

Ref: Agenda/Council110314

5 March 2014

To: All Town Councillors

Dear Sir or Madam

I hereby give notice that a meeting of the **Biggleswade Town Council** will take place on **Tuesday 11 March 2014** at the **Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade** commencing at **7.00 pm** in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

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

Members may participate in and vote on matters before the Central Bedfordshire Council Development Control Committee on which they have already expressed a concluded view in their position as a Town Councillor so long as they declare their membership of the Town Council and the way they voted on the Town Council consideration of the application.

In addition, the decisions of the Town Council in respect of planning applications would not be binding on those members of the Council who hold office at the Town Council and the Central Bedfordshire Council Development Control Committee.

3. TOWN MAYOR'S ANNOUNCEMENTS

4. 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.

5. INVITED SPEAKER

No invited speaker

6. MEMBERS QUESTIONS

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and approve the minutes of the Council meeting held on 25 February 2014 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. For Members to **approve the recommendations** of the Town Centre Management Committee meeting held on 18 February.

Items as listed on the TCM agenda:

6f) **Reversal of traffic in Hitchin Street – reply from CBC**

A copy of the correspondence from CBC regarding the reversal of traffic in Hitchin Street, was attached to the agenda.

It was **RECOMMENDED** that Committee acknowledge the letter and arrange for a meeting with CBC to take place.

- c. For Members to approve the **recommendations of the Personnel** meeting held on 18 February 2014.

Items as listed on the Personnel Agenda:

5a) **Health and Safety Policy**

Health and Safety Compliance falls within the remit of this Committee and Members are asked to consider undertaking a formal review of the Council's policy and procedures and to consider the development of a Health and Safety action plan that can regularly be reported back to Committee and Full Council.

Members **RECOMMENDED** that a draft Health and Safety Policy is taken to the next meeting of the Personnel Committee.

6a) **Recruitment**

At a meeting of the Personnel Committee 19th November 2013; it was **RECOMMENDED** in principle to increase the front office staff by one member, on a salary equivalent to SCP19 of NJC scales.

The Town Council approved the recommendation at Town Council meeting 10th December 2013.

Interviews will be carried out on the 17th February 2014 by the Chair, Vice Chair of Personnel along with the Town Clerk, (members will receive an update at the Personnel meeting 18th February 2014).

Members were informed that the level of candidates was high, the interview panel have been unable to choose a candidate from the six who attended for interview. Three candidates have been asked back for interview on the 25th February 2014.

Members **RECOMMENDED** that the interview panel report directly to Council when an applicant has been selected.

8. **MATTERS ARISING**

- a. Council meeting held on 25 February

9. **PLANNING APPLICATIONS**

- a. **CB/13/03402/MW - Broom Quarry, Gypsy Lane, Broom**
Variation of condition 27 of planning permission CB/11/02498/MW for a revised restoration concept to incorporate the retention of a water pipeline.
- b. **CB/14/00718/FULL – 4 Foxglove Drive, Biggleswade, SG18 8SP**
Single storey extension to front & convert garage to living space.

- c. **CB/14/00680/FULL – 30 Courtlands Drive, Biggleswade, SG18 8PQ**
Single storey rear extension.
- d. **CB/14/00749/FULL - 4 Beech Avenue, Biggleswade, SG18 0EG**
Single storey front extension & first floor front/side extension.
- e. **CB/14/00712/FULL – 13 Sun Street, Biggleswade, SG18 0BP**
Two storey side extension, single storey first floor front extension addition of porch. Erection of double detached garage.

10. ITEMS FOR CONSIDERATION

a. Annual Bowls Match

The Annual Bowls match is due to take place on Thursday 14 August (weather permitting) at 6pm. Councillors who wish to play, are asked to let the office staff know, so that teams can be compiled.

b. Rural Match Funding

Further to Council meeting held on 23 April 2013 when:

*It was **RESOLVED** that Town Council submit a bid for funding of 2 TRO's. A meeting to be arranged with Nick Chapman to discuss Councils options Zebra Crossings and other issues; that the Town Council look at alternative funding.*

CBC has now replied to Town Council and have supplied 2 alternative locations for the Zebra crossing on London Road.

A copy is attached to this agenda.

c. Consultation on the proposed expansion of Edward Peake School

CBC has advised Town Council of a Consultation on the proposed expansion of Edward Peake Church of England Voluntary Controlled Middle School. The expansion is to provide new middle school places for children in Biggleswade.

The Consultation commenced on the 3 March and closes on 31 March 2014.

A copy of the correspondence is attached to this agenda.

d. Request from the RNLI

The RNLI has written to Council requesting permission to hold their Flag Day in the Market Square on Saturday 28 June 2014. All monies collected will go towards supporting the Volunteer Lifeboat.

Members are asked to consider this request.

11. ITEMS FOR INFORMATION

a. Thank you letter from the Biggleswade Twinning Association

Correspondence has been received from the Biggleswade Twinning Association thanking Town Council for the grant of £132.14 which was used towards the cost of entertaining the youngsters from Germany on work experience last year.

A copy is attached to this agenda.

12. PUBLIC OPEN SESSION

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

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.

Contracts (14a) and Staff (14b)

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.