

Ref: Agenda/Council-120716

6 July 2016

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Council Meeting of Biggleswade Town Council** that will take place on **Tuesday 12 July 2016** 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, The Advertiser

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

#### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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

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

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **PUBLIC OPEN SESSION**

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

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

5. **INVITED SPEAKER**

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of the Council Meeting held on 28 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on 28 June 2016.

9. **PLANNING APPLICATIONS**

- a. **CB/16/02481/ADV – Unit C, Retail Park, London Road, Biggleswade**  
New internal 3D 'M&S CAFE' front-illuminated sign, hung from soffit on rails behind shopfront glazing, within Marks & Spencer Customer Café.
- b. **CB/16/02361/FULL – 22 Mercury Lane, Biggleswade**  
Replace garage roof with one slightly raised, to include a dormer window.
- c. **CB/16/02430/FULL – 3 Saffron Road, Biggleswade**  
Replace existing rear conservatory with a single storey extension.
- d. **CB/16/02578/FULL – 1 Tennyson Avenue, Biggleswade**  
Two storey side and single storey front and rear extensions.
- e. **CB/16/02644/FULL – 119 Shortmead Street, Biggleswade**  
Retrospective application for the erection of a covered storage area.
- f. **CB/16/02824/FULL – 10 Lawrence Road, Biggleswade**  
Removal of existing out house and erection of single storey rear extension.
- g. **CB/16/02447/FULL – 8 Anne Street, Biggleswade**  
Single storey rear extension.
- h. **CB/16/02406/ADV – London Road Trading Estate, London Road, Biggleswade**  
Advertisement: 2 No. flex face signs to shop-front, 1 No. hanging sign behind glazing & 5 No. flex face signs to landlord totem areas. ***NB – Plan shows the above as Unit E.***

10. **ITEMS FOR CONSIDERATION**

a. **Request for a Defibrillator in Biggleswade**

Correspondence has been received from the Biggleswade First Aid Club to ask Town Council to consider purchasing Defibrillator(s), for installation in Biggleswade.

They have supplied quotations and supporting paperwork . A copy is attached to this agenda.

b. **Biggleswade Community Agent**

At the Town Council meeting of 26 January 2016, Members were asked to consider a proposal from Bedfordshire Rural Communities Charity (BRCC) who were requesting financial support of £10,000 towards the cost of a 1-year pilot to fund a Community Agent for Biggleswade.

It was **RESOLVED** that Town Council have no objection to supporting this project with a contribution of £10,000 for one year. However, they would like to receive reports from BRCC on activities and to review progress after 9 months.

BRCC has appointed a new Community Agent with an expected start date of 1 August 2016. They would like to arrange a meeting with the Community Agent and stakeholders to agree targets and are inviting a representative of the Town Council to take part.

Members are asked to consider selecting a representative to meet with BRCC and the Community Agent to agree targets for the year.

**c. Biggleswade Splash Park**

Following the Town Council meeting 28 June 2016, where the Town Council **RESOLVED**

- Business Case approval.
- Full authority for the Biggleswade Splash Park Committee to build a Splash Pad in Franklins Recreational Park, Mill Lane, Biggleswade.
- Adoption of the Splash Park by the Town Council when built.

Members are asked that the Town Clerk be authorised to negotiate with Shuttleworth Estates over the possibility of acquiring additional land for car parking.

**d. Business Plan - Policy Objectives**

Members are asked to consider a report from the Town Clerk, (attached) and approve a list of documents in line with the policy objectives.

1. To approve the Business Plan for 2016/17 as set out as Appendix 1.
2. To approve the format of Business Plan monitoring reports as set out in Appendix 2.
3. To approve a new Publication Scheme as set out in Appendix 3.
4. To approve an updated Information Guide as set out in Appendix 4.
5. To adopt the Complaints Code and Vexatious Policy as set out in Appendix 5.
6. To agree revised Standing Orders as set out in Appendix 6 which will then stand deferred to the next Council for final approval.
7. To agree revised Financial Regulations as set out in Appendix 7.
8. To adopt a recommended Training and Development Policy as set out in Appendix 8.

**11. ITEMS FOR INFORMATION**

**a. Thank you letter(s)**

Letter(s) attached.

**12. 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.

**13. 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 by reason of the confidential nature of the business about to be transacted.