGS                       | 373                   | 7,173                  | 14,000                | -6,827                   |                          |                    | 51.2 %         |
| ORCHARD COMMUNITY CENTRE :- Income      | <b>373</b>            | <b>25,173</b>          | <b>34,000</b>         | <b>-8,827</b>            |                          |                    | <b>74.0 %</b>  |
| <b>Net Expenditure over Income</b>      | <b>2,367</b>          | <b>-14,762</b>         | <b>35,600</b>         | <b>50,362</b>            |                          |                    |                |
| <b>212 RECREATION GROUNDS</b>           |                       |                        |                       |                          |                          |                    |                |
| 4011 RATES                              | 424                   | 3,817                  | 4,500                 | 683                      |                          | 683                | 84.8 %         |
| 4012 WATER RATES                        | 12                    | 430                    | 11,000                | 10,570                   |                          | 10,570             | 3.9 %          |
| 4013 RENT                               | 0                     | 0                      | 1                     | 1                        |                          | 1                  | 0.0 %          |
| 4014 ELECTRICITY                        | 325                   | -332                   | 3,500                 | 3,832                    |                          | 3,832              | -9.5 %         |
| 4016 CLEANING COSTS                     | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0 %          |
| 4036 PROPERTY MAINTENANCE               | 26                    | 1,233                  | 5,000                 | 3,767                    |                          | 3,767              | 24.7 %         |
| 4037 GROUNDS MAINTENANCE                | 0                     | 1,629                  | 10,000                | 8,371                    |                          | 8,371              | 16.3 %         |
| 4038 MAINTENANCE CONTRACT               | 680                   | 5,467                  | 5,000                 | -467                     |                          | -467               | 109.3 %        |
| 4039 PLAY. EQUIP. MAINT.                | 0                     | 1,450                  | 6,000                 | 4,550                    |                          | 4,550              | 24.2 %         |
| 4042 EQUIPT MAINT/REPAIR                | 0                     | 57                     | 0                     | -57                      |                          | -57                | 0.0 %          |
| 4043 FENCING & GATES                    | 0                     | 121                    | 1,000                 | 879                      |                          | 879                | 12.1 %         |
| 4044 TREES & PLANTS                     | 0                     | 2,522                  | 4,000                 | 1,478                    |                          | 1,478              | 63.1 %         |
| 4067 PEST CONTROL                       | 0                     | 1,195                  | 1,500                 | 305                      |                          | 305                | 79.7 %         |
| 4100 FERT./SEEDS/WEEDKILL               | 0                     | 125                    | 2,000                 | 1,875                    |                          | 1,875              | 6.2 %          |
| 4110 FIRE PRECAUTIONS                   | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0 %          |
| 4114 LITTER BINS                        | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0 %          |
| 4139 GRASS CUTTING                      | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0 %          |
| 4901 C.S. SALARY RECHARGE               | 2,008                 | 17,600                 | 25,528                | 7,928                    |                          | 7,928              | 68.9 %         |
| 4902 W.S. SALARY RECHARGE               | 14,087                | 128,771                | 159,810               | 31,039                   |                          | 31,039             | 80.6 %         |
| 4911 C.S. O'HEAD RECHARGE               | 1,410                 | 14,041                 | 13,467                | -574                     |                          | -574               | 104.3 %        |
| 4912 W.S. O'HEAD RECHARGE               | 5,912                 | 31,199                 | 32,024                | 825                      |                          | 825                | 97.4 %         |
| RECREATION GROUNDS :- Expenditure       | <b>24,885</b>         | <b>209,326</b>         | <b>292,230</b>        | <b>82,904</b>            | <b>0</b>                 | <b>82,904</b>      | <b>71.6 %</b>  |
| 1081 INC-RENT                           | 70                    | 3,918                  | 3,500                 | 418                      |                          |                    | 111.9 %        |
| 1083 INC-PITCH HIRE                     | 0                     | 2,769                  | 4,000                 | -1,231                   |                          |                    | 69.2 %         |
| 1091 INC-MISCELLANEOUS                  | 0                     | 330                    | 2,000                 | -1,670                   |                          |                    | 16.5 %         |
| 1092 INC-GRNDS MAINT                    | 0                     | 0                      | 1,150                 | -1,150                   |                          |                    | 0.0 %          |
| RECREATION GROUNDS :- Income            | <b>70</b>             | <b>7,017</b>           | <b>10,650</b>         | <b>-3,633</b>            |                          |                    | <b>65.9 %</b>  |
| <b>Net Expenditure over Income</b>      | <b>24,815</b>         | <b>202,309</b>         | <b>281,580</b>        | <b>79,271</b>            |                          |                    |                |

Month No : 9

Cost Centre Report

|  | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>901 CENTRAL SERVICES</b>            |                       |                        |                       |                          |                          |                    |                |
| 4001 STAFF SALARIES                    | 9,763                 | 85,738                 | 119,000               | 33,262                   |                          | 33,262             | 72.0 %         |
| 4002 EMPLOYERS N.I                     | 866                   | 7,637                  | 15,200                | 7,563                    |                          | 7,563              | 50.2 %         |
| 4003 EMPLOYERS SUPERANN.               | 1,920                 | 16,625                 | 25,350                | 8,725                    |                          | 8,725              | 65.6 %         |
| 4007 HEALTH & SAFETY                   | 0                     | 125                    | 2,500                 | 2,375                    |                          | 2,375              | 5.0 %          |
| 4008 STAFF TRAINING                    | 175                   | 2,701                  | 3,000                 | 299                      |                          | 299                | 90.0 %         |
| 4009 STAFF TRAVEL                      | 328                   | 2,605                  | 3,500                 | 895                      |                          | 895                | 74.4 %         |
| 4010 MISC. STAFF COSTS                 | 56                    | 226                    | 500                   | 274                      |                          | 274                | 45.2 %         |
| 4013 RENT                              | 3,052                 | 15,122                 | 16,420                | 1,298                    |                          | 1,298              | 92.1 %         |
| 4020 MISC. ESTABLISH.COST              | 0                     | 166                    | 250                   | 84                       |                          | 84                 | 66.2 %         |
| 4021 TELEPHONE & FAX                   | 551                   | 5,262                  | 6,500                 | 1,238                    |                          | 1,238              | 81.0 %         |
| 4022 POSTAGE                           | 0                     | 496                    | 1,400                 | 904                      |                          | 904                | 35.4 %         |
| 4023 STATIONERY                        | 572                   | 3,840                  | 3,000                 | -840                     |                          | -840               | 128.0 %        |
| 4025 INSURANCE                         | 0                     | 19,036                 | 13,000                | -6,036                   |                          | -6,036             | 146.4 %        |
| 4026 COMPUTER                          | 1,366                 | 11,249                 | 8,000                 | -3,249                   |                          | -3,249             | 140.6 %        |
| 4027 PHOTOCOPIER                       | 0                     | 2,568                  | 4,500                 | 1,932                    |                          | 1,932              | 57.1 %         |
| 4031 ADVERTISING                       | 0                     | 0                      | 400                   | 400                      |                          | 400                | 0.0 %          |
| 4032 PUBLICITY                         | 1,243                 | 3,918                  | 3,500                 | -418                     |                          | -418               | 111.9 %        |
| 4051 BANK CHARGES                      | 88                    | 694                    | 1,000                 | 306                      |                          | 306                | 69.4 %         |
| 4056 LEGAL EXPENSES                    | 0                     | 1,721                  | 1,000                 | -721                     |                          | -721               | 172.1 %        |
| 4058 PROFESSIONAL FEES                 | 0                     | 8,646                  | 0                     | -8,646                   |                          | -8,646             | 0.0 %          |
| 4060 OFFICE EQUIPMENT                  | 0                     | 299                    | 500                   | 201                      |                          | 201                | 59.7 %         |
| 4073 PAYROLL BUREAU FEES               | 0                     | 1,005                  | 1,200                 | 195                      |                          | 195                | 83.8 %         |
| 4074 ACCOUNTANCY FEES                  | 1,384                 | 8,686                  | 14,000                | 5,314                    |                          | 5,314              | 62.0 %         |
| 4901 C.S. SALARY RECHARGE              | -12,548               | -110,000               | -159,550              | -49,550                  |                          | -49,550            | 68.9 %         |
| 4911 C.S. O'HEAD RECHARGE              | -8,815                | -87,756                | -84,170               | 3,586                    |                          | 3,586              | 104.3 %        |
| <b>CENTRAL SERVICES :- Expenditure</b> | <b>0</b>              | <b>610</b>             | <b>0</b>              | <b>-610</b>              | <b>0</b>                 | <b>-610</b>        |                |
| 1091 INC-MISCELLANEOUS                 | 0                     | 5                      | 0                     | 5                        |                          |                    | 0.0 %          |
| 1099 INC-INSURANCE (CLAIM)             | 0                     | 605                    | 0                     | 605                      |                          |                    | 0.0 %          |
| <b>CENTRAL SERVICES :- Income</b>      | <b>0</b>              | <b>610</b>             | <b>0</b>              | <b>610</b>               |                          |                    |                |
| <b>Net Expenditure over Income</b>     | <b>0</b>              | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |
| <b>902 WORKS SERVICES</b>              |                       |                        |                       |                          |                          |                    |                |
| 4001 STAFF SALARIES                    | 15,918                | 145,747                | 173,250               | 27,503                   |                          | 27,503             | 84.1 %         |
| 4002 EMPLOYERS N.I                     | 1,446                 | 13,149                 | 18,150                | 5,001                    |                          | 5,001              | 72.4 %         |
| 4003 EMPLOYERS SUPERANN.               | 2,760                 | 25,062                 | 36,900                | 11,838                   |                          | 11,838             | 67.9 %         |
| 4007 HEALTH & SAFETY                   | 0                     | 72                     | 500                   | 428                      |                          | 428                | 14.5 %         |
| 4008 STAFF TRAINING                    | 0                     | 142                    | 2,500                 | 2,358                    |                          | 2,358              | 5.7 %          |
| 4009 STAFF TRAVEL                      | 25                    | 349                    | 50                    | -299                     |                          | -299               | 697.6 %        |

Month No : 9

## Cost Centre Report

|                                      | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|--------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4010 MISC. STAFF COSTS               | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0 %          |
| 4014 ELECTRICITY                     | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0 %          |
| 4021 TELEPHONE & FAX                 | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0 %          |
| 4041 EQUIPMENT HIRE                  | 0                     | 231                    | 400                   | 169                      |                          | 169                | 57.8 %         |
| 4042 EQUIPT MAINT/REPAIR             | 0                     | 1,614                  | 4,000                 | 2,386                    |                          | 2,386              | 40.3 %         |
| 4046 VEHICLE LEASING                 | 871                   | 9,280                  | 9,950                 | 670                      |                          | 670                | 93.3 %         |
| 4047 MATERIALS/TOOLS                 | 365                   | 4,059                  | 3,000                 | -1,059                   |                          | -1,059             | 135.3 %        |
| 4048 VEHICLE MAINT/REPAIR            | 5,705                 | 12,118                 | 5,000                 | -7,118                   |                          | -7,118             | 242.4 %        |
| 4049 VEHICLE FUEL                    | 330                   | 4,743                  | 8,000                 | 3,257                    |                          | 3,257              | 59.3 %         |
| 4050 VEHICLE TAX                     | 132                   | 320                    | 150                   | -170                     |                          | -170               | 213.2 %        |
| 4103 PROTECTIVE CLOTHING             | 91                    | 2,679                  | 2,500                 | -179                     |                          | -179               | 107.2 %        |
| 4119 SKIP HIRE                       | 569                   | 4,577                  | 4,000                 | -577                     |                          | -577               | 114.4 %        |
| 4128 EQUIPMENT                       | 0                     | 115                    | 500                   | 385                      |                          | 385                | 23.1 %         |
| 4134 SECURITY/CCTV                   | 358                   | 2,353                  | 1,800                 | -553                     |                          | -553               | 130.7 %        |
| 4136 RENEWALS/REPLACEMENT            | 0                     | 1,919                  | 3,000                 | 1,081                    |                          | 1,081              | 64.0 %         |
| 4902 W.S. SALARY RECHARGE            | -20,124               | -183,959               | -228,300              | -44,341                  |                          | -44,341            | 80.6 %         |
| 4912 W.S. O'HEAD RECHARGE            | -8,446                | -44,571                | -45,750               | -1,179                   |                          | -1,179             | 97.4 %         |
| <b>WORKS SERVICES :- Expenditure</b> | <b>0</b>              | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |                |
| <b>Net Expenditure over Income</b>   | <b>0</b>              | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |

Printed on : 23/01/2018

## BIGGLESWADE TC 2017/18

Current Bank Accounts, Receipts and  
Payments to 31/12/2018

At : 14:52

## Lloyds Current A/C

## List of Payments made between 01/12/2017 and 31/12/2017

Page No 1

| Date Paid  | Payee Name                     | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail             |
|------------|--------------------------------|------------|-------------|----------------|--------------------------------|
| 05/12/2017 | ATP Access Platforms Ltd       | 200096     | 288.00      |                | Purchase Ledger Payment        |
| 05/12/2017 | BBW Law LLP                    | 200097     | 12,755.90   |                | 672/BBW Legal Fees             |
| 05/12/2017 | Bedfordshire Growers Ltd       | 200098     | 43.96       |                | 673/Fish Blood/Bone Fertiliser |
| 05/12/2017 | Rosetta Publishing Ltd         | 200099     | 258.00      |                | 665/The Bulletin Dec           |
| 05/12/2017 | Colin Ross Workwear & Safety   | 200100     | 360.54      |                | 677/Safety Clothing            |
| 05/12/2017 | C Keeble                       | 200101     | 200.00      |                | 676/Winter Planting            |
| 05/12/2017 | Groundcare Machinery Services  | 200102     | 367.10      |                | 680/Mower Repairs              |
| 05/12/2017 | Harrier Office Supplies Ltd    | 200103     | 153.91      |                | 681/Stationery Supplies        |
| 05/12/2017 | Ivel Design Limited            | 200104     | 2,700.00    |                | Purchase Ledger Payment        |
| 05/12/2017 | JAP Sound Ltd                  | 200105     | 4,764.00    |                | 683/Xmas Light Switch On Event |
| 05/12/2017 | J K Vehicle Hire Ltd           | 200106     | 55.00       |                | 693/Van Hire for Xmas          |
| 05/12/2017 | JM Electrical Services (BEDFOR | 200107     | 480.00      |                | 682/Move alarm panel           |
| 05/12/2017 | Lamps & Tubes Illuminations Lt | 200108     | 5,557.50    |                | 684/Christmas Lights Yr 3 of 3 |
| 05/12/2017 | Node IT Solutions Ltd          | 200109     | 2,350.98    |                | 666/Adobe Acrobat Licence 12m  |
| 05/12/2017 | Professional Pest Management   | 200110     | 354.00      |                | 692/Sterilisation of Compound  |
| 05/12/2017 | H&S Building Service t/a Plumb | 200111     | 200.00      |                | 691/Leak & pump repair         |
| 05/12/2017 | Auditing Solutions Ltd         | 200112     | 504.00      |                | 671/Interim Audit 2017-18      |
| 05/12/2017 | DCK Accounting Solutions Ltd   | 200113     | 1,030.08    |                | 678/Contract Accounting        |
| 05/12/2017 | R & C Hyett                    | 200114     | 2,305.00    |                | 694/Office Cleaning            |
| 05/12/2017 | Hire or Buy Group Ltd          | 200115     | 33.58       |                | 697/Pliers, Tool Bag           |
| 05/12/2017 | STOTFOLD ENGINEERING CO LTD    | 200116     | 80.00       |                | 699/'T Bar' Adjusters          |
| 05/12/2017 | Spaldings UK Limited           | 200117     | 349.78      |                | 698/Road Coins, Cable Ties etc |
| 05/12/2017 | Turfcare Leisure Services Ltd  | 200118     | 690.47      |                | 702/Bowling Green Maint        |
| 05/12/2017 | TRAVIS PERKINS TRADING CO      | 200119     | 61.97       |                | 701/Bungee Cords               |
| 08/12/2017 | Post Office                    | 000043     | 132.00      |                | Post Office - Ford Ranger RFL  |
| 11/12/2017 | Reactive Doors                 | 000044     | 114.00      |                | Reactive - Replace Chq200041   |
| 12/12/2017 | Petty Cash Imprest             | 000045     | 226.16      |                | Petty Cash Imprest             |
| 13/12/2017 | JWJ Car Repairs                | 000046     | 5,412.00    |                | JWJ Car Repairs - Ford Ranger  |
| 15/12/2017 | Bedford College                | 000047     | 175.00      |                | Bedford College - Training AD  |
| 15/12/2017 | CBC                            | 000048     | 965.00      |                | CBC - Planning App Fee         |
| 18/12/2017 | Bank Charges                   | CHG        | 70.47       |                | Bank Charges                   |
| 19/12/2017 | CoolerAid Ltd                  | 200120     | 20.40       |                | 706/Water Cooler               |
| 19/12/2017 | Archant Community Media Ltd    | 200121     | 646.91      |                | 720/Biggleswade Comet Adverts  |
| 19/12/2017 | George Browns Ltd              | 200122     | 38.53       |                | 725/Vehicle Repairs            |
| 19/12/2017 | Cash                           | 200123     | 170.63      |                | 739/Petty Cash Imprest         |
| 19/12/2017 | Deeping Direct Deliveries Ltd  | 200124     | 57.60       |                | 722/Storage Container          |
| 19/12/2017 | Elveden Farms Limited          | 200125     | 1,059.60    |                | 710/22ft Spruce Tree           |
| 19/12/2017 | Harrier Office Supplies Ltd    | 200126     | 192.00      |                | 726/Stationery Supplies        |
| 19/12/2017 | Herts CCTV Partnership Ltd     | 200127     | 2,268.97    |                | 727/Sim Card for mobile Cam    |
| 19/12/2017 | Henlow Building Supplies       | 200128     | 293.45      |                | 712/Maintenance Materials      |
| 19/12/2017 | HM Revenue & Customs           | 200129     | 6,998.11    |                | 737/December PAYE/NI           |
| 19/12/2017 | Node IT Solutions Ltd          | 200130     | 281.80      |                | 731/Recharged Catering @Launch |
| 19/12/2017 | F D O'Dell & Sons Ltd          | 200131     | 377.00      |                | 730/Refuse Collection          |
| 19/12/2017 | PBC Catering Services Ltd      | 200132     | 600.00      |                | 732/Xmas Dinner @ Shortmead    |
| 19/12/2017 | Allan Peacock (Street Lighting | 200133     | 55.55       |                | 703/Fit New 36w Lamp           |
| 19/12/2017 | Pear Technology Services Ltd   | 200134     | 330.00      |                | 733/Asset manager Support      |
| 19/12/2017 | Bedfordshire Pension Fund      | 200135     | 6,064.03    |                | 736/December Pension Payment   |

Continued on Page 2



At : 14:52

## Lloyds Current A/C

## List of Payments made between 01/12/2017 and 31/12/2017

| <u>Date Paid</u>      | <u>Payee Name</u>            | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>    |
|-----------------------|------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 19/12/2017            | DCK Accounting Solutions Ltd | 200136            | 630.62             |                       | 707/Budget Setting           |
| 19/12/2017            | Southern Electric            | 200137            | 1,300.75           |                       | 734/Elec 22.09.17-13.12.17   |
| 19/12/2017            | TRAVIS PERKINS TRADING CO    | 200138            | 21.96              |                       | 719/Extension Lead           |
| 19/12/2017            | Unison                       | 200139            | 11.50              |                       | 738/December Union Fees      |
| 19/12/2017            | Climate By Design            | 200140            | 3,056.00           |                       | Purchase Ledger Payment      |
| 19/12/2017            | TRAVIS PERKINS TRADING CO    | 200141            | 75.28              |                       | 742/Extension Lead           |
| 19/12/2017            | Unit Clean                   | 200142            | 554.40             |                       | 743/Hygiene Units to Jan 19  |
| 20/12/2017            | Nationwide Repairs           | 000049            | 260.34             |                       | Nationwide Repairs - Repairs |
| 20/12/2017            | December Salaries            | BACS              | 116.02             |                       | December Salaries            |
| 20/12/2017            | December Salaries            | BACS              | 20,085.41          |                       | December Salaries            |
| 27/12/2017            | EE - DD                      | DDR               | 205.20             |                       | Purchase Ledger Payment      |
| 29/12/2017            | Lex Autolease Ltd            | DDR2              | 389.02             |                       | 652/Isuzu Service Rental     |
| <b>Total Payments</b> |                              |                   | <u>89,199.48</u>   |                       |                              |

At : 14:52

## Natwest Current A/C

## List of Payments made between 01/12/2017 and 31/12/2017

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| <u>Date Paid</u>      | <u>Payee Name</u>       | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|-------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/12/2017            | Shire Leasing           | Std Ord           | 341.32             |                       | Avaya Telephone System Lease   |
| 01/12/2017            | Lex Autolease Ltd       | DDR               | 656.50             |                       | 686/Isuzu Service Rental       |
| 05/12/2017            | Central Beds Council    | Std Ord           | 5,142.00           |                       | Rates Bills 2017-18            |
| 18/12/2017            | BT Payment Services Ltd | DDR               | 126.84             |                       | 721/BT Broadband to 1/12/17    |
| 18/12/2017            | BT Payment Services Ltd | DDR2              | 138.00             |                       | 675/BT Bills to 14.11.17       |
| 18/12/2017            | Fuel Genie DDR          | DDR3              | 419.69             |                       | 711/Fuel cards                 |
| 21/12/2017            | EE - DD                 | DDR4              | 54.92              |                       | 724/Mobile Bills Nov           |
| 21/12/2017            | Southern Electric       | DDR               | 675.20             |                       | 786/Elec 02.11.17-01.12.17     |
| 26/12/2017            | Manitou Finance         | Std Ord           | 555.76             |                       | Manitou Finance - Kubota Lease |
| 27/12/2017            | Bank Charges            | CHG               | 3.95               |                       | Bank Charges                   |
| 29/12/2017            | Bank Charges            | 14.01             | 14.01              |                       | Bank Charges                   |
| <b>Total Payments</b> |                         |                   | <u>8,128.19</u>    |                       |                                |

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Town Clerk  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds SG18 8DL

12<sup>th</sup> December 2017

Dear Town Clerk

**Grant Application on behalf of Biggleswade Community Safety Group**

Enclosed, for your consideration, is a Grant Application Form, plus relevant documents, to support the purchase of equipment Speed Indicator Device (SID) for use by Biggleswade Community Safety Group – Speedwatch Team.

Speeding on the main and through roads of Biggleswade is an increasing issue but the Speedwatch Patrols are limited due to access of the relevant equipment. Many of our local villages are fortunate enough to have their own equipment which is purchased and owned by their Parish Councils but needless to say they are reluctant to lend their equipment to our team. Bedfordshire Police budgets have been subjected to substantial cuts over recent years causing loss of personnel and hence the purchase of equipment is even more limited.

The cost of SID equipment is £2,400 plus VAT – although that would be an exempt charge to a Town Council. We appreciate this is not cheap and would advise there is a possibility that if other councils were interested in making a bulk purchase then the cost could be reduced to £2,000. It is suggested that if such equipment is purchased by Biggleswade Town Council then it would be stored at the council offices, as happens elsewhere, and hence no additional insurance costs.

Biggleswade Community Safety Group has been in existence for about 15 years and was awarded “Best Community Project 2017” for their work over recent years in Biggleswade – award made by Aragon Housing Association. Town Councillors and Town Council Officers & Staff are aware of the work via Streetwatch Team who have assisted at Community Days “We love Biggleswade”, Switch-on of Christmas Lights and Annual Remembrance Parade & Service.

This is the first time that Biggleswade Community Safety Group has made an application for a Grant to the Town Council although in the past we have made and received small grants from other organisations to support the purchase of safety items e.g. personal alarms, purse bells, etc. We realise that to ask for £2,400 plus VAT may appear a big request but as the purchase of this equipment will benefit all residents of Biggleswade we respectfully suggest the cost per person is minimal.

Cont .... /

2

12<sup>th</sup> December 2017

We thank you for your time in reading and considering our application. Our fingers are crossed that you will consider it a worthy purchase on behalf of the people of Biggleswade.

Yours sincerely

Chair of Biggleswade Community Safety Group



## BIGGLESWADE TOWN COUNCIL APPLICATION FOR FINANCIAL ASSISTANCE 2018

1 Name of Organisation ... *Biggleswade Community Safety Group* .....

2 Name of Contact ...

Address ...

.....  
Post Code .. ..

Tel No. ....

Email...

3 How would you describe your organisation? (Please tick all boxes that apply)

a.  Voluntary Organisation

b.  Community/Residents Group

c.  Registered Charity

d.  Company Limited by Guarantee

e.  Trust

f.  Other, please state what

4 What are the aims of the organisation?

**The purpose of the Group is to promote community safety within Biggleswade to determine and deliver strategies for the reduction of crime and anti-social behaviour to improve the quality of life for residents.**

5 Does the organisation have a membership YES/ NO

If YES, please state

i) the current number of members ..... 12.....

ii) the rate of annual subscription ..... Free.....

If NO, who is the organisation accountable to?

.....  
.....

6 Please enclose the following documents:

- a. Copy of Constitution
- b. Copy of last Audited Accounts and Balance Sheet
- c. Either a copy of the last Annual Report to Members or a brief outline of the organisations activities during the past year (using the space below)

**Our community safety group covers Streetwatch, Speedwatch and Neighbourhood Watch, we are the only group in Bedfordshire that has everything under one umbrella. During the past year we have undertaken many activities to support Bedfordshire Police, Fire Brigade, Central Bedfordshire Council and other partner agencies.**

**The main activities are Streetwatch where we patrol hot spot areas identified in the monthly crime figures. We assisted our local policing team on Operation Beneke at the skate park and Mead End shop where we aimed to address community concerns through engagement.**

**Working with our PSCOs on Operation Cocoon where we visit residents within 72 hours of a burglary being reported. This allows us to provide practical and useful information for victims and to initiate a possible setup of a Neighbourhood watch scheme.**

**The group members have participated in several public engagement events where we give out crime prevention advice and our purple bells to vulnerable of the public members and we have a member that attends the Community Alcohol Partnership which is multi-agency group to tackle the problem of underage drinking and associated anti-social behaviour within the town.**

**BedAlerts, Crime prevention tips and other safety advice is posted on our Facebook page where we have over 1,000 regular followers.**

**We have assisted Town Council in Christmas light switch on event and Remembrance Sunday Parade. Unfortunately our Speedwatch activity has been limited due to availability of the shared equipment.**

7 For what purpose(s) are you seeking assistance?

To purchase our own Speed Indicator Device (SID) for the sole use of Biggleswade Community Safety Group to assist in the reduction of speeding within our town which is one of the priorities from Bedfordshire Police.

8 Approximately how many people will benefit from this grant? Whole of Biggleswade

9 How many of these people are residents of Biggleswade? .....ALL.....

10 How will the residents of Biggleswade benefit from this grant?

A Speed Indicator Device (SID) would help reduce speeding on the roads that have been risk assessed by the Police. Reduced speeds will help prevent accidents and possible fatalities. In addition, whilst we are performing these duties it allows us to engage with members of the public who are interested in what we are doing.

11 How much assistance are you requesting from Biggleswade Town Council?

£2400 + VAT .....

12 Does your organisation hold any fundraising activities? YES/NO

If YES please give an estimate of expected income from fundraising for the coming year. ....

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Date ..Signed ..

2-12-2017.....

Capacity in which signed .....Chairman.....

**(Please note: Any cheques will be made payable to the name of the organisation and sent to the contact as stated overleaf unless otherwise advised)**

Please return completed application and supporting documents to:

Town Clerk  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds SG18 8DL

**By 31st December 2017**

**BIGGLESWADE TOWN COUNCIL APPLICATION FOR FINANCIAL ASSISTANCE  
2018**

1 Name of Organisation: **Biggleswade Town Cricket, Fairfield Road,  
Biggleswade.**

2 Name of Contact:

Address: Tel No.

3 How would you describe your organisation? (Please tick all boxes that  
apply)

**a. Voluntary Organisation**

**c. Registered Charity**

**f. Other, - Sports Club**

4 What are the aims of the organisation?

**Harness and develop all young cricketers so they have the opportunity to  
contribute to the game of cricket at all levels and play a central role in club  
cricket life.**

**Develop and strengthen a structure and pathway for women and girls to  
actively participate in and follow cricket.**

**Ensure that our cricket club is an integral part of the local community;  
develop club members, supporters and volunteers.**

**Develop and strengthen senior playing teams providing positive role  
models to all club members, leading achievements and success**

5 Does the organisation have a membership **YES**

please state

i) the current number of members **50 Adult  
10 Student/Unemployed  
3 Social  
62 Youth**



ii) the rate of annual subscription

**Adult £30  
Student/Unemployed £15  
Social £10  
Youth £20**

If NO, who is the organisation accountable to?

.....  
.....

6 Please enclose the following documents:

- a. Copy of Constitution - **attached**
- b. Copy of last Audited Accounts and Balance Sheet – **attached**
- c. Either a copy of the last Annual Report to Members or a brief outline of the organisations activities during the past year (using the space below)

**AGM Minutes 2017 attached**

7 For what purpose(s) are you seeking assistance?

**Renovation of current playing surface (the wicket) and refurbishment of our scoreboard. Improving our facilities is in keeping with the standards required by the leagues in which the club participates. Currently we are receiving low marks for our wicket and scoreboard.**

**Equally, this enhancement of our playing facilities will allow the club to continue to host high profile matches for Bedfordshire County cricket competitions (e.g. In 2015 and 2016 and 2017 Biggleswade Town CC hosted the finals of the county Under 18 tournament for the 5<sup>th</sup> year thus retaining the profile of the club and town.**

**We have renewed our Clubmark status that we first achieved in 2014 which will open up other avenues of funding for this facility in the long term.**

**The improved facilities will be utilised for smaller games of cricket enjoyed by our junior section.**

**This will both upgrade our facilities and further improve our ability to offer a high quality playing area for young cricketers.**

8 Approximately how many people will benefit from this grant? **150 members plus social and recreational cricketers in the community. The playing area is available for the purpose of organised games and any school in Biggleswade are**

able to use the facility. We have strong links with both Holmead and Stratton Schools who have used the facility to host inter school games. During the summer holidays and in conjunction with Bedfordshire Cricket and their qualified coaches we host a Cricket Summer Camp for young cricketers that is made available to hose in Biggleswade and surrounding area.

9 How many of these people are residents of Biggleswade? **150 members plus social and recreational cricketers in the community and all the school children in the town.**

10 How will the residents of Biggleswade benefit from this grant?

**Outside of organised youth and adult training sessions, any person wanting to use the wicket facility to improve their cricketing skills and their general health and fitness. The club is the only organisation in Biggleswade (including all the schools) that currently offers a bespoke cricket wicket. The project to improve the quality of this wicket we allow us to continue to offer this.**

11 How much assistance are you requesting from Biggleswade Town Council?

**£ 3000 in total.**

**This being £2000 towards the cost of renovation of the wicket which will be carried out by contracted experts at a cost to the club in conjunction with voluntary work by club members and our groundsman.**

**£1000 towards the cost of the refurbishment of our current scoreboard. The work will be carried out with contributions from our sponsors (supplying materials) and voluntary labour from club members.**

12 Does your organisation hold any fundraising activities? **YES**

If YES please give an estimate of expected income from fundraising for the coming year.

**£ 4000 – it should be noted that the club has achieved Clubmark Accreditation in which will open up additional funding from the English Cricket Board towards the 2 projects.**

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed .....

Date **26 December 2017**

Capacity in which signed: **Funding Officer – Biggleswade Town**

**CC..... (Please note: Any cheques will be made payable to the name of the organisation and sent to the contact as stated overleaf unless otherwise advised)**

Please return completed application and supporting documents to:

Town Clerk  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Beds SG18 8DL

## **Pre-submission Local Plan - summary**

### **1. Why we need a plan**

#### **What is the Draft Local Plan?**

The Local Plan sets out how Central Bedfordshire will develop over the next 20 years. It outlines the strategy for ensuring the growth that we need is delivered in the right place, and is of the right character and quality. It also ensures that growth is delivered with the supporting roads, schools and services such as health, as well as retail, leisure and community facilities.

#### **Why is the Local Plan important?**

Our prime location and excellent connectivity means that we have high growth pressures, and this is the reason we need to plan for it. We need more homes and in particular, homes that you and your families can afford to buy and to rent. It means that we need to continue to create more jobs to grow the local economy, and that we need to keep improving our transport networks. It also means that we need to protect and enhance what you love about where you live.

Producing a Local Plan is a priority for us for a number of reasons. The government is clear that local authorities are expected to have up-to-date plans in place to guide development within their area and to plan for the infrastructure, homes and jobs that our residents need.

Failure to have an up-to-date plan would risk government intervention and a resulting loss of control of the process, as well as potentially more new homes than we are currently planning for. Having an up-to-date plan in place also means that we retain control over where development should be located, rather than it being delivered in an ad hoc way as a result of speculative development, sometimes without sufficient benefit to local communities.

## **How we've been developing our Local Plan**

The Local Plan has been informed by a number of new evidence studies. These look at issues such as population, housing, employment, retail and flooding.

We've also considered existing, potential and new transport infrastructure (e.g. roads and railways), so that growth and transport infrastructure go hand-in-hand.

We've developed the Local Plan with residents' input – through Community Planning events; the Shaping Central Bedfordshire consultation; and consultation on the draft Local Plan in the summer of 2017.

## **Listening to the community**

From the consultations and community engagement events, we know that local communities want us to:

- make sure our roads and other transport networks can cope
- limit the impact on the countryside
- keep the character of Central Bedfordshire
- plan for homes for the older generation and affordable homes to help people get on the housing ladder
- plan for local jobs and services
- use brownfield sites.

Thousands of people had their say on our draft Local Plan that we published for consultation in the summer of 2017. In this draft Local Plan, we consulted on seven strategic options for growth, which is more than we would need.

You told us that you were concerned that the local services and roads and transport infrastructure wouldn't be able to cope with some of the proposed locations. We've listened to this.

## 2. The Local Plan (pre-submission)

Our aim is to deliver the growth in a way that respects and maintains the character of Central Bedfordshire, and delivers infrastructure and services to support it.

Alongside the growth, we will plan for jobs, services, transport infrastructure and enhancing access to the countryside.

### Homes

The number of homes we need to plan for is calculated using a standard national approach. The government recently consulted on changes to this approach that, if implemented in March 2018, would see an increase in the number of homes we need to deliver in Central Bedfordshire.

We are planning for **up to 20,000 homes**. In the draft Local Plan that we consulted on last summer we were proposing between 20,000 – 30,000 new homes. We know from the feedback that there was a lot of concern about delivering the higher end of this range.

We believe we can deliver up to 20,000 new homes over the next 20 years and that this level of growth is sustainable. This is in addition to the approximately 23,000 homes that are already allocated or have planning permission.

We are planning to deliver this housing growth through:

- creating new villages
- extensions to some existing larger towns; and
- small to medium growth in existing towns villages, but only where services can support it.

A new village will be created to the east of Biggleswade and up to four new villages created in Marston Vale.

There will be sustainable new extensions to the north of Luton and to the east of Arlesey.

A number of towns and villages will see some small to medium growth, but only where services can support it.

In the draft Local Plan that we consulted on last summer we also proposed more new villages in Biggleswade, new villages at Aspley Guise, a new market town in Tempsford, and expanding Luton to the west. These are not included in this Local Plan. We believe these locations do have potential for growth but, as we said in the previous consultation, they are dependent on critical infrastructure (e.g. East-West Rail) to support them and you agreed with us in your feedback. They are however shown in the Local Plan as Identified Locations for Future Growth, which means that we will look at them further as part of any review of this Local Plan.

The Plan includes a range of different homes to rent and buy, with a mixture of sizes including family homes, two bedroom homes, apartments and bungalows. And, to help people get on the housing ladder, this will include 30% to be provided as lower cost options, such as affordable rent and shared ownership.

## **Jobs**

The Plan includes **24,000 jobs**. These will be delivered through a range of jobs in the growth locations and through the following strategic employment sites:

- RAF Henlow – mixed use
- J11a of M1
- J13 of M1
- Biggleswade south roundabout on A1.

## **Transport**

Existing and potential new roads and rail have already informed the plan, such as the M1-A6 link road and the Ridgmont Station upgrade.

We will continue to engage with central government to seek improvements to the A1 and A421 to support growth. The proposed East-West Railway and the Oxford to Cambridge Expressway are also key to further sustainable development in our area.

## **Services**

Larger developments include requirements for road improvements, new shops, community facilities, leisure facilities, schools, and Integrated Health and Care Hubs where the NHS can provide GP surgeries.

Small and medium developments in and around towns and villages are only included where this can be supported by existing services, or where the development will enhance these services and where there is good accessibility.

## **Countryside**

We know how important the countryside and rural character of Central Bedfordshire is. Whilst we recognise that the number of homes we're required to build is significant, in total these homes, together with those that already have planning permission, would equate to new development on only 3% of Central Bedfordshire land.

88% of Central Bedfordshire is currently countryside and 85% of it still would be countryside if the planned number of homes that are proposed and planned are delivered.

One of the options proposed in the Plan uses brownfield land (this is land that has previously been developed). We're seeking to use as much brownfield as we can but unfortunately supply of brownfield land in Central Bedfordshire is very limited and there isn't enough to deliver all of the growth that we require.

The Plan proposes to increase public access to the countryside by creating more rights of way and country parks, as well as play areas and open spaces within the proposed developments.

The Plan includes protecting and enhancing the Greensand Ridge, the Forest of Marston Vale, the Ivel Valley and the Chilterns Area of Outstanding Natural Beauty (AONB), and increasing access where possible.



Planting, landscaping and creating green space between developments and existing areas of countryside will limit the impact of development on these important areas.

In the consultation, you told us how important it is to keep places distinct and separate. We will use green open space to prevent existing settlements merging with planned new development. To keep the identity of existing towns and villages and the rural character of the area, we have also designated 19 areas as 'Important Countryside Gaps' which will restrict development in these areas.

### **3. New villages at Marston Vale**

Up to 5,000 new homes, community facilities and services, plus a minimum of 40 hectares of employment land.

#### **Where will this development be?**

The plan is to develop a series of up to four villages and a business park west of Marston Moretaine, north of Lidlington and east of Brogborough. The site's boundary is the new A421 in the north, and the Marston Vale railway line in the south. You can view a map on our website

[www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

#### **What will be included in the development?**

The proposed villages would deliver part of the Bedford to Milton Keynes Waterway Park and a waterway linking Brogborough and Stewartby lakes. This would bring opportunities for leisure, tourism and wildlife. The proposals include green open space within the new villages and tree planting for the Forest of Marston Vale.

The villages will include:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- an Integrated Health and Care Hub that includes space for a GP surgery\*
- a mix of retail, a library and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- improvements at J13 of the M1 and the Marsh Leys roundabout
- public transport routes through the development that link with key destinations including Ridgmont Train Station and employment areas
- improvements at Ridgmont Railway Station, including public transport interchange facilities and car parking
- pedestrian and cycle links from the new and existing villages
- country parks
- a waterway connecting Brogborough and Stewartby Lakes

- a cycleway from Stewartby Lake to Ridgmont Railway Station which shall include appropriately designed crossings over the waterway
- 30% tree cover across the villages.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

The new high-tech business park will include:

- research and development
- office
- distribution
- manufacturing
- services and tourism

### **How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take many years. The timing will be aligned with the supporting infrastructure and community facilities.

We will continue to engage with central government to seek improvements to the A421 to support growth. The proposed East-West Railway and the Oxford to Cambridge Expressway will also benefit this development.

### **Small and medium sites**

In addition to this strategic development, the Local Plan also includes a site in Marston Moretaine for 63 new homes. You can view a map of the site online [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

## **4. One new village east of Biggleswade**

Around 1,500 homes, community facilities and services.

### **Where will this development be?**

The plan is to develop a new village east of Baden Powell Way. The development will form a well-designed, sustainable village that will be visibly and physically separate from Biggleswade. You can view a map on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

### **What will be included in the development?**

The village will include:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- the development will also make a financial contribution towards the planned Integrated Health and Care Hub on the former Hospital site, that includes space for a GP surgery\*
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- public transport routes and contribution towards public transport services through the development that link with key destinations including Biggleswade Train Station and Biggleswade town centre
- pedestrian and cycle links from the new and existing neighbourhoods
- parkland to the west of the site as an extension to the Biggleswade Common. This green space will be of a scale equivalent to the Biggleswade Common with substantial wet woodland planting, rough grassland and scrub, complementary to Biggleswade Common
- landscaping and habitat linkages following the northern boundary of the site, extending from the boundary of the site, adjoining Biggleswade Common and towards Dunton Fen, as well as substantial soft landscaping along the eastern and southern boundaries of the site.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

## **How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure and community facilities.

We will continue to engage with central government to seek improvements to the A1. The proposed East-West Railway and the Oxford to Cambridge Expressway will also support this development.

## **Small and medium sites**

In addition to this strategic development, the Local Plan also includes a site to the north of Biggleswade for 401 new homes. You can view a map of the site online [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

## 5. North of Luton

Around 4,000 homes, community facilities and services plus 20 hectares of employment land.

### Where will this development be?

The plan is to expand Luton to the north. This urban extension would lie to the north edge of Luton, between the M1 to the west and the A6 to the east. The villages of Lower Sundon, Upper Sundon and Streatley lie north of the site. You can view a map on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

### What will be included in the development?

The plan includes:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- an Integrated Health and Care Hub that includes space for a GP surgery\*
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- public transport routes through the development that link with Leagrave Train Station and Luton town centre
- pedestrian and cycle links from the new and existing neighbourhoods
- green space linking Bramingham Park and George Wood and green space linking Bramingham Wood and Sundon Wood, beneath the current alignment of the pylon lines
- green space along key routes including the Theedway and appropriately designed natural areas to reduce the visual impact upon the Area of Outstanding Natural Beauty (AONB)
- connection to existing public rights of way and adjoining the site to provide routes to the wider countryside and neighbouring settlements
- a cycleway connection to route 6 of the national cycleway network, new crossings on the A6 and crossings over the new link road
- landscaping will be used to reduce the impact on the AONB and this will create a long term defensible Green Belt boundary
- noise reduction fencing will be used to reduce noise from the new M1-A6 link road.

The future M1-A6 link road is critical for this development.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

The 20 hectares of employment land will be to the west of the site centred around the new 11a junction on the M1 and will include:

- offices
- general industrial businesses
- storage and distribution.

### **How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure, community facilities and new M1-A6 link road.

## **6. East of Arlesey**

Around 2,000 new homes, community facilities and services.

### **Where will this development be?**

This location is situated between Arlesey in the east, the A507 road and Fairfield in the west. The site borders Arlesey Cross in the north and extends south of Arlesey beyond the Blue Lagoon. The layout of Arlesey Cross will be taken into consideration. You can view a map on our website

[www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

### **What will be included in the development?**

The plan includes:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- a healthcare facility that includes space for a GP surgery\*
- a community centre
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- a new relief road to connect the area from the south of Hitchin Road to the A507/High Street link road in the north, which is being proposed as part of Arlesey Cross. This will allow for access directly onto the A507, relieving congestion along the High Street in Arlesey
- public transport routes through the development that link with key destinations including Arlesey Train Station
- pedestrian and cycle links from the new and existing neighbourhoods
- a new country park will provide a permanent separation between Arlesey and Fairfield, which will also benefit biodiversity and give access to leisure and recreation facilities
- green space linking the new country park with existing green areas in Arlesey and Fairfield Park, including a link with Etonbury Woods
- facilities and improved public access to the Blue Lagoon; and improving ecology and biodiversity at Green Lagoon
- upgraded existing rights of way within the site



- new public access routes will be created to Arlesey Train Station in the north
- improved rights of way between the site and the emerging Arlesey Cross development.

### **How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure, community facilities and new relief road.

### **Small and medium sites**

In addition to this strategic development, the Local Plan also includes two sites for 67 new homes at Land adjoining Lewis Lane, and for 20 at Land to the rear of 214-216 High Street. You can view a map of the sites online

[www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

## 7. Growth in towns and villages

Small and medium growth in and around existing towns and villages is also included in our Local Plan. These are listed below and linked to maps showing the sites are available on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

It is considered that growth in these towns and villages is sustainable, with good access to services and limited constraints to development.

| Parish                 | Site name   | Number of homes |
|------------------------|---|-----------------|
| Arlesey                | Land adjoining Lewis Lane   | 67              |
| Arlesey                | Land to rear of 214-216 High Street                               | 20              |
| Aspley Guise           | Land off Meadow View, Aspley Guise                                | 37              |
| Barton le Clay         | Land at Luton Road  | 168             |
| Barton le Clay         | Land to the east of Barton le Clay                                | 498             |
| Biggleswade            | Land north of Biggleswade   | 401             |
| Caddington             | Caddington Park   | 66              |
| Campton and Chicksands | Land on the south east of the Greenway                            | 66              |
| Chalton                | Chapel Farm   | 54              |
| Clifton                | New Road  | 54              |
| Cranfield              | East End Farm   | 48              |
| Cranfield              | Land west off Lodge Road Cranfield                                | 15              |
| Dunton                 | Land north of Greenfield Way                                      | 37              |
| Eaton Bray             | Land off Eaton Park   | 49              |
| Everton                | Green Lane  | 23              |
| Everton                | Land at Manor Farm  | 19              |
| Flitwick               | Steppingley Road  | 216             |
| Flitwick               | Land adjacent to Flitwick Garden Allotments, off Steppingley Road | 35              |
| Gravenhurst            | Land at Upper Gravenhurst   | 39              |
| Harlington             | Land to the west of Midland Mainline Railway                      | 435             |
| Harlington             | Land west of Sundon Road  | 154             |
| Haynes                 | Land south of Northwood End Road                                  | 29              |
| Henlow                 | Land adjacent to Derwent Lower School                             | 101             |
| Hockliffe              | Land to the south west of the A5                                  | 77              |
| Hockliffe              | Land at Leighton Road, Hockliffe                                  | 23              |
| Hockliffe              | A5 Watling Street   | 41              |
| Houghton Conquest      | Wixams Southern Extension   | 650             |

|                   |  |     |
|-------------------|--|-----|
| Houghton Regis    | Bidwell Gospel Hall (Dell Mount)                             | 25  |
| Houghton Regis    | Land to the east of Houghton Regis                           | 355 |
| Langford          | Thistle Hill Field   | 70  |
| Langford          | Bridge Field   | 67  |
| Leighton Linlade  | Northern Chamberlains Barn                                   | 175 |
| Leighton Linlade  | Land north of Soulbury Rd                                    | 55  |
| Leighton Linlade  | The Chiltern-Hunt Land                                       | 138 |
| Marston Moretaine | Wood End Lane  | 63  |
| Maulden           | Land north of Clophill Road                                  | 25  |
| Maulden           | Land between 129A and 131 Clophill Road                      | 21  |
| Maulden           | Land fronting Silsoe Road                                    | 39  |
| Meppershall       | Land at 32 Shefford Road (Bandland Nursery)                  | 55  |
| Moggerhanger      | Land adj to Park Road /Bedford Road (A603)                   | 30  |
| Northill          | Land at Thorncote Road (Close Field)                         | 21  |
| Northill          | The Pound, Upper Caldecote                                   | 33  |
| Potton            | One Acre Field, Sandy Road                                   | 12  |
| Shefford          | Line Field   | 72  |
| Shillington       | Land to the south and east of High Road                      | 42  |
| Stondon           | Land rear of Station Road (Lower Stondon Northern Expansion) | 244 |
| Stondon           | Land off the Pastures Lower Stondon                          | 33  |
| Sutton            | Land south of High Street                                    | 37  |
| Toddington        | Land to the east of Leighton Road                            | 92  |
| Toddington        | Alma Farm  | 159 |
| Westoning         | Land off Flitwick Road                                       | 135 |
| Westoning         | West View Farm   | 85  |

## 8. Have your say

The consultation on the Local Plan is open between **11 January (10am) and 22 February 2018 (5pm)**.

You can download the full copy of the Local Plan and view maps on the website at [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

Once the consultation is open, you can comment on any part of the Local Plan or the supporting technical documents online.

Even if you had your say in the summer, it's important you have your say now – only the comments (representations) submitted during this consultation will go forward to the independent Planning Inspector to review before the Public Examination on the Local Plan. Also, only those who have made a comment can speak at any public hearings the Planning Inspector holds.

During the consultation, we will be holding four drop-in events where you can speak to council officers and ask questions.

All of the events are open to the public to drop in anytime between 3pm - 7.30pm.

- Thursday 18 January – Barton Rovers Football Club
- Thursday 25th January - Lidlington Village Hall
- Tuesday 30th January - Arlesey Village Hall
- Thursday 8th February - Biggleswade Orchard Centre

You can also, write to us with your feedback. Please send your views to Local Plan, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ.

## **Next steps**

We will review all of the comments (representations) submitted during this consultation and consider what changes it would like to recommend. Any changes will be recommended to an independent Planning Inspector to review before deciding on the Local Plan.

The Planning Inspector will hold a Public Examination of the Plan. If you want to speak at these meetings you must comment on the Local Plan during this consultation.

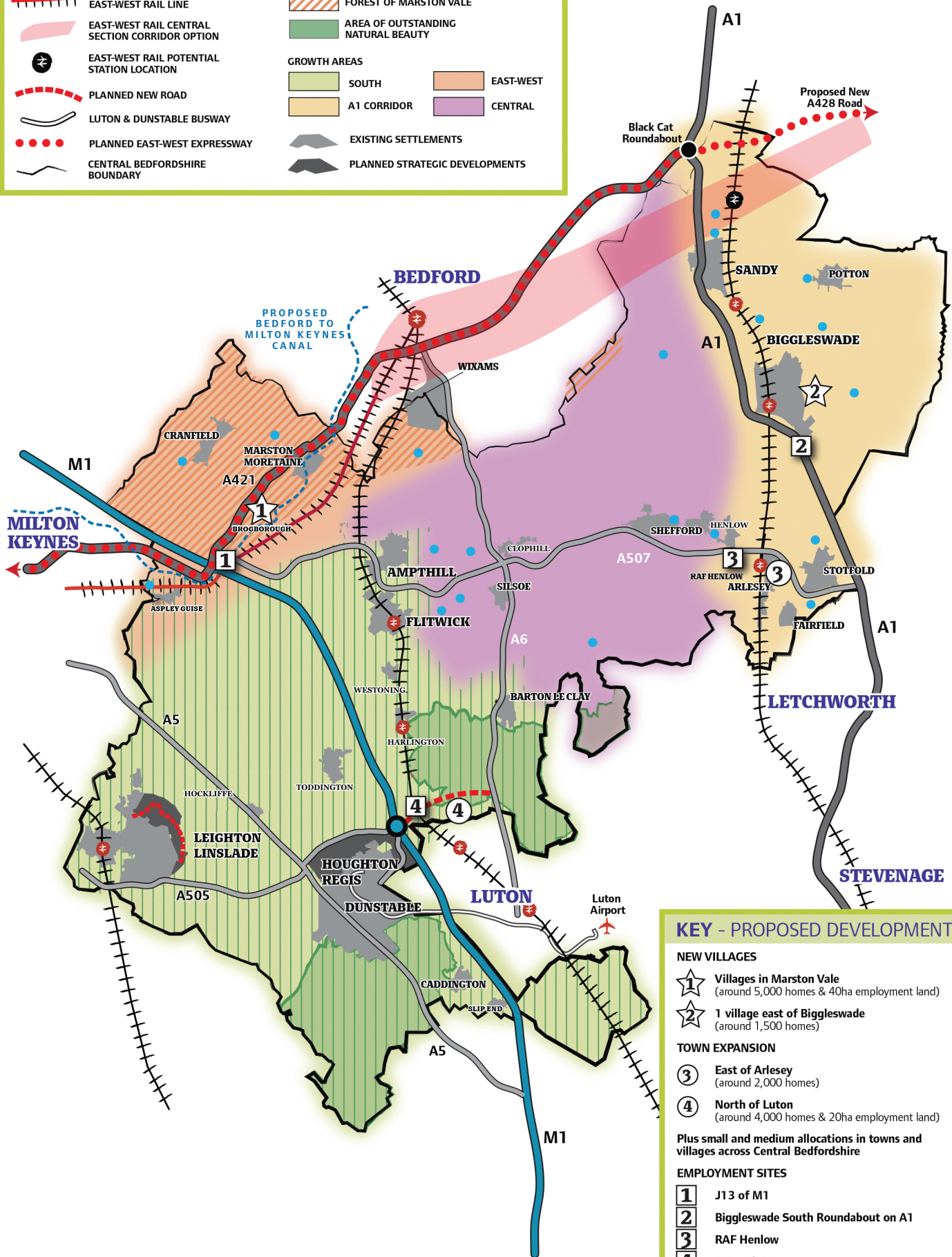
## **Community Planning**

We will continue to hold Community Planning events across the area. These events are ongoing opportunities for the community to engage with us about what your community needs.

Future dates will be confirmed and publicised.

## KEY - INFRASTRUCTURE

- |  |  |                     |  |
|--|--|---------------------|--|
|  | ROADS  |                     | IMPORTANT COUNTRYSIDE GAPS<br>Full details of locations online |
|  | RAILWAY LINE AND STATION                       |                     | GREEN BELT   |
|  | PLANNED SECTION OF EAST-WEST RAIL LINE         |                     | FOREST OF MARSTON VALE   |
|  | EAST-WEST RAIL CENTRAL SECTION CORRIDOR OPTION |                     | AREA OF OUTSTANDING NATURAL BEAUTY                             |
|  | EAST-WEST RAIL POTENTIAL STATION LOCATION      | <b>GROWTH AREAS</b> |  |
|  | PLANNED NEW ROAD                               |                     | SOUTH  |
|  | LUTON & DUNSTABLE BUSWAY                       |                     | A1 CORRIDOR  |
|  | PLANNED EAST-WEST EXPRESSWAY                   |                     | CENTRAL  |
|  | CENTRAL BEDFORDSHIRE BOUNDARY                  |                     | EXISTING SETTLEMENTS   |
|  |  |                     | PLANNED STRATEGIC DEVELOPMENTS                                 |



## KEY - PROPOSED DEVELOPMENT

### NEW VILLAGES

- Villages in Marston Vale (around 5,000 homes & 40ha employment land)
- 1 village east of Biggleswade (around 1,500 homes)

### TOWN EXPANSION

- East of Arlesey (around 2,000 homes)
- North of Luton (around 4,000 homes & 20ha employment land)

Plus small and medium allocations in towns and villages across Central Bedfordshire

### EMPLOYMENT SITES

- J13 of M1
- Biggleswade South Roundabout on A1
- RAF Henlow
- J11a of M1

## Pre-submission Local Plan –FAQS

### How can we prevent settlements merging (coalescence)?

You told us that protecting the rural character of the area and the distinct identities of our villages and towns is important.

In the south of our area, the Green Belt provides some of this protection. The Green Belt prevents Luton/Dunstable/Houghton Regis, Leighton Buzzard, Ampthill and Flitwick from merging with other towns and limits unrestricted urban sprawl.

For some areas, outside of the Green Belt, which are under pressure from development (e.g. areas for growth around the A1 corridor and the Marston Vale) there is a need for specific protection. So, we have been looking at other policies we can include in the Local Plan to help with this.

The Local Plan defines the following areas as ‘Important Countryside Gaps’:

- CG1 Land between Wixams Gap and Houghton Conquest
- CG2 Land south of Sutton
- CG3 Land north west of Dunton
- CG4 Land north of Sandy
- CG5 Land north and south of Cranfield
- CG6 Land west of Salford Road, Aspley Guise
- CG7 Land south of Stotfold
- CG8 Land between Maulden Main Village and Maulden Green End
- CG9 Land between Maulden Green End and Maulden Hall End
- CG10 Land East of Woodmer End, Shillington
- CG11 Land between Upper Shelton and Lower Shelton
- CG12 Land between Astwick and Stotfold
- CG13 Land between Clifton and Henlow
- CG14 Land between Shefford and Clifton
- CG15 Land between Northill and Ickwell
- CG16 Land between Flitton and Greenfield
- CG17 Land between Flitton and Wardhedges
- CG18 Land North of Biggleswade
- CG19 Land at Tempsford

The council will protect these Important Countryside Gaps to help retain the separate identity and character of settlements.

The council will not grant permission for unallocated development that would promote the visual or physical merging (coalescence) of settlements.

## **What is Green Belt land?**

Green Belts are areas around certain towns, cities and large built-up areas, where the aim is to prevent urban sprawl by keeping the land permanently undeveloped. Development is restricted in the Green Belt.

Land is not included in the Green Belts due to its landscape or ecological value.

Green Belt serves five purposes, it is designed to:

- check the unrestricted sprawl of large built-up areas
- prevent neighbouring towns merging into one another
- safeguard the countryside from encroachment
- preserve the setting and special character of historic towns
- assist in urban regeneration, by encouraging the recycling of derelict and other urban land

You can read more about green belt on the Government website

<https://www.gov.uk/guidance/national-planning-policy-framework/9-protecting-green-belt-land>

## **Growth isn't allowed in the Green Belt**

This isn't strictly true. Development is restricted but not ruled out completely under national planning policy.

There are exceptions where development can occur in the Green Belt which include development for agriculture or forestry and limited infilling in villages.

The government tells us that Green Belt boundaries can be redrawn through Local Plans in 'exceptional circumstances'. We need to build close to where the housing need is arising, which is in the Green Belt and where growth would be most sustainable. We believe this is strong enough reason to develop in the Green Belt.

## **Why is growth proposed in the Green Belt?**

Almost half (40%) of Central Bedfordshire is Green Belt, this is the southern part of Central Bedfordshire. We need to provide homes close to where there is need which is across Central Bedfordshire including the south.

We have considered putting all of the growth in the north of Central Bedfordshire but our evidence has shown that services and infrastructure couldn't support it. In addition, this wouldn't fit with the character of Central Bedfordshire.



### **Does the Local Plan include provision for Gypsies and Travellers?**

Yes, this is a requirement. We need to plan for all sections of the community including Gypsies and Travellers and Travelling Show People.

The Local Plan sets out the need for provision in terms of number of new pitches (Gypsy and Travellers) and plots (Travelling Show People) require over the next 20 years. We need to plan for 71 Gypsy and Traveller pitches and 31 Travelling Show People plots over the next 20 years.

The locations for these are not defined in the Local Plan because they will be delivered through planning applications.

### **Why is Central Bedfordshire including homes for Luton?**

We are required to consider housing need from surrounding areas under the Duty to Co-operate. This is legislation that governs how local authorities and other bodies co-operate on cross boundary issues in the preparation of Local Plans. This means that in order for our Plan to be 'sound' we must consider any housing need that cannot sustainably be met in neighbouring authority areas; this is a standard approach.



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[www.midbedscab.org.uk](http://www.midbedscab.org.uk)

6 February 2018  
Mr Rob McGregor  
Town Clerk  
Biggleswade Town Council

Dear Mr McGregor

I am writing to ask whether Biggleswade Town Council would be able provide a grant towards the running costs of our home visiting /benefits case work project Outreach. You provided a grant of £200 3 years ago in April 2015.

As you know, the project has been running for over 20 years and is a vital part of our community service. Funding for the project relies on the continued generosity and support of the town and parish councils within our catchment area as it falls outside the core funding we receive from Central Bedfordshire Council. The core grant that we receive covers the cost of our two bureau offices at Amphill and Biggleswade plus our 'drop in' centres.

There are two reasons why the project is so vital for the community:

- a) Mid Bedfordshire is a rural area of some 500 square kilometres. Public transport links are very limited and this means that the elderly, disabled and otherwise vulnerable people cannot get to our bureau offices for the help that they need. This is unacceptable; and
- b) The welfare reforms have altered substantially the type of assistance that our vulnerable clients need; particularly in relation to two of the sickness and disability benefits; Employment and Support Allowance (ESA) and the Personal Independence Payment (PIP). Both have very complex application forms and both require the applicant to attend a health assessment. In many cases the outcome of the health assessment has been inequitable and therefore problematic. The process itself is very daunting for vulnerable clients. Our role is increasingly to help complete the application forms, educate the client about what to expect in the assessment process and to help with appeals.

In the 12 months to March 2017 some £492,000 of income was preserved or generated for these clients. This represents a very substantial return on the £18,000 per annum running costs of the service. This income goes back into the local economy. The other benefits are that clients' financial and other worries are eased thus improving their health and wellbeing and enabling them to play a more positive part in society.

Outreach is currently a 15 hour per week service and is provided by a very experienced benefits caseworker and volunteers who help with the application forms and administration. The £18,000 per annum running cost is becoming increasingly difficult to source in the current economic climate and we are very anxious to keep it going. Hence this request for funding. Any amount that you feel able to give would be much appreciated.

During the 10 month period from 1 April 2017 to 31 January 2018, Outreach saw 94 clients. 22 of the clients were from Biggleswade.

We would be happy to complete a formal grant application form and would also be very happy to arrange for one of our Trustees to make a presentation to the Council in support of the application.

We hope that you will be able to assist us to continue with this valuable work.

Yours sincerely

Jenny Hedges  
Chief Officer

Email addressed to Rob McGregor, Town Clerk

### **Greenwheel Funding**

As you know BRCC have led on the development and enhancement of the BGW for a number of years, with SLA and grant funding from CBC. As we look ahead to the next couple of years, increased pressures on CBC budgets mean that there is less funding available to support our secretariat/ facilitation of the BGW.

The good news is that due to our success in previous rounds of GI planning Obligations funding, and having some S106 contributions directed towards BRCC/ BGW, we have significant funding for practical works on the ground to further enhance the BGW; and some of this funding could be spent on appropriate Biggleswade TC owned/ managed sites. We certainly have funding available for additional planting, seating, bike racks etc where these would contribute to enhancing the BGW.

Where the news is less good, is in relation to BRCC's ongoing hosting of the BGW and our staff time spent on non-capital works. Our GIPO and S106 funds cover the capital costs of doing works on the ground, but there are a number of areas of work that cannot be funded from these sources and have previously been funded by CBC. These areas include:

- Providing secretariat services to the BGW Development Group
- Supporting the Friends of Biggleswade Green Wheel – Volunteer wardens and tasks
- Site visits/ meetings and landowner liaison re further enhancements (incl seeking to fill the missing link in the BGW north of Mill Lane)
- Applying for funds for further capital works
- Commenting on planning applications which impact upon, or could contribute to, the BGW
- General BGW related admin/ correspondence

Although we have been given the indication that CBC's contributions to these activities will be less in 2018/19 - and beyond - than previously, CBC are still committed to the GW concept and are seeking to allocate some funding towards each of the GW's BRCC is involved with. In each of our other GW's (Sandy, Etonbury (Arlesey, Stotfold & Fairfield) and now Potton), the respective Town / Parish Councils have made a 2 year commitment to provide match funding, to enable our work to continue. (Existing contributions for 17/18 & 18/19 range from £1.5k – £2.5k pa per T/PC)

Given the above, the purpose of this e-mail is twofold:

1. To enquire whether Biggleswade Town Council is able to make a contribution towards our ongoing work on the Biggleswade Green Wheel – ideally for 18/19 and 19/20.
2. To enquire whether you have any opportunities / ideas for us to spend some of our existing funding on capital enhancements associated with the GW.

I look forward to hearing from you – and would be happy to call in for a chat if that would be useful.

Kind regards

Cliff

**Cliff Andrews**

Supporting Communities Manager & Green Infrastructure Team Leader

## **BIGGLESWADE TOWN COUNCIL**

### **Report to Council on Tuesday 13<sup>th</sup> February 2018 Car Park Management**

#### **Implications of Recommendations**

**Corporate Strategy:** Stimulating new growth within the town.

**Finance:** Ongoing costs of leasing, maintaining and managing car parks to be recouped from car park receipts.

**Equality:** Choice of parking machines is DDA compliant.

**Environment:** Proposed machines use renewable energy.

#### **Introduction**

The Parking Management Working Group has met twice to discuss preparations for the management of the Town Council's car parks, including the following matters:

- Responses to Public Consultation on the Biggleswade Town Council Off Street Parking Places Order 2017
- Enforcement by Central Bedfordshire Council
- Pay and Display Ticket Machines
- Parking Permit Scheme including format, terms and conditions and application form
- Signage and Line Marking

#### **Public Consultation**

The working group has considered responses to the public consultation on the proposed Biggleswade Town Council Off Street Parking Places Order 2017 and concluded that provision for motorcycles would be made available where possible.

#### **Enforcement**

Further to ongoing meetings with CBC Officers and approval from Town Council, agreement has been reached to enable CBC to enforce off street parking in Town Council car parks at no cost to the Town Council. The Town Council will retain revenue from pay and display tickets and CBC to retain receipts from Penalty Charge Notices (PCNs).

CBC officers have confirmed they will be willing and able to begin enforcement to meet our timescales.

#### **Pay and Display Ticket Machines**

The preferred choice of machine has been identified as the Parkeon Strada Transfer ticket machines currently in operation in other areas by CBC. These are tried and tested and enable continuity of enforcement operations by CBC. The machines allow for vehicle registration numbers to assist with car park management and enforcement. They are DDA compliant, being accessible by wheel chair users.

A total of seven machines will be required for the six car parks, with two machines at Rose Lane. Of these, six machines will require coin and card payment options, with the White Hart car park not requiring a payment option. The machines to be solar powered and it is recommended to carry one spare battery and charger as a backup if required.

It is recommended to use the ESPO public procurement framework to purchase the pay and display ticket machines. ESPO is a public sector owned organisation that undergoes formal tendering processes to establish frameworks for public sector organisations to use for procurement on a call off basis for standard items. As such, the procurement process is compliant with the Town Council's procurement procedures.

Parkeon is one of five companies that supply pay and display machines within the Framework 509 – Parking Management Solutions. The solar powered Strada Transfer pay and display machines are one of a number of options available via the framework.

Comparative costs (per machine) of different brands within the framework, for solutions that meet the required specifications are as follows:

- A) £3,895.58
- B) £3,906.00
- C) £4,150.00
- D) £5,614.00
- E) £6,043.00

The Parkeon solar powered Strada Transfer machine (Option B) represents good value at £3,906.00 per machine.

The Working Group has received a demonstration and information on the proposed pay and display ticket machine.

Installation costs including ground works are estimated at £420 to £480 per machine.

### **Card Transaction Costs**

The cost of card transactions is expected to be between 21p and 28p per transaction, subject to negotiation and volume of transactions.

### **Tickets**

The recommendation is for one-part, non-adhesive tickets to be displayed in vehicle windscreens. There would be an option to promote Town Council services on the reverse of the tickets, eg Biggleswade Markets, etc., or to seek sponsorship from local businesses if appropriate.

### **Parking Permits**

It is recommended to issue parking permits as follows:

- Dan Albone Car Park: workers permits
- Rose Lane Car Park: workers, residents and trader permits
- St Andrews Street Car Park: residents and market traders permits

Example permit designs are attached, to be printed as continuous stationery with serial numbers, space for registration number and relevant dates. The permits to be printed with perforations and to fit in a standard sized tax disc holder.

The cost of printing permits amounts to £370 per quantity of 250.

Tax disc holders can be acquired in volume at a cost of 53p per unit as a means to display parking permits in car windscreens.

### **Signage and Line Marking**

Three companies have been approached to provide quotes for signage, to include six car park entrance signs and seven pay and display notices. Two quotes have been received as follows:

Quote A) £2,910.50 (sample art work also received for review)

Quote B) £7,820.00 plus £200 artwork fee

One quote has been received for line marking and various surface repairs at Dan Albone car park. The Town Council has previously awarded contracts to this supplier following competition and has been found to be of good value and standard. Cost of repairs to car park surface and line marking is £2,808.05.

Additional work has also been quoted for, to make repairs to footpaths through Dan Albone memorial picnic area wider surface repairs for access to the Common, at a cost of £3,021.92, for which S106 monies is being sought.

### **Overall Setup Costs**

A schedule of initial setup costs is attached, totalling £41,197.61 which is expected to be funded from car park receipts within first year.

### **Recommendations**

1. To approve and seal the Biggleswade Town Council Off Street Parking Places Order 2017.
2. To use the ESPO Framework 509 public procurement procedure to procure seven solar powered Parkeon Strada Transfer pay and display ticket machines, six of which to include card and coin facilities.
3. To purchase an additional battery and charger as a backup.
4. For officers to negotiate rates for card transaction fees.
5. To approve the costs of signage.
6. To approve the costs of surface repairs and line marking at Dan Albone car park.
7. To approve the format of parking permits.

Rob McGregor  
Town Clerk  
8<sup>th</sup> February 2018

Mike Thorn  
Deputy Town Clerk



**BIGGLESWADE TOWN COUNCIL  
OFF-STREET PARKING PLACES ORDER 2017**

DRAFT

The Council of Biggleswade Town Council in Central Bedfordshire (hereinafter referred to as the Council) in exercise of its powers under section 35 (1) and (3) of the Road Traffic Regulation Act 1984 as amended by the Parking Act 1989 (which said Act of 1984 is referred to as the Act) and Part IV of Schedule 9 and all other enabling powers and with consent of Central Bedfordshire Council in accordance with Section 39 (3) of the Act and after consulting the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, HEREBY MAKES the following Order: -

1. (1) This Order shall come into operation on the – day of ----- 2018 and may be cited as the Biggleswade Town Council Off Street Parking Places Order 2017.  
  
(2) The Biggleswade Town Council Parking Places Order 2009, Variation Orders 2001 & 2008 and Experimental Order 2015 are hereby revoked upon coming into operation of this Order.
2. Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order, and any reference in this Order to Schedule or a numbered part is reference to the Schedule or the part as the case may be.
3. **In this Order: -**

“Bank Holiday” means the days specified in section 1 (1) of Schedule 1 of the Banking and Financial Dealings Act 1971 with the addition of New Year’s Day or, as appropriate, 2 January and the first Monday in May subject to special circumstances of any year and also includes common law holidays namely Good Friday and Christmas Day.

“charging Hours” means in respect of the parking place, those hours during which a vehicle may only be permitted to wait in the parking place upon payment of a charge, as specified in column 3, column 5 or column 6 of part I of the Schedule.

“Civil Enforcement Officer” means a person provided by the Council for the purpose of supervising parking places situated within Biggleswade and enforcing the restrictions imposed by this order pursuant to Section 63a of the Act.

“Council” means Biggleswade Town Council.

“credit card” means a card or similar thing issued by a person, use of which enables the holder to defer the payment by him of the charge for parking a vehicle.

“debit card” means a card or similar thing issued by a person, use of which by the holder causes the charge for parking the vehicle to be paid by electronic transfer of funds from any current account of his at a bank or other institution providing banking services.

“disabled persons’ badge” means a badge in the form prescribed by Regulation 11 of the Disabled Persons (Badge for Motor Vehicles) (England) Regulations 2000 which has not ceased to be in force and which is displayed in accordance with Regulation 12 thereof or any replacement badge issued under Regulation 7 and any regulation from time to time amending or replacing the same.



“driver” in relation to a mechanically propelled vehicle means the person who at the time is entitled to the possession and use of such vehicle under the terms of a hiring agreement entered into with a vehicle hire firm and has signed a statement of liability acknowledging his liability in respect of any parking contraventions involving the vehicle during currency of the hiring agreement and in respect of whom the owner of the vehicle has in response to a notice to owner served on him by the Council made representations on the grounds specified by Regulation 4(4)(d) of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 and the Council has accepted those representations.

“electric vehicle” means a Class 7 vehicle.

“enforcement authority” means Biggleswade Town Council.

“Hand held device” means a wireless hand – held computer used by a civil Enforcement Officer which is programmed to interface with the parking system.

“material time” means the time when the contravention giving rise to the penalty charge is said to have occurred.

“owner” in relation to a vehicle means the person at the material time by whom the vehicle is kept which in the case of a vehicle registered under the Vehicle and Registration Act 1994 is presumed (unless the contrary is proven) to be the person in whose name the vehicle is registered at the material time.

“parking bay” means an area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of the parking place.

“parking charge” means the appropriate charge payable as set out in column 3 column 5 or column 6 of part I of the Schedule to this order in the manner prescribed by Article 5 of this Order.

“parking place” means the any area of land together with the respective access thereto specified by name on the plans attached provided by the Council under Section 32 (1) of the Act for use as a parking place.

“pay by phone” means any telephone payment parking system introduced by the Council at any time.

“penalty charge” means a charge set by the Council in accordance with article 6(2) of this order. The appropriate penalty charge in force will be shown on the display notice in the parking place where it applies.

“penalty charge notice” means a penalty charge notice issued or served by a civil enforcement officer or posted by the enforcement authority pursuant to the provision of Section 78 of the 2004 Act, the Civil Enforcement of Parking Contraventions (England) General regulations 2007 and complying with article 6(1) of this order.

“reduced penalty charge” means a 50 per cent reduction of the penalty charge provided payment is received by the Council not later than the last day of the period of 14 days beginning with the date on which the penalty charge notice is served.

“registered keeper” means the person in whose name the vehicle was registered under the Vehicle Excise and Registration Act 1994.

“reserved spaces” means a marked parking bay specifically reserved for another use.

“parking permit” means a permit or other printed document issued by the Council, to the owner of a specified vehicle, for use in such parking place as it is shown on the permit and is non - transferable between parking places.

“service charge” means the charge payable to the service provider (in addition to the parking charge payable).

“service provider” means the company authorised and appointed by the Council to operate, and administer parking.

“ticket” means a ticket issued by a ticket machine located in a parking place.

“vehicles” means the class of vehicle as defined in Part III of the Schedule of this Order.

## **USE OF LAND AND PARKING PLACE**

4. Each area of land specified by name, may be used, subject to the following provisions of this order, as a parking place only for such class of vehicles in such positions, on such days, during such hours and at such charges and subject to such special conditions as are specified in relation to that area.

### **PROVIDED THAT:**

- (a) The Council may by indication on site temporarily withdraw such parking place or any part thereof from such use.
- (b) All other conditions save that requiring payment shall be observed by the driver of any vehicle which displays a Disabled Persons Badge.

Where in parts I, II and III of the schedule a parking place is described as available for vehicles of a specified class or in a specific position, the driver of a vehicle shall not wait or permit it to be left in that parking place unless it is of the class and in the position so specified.

Where, within a parking place, there is a sign or surface marking which indicates that a parking bay is available only for a vehicle displaying a Disabled Persons Badge, the driver of any vehicle not displaying the said badge shall not wait or permit it to be left in that parking bay.

## **CHARGES AT PARKING PLACES**

5. (1) Save as in Article 3 (1) (b) and hereinafter provided, no vehicle shall wait or be left in a parking place during the hours that charges for parking as referred to in Column 3 of the schedule are to be paid (hereinafter referred to as the charging hours) without the owner or driver thereof having first paid the appropriate charge as set out in Column 3, (hereinafter referred to as the parking charge) in the manner prescribed in this article.
- (2) The Council may from time to time determine not to collect a charge and or charges at a parking place and information relating to a change in the collection of a charge and or charges would be indicated on the pay and display and or the car park notice in the parking place where it applied.

- (3) The parking charge shall be payable by the insertion of an appropriate coin or coins, bank notes, credit cards, debit cards, or other approved electronic transaction cards or otherwise as directed into the apparatus or device provided, being an apparatus or device approved in accordance Section 35 of the ACT and the provision of Section 35a of the ACT shall apply in respect of such apparatus being used as a payment system.
- (4) The Owner of a vehicle may on application to the Council purchase a parking permit in respect of that vehicle. A parking permit shall only be valid in such a parking place as specified and during the period for which it was issued and is not transferable between parking places.
- (5) Any permit issued on payment of the parking charge, shall be displayed in a conspicuous position inside the vehicle, in order that the permit can be read from the outside of the vehicle in respect of which it was issued whilst it is left in the parking place. A vehicle shall not be left in a parking place if it displays an expired permit or parking ticket.
- (6) The Council may from time to time grant written permission for vehicles to park at such times and in such parking places as it may deem expedient at a charge applicable at the time of application and or issue.
- (7) Tickets issued on payment of the parking charge are only available for use in the parking place where they were issued and are not transferable either between parking places or users of the car park.
- (8) Without prejudice to the provisions of Article 5 (1) to Article 5 (7) of the schedule of this order if at any time while a vehicle is left in a parking place referred to in Part 1 of the Schedule of this order no indication appears on a hand-held device that payment of the parking charge has been made, or the hand-held device indicates that the payment period for which payment was made has expired, it shall be presumed (as the case may be and unless the contrary is proved) that either:
  - A. The parking charge has not been duly paid in respect of that vehicle in accordance with the provisions of Article 4 of this order; or
  - B. The parking period for which payment was made has expired.

And in either case a civil enforcement officer may serve a penalty charge notice.

## **PENALTY CHARGE AT PARKING PLACE**

6. (1) Subject to the provisions of Civil Enforcement of Parking Contraventions (England) General Regulations 2007 in respect to a vehicle where there has been committed in relation to that vehicle a parking contravention within Paragraph 4 of Schedule 7 of the traffic Management Act 2004 (parking contraventions outside Greater London) in a civil enforcement area outside Greater London and /or the provisions of this Order a penalty charge is payable by the owner or driver of the vehicle to the Council in accordance with Article 7 of this Order.

- (2) Penalty charges including any discounts or surcharges thereto shall be of such levels as are from time to time set by the Council in accordance with the provisions of Section 77 and Part 3 of Schedule 9 of the Traffic Management Act 2004 and the Schedule to the Civil Enforcement of Parking Contraventions (Guidelines on Level of Charges) (England) Order 2007 (the Guidelines Order) made by the Secretary of State under Paragraph 8 of Part 3 of Schedule 9 of the Traffic Management Act 2004.

All off-street parking contraventions are prescribed as either Higher or Lower Level contraventions in respect of which different penalty charges apply at levels described in Table 1 of the Schedule to the Guidelines Order as Band 1 or Band 2. In relation to both higher level and lower level contraventions the Council may in its absolute discretion set the level of penalty charge at either the Band 1 or Band 2 level PROVIDED that the Council will publish the level of charges in a newspaper circulating in the locality not less than 14 days before such charges come into force.

#### **NOTICE WHERE CONTRAVENTION OF THIS ORDER (PENALTY CHARGE NOTICE)**

7. (1) A penalty charge notice may be in such form as may from time to time be considered appropriate by the Council, provided that it displays the information required by the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and Part 2 of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.
- (2) The penalty charge, reduced penalty charge and charge payable after service of a charge certificate shall be in the following amounts:
- a. In respect of any contravention the penalty charge payable shall, subject to Articles 7 (2) (b) and 7 (2) (c) of this order, be the amount from time to time set by the Council in accordance with Article 6 (2) of this Order and payment shall be received by the Council not later than the last day of the period of 28 days beginning with the date on which the penalty charge notice is served.
  - b. Notwithstanding the provisions of Article 7 (2) (a) of this Order a reduced penalty charge shall be payable PROVIDED payment is received by the Council not later than the last day of the period of 14 days beginning with the date on which the penalty charge notice is served.
  - c. On the issue of a charge certificate in accordance with the provisions of Regulation 21 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 the penalty charge shall increase by 50 per cent.
- (3) For avoidance of doubt the reference in Articles 7 (2) (a) and 7 (2) (b) of this Order to payment being received by this Council not later than the last day of the period of 28 or 14 days (as the case may be) shall be interpreted to mean that payment must be received by the Council by no later than 24.00 hours on the last day of the said period of 28 or 14 days.

- (4) The penalty charge, reduced penalty charge and charge payable after service of a charge certificate (as appropriate) shall be paid to the Council online at <https://parking.centralbedfordshire.gov.uk/live-3sc-user/> , by phone on 0300 088 5697 (24 hours). By post; please make your cheque or postal order payable to Central Bedfordshire Council, write your penalty charge notice number and the vehicle registration number on the back, then send it to; PO Box 597 Northampton, NN4 7XN. Please allow 2 working days for 1<sup>st</sup> class post and 5 working days for 2<sup>nd</sup> class post.  
Please do not send cash by post. Post-dated cheques will not be accepted.
- (5) Where a penalty charge has been incurred due to a parking contravention a civil enforcement officer may attach to the vehicle a penalty charge notice which complies with the requirements of Regulation 9 and Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
- (6) Where a penalty charge has been incurred a penalty charge notice may be issued by post by the enforcement authority if the owner of the vehicle drives away before the civil enforcement officer has issued a penalty charge notice or the civil enforcement officer has been prevented from issuing a penalty charge notice, such a penalty charge notice shall comply with the requirements of Regulation 10 and the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
- (7) Part 6 of the Traffic Management Act 2004, Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007, Part 2 of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 and Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 shall have effect with respect to penalty charges, notices to owners and other matters supplementing the provision of Article of this Order.

## **OTHER PROVISIONS**

8. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in a position in the parking place and shall not start the engine except when about to change the position of the vehicle, in or to depart from the parking place.
9. (1) Unless the Council's prior written consent is obtained, no person in a parking place shall: -
  - (a) Drive any vehicle or otherwise than for the purposes of leaving it in the parking place in accordance with the provisions of this Order or for the purposes of departing from the parking place;
  - (b) Use a vehicle, while it is in the parking place, in connection with the sale of any article to persons in or near the parking place or in connection with the selling or offering for hire skills or services.
  - (c) Erect or cause to be erected any tent, booth, stand, building or structure or other thing;
  - (d) Light or cause or permit to be lighted any fire;
  - (e) Display or distribute or cause to be displayed or distributed any notice, leaflet, handbill, booklet, book or other item.

- (f) Maintain, repair, service or wash any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place.
  - (g) Drive any vehicle and cause it to wait, in a parking place without displaying a valid ticket or permit in accordance with this Order.
- (2) No person in a parking place shall: -
- (a) Sound any horn or similar instrument except when necessary for the safety of persons or vehicles in the parking place;
  - (b) Shout or make or permit any noise or otherwise behave to the disturbance or annoyance to users of the parking place, occupants of neighbouring premises or passers-by;
  - (c) Use any threatening, abusive or insulting language, gestures or conduct likely to cause, or causing, a breach of the peace;
  - (d) Use any part of the parking place or any vehicle in it for sleeping, cooking or camping purposes;
  - (e) Use any part of the parking place for skating (using in line or roller skates), skateboarding or cycling.
  - (f) Engage in any other activity which causes disturbance or annoyance to users of the parking place, occupants of neighbouring premises or passers-by.
- 10.** (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 4 hereof a person authorised by the Council in that behalf may alter or cause to be altered the position of the vehicle so that its position is in accordance with the said provision.
- (2) If a vehicle is left in a parking place in contravention of any of the provisions of this Order, or is abandoned, a person authorised by the Council in that behalf may remove the vehicle from that parking place or arrange for such removal and the Council shall be entitled to recover as a civil debt from any person responsible such charges in respect of the removal, storage and disposal of the vehicle as the Council may require in accordance with Schedule 9 of the Traffic Management Act 2004.
- (3) For the purpose of meeting the requirements of an emergency, a person authorised in that behalf by the Council or a police officer in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.
- (4) Any person altering, or causing the alterations of, the position of a vehicle by virtue of Paragraph (1) of this Article, or removing, or causing the removal of, a vehicle by virtue of Paragraphs (2) or (3) of this Article, may do so by towing or driving the vehicle or in such a manner as he may think reasonably necessary.
- (5) Any person removing or arranging for the removal of a vehicle by virtue of Paragraphs (2) or (3) of this Article, shall make such arrangements as he considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.

11. (1) Where in a parking place signs are erected or surface markings are laid for the purpose of:
- (a) Indicating where parking is prohibited, or
  - (b) Indicating the entrance to or exit from the parking place, or
  - (c) Indicating that the vehicle using the parking place shall proceed in a specific direction within the parking place,

No person shall leave a vehicle in a place where parking is indicated to be prohibited or drive or permit to be driven any vehicle: -

- (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place by an exit, so indicated, or
  - (ii) in a direction other than specified.
- (2) any person in a parking place shall comply with any reasonable direction by a person authorised in that behalf by the Council or a Police Officer whether as to the driving positioning of a vehicle or otherwise and shall upon request provide his name and address and the name and address of the owner of the vehicle which he or she is driving.

12. The Council accepts no responsibility, either at common law or under the Occupiers Liability Act 1957, or otherwise, for loss of or damage to vehicles or other property left in any Council's parking places.

**The COMMON SEAL of the BIGGLESWADE TOWN COUNCIL**

Was hereunto affixed the ----- day of ----- 2018

In the presence of:

Chairman

Town Clerk

### Parking Places Order – Schedule 1

| 1  | 2                 | 3  |                                    | 4  | 5                             | 6  |   |  |                                  |   |
|----|-------------------|--|------------------------------------|--|-------------------------------|--|---|--|----------------------------------|---|
|    |                   | CLASS OF VEHICLE PERMITTED TO USE THE PARKING PLACE AND POSITION IN WHICH VEHICLE MAY PARK |                                    |  |                               |  | Days Hours of Operation of Parking Place and scale of charges.<br>6.00pm – 8.00am any hours no charge | Maximum period for which a vehicle may be left | Scale of parking permit in force | Scale of charge for vehicles in Class 5 and vehicles in class 6 |
|    |                   | CLASS  | POSITION                           |  |                               |  |   |  |                                  |   |
| 1. | Mill Lane         | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1 hr Free<br>Up to 2 hrs £ 1.00<br>Up to 3hrs £ 1.50  | 3hrs<br>No return within 3hrs | No parking permits   | Not Permitted   |  |                                  |   |
| 2. | St Andrews Street | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1 hr Free<br>Up to 2 hrs £ 1.00<br>Up to 3hrs £ 1.50  | 3hrs<br>No return within 3hrs | 1 Month £40.00<br>3 Months £75.00<br>6 Months £120.00<br>12 Months £225.00 | Not Permitted (Other than Market Traders)   |  |                                  |   |
| 3. | Dan Albone        | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1 hr Free<br>Up to 2 hrs £ 1.00<br>Up to 3hrs £ 1.50<br>Up to 4hrs £ 2.00<br>Max 9 hrs £ 2.50 | 9hrs<br>No return within 4hrs | 1 Month £40.00<br>3 Months £75.00<br>6 Months £120.00<br>12 Months £225.00 | Not Permitted   |  |                                  |   |
| 4. | Chestnut Avenue   | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1 hr Free<br>Up to 2 hrs £ 1.00<br>Up to 3hrs £ 1.50<br>Up to 4hrs £ 2.00                     | 4hrs<br>No return within 4hrs | No parking permits   | Not Permitted   |  |                                  |   |
| 5. | Rose Lane         | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1hr Free<br>Up to 2 hrs £ 1.00<br>Up to 3hrs £ 1.50<br>Up to 4hrs £ 2.00<br>Max 6hrs £ 2.50   | 6hrs<br>No return within 4hrs | 1 Month £40.00<br>3 Months £75.00<br>6 Months £120.00<br>12 Months £225.00 | Not Permitted   |  |                                  |   |
| 6. | White Hart        | 1,2,3,4  | Wholly within a marked parking bay | Mon-Sat 8.00 am-6.00 pm<br>Up to 1hr Free  | 1hrs<br>No return within 2hrs | No parking permits   | Not Permitted   |  |                                  |   |





## **Special Conditions Appertaining Off Street Parking Places Order 2017**

### **Schedule**

#### **Part II**

##### **1. Mill Lane – Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a three -hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 3 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.

##### **2. St Andrews Street - Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a three-hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 3 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.
- (iii) A section of the Car Park is reserved for Market Traders on a Saturday and Tuesday, who will display a valid Town Council permit.
- (iv) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.

##### **3. Dan Albone – Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a nine - hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.

##### **4. Chestnut Avenue – Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four - hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.

**5. Rose Lane – Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a six - hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 4 hrs.
- (ii) Except as provided in Paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.

**6. White Hart – Car Park**

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a one - hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 2 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Sunday, and Bank Holidays and between the hours of 6.00 pm and 8.00 am no restrictions.
- (iii) The car park may be reserved from time to time as the Council see fit, to hold events.

**7. Method of Calculating Parking Permits**

The method for Calculation of Parking Permits, as from time to time approved by the Council, is accessible to view on the Council website and available for public inspection.

## Schedule Part III

### 1. Classes of Vehicle

- 1 Motor cars within the provision of Section 136 (2) (a) of the Act.
- 2 Motor vehicles constructed or adapted for use for the conveyance of goods or burden, the unladen weight of which does not exceed 1525 kg and passenger carrying vehicles with capacity of 12 seats or under.
- 3 Vehicles displaying a Disabled Persons Badge.
- 4 Motorcycles as defined in Section 136 (4) of the Act.

### 2. Parking for Vehicles Displaying a Disabled Persons Badge

|                   |     |
|-------------------|-----|
| Mill Lane         | = 1 |
| St Andrews Street | = 1 |
| Dan Albone        | = 3 |
| Chestnut Avenue   | = 0 |
| Rose Lane         | = 3 |
| White Hart        | = 1 |

### 3. No Charge for Parking

There shall be no charge payable:

- a. A Bank Holiday.
- b. A Sunday.
- c. Monday to Saturday inclusive between the period of 6.00 pm and 8.00 am.

## Schedule Part IV

The Plans which form this part of the Schedule delineate the extent of the parking places.

## Schedule Part V

### Shopping Trolleys

The Council may remove any supermarket shopping trolleys left in any parking place, which will be stored by the Council until collected by the owner up to a maximum period of 28 days, after which the trolleys will be disposed of. The owner will be required to pay a charge of £10.00 per trolley prior to it being released from storage.

**WORKERS  
PARKING PERMIT  
ROSE LANE CAR PARK**

VEHICLE REGISTRATION NUMBER

PERMIT NUMBER

**123456**

ISSUE DATE

EXPIRY DATE

**BIGGLESWADE TOWN COUNCIL  
The Old Court House, 4 Saffron Road  
BIGGLESWADE SG18 8DL**



**RESIDENTS  
PARKING PERMIT  
ROSE LANE CAR PARK**

VEHICLE REGISTRATION NUMBER

PERMIT NUMBER

**123456**

ISSUE DATE

EXPIRY DATE

**BIGGLESWADE TOWN COUNCIL  
The Old Court House, 4 Saffron Road  
BIGGLESWADE SG18 8DL**



**MARKET TRADER  
PARKING PERMIT  
ROSE LANE CAR PARK**

VEHICLE REGISTRATION NUMBER

PERMIT NUMBER

**123456**

ISSUE DATE

EXPIRY DATE

**BIGGLESWADE TOWN COUNCIL  
The Old Court House, 4 Saffron Road  
BIGGLESWADE SG18 8DL**





## OFF-STREET PARKING PERMIT

### Terms and Conditions

The Biggleswade Off-Street Parking Permit is valid for use within the marked bays in the following car parks and will cover the time periods of 8:00 am to 6:00 pm Monday to Saturday.

- Rose Lane
- St Andrews Street
- Dan Albone
  
- The permit is valid for a 12-month, 6-month, 3-month or 1-month period, from the first day of the month in which the application is made, except in the case of renewals.
- A completed application form and fee to be presented at the time of application, or details of company if wishing to pay by invoice.
- Permits are only available for motor vehicles and light vans not exceeding 5.55m long, 2.1m high or 2.1m wide, excluding wing mirrors.
- Permits are only valid on the vehicle specified.
- When the permit is in use, it must be clearly displayed.
- The permit can only be replaced in the case of loss, destruction, or through a change of vehicle for which there is an administrative charge of £5.
- Any contravention of the conditions of the Parking Order, (which is available for inspection during working hours at the Town Council's offices, The Old Court House, 4 Saffron Court, Biggleswade SG18 8DL) will render the permit invalid and the permit will be withdrawn.
- The purchase of a permit does not guarantee the availability of a parking space.
- The **vehicle** registration number will appear on the permit, the permit must be safely secured to the windscreen of vehicle, the permit is only valid for use in one vehicle.
- Any Penalty Charge Notices incurred for non-display cannot be cancelled.
- Refunds will be given on surrender of a permit at a rate of one twelfth of the annual cost for each complete calendar month remaining.
- In the case of a change of vehicle, please return the old permit with a £5 administration charge for replacement.
  - **12 months: £225**
  - **6 months: £120**
  - **3 months: £75**
  - **1 month: £40**



## OFF-STREET PARKING PERMIT

**Application for Off- Street Parking Permit**  
**Rose Lane, St Andrews Street and Dan Albone**

(Please tick, where appropriate)

Permit: 1 Month  3 Months  6 Months  12 Months

Vehicle Registration:

Make/Model:

Renewal:  New Applicant:  Lost/Replacement:  Change of Vehicle:

Business Applicant

Full Name:

Address:

Post Code:

Telephone No.:

Email Address:

I certify that the above information is correct and agree/abide by the Conditions of Use as specified in the current Parking Order.

Signature:

Date:

**Please provide copies of the following documents:** Proof of employment/residency e.g. Council Tax Bill/Tenancy Agreement or letter from Employer.

The Information contained in this application will only be used for the purposes of administering and monitoring the Residents and Workers Permit Scheme and will not be disclosed to a third party except law enforcement agencies.

### FOR OFFICIAL USE ONLY

Amount Paid:

Permit Number Issued:

Date Sent:

Receipt number:

Proof of Residence

Business:

## Car Park Management Setup Costs

### UP FRONT COSTS

|                  |                            |  |                  |           |
|------------------|----------------------------|--|------------------|-----------|
| <b>Dan Abone</b> | Surface Repairs            |  | £991.80          |           |
|                  | White Lining               |  | <u>£1,816.25</u> | £2,808.05 |
|                  | Common access road repair* |  | £2,404.80        |           |
|                  | Pavement Repairs*          |  | <u>£617.12</u>   | £3,021.92 |

### Meters

|                    |   |           |                  |            |
|--------------------|---|-----------|------------------|------------|
| via ESPO framework | 7 Solar powered Strada Transfer machine | £2,801.00 | £19,607.00       |            |
|                    | 6 Credit/Debit card reader              | £1,050.00 | £6,300.00        |            |
|                    | 7 Commissioning                         | £55.00    | <u>£385.00</u>   | £26,292.00 |
|                    | 1 Additional battery and charger        | £210.14   | £210.14          |            |
|                    | 7 Prepare ground base + install         | £420.00   | <u>£2,940.00</u> | £3,150.14  |

|                |  |  |  |           |
|----------------|--|--|--|-----------|
| <b>Signage</b> | 6 entrance signs plus 7 meter signs<br>(Quotes £2910.50 to £8020.00) |  |  | £2,910.50 |
|----------------|--|--|--|-----------|

|                        |                  |  |  |           |
|------------------------|------------------|--|--|-----------|
| <b>Permit Printing</b> | £370 per 250 x 6 |  |  | £2,220.00 |
|------------------------|------------------|--|--|-----------|

|                            |                     |  |  |         |
|----------------------------|---------------------|--|--|---------|
| <b>Permit Disc Holders</b> | £0.53 each per 1500 |  |  | £795.00 |
|----------------------------|---------------------|--|--|---------|

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|                            |  |  |  |                   |
|----------------------------|--|--|--|-------------------|
| <b>TOTAL UPFRONT COSTS</b> |  |  |  | <b>£41,197.61</b> |
|----------------------------|--|--|--|-------------------|

|                              |                                     |  |  |                   |
|------------------------------|-------------------------------------|--|--|-------------------|
| <b>POSSIBLE S106 SOURCES</b> | S106 Countryside Projects (Common)* |  |  | <b>-£3,021.92</b> |
|------------------------------|-------------------------------------|--|--|-------------------|

## CRIME BY WARD

### **BIGGLESWADE HOLME**

**05/1/2018 07:30**

THEFT FROM MOTOR VEHICLE  
CHAMBERS WAY BIGGLESWADE

**05/1/2018 19:15**

CRIMINAL DAMAGE - TO DWELLINGS  
OAK CRESCENT BIGGLESWADE

**06/1/2018 08:45**

THEFT FROM MOTOR VEHICLE  
HOLME COURT AVENUE BIGGLESWADE

**06/1/2018 09:09**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**08/1/2018 15:50**

HARASSMENT - (PFHA SECTION 2)  
UNDISCLOSED

**09/1/2018 03:15**

SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY  
UNDISCLOSED

**09/1/2018 17:00**

BURGLARY RESIDENTIAL - DWELLING  
LONDON ROAD BIGGLESWADE

**10/1/2018 18:15**

THEFT FROM SHOPS AND STALLS  
LONDON ROAD BIGGLESWADE

**11/1/2018 22:50**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**12/1/2018 17:50**

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
LONDON ROAD BIGGLESWADE

**12/1/2018 17:54**

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
LONDON ROAD BIGGLESWADE

**12/1/2018 23:00**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**18/1/2018 09:00**

OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE  
LONDON ROAD BIGGLESWADE

**18/1/2018 12:00**

THEFT FROM SHOPS AND STALLS  
LONDON ROAD BIGGLESWADE

**18/1/2018 12:15**

THEFT FROM SHOPS AND STALLS  
LONDON ROAD BIGGLESWADE



## CRIME BY WARD

**18/1/2018 16:50**

THEFT FROM SHOPS AND STALLS  
LONDON ROAD BIGGLESWADE

**19/1/2018 16:30**

SEXUAL  
UNDISCLOSED

**20/1/2018 09:45**

SEXUAL  
UNDISCLOSED

**21/1/2018 08:48**

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
LONDON ROAD BIGGLESWADE

**21/1/2018 13:30**

ASSAULT OCCASIONING ACTUAL BODILY HARM (POLICE OFFICER)  
OAK CRESCENT BIGGLESWADE

**23/1/2018 20:00**

CRIMINAL DAMAGE - TO DWELLINGS  
LONDON ROAD BIGGLESWADE

**24/1/2018 23:08**

THEFT FROM MOTOR VEHICLE  
SWANBOURNE CLOSE BIGGLESWADE

## CRIME BY WARD

### BIGGLESWADE IVEL

**01/1/2018 16:25**

THEFT FROM SHOPS AND STALLS  
CHURCH STREET BIGGLESWADE

**02/1/2018 00:01**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**02/1/2018 06:00**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**02/1/2018 06:30**

THEFT FROM MOTOR VEHICLE  
CHURCH STREET BIGGLESWADE

**03/1/2018 07:20**

CRIMINAL DAMAGE - TO VEHICLES  
POTTON ROAD BIGGLESWADE

**04/1/2018 16:26**

THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE

**05/1/2018 07:00**

THEFT FROM MOTOR VEHICLE  
WINSTON CRESCENT BIGGLESWADE

**05/1/2018 13:00**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**05/1/2018 21:30**

THEFT FROM MOTOR VEHICLE  
POTTON ROAD BIGGLESWADE

**06/1/2018 01:50**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**06/1/2018 02:17**

VICTIMLESS CRIME - AWAITING UPDATE  
HIGH STREET BIGGLESWADE

**06/1/2018 13:00**

THEFT OF MAIL BAGS/POSTAL PCKTS  
HOLME CRESCENT BIGGLESWADE

**06/1/2018 13:15**

CRIMINAL DAMAGE - TO VEHICLES  
LINDSELL CRESCENT BIGGLESWADE

**06/1/2018 15:24**

THEFT FROM SHOPS AND STALLS  
CHURCH STREET BIGGLESWADE

**07/1/2018 12:32**

THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE

## CRIME BY WARD

**08/1/2018 12:30**

CRIMINAL DAMAGE - TO VEHICLES  
MARKET SQUARE BIGGLESWADE

**08/1/2018 15:50**

THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE

**09/1/2018 05:30**

THEFT FROM MOTOR VEHICLE  
WINSTON CRESCENT BIGGLESWADE

**09/1/2018 07:15**

THEFT FROM MOTOR VEHICLE  
SANDY VIEW BIGGLESWADE

**09/1/2018 18:15**

NON CRIME RECORDABLE  
MARKET SQUARE BIGGLESWADE

**10/1/2018 02:17**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**10/1/2018 13:00**

WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM  
NORTHFIELDS BIGGLESWADE

**12/1/2018 07:30**

THEFT FROM MOTOR VEHICLE  
ALBONE WAY BIGGLESWADE

**12/1/2018 21:30**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**13/1/2018 11:30**

THEFT FROM SHOPS AND STALLS  
CHURCH STREET BIGGLESWADE

**13/1/2018 11:34**

THEFT FROM SHOPS AND STALLS  
BONDS LANE BIGGLESWADE

**15/1/2018 09:40**

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
SHORTMEAD STREET BIGGLESWADE

**18/1/2018 06:00**

CRIMINAL DAMAGE - TO DWELLINGS  
HOLME CRESCENT BIGGLESWADE

**19/1/2018 09:00**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

**19/1/2018 12:05**

STALKING  
UNDISCLOSED

**19/1/2018 12:10**

## CRIME BY WARD

THEFT FROM SHOPS AND STALLS  
HIGH STREET BIGGLESWADE  
**19/1/2018 12:46**  
THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE  
**19/1/2018 14:40**  
THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE  
**20/1/2018 11:45**  
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE  
CHURCH STREET BIGGLESWADE  
**24/1/2018 15:32**  
THEFT FROM SHOPS AND STALLS  
MARKET SQUARE BIGGLESWADE  
**25/1/2018 14:40**  
HARASSMENT - (PFHA SECTION 2)  
UNDISCLOSED  
**25/1/2018 16:00**  
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
POTTON ROAD BIGGLESWADE  
**27/1/2018 00:00**  
HARASSMENT - (PFHA SECTION 2)  
UNDISCLOSED  
**27/1/2018 03:45**  
CRIMINAL DAMAGE - TO DWELLINGS  
HOLME CRESCENT BIGGLESWADE  
**27/1/2018 08:00**  
THEFT FROM MOTOR VEHICLE  
POTTON ROAD BIGGLESWADE  
**27/1/2018 11:00**  
DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED  
**27/1/2018 17:45**  
DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED  
**28/1/2018 01:00**  
THEFT FROM THE PERSON OF ANOTHER  
HIGH STREET BIGGLESWADE  
**28/1/2018 12:30**  
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER  
BRUNEL DRIVE BIGGLESWADE  
**28/1/2018 21:45**  
INTERFERENCE WITH MOTOR VEHICLE  
ALBONE WAY BIGGLESWADE  
**28/1/2018 21:50**  
COMMON ASSAULT

# CRIME BY WARD

ROWLETTS VIEW BIGGLESWADE

**29/1/2018 05:45**

THEFT FROM MOTOR VEHICLE

ELDON WAY BIGGLESWADE

## CRIME BY WARD

### **BIGGLESWADE STRATTON**

**01/1/2018 07:11**

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)  
HEATHER DRIVE BIGGLESWADE

**03/1/2018 11:00**

CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)  
KENNEL FARM ROAD BIGGLESWADE

**04/1/2018 12:00**

BURGLARY - BUSINESS AND COMMUNITY  
STRATTON BUSINESS PARK BIGGLESWADE

**05/1/2018 04:00**

THEFT FROM MOTOR VEHICLE  
DEVON DRIVE BIGGLESWADE

**05/1/2018 06:00**

THEFT FROM MOTOR VEHICLE  
JUPITER WAY BIGGLESWADE

**05/1/2018 06:50**

THEFT FROM MOTOR VEHICLE  
FRANKEL WAY BIGGLESWADE

**06/1/2018 22:30**

THEFT FROM MOTOR VEHICLE  
ARNOLD RISE BIGGLESWADE

**14/1/2018 04:30**

THEFT FROM MOTOR VEHICLE  
SOUTH WALK BIGGLESWADE

**14/1/2018 09:00**

HARASSMENT - (PFHA SECTION 2)  
UNDISCLOSED

**17/1/2018 06:30**

CRIMINAL DAMAGE - TO VEHICLES  
RUTHERFORD WAY BIGGLESWADE

**18/1/2018 22:30**

WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM  
GLEBE ROAD BIGGLESWADE

**18/1/2018 22:39**

WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM  
GLEBE ROAD BIGGLESWADE

**19/1/2018 06:40**

OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE  
DUNTON LANE BIGGLESWADE

**21/1/2018 08:00**

CRIMINAL DAMAGE - TO VEHICLES  
LABURNHAM ROAD BIGGLESWADE

**21/1/2018 11:41**

DOMESTIC DISPUTE/INCIDENT  
UNDISCLOSED

## CRIME BY WARD

**22/1/2018 18:59**

DOMESTIC DISPUTE/INCIDENT

UNDISCLOSED

**26/1/2018 16:00**

COMMON ASSAULT

ANDERSON ROAD BIGGLESWADE

## OFFENCE FREQUENCY BY PLACE

| Offence - Frequency by Place – Biggleswade Holme             | Number    | % of Total     | Cum %   |
|--|-----------|----------------|---------|
| THEFT FROM SHOPS AND STALLS                                  | 6         | 24.00%         | 24.00%  |
| DOMESTIC DISPUTE/INCIDENT                                    | 4         | 16.00%         | 40.00%  |
| THEFT FROM MOTOR VEHICLE                                     | 3         | 12.00%         | 52.00%  |
| ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)     | 3         | 12.00%         | 64.00%  |
| SEXUAL   | 2         | 8.00%          | 72.00%  |
| CRIMINAL DAMAGE - TO DWELLINGS                               | 2         | 8.00%          | 80.00%  |
| SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY | 1         | 4.00%          | 84.00%  |
| OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE          | 1         | 4.00%          | 88.00%  |
| BURGLARY RESIDENTIAL - DWELLING                              | 1         | 4.00%          | 92.00%  |
| ASSAULT OCCASIONING ACTUAL BODILY HARM (POLICE OFFICER)      | 1         | 4.00%          | 96.00%  |
| HARASSMENT - (PFHA SECTION 2)                                | 1         | 4.00%          | 100.00% |
| <b>Grand Total</b>   | <b>25</b> | <b>100.00%</b> |         |

| Offence – Biggleswade Ivel                                     | Number    | % of Total     | Cum %   |
|--|-----------|----------------|---------|
| THEFT FROM SHOPS AND STALLS                                    | 12        | 24.00%         | 24.00%  |
| DOMESTIC DISPUTE/INCIDENT                                      | 11        | 22.00%         | 46.00%  |
| THEFT FROM MOTOR VEHICLE                                       | 8         | 16.00%         | 62.00%  |
| CRIMINAL DAMAGE - TO VEHICLES                                  | 3         | 6.00%          | 68.00%  |
| CRIMINAL DAMAGE - TO DWELLINGS                                 | 2         | 4.00%          | 72.00%  |
| ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)       | 2         | 4.00%          | 76.00%  |
| HARASSMENT - (PFHA SECTION 2)                                  | 2         | 4.00%          | 80.00%  |
| THEFT FROM THE PERSON OF ANOTHER                               | 1         | 2.00%          | 82.00%  |
| VICTIMLESS CRIME - AWAITING UPDATE                             | 1         | 2.00%          | 84.00%  |
| THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER | 1         | 2.00%          | 86.00%  |
| COMMON ASSAULT   | 1         | 2.00%          | 88.00%  |
| STALKING   | 1         | 2.00%          | 90.00%  |
| THEFT OF MAIL BAGS/POSTAL PCKTS                                | 1         | 2.00%          | 92.00%  |
| INTERFERENCE WITH MOTOR VEHICLE                                | 1         | 2.00%          | 94.00%  |
| WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM                | 1         | 2.00%          | 96.00%  |
| NON CRIME RECORDABLE   | 1         | 2.00%          | 98.00%  |
| OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE            | 1         | 2.00%          | 100.00% |
| <b>Grand Total</b>   | <b>50</b> | <b>100.00%</b> |         |

| Offence – Biggleswade                                    | Number    | % of Total     | Cum %   |
|--|-----------|----------------|---------|
| THEFT FROM MOTOR VEHICLE                                 | 5         | 29.41%         | 29.41%  |
| WOUNDING WITH INTENT TO DO GRIEVOUS BODILY HARM          | 2         | 11.76%         | 41.18%  |
| DOMESTIC DISPUTE/INCIDENT                                | 2         | 11.76%         | 52.94%  |
| CRIMINAL DAMAGE - TO VEHICLES                            | 2         | 11.76%         | 64.71%  |
| OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE      | 1         | 5.88%          | 70.59%  |
| CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)         | 1         | 5.88%          | 76.47%  |
| COMMON ASSAULT   | 1         | 5.88%          | 82.35%  |
| BURGLARY - BUSINESS AND COMMUNITY                        | 1         | 5.88%          | 88.24%  |
| ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47) | 1         | 5.88%          | 94.12%  |
| HARASSMENT - (PFHA SECTION 2)                            | 1         | 5.88%          | 100.00% |
| <b>Grand Total</b>                                       | <b>17</b> | <b>100.00%</b> |         |