

Ref: Agenda/Stat.Mtg.140513

8 May 2013

Dear Sir/Madam

I hereby give notice that the **Annual Statutory Meeting of Biggleswade Town Council** will take place on **Tuesday 14 May 2013** 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

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

Bedfordshire Constabulary  
The Editor, Biggleswade Chronicle  
County Library, Biggleswade

#### AGENDA

2. **ELECTION OF TOWN MAYOR FOR THE YEAR 2013/2014**

To receive nominations for the office of Town Mayor for Biggleswade for 2013/2014.

3 **DECLARATION OF ACCEPTANCE OF OFFICE**

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

4. **ELECTION OF DEPUTY TOWN MAYOR**

To receive nominations for the office of Deputy Town Mayor for the year 2013/2014

5. **DECLARATION OF ACCEPTANCE OF OFFICE**

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

6. **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 of appoint a 'Vice Chair'

7. **APPOINTMENT OF REPRESENTATIVES**

a. For members to consider appointments to the following bodies.

- |      |  |                           |
|------|--|---------------------------|
| i.   | Bedfordshire Association of Town & Parish Councils | - 3 members               |
| ii.  | Highways   | - 2 members               |
| iii. | Biggleswade Twinning Committee                     | - 1 member & 1 substitute |

- iv. Lets Talk Together - 2 members
- v. Parish Paths Partnership (P3) - 2 members
- vi. Sir John Cotton Educational Foundation - 1 member
- vii. Fen Reeves Meetings - 1 member as proxy voter
- viii. Biggleswade Town Plan Steering Group - 3 members
- ix. Ivel Valley Cycle Forum - 1 member
- x. Police Liaison - 1 member & 1 substitute

- b. For Members to elect a member (and a substitute if required) to the Biggleswade Joint Committee. The Terms of Reference state: 4 Central Bedfordshire, 4 Biggleswade Town Councillors and 2 named substitutes from each Council.

Membership currently consists of 4 Central Bedfordshire Councillors, 3 Biggleswade Town Councillors and 2 named substitutes from each Council.

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.

12. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive the minutes of a meeting of the Town Council meeting held on 23 April 2013 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For members to **approve the recommendations** of the **Off Street Car Parking meeting** held on 30 April 2013.

Items as listed on agenda:

6) **ITEMS FOR CONSIDERATION**

*Items deferred from the OSCP meeting 12 February 2013*

a) **MARKETS**

Members considered the introduction of specialist markets for Biggleswade.

It was **RECOMMENDED** that options be considered for new Markets and a report outlining options and matters regarding the existing markets be taken back to Committee.

b) **CCTV PLAN**

Members considered and noted the CCTV Plan 2013 – 2017.

It was **RECOMMENDED** that Town Council write a letter expressing the Councils desire for monitoring at Stevenage to continue and looking forward to being consulted further about the arrangements for CCTV for Biggleswade.

c) **CHRISTMAS LIGHTS 2013/2014**

Members considered the Biggleswade Christmas lights.

Members discussed extending the Christmas lighting display and noted the need to include Hitchin Street within this years scheme.

Members expressed a preference for festoons to be incorporated in the scheme.

Members agreed three areas that Lamps and Tubes be asked to investigate and provide a quotation for festoon lighting in the following locations.

Area 1) Hitchin Street to Mill Lane

Area 2) White hart Car Park – Rose Lane junction

Area 3) Century House to Approximately Natwest Bank

Members stated the quotations should include details regarding the power supplies and should also identify properties where fixings would need to be secured and owners consent would need to be obtained. Members expressed a desire that the quotation be available for the meeting to be held on 4<sup>th</sup> June, with a final recommendation on Christmas lighting to be made to Council at the meeting to be held on 20<sup>th</sup> August.

Members considered dates for the switch on event and selected Friday 22<sup>nd</sup> November as the preferred date. It was agreed that the Chamber of Trade be contacted and also Jamie Harris with regards to availability of the funfair, before this date be confirmed with Lamps and Tubes.

d) **DELEGATED AGREEMENT**

Members were asked to consider delegated powers to issue licenses for the placing of tables, chairs and 'A' boards within the parish boundary of Biggleswade.

These powers will be delegated from Central Bedfordshire Council under Local Government Act 1972 and Local Government Act 2000.

This will initially be a 12 month trial period.

It was **RECOMMENDED** that Town Council proceed with entering into the Delegated Agreement with CBC.

e) **SUN STREET & ST JOHNS STREET – BIGGLESWADE**

Cllr David Albone has asked that the O.S.C.P Committee look at the congestion in Sun Street & St Johns Street in Biggleswade with a view to the possible introduction of a one-way system.

If the committee agrees Cllr Albone would like the Town Council to urge Central Bedfordshire Council to investigate/fund/plan/implement a scheme at the earliest opportunity.

Members considered this matter.

It was **RECOMMENDED** that Town Council request CBC investigate a one-way system.

f.) **DELIVERIES - BONDS LANE**

Members were asked to consider an email highlighting issues with delivery Lorries who carry out deliveries in Bonds Lane, Biggleswade.

It was **RECOMMENDED** that Town Council write to CBC to ask about what, if any, restrictions there are for deliveries in Bonds Lane and what else might be done to stop the damage to property. It was also **RECOMMENDED** to write to Poundland to ask if they would consider deliveries to the front of the store and/or use smaller vehicles.

13. **MATTERS ARISING**

- a. Minutes of the Town Council meeting held on 23 April 2013.

14. **PLANNING APPLICATIONS**

- a. **CB/13/01096/ADV - 36 High Street, Biggleswade**  
Advertisement: 1 set of externally illuminated text
- b. **CB/13/01279 + CB/13/01280/LB - 97 High Street, Biggleswade**  
Relocate extract ductwork system on rear of building - Retrospective
- c. **CB/13/01142/FULL – 72 Shortmead Street, Biggleswade**  
Change of use to shop to A5 hot food take away
- d. **CB/13/01463/FULL – Vacant Lot, South of Pegasus Drive, west of Montgomery Way, Stratton Business Park, Pegasus Drive, Biggleswade**  
Development comprising three industrial buildings, operating under Use Classes B1, B2, B8 (Units 2,3,4 and 7), Use Class B8 (Units 5 and 6) and Sui Generis (Unit 1) – as well as external storage, access, parking and external storage, and associated works.

15. **ITEMS FOR CONSIDERATION**

- a. **Dedication of new Biggleswade footpaths: nos 65, 66 and 67 (allowing cycle use)**

The Biggleswade Green Wheel Greenspace Masterplan 2013 document has now been produced, incorporating comments from the public consultation.

Members are asked to consider the content of the document and submit any comments to CBC by 22 May 2013.

A copy of the document and map is attached to this agenda.

- b. **Friends of Biggleswade Green Wheel**

Cliff Andrews, Green Infrastructure Team Leader is applying for a grant to help set up the 'Friends of Biggleswade Green Wheel', a group of volunteers it is hoped to be able train to work in helping to undertake practical works and wardening/monitoring of the Green Wheel.

As part of the grant application they need to show evidence of support of setting up the group and Members are asked to consider adding the support of Town Council.

- c. **The Green Wheel Greenspace Masterplan 2013**

The above document has now been produced, incorporating comments from the public consultation.

A copy is attached for Members approval.

16. **ITEMS FOR INFORMATION**

- a. **Thank you letters**

Thank you letters have been received from the following recipients of the Town Council Grants and Preen Cash Awards:

Outside In  
Biggleswade Good Neighbours  
Autism Bedfordshire  
Biggleswade History Society  
Keech Hospice Care  
Biggleswade First Aid Club  
Biggleswade Sports

Biggleswade Crab Lane Railway Embankment Committee  
Beaver Swimming Club  
Vitalise  
Trinity Community Project  
Mayflower Social Club  
Mid Beds Link-a-Ride  
Biggleswade Sandy Lions

**b. Street Naming and Numbering**

CBC has notified Town Council of the addition of house name and amended address.  
Location: New Spring Pumping Station, London Road, Biggleswade SG18 9<sup>TH</sup>  
The above mentioned property has the addition of a house name as shown below:  
**Tomain, New Spring Cottages, London Road, Biggleswade SG18 9TH**

**c. Biggleswade History Society Newsletters – March and April 2013**

A copy of the Biggleswade History Society Newsletters for March and April 2013 are attached to this agenda for Members information.

**d. Response from Sgt Gary Kidd – Local Policing Community Team**

Following the last Town Council meeting, and the questions put to the PSCO by Cllr B Rix, a response has been received from Sgt Gary Kidd –Local Policing Community Team.

**17. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask question.

**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.

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.