



Ref: Agenda/Statutory Meeting-22052018

16 May 2018

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Annual Statutory Meeting of Biggleswade Town Council** that will take place on **Tuesday 22 May 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

Rob D McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Advertiser

Bedfordshire Constabulary
The Editor, Bedfordshire on Sunday
County Library, Biggleswade
The Editor, Biggleswade Comet

AGENDA

1. **ELECTION OF TOWN MAYOR FOR THE YEAR 2018/2019**

To receive nominations for the office of Town Mayor for Biggleswade for 2018/2019.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Town Mayor to sign the Declaration of Acceptance of Office as Town Mayor.

3. **ELECTION OF DEPUTY TOWN MAYOR**

To receive nominations for the office of Deputy Town Mayor for the year 2018/2019.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

For the Deputy Town Mayor to sign the Declaration of Acceptance of Office.



5. **MEMBERSHIP OF STANDING COMMITTEES**

- a. For members to determine membership of the Town Council's standing committees. Information setting out the Committees of the Council and membership is attached to the Agenda.
- b. For each Committee to appoint a "Chair".
- c. For each Committee to appoint a 'Vice Chair'.

6. **BIGGLESWADE PARTNERSHIP**

Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four year term. Cllr, I Bond and M Foster were elected as substitutes.

7. **APPOINTMENT OF REPRESENTATIVES**

- a. For members to consider appointments to the following bodies.
 - i. Bedfordshire Association of Town & Parish Councils - 3 members for voting at the AGM
 - ii. Biggleswade Twinning Committee - 1 member & 1 substitute
 - iii. Sir John Cotton Educational Foundation - 1 member
 - iv. Fen Reeves Meetings - 1 member as proxy voter
 - v. Langford and Biggleswade Community Fund Group - 2 members
 - vi. Police Liaison Officer - 1 member & 1 substitute
 - vii. Biggleswade Splash Park Committee - 1 member
 - viii. Biggleswade Green Wheel Development Group - 2 members

8. **APOLOGIES FOR ABSENCE**

Cllr Frank Foster.

9. **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.

10. **TOWN MAYOR'S ANNOUNCEMENTS**

11. **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.



12. **INVITED SPEAKER**

To receive an update on the Biggleswade Music Festival.

13. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of the Annual Statutory Meeting held on 23 May 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

14. **MATTERS ARISING**

Minutes of the Annual Statutory Meeting held on 23 May 2017.

15. **PLANNING APPLICATIONS**

- a. **CB/18/01263/FULL – 7 Windermere Drive, Biggleswade, SG18 8LR**
Single storey rear extension and first floor/side rear extension.
- b. **CB/18/01203/FULL – 166 Hitchin Street, Biggleswade, SG18 8BP**
Two storey rear extension.
- c. **CB/18/01430/FULL – 78 London Road, Biggleswade, SG18 8EB**
Erection of part single storey, part two storey rear extension and other minor facilitation works.
- d. **CB/18/01530/FULL – 18 Presland Drive, Biggleswade, SG18 0FU**
Single storey rear extension.
- e. **CB/18/01613/FULL – 14 Chaucer Drive, Biggleswade, SG18 8QG**
First floor extension for study/office area.
- f. **CB/18/01561/FULL – Vacant Plot Road South off Pegasus Drive, Stratton Business Park, Biggleswade**
Erection of Industrial Warehouse Building for the sale and Hire of heavy Machinery including Reception, Administration, Staff Welfare, Display, Storage and Servicing and External Landscaping including Hardstanding for Car Parking, Loading and Unloading, External Display and Wash-Down and Associated Works.
- g. **CB/18/01452/FULL – Land to the rear of 48- 52 Lawrence Road, Biggleswade, SG18 0LS**
Construction of new residential chalet bungalow, parking and turning area, access improvements, and layout of garden with new landscaping.
- h. **CB/18/01655/FULL – 7 Sutton Avenue, Biggleswade, SG18 0NZ**
1st Floor infill extension over existing garage. Alterations to garage to facilitate the conversion.

16. **ITEMS FOR CONSIDERATION**

- a. **Works to Trees - CB/TCE/18/00114 - Located in the back garden by the River Ivel. 21 Ivel Gardens, Biggleswade, SG18 0AN**

CBC has received an application to carry out Works to a tree protected by TPO: Prune one Lime tree. The tree is protected by MB/TPO/09/0002 and is listed as T8.



b. Standing Orders

Following an update from NALC, additions have been added to the standing orders for Members to consider. The additions to the standing orders are highlighted in blue.

From the Council meeting 24th April 2018, this item was adjourned without discussion.

Members are asked to consider additions to the Standing Orders.

c. Interactive Smart Screen

Members are asked to consider a request to CBC for S106 money to fund the installation of a 75" interactive Smart Screen in the meeting room at the Old Court House. S106 funds are currently available for this purpose and a quotation for supply and installation is attached to this agenda.

d. Biggleswade Skate Park and Chambers Way Play Area

Members are asked to consider a request from CBC regarding the Biggleswade Skate Park and Chambers Way Play Area. CBC are hoping to secure capital funding to replace the skate park and wish to know if the Town Council would have any interest in managing the replacement skate park once the work is complete. Members are also requested to consider the option of adopting the wider play area at Chambers Way.

Correspondence is attached to this agenda.

17. ITEMS FOR INFORMATION

a. Erlensee Twining Association

Visitors from Erlensee will be arriving on the afternoon of Friday 13th July 2018 in Biggleswade. The official welcome will take place in the Town Council offices at 4.30pm. The Councillors are invited to attend. There will be approximately 25 visitors and twinning members present.

b. Grant letters 2018

Copy of Thank you letters received for the Grants awarded in 2018.

c. Report on Bedfordshire Police Priority Setting Meeting 16th May 2018

A verbal report will be provided by Cllr D Strachan.

18. 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.



19. **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.

No exempt items

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



**Biggleswade Town Council
Committees 2018/19**

Please complete the form below and return to the Town Clerk by 21/05/2018

1. Please indicate which Committees you would like to serve on in 2018/19 or indicate if you have **no preferences**.
2. If you do not respond, it will be assumed you have no preference and you may be asked to serve on a Committee, depending on vacancies.

No Preference	Appeals Committee	Finance & General Purposes Committee	Personnel Committee	Public Lands & Open Spaces Committee	Town Centre Management Committee

3. If you wish to stand as a representative on an outside body, please indicate below:

LIST OF OUTSIDE BODIES			Tick Here
i.	Bedfordshire Association of Town & Parish Councils	3 members for voting at the AGM	
ii.	Biggleswade Twinning Committee	1 member & 1 substitute	
iii.	Sir John Cotton Educational Foundation	1 member	
iv.	Fen Reeves Meetings	1 member as proxy voter	
v.	Langford and Biggleswade Community Fund Group	2 members	
vi.	Police Liaison Officer	1 member & 1 substitute	
vii.	Biggleswade Splash Park Committee	1 member	
viii.	Biggleswade Green Wheel Development Group	2 members	

Completed by:

.....
Councillor Name

.....
Date



MINUTES OF BIGGLESWADE ANNUAL STATUTORY MEETING
HELD ON TUESDAY 23 MAY 2017
AT BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE

PRESENT:

Cllr D Albone (in the Chair)
Cllr I Bond
Cllr M North
Cllr G Fage
Cllr J Medlock
Cllr Mrs H Ramsay
Cllr D Strachan
Cllr S Patel
Cllr M Foster
Cllr P Biernis
Cllr B Briars
Cllr F Foster

Mr R McGregor, Town Clerk, Biggleswade Town Council
Mrs J Durn, Meeting Administrator

Members of Public – 8 (including 3 Council staff)

A one-minute silence was taken prior to the Meeting in solidarity for the sadness of the Manchester atrocity.

1. ELECTION OF TOWN MAYOR FOR THE YEAR 2017/2018

It was **RESOLVED** that Cllr M North be elected to the office of Town Mayor for Biggleswade, for the year 2017/2018.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr M North signed the Declaration of Acceptance of Office.

3. ELECTION OF DEPUTY TOWN MAYOR

Cllr Mrs M Russell was nominated for the office of Deputy Town Mayor for the year 2017/2018. The nomination was carried in Cllr Russell's absence.

4. DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Town Mayor, Cllr Mrs M Russell, to sign the Declaration of Acceptance of Office at the next meeting.

5. MEMBERSHIP OF STANDING COMMITTEES

- a. It was **RESOLVED** that membership of Standing Committees is adopted as follows:

Finance and General Purpose (F&GP):

Cllr D Albone, Cllr I Bond, Cllr F Foster, Cllr M Foster, Cllr M North, Cllr S Patel, Cllr Mrs H Ramsay, Cllr Mrs M Russell, Cllr D Strachan

Public Land and Open Spaces (PLOS):

Cllr D Albone (Vice Chair), Cllr I Bond, Cllr P Biernis, Cllr B Briars (Chair), Cllr G Fage, Cllr F Foster, Cllr M Foster, Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr D Strachan.

Town Centre Management (TCM)

Cllr D Albone, Cllr P Biernis, Cllr I Bond, Cllr G Fage, Cllr F Foster, Cllr M Foster (Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr M Russell (Vice Chair), Cllr D Strachan.

Personnel:

Cllr I Bond (Chair), Cllr F Foster, Cllr M Foster (Vice Chair), Cllr J Medlock, Cllr M North, Cllr S Patel, Cllr Mrs H Ramsay, Cllr Mrs M Russell.

Appeals:

Cllr D Albone, Cllr P Biernis, Cllr D Strachan, Cllr T Woodward

- b. For each Committee to appoint a Chair':

Finance and General Purpose	Cllr Mrs H Ramsay
Public Land and Open Spaces	Cllr B Briars
Town Centre Management	Cllr M Foster
Personnel	Cllr I Bond
Appeals	Deferred to first Appeals Committee meeting

- c. For each Committee to appoint a "Vice Chair":

Finance and General Purpose	Cllr D Strachan
Public Land and Open Spaces	Cllr D Albone
Town Centre Management	Cllr Mrs M Russell
Personnel	Cllr M Foster
Appeals	Deferred to first Appeals Committee meeting

6. BIGGLESWADE JOINT PARTNERSHIP

Cllrs Mrs H Ramsay, Mrs M Russell, D Albone and B Briars were elected in May 2015 for a four-year term. Cllr I Bond and M Foster were elected as substitutes.

(No action required).

7. APPOINTMENT OF REPRESENTATIVES

a. It was **RESOLVED** that appointments to the following bodies be adopted:

- i. Bedfordshire Association of Town & Parish Councils - 3 members for voting at the AGM:
Cllr M Foster, Cllr M North,
Cllr Mrs M Russell
- ii. Biggleswade Twinning Committee - 1 member – Cllr B Briars
- 1 substitute – Cllr S Patel
- iii. Parish Paths Partnership (P3) - 2 members:
Cllr I Bond, Cllr P Biernis
- iv. Sir John Cotton Educational Foundation - 1 member: Cllr M North
- v. Fen Reeves Meetings - 1 member as proxy voter:
Cllr I Bond
Cllr Mrs H Ramsay (Substitute)
- vi. Police Liaison - 1 member: Cllr D Strachan
Substitute: Cllr S Patel
- vii. Land East Community Facility Group - 4 members: Cllr D Albone,
Cllr B Briars, Cllr F Foster,
Cllr M Foster, Cllr S Patel
- viii. Wind Farm Panel - Cllr J Medlock, Cllr Mrs H Ramsay

8. APOLOGIES FOR ABSENCE

Cllr S Watkins, Cllr T Woodward, Cllr Mrs M Russell.

9. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item: Item 14e, Cllr I Bond.
- (b) Non-Pecuniary interests in any agenda item: Item 15c, Cllr J Medlock.

10. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor was present at the hand-over of the key for the Orchard Community Centre. We hope that it will soon be open for public use. The Town Clerk is currently looking at parking permits for people using the Centre.

11. 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.

- Mr Dilley: Regarding item 15a, concerns over the proposed pedestrian crossing for London Road as this is on a blind bend. Surely traffic lights would be better.

The Chairman reported that unfortunately it is difficult to put either a roundabout or traffic lights at that point because of the existing cycle lane. CBC decided on the pedestrian crossing because an audit showed that this is where pedestrians cross the road.

- Mr Bacon: asked if a crossing could be considered for people using the Aldi store as cars fly down there from Back Street.

The Chairman asked the Town Clerk to raise this with CBC.

MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. Members received and approved the Minutes of a meeting of the Annual Statutory Meeting held on 10 May 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

12. MATTERS ARISING

- a. There is no Matters Arising from the Minutes of the Annual Statutory Meeting held on 10 May 2016.

13. PLANNING APPLICATIONS

- a. **CB/16/04196/FULL - 136 Shortmead Street Biggleswade**
Proposed alterations to external evaluation of the existing dwelling: Alterations to window positions, re-roofing and cladding of external walls.

This planning application was considered by Council on 11 October 2016:

*CB/16/04196/FULL -136 Shortmead Street, Biggleswade
Two storey rear extension, and new terrace garden with new external access stair and smoked glazed privacy screens.*

*It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this Planning Application, providing neighbours are consulted and any comments they may make are to be considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.*

- It was **RESOLVED** to **OBJECT** to this Planning Application on the following grounds:
- i. It is not in keeping with the building next door;
 - ii. It encroaches on the public pavement;
 - iii. The general size of the building has increased from the original proposal.

- b. **CB/17/02062/FULL – 1 Snowdrop Walk, Biggleswade**
Two storey side and rear extension, single storey front extension.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this 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 extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

- c. **CB/17/02205/FULL – 100 Drove Road, Biggleswade**
First floor rear extension, loft conversion with rear dormer, roof lights and fenestration alterations.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this 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 extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents. Subject also to ensuring that the dormer window is not overlooking neighbours gardens.

- d. **CB/17/01932/FULL – 3 Frankel Way, Biggleswade**
Loft conversion with rear dormer.

This planning application was considered by Council on 14 March 2017:

CB/17/00843/FULL – 3 Frankel Way, Biggleswade
Loft conversion with rear dormer.

*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.*

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this 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 extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents. Subject also to ensuring that the dormer window is not overlooking neighbours gardens.

- e. **CB/17/01897/FULL – Shortmead Cottage, Shortmead Lane, Biggleswade**
Erection of a new dwelling.

Cllr I Bond left the meeting for this discussion.

It was **RESOLVED** that Town Council raise **NO OBJECTION** to this 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 extension to the principle dwelling are complied with in order to eliminate detriment in respect of light and privacy of adjacent residents.

f. **CB/17/01842/VOC – 67 Shortmead Street, Biggleswade**

Variation of condition 23 (drawing numbers) attached to planning permission reference CB/15/4768/FULL dated 14/04/16 for the redevelopment of the site for 48 retirement apartments and houses for the elderly with associated communal facilities, parking and landscaping to accommodate various internal and external alterations to the approved scheme (as set out in detail in the submitted Planning statement including the addition of a one bedroom unit taking the total number of units at the site to 49).

Planning application CB/15/4768/FULL was considered by Council on 22 March 2016:

CB/15/04768/FULL – 67 Shortmead Street, Biggleswade

Redevelopment of the site for 52 retirement apartments and houses for the elderly with associated communal facilities, parking and landscaping.

Amendments to this application have been received.

Revised plans A1-501 rev 04, A1-402 rev 03, A1-401 rev 06, A1-111 rev 10, A1-101 rev 08 and A1-001 rev 12.

*It was **RESOLVED** that Town Council raise **NO OBJECTION** to this Application. However, Town Council wish to raise concerns over parking provision.*

It was **RESOLVED** that Town Council raise **NO OBJECTION** to the Application. However, Town Council wish to raise concerns over parking provision

g. **CB/17/02166/OUT – Stratton Business Park, Pegasus Drive, Biggleswade**

Outline Application: Erection of up to 52,000sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping.

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

h. **CB/17/01670/FULL – 11A High Street, Biggleswade**

Remove existing Nat West brand signage, ATM and night safe. Infill existing ATM and night safe apertures with new stainless steel blanking plate.

It was **RESOLVED** that Town Council **OBJECT** to a stainless steel blanking plate, but would raise **NO OBJECTION** to an infill to the existing ATM and night safe in brickwork which is in keeping with the area.

14. **ITEMS FOR CONSIDERATION**

a. **Proposed Pedestrian Crossing – London Road and High Street**

Members were asked to consider a design for the proposed crossing; the crossing would be funded by S106 monies. (Copy attached)

It was **RESOLVED** that the Town Council strongly **OBJECT** to this proposal for the following reasons:

Unsuitable position, lack of visibility, proximity to existing crossing, situated on a blind corner, the island on the crossing could pose problems with heavy volumes of traffic if diverted from the A1.

The future flow of traffic on the Baulk has not been determined yet, and could have an impact on any proposed crossing. The footpath on the south side is very narrow and would cause difficulty for passing pedestrians. Existing similar crossings in Biggleswade are poorly maintained and the crossing markings fade.

If a crossing is to be considered, a light controlled crossing would be better suited for this site.

The Town Clerk will inform CBC of the Council views.

b. **Street Naming and Numbering - Kings Reach Biggleswade**

Members are asked to consider providing 6 street names for parcels 57 & 58, the names should follow the agreed masterplan and the names should reflect British composers.

Following discussion it was agreed to use sporting themes and British Olympians and Para-Olympians. A list will be provided for further consideration.

c. **Petition from Town Centre Retailers**

Members were asked to consider a petition received from Town Centre retailers regarding parking, public transport, Century House and the market. A copy of the petition is attached to this agenda. Cllr J Medlock left the meeting for this discussion.

It was **RESOLVED** that this item be referred to the TCM for further discussion.

d. **Signatories for Bank Mandate**

Arrangements are in hand to transfer the Town Council's banking facilities to Lloyds Bank. Members confirmed the following signatories for the new bank mandate:

Each cheque to be signed by one A signatory and two B signatories

A Signatories

Town Clerk, Rob McGregor

Deputy Town Clerk, Mike Thorn

B Signatories

Cllr Ian Bond

Cllr Bernard Briars
Cllr Michael North
Cllr Mrs Hazel Ramsay
Cllr Mrs Madeline Russell
Cllr Tim Woodward

15. ITEMS FOR INFORMATION

a. Biggleswade Town Cricket Club

2017/18 Information attached.

This information was **NOTED**.

b. Biggleswade CAP

Members received the Minutes of the Biggleswade Community Alcohol Partnership.

This information was **NOTED**.

b. Crime Statistics – April 2017

This trend shown by these statistics is alarming, particularly the figures showing theft from shops and stalls.

The Shopwatch scheme is now in place at the Retail Park, but unfortunately not all retailers are participating in the scheme.

Members asked the Town Clerk to write to the police to ask for their observations and intended action.

c. Street Naming Biggleswade

We have received a thank you note from Michael Presland for nominating his parents to have a street named after them. (Copy attached).

This information was **NOTED**.

16. 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.

- Mr Dilley: There is nowhere to park at Chestnut Avenue for people who are just calling into the doctors for a quick visit such as to collect a prescription. There appears to be a pole at Crab Lane, but no sign on it to cover any restrictions. The Town Clerk will query this with CBC.
- Mr Bacon: Everyone knows that the police station is closed, so people therefore think that there is no police presence to stop them stealing.

18. EXEMPT ITEMS

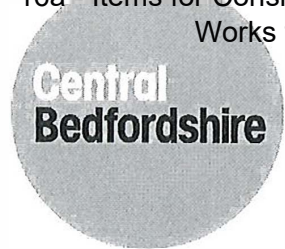
The following resolution will be moved that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

(Staff Matters)

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.

Development Management

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Rob McGregor
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Pat Longland
Direct Dial 0300 300 4431
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 10 May 2018

Dear Mr McGregor,

Application No: CB/TRE/18/00114
Proposal: Works to a tree protected by a TPO: Prune one Lime tree. Located in the back garden by the River Ivel. The tree is protected by MB/TPO/09/0002 and is listed as T8
Location: 21 Ivel Gardens, Biggleswade, SG18 0AN

I have received an application to carry out work to preserved tree(s) at the above property, a copy of which is enclosed for your information.

If you wish to comment on the application, please do so in writing within 21 days of the date of this letter quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.
Yours sincerely,

Pat Longland
Trees & Landscape Officer



CB/TRE/18/0014

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ

Telephone 0300 300 8000
Email info@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

2. Agent Name and Address

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:



3. Trees Location

All trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the left of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

THE LIME TREE IS IN THE BACK GARDEN BY THE RIVER IVEL.

4. Trees Ownership

Is the applicant the owner of the tree(s): Yes No
 If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? Yes No

Are you wishing to carry out works to tree(s) in a conservation area? Yes No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

Identification Of Tree(s) And Description Of Works

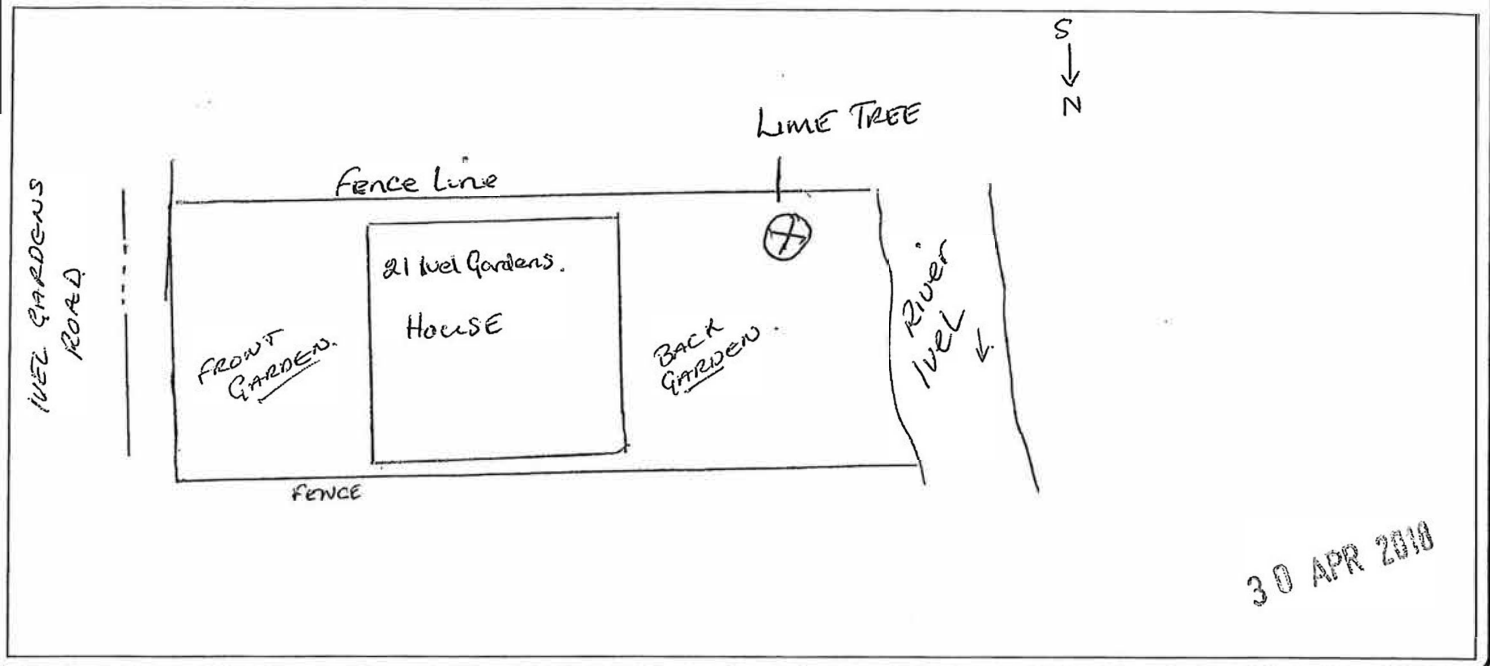
Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for tree replacement (including quantity, species, position and size) or reasons for not wanting to replant.

Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

LIME TREE
 TO REDUCE BACK TO PREVIOUS PRUNING POINTS.

7. Identification Of Tree(s) And Description Of Works continued ...



8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: Yes No
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. Yes No
If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? Yes No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

Standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. Amendments for consideration are highlighted blue and Bold are enclosed In [---]

STANDING ORDERS

Some of the following Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **BOLD** type. These standing orders cannot be altered.

1. Meetings of the Council and its Committees

- a. Meetings of the Council shall be held on the second and fourth Tuesday of every month, commencing at 7.00 pm unless the Council otherwise decides at a previous meeting.
- b. Smoking of any kind is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting

- a. **In an election year the Annual Statutory Meeting shall be held on or within 14 days following the day on which the Councilors' are elected to take office and**
- b. **In a year which is not an election year the Annual Town Meeting shall be held on such day in May as the Council may direct.**

3. **In addition to the Statutory Annual Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases he/she shall be the Clerk or nominated officer:

- To receive declarations of acceptance of office
- To receive and record notices disclosing interests at meetings
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of bylaws made by another local authority
- To certify copies of bylaws made by the Council
- To sign and issue the summons to attend meetings of the Council
- To keep proper records for all Council meetings

6. Quorum of the Council

Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum of 5 Councillors' is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman fix.
8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 42.

9. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. **(1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he/she gave an original vote.**

(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.

12. Order of Business

At each Annual Town Council Meeting the first business shall be:

- a. To elect a Chairman of the Council.
- b. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice Chairman of the Council.
- f. To receive the Vice Chairman's declaration of acceptance of office or, if not received to decide when it shall be received.

- g. To appoint representatives to outside bodies.
- h. To appoint committees and sub-committees.
- i. For Committees to appoint the Chairman and Vice Chairman of those Committees.
- j. For the programme of meetings of those Committees to be approved for the municipal year.

and shall thereafter follow the order set out in the Standing Order 16.

13. **At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. The Council shall be notified formally when this has been done.
15. Standing Order 34 must be read in conjunction with this requirement.
16. After the first business has been completed, the order of business shall be in the order set out in the Agenda unless the Council otherwise decides on the grounds of urgency, and shall be as follows:
 - a. To receive apologies from members not able to be present and the reasons for absence. To note absent members from whom no apology has been received.
 - b. To receive Declarations of Interests or to consider requests for dispensation.
 - c. To receive such communications as the person presiding may wish to lay before the Council.
 - d. To receive members' questions.
 - e. 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.
 - f. To read and consider Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - g. **After consideration to approve the signature of the Minutes by the Chair as a correct record.**

- h. To deal with matters arising from the Minutes unless such matters are specified on the agenda.
- i. **To deal with business expressly required by statute to be done.**
- j. To dispose of business, if any, remaining from the last meeting.
- k. To receive and consider reports and minutes of committees.
- l. To receive and consider resolutions or recommendations in the order in which they have been notified.
- m. 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.
- n. 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.
- o. To authorise the sealing of documents.
- p. To receive at the last meeting every second month, a report of the Council's performance against the Business Plan.
- q. To receive a record of any previous minutes that remain to be actioned and of any decisions made by officers under delegation.

17. Urgent Business

A motion to vary the order of business on the grounds of urgency:

- a. may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. shall be put to the vote without discussion.
- c. If a matter of genuine unexpected urgency arises, any necessary action may be decided by the Town Clerk in accordance with Terms of Reference and Delegation approved by the Council.

18. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 6 clear days before the next meeting of the Council.

- 19. The Clerk shall date every notice of resolution or recommendation from members when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

20. The Clerk shall insert in the summons for every meeting all notices of resolution or recommendation properly given in the order in which they have been received unless the member giving a notice of resolution has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
21. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.
23. Resolutions Moved without Notice

Resolutions dealing with the following matters may be moved without notice:

- a. To appoint a Chairman of the meeting.
- b. To correct the minutes.
- c. To approve the minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a committee.
- h. To appoint a committee or any members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches (See Order 28d below).
- n. To exclude the press and public (See Order 58 below).
- o. To silence or eject from the meeting a member named for misconduct (see Order 31 below).
- p. To give the consent of the Council where such consent is required by these Standing Orders.
- q. To suspend any Standing Order (see Order 69 below).
- r. To adjourn the meeting.

24. Questions

A member may ask the Chairman or the Clerk any question concerning the business of the Council.

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.

a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

c. A member shall direct his/her speech to the question under discussion to a personal explanation or to a question of order.

d. No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.

e. An amendment shall be either:

- i. To leave out words
- ii. To leave out words and insert others
- iii. To insert or add words

f. An amendment shall not have the effect of negating the resolution before the Council.

g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.

- j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
- l. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion. A member may, with the consent of his seconder; move amendments to his/her own resolution.
- m. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, her which may have been misunderstood.
- n. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- o. When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate
 - iv. That the question be now put
 - v. That a member named be not further heard
 - vi. That a member named leave the meeting
 - vii. That the resolution be referred to a committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

29. A member shall stand when speaking at Council meetings unless permission to remain seated is given by the Chairman.

- a. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c. Whenever the Chairman speaks during a debate all other members shall be silent.
- d. Members wishing to speak should raise their hand until acknowledged by the Chairman of the meeting.
- e.

30. Closure

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

31. Disorderly Conduct

- a. **All members must observe the Code of Conduct currently adopted by the Council, a copy of which is included in the Constitution.**
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c. If, in the opinion of the Chairman, if a member has broken the provisions of paragraph a. or b. of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

If a member reasonably believes another member is in breach of the Code Conduct the member is under a duty to report that member to the Monitoring Officer for the Unitary Authority for a breach of Section 29 to 34 of the Localism Act 2011.

- d. If either of the motions mentioned in paragraph c. is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

32. Rescission of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

33. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favor of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favor of one person.

34. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 58).

35. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or of another committee after recommendation by the Finance and General Purposes Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance and General Purposes Committee shall report on the financial aspect of the matters).

36. Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two members of the Council, one of whom must be the Chairman or Vice Chairman may seal on behalf of the Council any document required by law to be issued under seal.
- c. Approved written minutes are the definitive record of the Town Council and the Town Councils Committees.

37. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b. May appoint persons other than members of the Council to any Committee; and
- c. May subject to the provisions of Standing Order 32 above at any time dissolve or alter the membership of committee.

38. The Chairman and Vice Chairman, ex-officio, shall be voting members of every committee, unless they signify that they do not wish to serve.

39. **Special Meeting**

Extraordinary meetings of the council and committees

~~The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.~~

- a **[The Chairman of the Council may convene an extraordinary meeting of the Council at any time.]**
- b **[If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.]**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

40. **Sub-Committees**

Every committee may appoint sub-committees for purposes to be specified by the committee.

41. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
42. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three or one third of its members whichever is the greater.
43. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

44. **Voting in Committees**

Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

45. **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

46. Working Groups

The Council or a committee may create a working group to look at specific issues and to advise it accordingly. It must determine the terms of reference and membership. Usually a working group will operate on a task and finish basis. Voting will be as for a committee.

47. Presence of Non-Members of Committees at Committee Meetings

- a. A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a member but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding.

48. Interests and Dispensations

[A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.]

Members must disclose Interests as defined by the Code of Conduct currently adopted by the Council, as soon as it becomes apparent, disclosing the nature and extent of that interest.

49. The Clerk will be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Localism Act 2011 Sections 29 to 34.

50.
 - a. If a member has declared a Disclosable Pecuniary interest he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
 - b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c. [Dispensation requests shall be in writing and submitted to the Proper Officer] as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - d. A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.

- e. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f. Subject to standing orders 13(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- g. **[A dispensation may be granted in accordance with standing order 13(d) if having regard to all relevant circumstances any of the following apply:]**
 - i. **[without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;]**
 - ii. **[granting the dispensation is in the interests of persons living in the Council's area; or]**
 - iii. **[it is otherwise appropriate to grant a dispensation.]**
- h. Councillors' must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk.
- i. The Clerk will send out forms prior to the Annual Statutory meeting each year, to give members the opportunity to update their interests in the Register if necessary.

- 51.** If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice.

The Clerk shall report to the Council or to the appropriate committee and such disclosure. Where a relationship to a member is disclosed, Standing Orders 48 and 49 shall apply as appropriate.

The Clerk shall make known the purpose of Standing Order 52 to every candidate.

52. Canvassing of and Recommendations by Members

- i. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

- ii. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

53. Standing Order No's 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.

54. **Inspection of Documents**

A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy.

55. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

56. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000.

57. **Unauthorised Activities**

No individual member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- a. inspect any lands or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions or directions or commit to any expenditure unless authorised to do so by the Council or the relevant committee or sub-committee.

58. **Admission of the Public and Press to Meetings**

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:

That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

59. The Council shall state the special reason for exclusion. (**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).

Where the public are excluded from a meeting of a relevant government body under Subsection (2) the body may also prevent any person from reporting on the meeting using methods which can be used without that person's presence at the meeting and which will enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place later.

60. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, suspend standing orders so as to allow any members of the public or a representative of the local Constabulary to address the meeting in relation to the business to be transacted at that meeting.

61. Any person who attends a meeting for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the persons reporting activities.

Filming, photography and audio recording should be carried out from a static position in the public area, so as not to impede other members of the public.

Oral reporting, commentary and flash photography on a meeting will not be permitted.

Publication and dissemination may take place at the time of the meeting or occur after the meeting.

This shall not be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

62. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

63. **Petitions**

At any meeting any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Parish.

- a. A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented.
- b. The presentation of a petition will last for no more than three minutes.
- c. No discussion will take place on any petition, but any Member may move that a matter raised be included on a future agenda.

64. **Confidential Business**

- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provisions of paragraph a. of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

65. **Liaison with Unitary Councilor's**

A summons and Agenda for each meeting shall be sent to the Unitary Councillor for the appropriate division or ward.

66. Planning Applications

Planning applications received shall be considered by the first available meeting of the Council.

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- i. the date on which it was received
- ii. the planning application number
- iii. the place to which it relates
- iv. the date of the committee at which it will be considered
- v. In the event of a planning amendment being received for consideration by the Council, where the amendment is a minor amendment related to a Planning Application that previously received **No Objection** from the Council, then the Clerk in consultation with or any three members of the Council, which should include either the Chairman or the Vice Chairman of the Council, may, if necessary, take a majority decision on the amendment without the need to summon a Council Meeting, such decision to be recorded at the next meeting of the Council.

67. Annual Town Meeting

- a. The Annual Town Meeting will be held in May each year.
- b. Proceedings shall not begin before 7.30. pm.
- c. The Chairman shall preside or in his/her absence the Vice Chairman.
- d. In the absence of the Chairman and the Vice Chairman the meeting shall appoint a Chairman before proceeding to any other business.
- e. The Clerk to the Council shall record the proceedings and in his/her absence the person presiding may record the proceedings or may appoint another to do so.
- f. The Minutes of the previous meeting shall be considered and, if correct, signed by the person presiding at the meeting.
- g. Subsequent business of the Annual Meeting shall be as follows:
 - i. To receive the Annual Report of the Town Council.
 - ii. To receive Statement of the Accounts for the year ended the previous 31st March.
 - iii. To receive the Council's observations on its finances for the current year.
 - iv. To consider items previously resolved by the Town Council to be added to the agenda.
 - v. Where 7 days' written notice has been given by Local Government Electors for this parish:
 - to consider subjects affecting this parish
 - to consider resolutions affecting this parish
 - vi. To receive reports from Unitary Authority Councillors'.

- vii. To receive reports from the Chair of the Council Committees unless reports are included in the Annual Report and reports from Representatives of other bodies etc.
- h. Questions and comments can now be put by the Local Government Electors -the person presiding at the meeting may call upon Town Councillors', Unitary Authority Councillors', representatives of other bodies who are present to answer questions.
- i. Any relevant items raised to go to the next available meeting of the Council.

68. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in accordance with the Complaints Code and Vexatious Policy, except for those complaints which should be properly directed to the Monitoring Officer of the Unitary Council.

69. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

- 70.** A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the Agenda.

71. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council, or following any amendment or revision as part of the Constitution.

72. Training and Development

The Council will determine and execute an annual training plan for its Members.

73. General Power of Competence

- a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.
- b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: A Clerk who holds a recognised qualification and the number of Councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of Councillors. If adopted, the General Power becomes the power of first resort.
- c. Local Councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is the one following an ordinary election.

74. Contracts

Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chairman of the Council, or their deputies. Purchases of land should not be above the current market value as determined by the Council's appointed Valuer and sales of land should not be below the current market value as determined by the Council's appointed Valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

75. Every contract made by or on behalf of the Council shall comply with these Standing Orders and the Council's Financial Regulations. (see Financial Regulations 11).

76. Where tenders are required, one of the following methods shall be used:

Open competitive tender

Tenders shall be invited after giving at least 14 days' public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 51 & 52.

Ad hoc approved list

Tenders shall be invited after giving notice in the manner set out for Open Competitive tenders seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

Standing approved list

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

The list shall be compiled in the following manner:

- Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- The approved list may be amended as required from time to time by the Council or Town Clerk under delegated authority and shall be reviewed at intervals not exceeding two years.

Approved list of another Council

Tenders shall be invited from persons included in a list approved by Central Bedfordshire Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

Established procurement specialist

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

77. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Finance and General Purposes Committee.

In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account.

78. Form of Invitation to tender and submission of tenders

A specification for the goods, materials, services or the execution of works shall be drawn up.

All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening.

79. Extension of time

Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving written notice of such extension of time to all contractors.

80. Opening of tenders

All tenders for a contract shall be opened in accordance with the Financial Regulations.

The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

- the last date and time for the receipt of tenders.
- the date and time the tender was actually received.
- the name of the tenderer and the amount of the tender.
- the date and time they were opened and by whom.
- the signature of the officer to whom the tenders were handed after opening.

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

81. Late tenders

Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

82. Errors and discrepancies

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

83. Acceptance of tenders

In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

84. Contracts to be in writing

Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.

85. Responsibilities to provide information

See also standing order 86.

- a [In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.]
- b [The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.]

86. Management of information

See also standing order 87.

- a [The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.]
- b [The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).]
- c [The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.]
- d [Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.]

87. Responsibilities under data protection legislation.

(Below is not an exclusive list).

See also standing order 86.

- a [The Council shall appoint a Data Protection Officer.]
- b [The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.]

- c [The Council shall have a written policy in place for responding to and managing a personal data breach.]
- d [The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.]
- e [The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.]
- f [The Council shall maintain a written record of its processing activities.]

88. Approval of Standing Orders

The foregoing Standing Orders were adopted by Biggleswade Town Council on th May 2018.

Town Mayor

Clerk to the Council

SMART Board - 75"

Description	Price	Qty	Ext. Price
Kapp-IQ75 Kapp-IQ75	£8,228.99	1	£8,228.99
KAPPIQ-75 SMART kapp 75" (190.5 cm) 6000 series flat-panel interactive display with kapp iQ whiteboard appliance. Ultra HD 3840 x 2160 resolution, weight 84 kg.		1	
UGK-KAPPIQ-AM30-ENT SMART kapp android appliance (fits in to OPS slot of display). Includes additional HDMI/USB input, and Nov 2016 update will include wireless screen sharing and web browser.		1	
SVC-UK-KAPP-IQ65-WP-3YR SMART Services - UK Warranty PLUS Support for KAPP-IQ65 - 3 Year Term. Advanced hardware replacement and technical support via phone, web and email. Onsite de-install/re-install by SMART-authorized technicians.		1	
4002372 Soundbar Black for SB602 LCD Screen Installs 60W		1	
201-7233 LCD VESA WALL MOUNT 100KGS 900*600		1	
		1	
4002370 Universal under screen mounting kit for Soundbars		1	
3000011 Delivery		1	
Subtotal:			£8,228.99

Installation Services

Description	Price	Qty	Ext. Price
NOD-PRS002 Network cabling, power and mounting of unit on the wall. Dependent on height, lift maybe required. est. cost Provision of professional services via 3rd Party	£800.00	1	£800.00
Subtotal:			£800.00

Quote Summary

Description	Amount
SMART Board - 75"	£8,228.99
Installation Services	£800.00
Subtotal:	£9,028.99
Tax:	£1,805.80
Total:	£10,834.79

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. All costs are excluding VAT, payment for all services are by Direct Debit on the 1st of the month. All Hardware and Software 100% on order.

It was good to talk to you earlier.

As per our telephone conversation we are hoping to secure capital funding to replace the skatepark located off Chambers Way behind Saxon Pool & Leisure Centre.

The current facility is at the end of its serviceable life and in order to keep it operational long term we really need to look at replacing the current ramps and invest in a brand new facility. Although I have only briefly looked in to replacement options at this stage it would appear that a concrete skatepark, built on the existing facility would possibly offer the best long term option as it would potentially cost less to maintain and be quieter for neighbouring residents. Should funding be forthcoming I would however need to fully explore the options and would very much welcome input from the TC around the design and consultation.

As part of seeking the capital funding I have been asked to investigate if the Town Council would have any interest or appetite in taking on the responsibility for managing the replacement skatepark. CBC would provide all the capital funding to replace the existing skatepark including any associated landscaping and could also continue to provide and pay for lighting to the skatepark and provision of CCTV (currently supplied via the leisure centre). There is also the option of looking at the wider play area/park if adding this would make it a more attractive proposition.

I appreciate that this will need a steer from Town Council Members and with the Kings Reach development there may be other facilities that BTC are looking at too. If you are able to feedback on whether or not the Town Council could be interested in managing a replacement facility I would very much appreciate it.

Many thanks
Active Lifestyles Manager
Leisure, Libraries and Countryside



Rob McGregor PSLCC
Biggleswade Town Clerk
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

Our reference: DF/9659

17th April 2018

Dear Rob

Many thanks for the donation of £460 from Biggleswade Town Council, the continued support from your town council really is hugely appreciated by all the Magpas Air Ambulance team.

Every pound helps Magpas Air Ambulance bring essential lifesaving care by land and air to patients in life-threatening emergencies in the East of England and beyond. The Magpas Air Ambulance doctor and paramedic teams are trained to support the ambulance service by bringing the emergency department to critically ill patients at the scene. We can offer procedures, like general anaesthetic, which are usually only available in hospital. We have a strong clinical heritage of over 47 years and we lead the way in trauma care training.

In March 2018, Magpas Air Ambulance was called out to 122 patients in our region. Your valuable donation has helped us bring enhanced medical care to patients such as Suzanne.

Suzanne was involved in a terrible car crash. She broke her collarbone, arm, legs, ribs and toes, punctured her lungs and damaged vital organs. Fortunately, Magpas Air Ambulance flew to her and the enhanced medical team provided her with the highest level of A&E care at the roadside, before accompanying her to hospital.

Remarkably, Suzanne has now fully recovered and volunteers for Magpas Air Ambulance. She says "It is only because Magpas can bring the hospital to you and provide their specialist care so soon that I, like many others, have survived. Everyone wants the very best care for their loved ones, at the very earliest opportunity; supporting Magpas Air Ambulance helps the medical team to bring just that."

On behalf of all at Magpas Air Ambulance, our patients, their friends and families; thank you for supporting our crucial service.

Kind regards

Debbie Florence
Head of Community Fundraising

Enc

East Beds Community Bus Ltd
operating the

Ivel Sprinter

A Registered Charity
Industrial & Provident Society No: 27804R

VAT no 974 6777 53

www.ivalsprinter.org.uk



General Secretary:

Terry Woods
40 The Paddocks
Potton
Beds
SG19 2QD

Tel : 01767 261047

19/04/2018

Dear Sir

On behalf of the Ivel Sprinter I would like to thank Biggleswade Town Council for their generous donation of £500.

Without this kind support it would be difficult for us to continue running our bus service for the benefit of the town and surrounding villages.

Terry G Woods

General Secretary



Mid Bedfordshire

Amphill Office
10 Bedford Street
Amphill
Bedfordshire
MK45 2NB

Tel: 01525 402742
01525 841217

www.midbedscab.org.uk



Mr Rob McGregor (Town Clerk)
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade, Beds
SG18 8DL

17 April 2018

Dear Mr McGregor

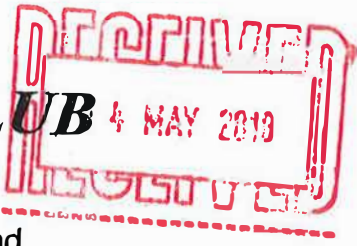
I have great pleasure in acknowledging the receipt of the cheque for £200.00 towards our 'Outreach' to support a home visiting service for residents in Biggleswade and across the Central Bedfordshire area.

Please pass on our grateful thanks to the members of Biggleswade Town Council.

Yours sincerely

Jenny Hedges
Manager

BIGGLESWADE FIRST AID CLUB



CHAIRMAN.

~~Brian Marshall.~~

GRAHAM BALL

Desmond Ball
Hon Secretary
16 Saffron Road
Biggleswade
Beds
SG18 8DJ
Tel: 01767 313790

DEAR SIR,

ON BEHALF OF THE BIGGLESWADE
FIRST AID CLUB I HAVE BEEN INSTRUCTED TO WRITE
TO THE COUNCIL FOR THEIR KIND DONATION TO OUR
FUNDS. THE ST JOHN AMBULANCE DOES CHARGE US
£360 FOR EACH COURSE WE PUT ON.

2 YEARS AGO BIGGLESWADE SPORTS AND OUR FIRST
AID CLUB, WROTE TO THE TOWN COUNCIL AND ALL
ORGANISATIONS IN THE AREA, SUGGESTING THEY PROVIDE
A DEFIBRILLATOR. BIGGLESWADE CARNIVAL COMMITTEE
GAVE YOUR COUNCIL A DONATION.

WE APPRECIATE CENTRAL BEDS COUNCIL, DOES
NOT MOVE VERY QUICKLY BUT WE FEEL THE
PEOPLE OF BIGGLESWADE, WHO HELPED THE CARNIVAL
COMMITTEE TO RAISE MONEY FOR A DEFIBRILLATOR
HAVE BEEN LET DOWN BY COUNCILS

YOU WILL SEE ON THE ENCLOSED OLD POSTER
WE GOT ST JOHN AMBULANCE TO GIVE INSTRUCTIONS
HOW TO USE ON.

THANKS FOR THE DONATION.

Ball

Hon Secretary

SATURDAY 20th JANUARY 2018
9.00 to 12.30 PM

Biggleswade First Aid Club

First Aid Classes



SAT Next Date: 20th JANUARY

St. John's Ambulance Headquarters, Crab Lane **2018**

(off Chestnut Avenue), Biggleswade

**Half Day (3 ½ Hour) Course in First Aid – St. John's
Emergency Life Support for All + Defibrillator
Instruction**

Suitable for 12 years and upwards for people wishing to update
their First Aid – 3 Year Certificate

12 students for a class (no fee to pay)

Light Refreshments

Please contact Des Ball, Honorary Secretary, Biggleswade First Aid Club on
01767 313790 or at either:

16 Saffron Road, Biggleswade, Beds, SG18 8DJ; or

Daleside, Lawrence Road, Biggleswade, Beds, SG18 OLR

BIGGLESWADE CRAB LANE RAILWAY EMBANKMENT COMMITTEE

Chairman

A. BALL

Hon Secretary

Mr Desmond Ball

16 Saffron Road

Biggleswade

Beds

SG18 8DJ

Tel: 01767 313790

DEAR SIR,

THANK YOU FOR THE DONATION TO
OUR COMMITTEE TO PURCHASE BULBS THIS
COMING YEAR.

TEACH WE HAVE ADD DAFODILS, TULIPS
CROCUS TO MAKE THE BANK ATTRACTIVE TO
PASSERS BY.

THANKS

Yours faithfully

DB



BIGGLESWADE SPORTS MEETING

Members affiliated to their various sports Associations.



CHAIRMAN

C. BALL ESQ

EVENT SECRETARY

Desmond Ball
16 Saffron Road,
Biggleswade.
Beds
SG18 8DJ
Tel: 01767 313790

DEAR SIR

AT A MEETING OF THE
SPORTS MEETING HELD ON 26 APRIL 2018
I WAS INSTRUCTED TO WRITE TO THE
COUNCIL TO ASK THEM ALL FOR
THE DONATION TO OUR SPORTS MEETINGS
ON 14TH JULY 2018 AT 1.00 PM
THIS YEAR WE HAVE BEEN ABLE TO
GET THE LADIES NATIONAL SERIES
SOONER THAN £800K. WHICH WILL BE PART
OF OUR PROGRAMME.

WE ARE VERY GRATEFUL FOR THE
DONATION TO OUR FUNDS. AS WE
HOPE IT WILL ENABLE US TO PUT ON
ANOTHER FIRST AID COURSE

Yours faithfully

Desmond Ball Hon Sec