



## **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. Highways Representatives. - 2 members
  - iii. Biggleswade Twinning Committee - 1 member & 1 substitute
  - iv. Parish Paths Partnership (P3) - 2 members
  - v. Sir John Cotton Educational Foundation - 1 member
  - vi. Fen Reeves Meetings - 1 member as proxy voter
  - vii. Ivel Valley Cycle Forum - 1 member
  - viii. Police Liaison - 1 member & 1 substitute
  - ix. Land East Community Facility Group - 4 members

## **8. APOLOGIES FOR ABSENCE**

## **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**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda. (Members of the public will be allowed one three-minute slot).

## **12. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of a meeting of the Town Council meeting held on 26 April 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

## **13. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 26 April 2016.

## **14. PLANNING APPLICATIONS**

- a. **CB/16/01163/ADV – A1 London Retail Park, London Road, Biggleswade**  
Advertisement: Individual illuminated letters to main building (Sign REF: 1, 3 and 4), Individual non-illuminated letters to main building (sign REF:2), illuminated box signs to estate Totem structures (Sign: REF: 5-12).
- b. **CB/16/01550/FULL – 23 Hitchin Street, Biggleswade**  
Proposed change of use for first floor from A1 retail to residential.
- c. **CB/16/01680/FULL – 246 London Road, Biggleswade**  
Single storey rear extension to replace conservatory, together with external changes.
- d. **CB/16/01771/FULL – 25 Herschel Green, Biggleswade**  
Replace existing garden fence with brick wall with timber fence inserts.
- e. **CB/16/01199/FULL – 62 Holme Court Avenue, Biggleswade**  
6'6 fence on the side and rear of the property, on our boundary adjacent to the highway: Retrospective.

15. **ITEMS FOR CONSIDERATION**

- a. **CB/TRE/16/00125 – Works to a tree protected by a Preservation Order: Prune one Horse Chestnut tree located to the front of the property. The tree is listed as within Group G1 or TPO Ref: MB/TPO/01/00007**  
**Location: 6 London Road**

CBC has notified Town Council that they have received an application to carry out work to tree(s) at the above property which is within the Biggleswade Conservation Area.

A copy of the application is attached to this agenda.

- b. **Letter received from the new Chief Inspector Community & Partnerships (North), inviting Biggleswade Town Council to attend an evening seminar on Monday 13<sup>th</sup> June 2016**

A copy of the letter is attached to this agenda.

- c. **Standing Orders**

A proposal from Office Manager Kay Croft to amend Standing Order 16, subsections (e) and (n) to read as follows (revision underlined and in italics):

e) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

n) To adjourn for a period of up to 15 minutes for the public to put questions *to the Council or to make observations* relating 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.

- d. **Quotations for Replacement 3.5 Tonne Dropside Work Vehicle**

Members are asked to consider quotations for the replacement of a 3.5 tonne dropside vehicle with tail lift for use by the outside workforce.

In December 2012 the Town Council took delivery of a Nissan Cabstar on a four year, no maintenance lease agreement. Subsequently the vehicle developed a warranty fault that the lease company and dealerships were unable to rectify. After ongoing negotiations and an independent inspection of the vehicle commissioned by the Town Council, the lease hire company agreed to an early termination of the lease at no further cost to the Town Council and has also reimbursed the cost of the inspection. The Cabstar has been returned to the lease company with no further lease payments due and a replacement vehicle is now required.

The Town Council has previously used Isuzu Gafter vehicles, with a maximum gross vehicle weight up to 3.5 tonnes and has operated on a contract hire arrangement to include maintenance and repairs. The vehicles and terms were found to be suitable for our requirements.

A vehicle specification is attached to this agenda for an Isuzu Gafter 3.5 tonne vehicle with drop side body. A 500kg tail lift will also be required to be fitted for day to day use. Quotations are attached to this agenda for the provision of a vehicle to meet this specification including the addition of a tail lift, on a three year contract hire basis with maintenance to include servicing, breakdown, tyres and road fund licence, based on 10,000 miles per annum.

	First Payment	33 Payments
Quote A	£1,641.24	£ 547.08
Quote B	£1,641.24	£ 547.08
Quote C	£1,916.41	£ 580.47

e. **Council Policy Documents**

During part of the five-year plan process the following documents were identified as documents that Town Council may wish to consider adopting;

Members are asked to consider adoption of; Environmental Policy, Community Engagement Policy, Quality Policy, Protection of Children and Vulnerable Adults Policy and Bullying and Harassment Policy.

Copies are attached to this agenda.

16. **ITEMS FOR INFORMATION**

a. **Central Bedfordshire Council (Definitive Map and Statement for the Former Excluding Fully Developed Area of Central Biggleswade). (Biggleswade: Footpath No E7) Modification Order 2016**

More information is attached to the agenda.

b. **Thank You Letters**

Thank you letters have been received with regards to the Community Grants and Collection.

Copies are attached to this agenda.

c. **'Blindfold Walk' carried out by the Mayor**

The Mayor accepted an invitation from the RNIB, to take part in a 'Blindfold Walk' around Biggleswade Market Square, to highlight the problems encountered by the blind and partially sighted with 'A' Boards and hazards on the pavements.

A copy of the Mayor's report is attached to this agenda.

d. **New Bollard installations on Bridleway No.9 - off Potton Road**

Information has been received from Rights of Way, to inform Councillors;

1. Rights of Way have erected two bollards just beyond the few houses on the farm track/private drive to stop illegal vehicular use of Bridleway No.9. (see attachment plan for location) Landowners and tenants with access are being given keys for their legal access.
2. Some paths at the south side of Stratton Business Park have been closed for Archaeological works associated with the new water pipeline to Kings Reach
3. Kings Reach are having trouble with some tardy contractors but Colin Mercer (Project Manager) is trying to get results and thereafter we will open the Footpath route from Eagle Farm Road.
4. There is a new vehicle barrier on Kennel Farm track – the barrier has been moved to the ditch further east of the old barrier near the barn. Later this year I hope to create a bridleway down the track and upgrade some of the footpaths in the area to Bridleways (cycle use)

A copy of the plan of the site location of bollard installations is attached to this agenda.

17. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask question. (Members of the public will be allowed one three-minute slot).

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.

**19a – Issue relating to a former employee**

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.