

19 June 2013

Dear Sir/Madam

I hereby give notice that a Meeting of **Biggleswade Town Council** will take place on **Tuesday 25 June 2013**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7.00pm in order to transact the undermentioned items of business.

Yours faithfully



R.D.McGregor
Town Clerk

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Notice Boards (2)
Central Bedfordshire Council
Bedfordshire Constabulary
The Editor, Biggleswade Chronicle
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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 Central Bedfordshire Council Development Control Committee.

3. TOWN MAYOR'S ANNOUNCEMENTS

4. MEMBERS QUESTIONS

5. 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.

6. BEDFORDSHIRE CONSTABULARY

- a.** For members to receive Crime Figures from Bedfordshire Police.

7. **INVITED SPEAKER**

There is no invited speaker.

8. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For members to receive and approve the Minutes of the Council meeting held on 11 June 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 held on 4 June 2013.

Items as listed on the agenda:

a) **Change of Title of Committee**

Members considered a change of title of the Off Street Car Parking Committee to Town Centre Management, with the Terms of Reference to remain the same.

It was **RECOMMENDED** that the committee name be changed to: **Town Centre Management**.

b) **Review of Licence**

EMR has asked Town Council for a review of the rent on the temporary car park at the railway sidings in Biggleswade. E.M.R is proposing a 200% increase on the current rent.

Members considered the proposed increase.

It was **RECOMMENDED** that Town Council enter into negotiations with EMR on a more formal basis, and ask them to halve the proposed increase.

c) **New Car Park**

Members considered the concept of a new car park for Biggleswade, and whether the Town Council is interested in managing such a facility.

It was **RECOMMENDED** that Town Council support the proposal and register an interest in managing the proposed car park.

d) **Charges for 'A' boards and Tables**

At the Off Street Car Park Committee, 30th April 2013, Members were asked to consider delegated powers to issue licences for the placing of tables, chairs and 'A' boards within the parish boundary of Biggleswade.

Members recommended that Town Council proceed with entering into the Delegated Agreement with CBC.

Council approved the recommendation at the Annual Statutory meeting 14th May 2013.

Members were now asked to consider the scale of charges for 'A' boards, tables and chairs.

It was **RECOMMENDED** that the following charges are implemented for applications for licences

£50 per 'A' board
£100 for up to 10 tables
£200 for over 10 tables

Commencing from 1 January 2014

There was no recommendation for an annual fee.

e) **Request to display Berkeley Cars after the Ian Mantle Memorial Run – 20 July 2013**

Correspondence has been received requesting permission to use the Market Square on the afternoon of 20 July so that Berkeley Cars can be displayed for the public to view.

It was **RECOMMENDED** that permission be granted for Sunday 21 July 2013.

9. **MATTERS ARISING**

- a. Minutes of the Council meeting held on 11 June 2013

10. **PLANNING APPLICATIONS**

- a. **CB/13/01818/FULL – 9a Market Square, Biggleswade**
Installation of new shopfront and alterations to rear door and windows
- b. **CB/13/01821/FULL – 9A Market Square, Biggleswade**
Installation of 4 no satellite dishes and TV aerial to flat roof at No 9 Market Square and installation of 2 no air conditioning units to rear elevation at ground floor level at No 9 Market Square.
- c. **CB/13/01817/FULL – 9A Market Square, Biggleswade**
Change of use from A1 (Shop) to A2 Use Class (Financial and Professional Services)
- d & e. **CB/13/01262/CA & CB/13/01248/FULL – 48 Shortmead Street, Biggleswade**
Demolition of existing sheds, outbuildings & stores & erection of 5 No Flats with associated external works.
- f. **CB/13/1909/ADV – 45 High Street, Biggleswade**
1no. non-illuminated heritage sign & 1no. non-illuminated heritage projecting sign.
- g. **CB/13/01754/FULL – 1 Sage Close, Biggleswade.**
First floor side extension.
- h. **CB/13/01922/FULL – 1 St Johns Street, Biggleswade.**
Part first floor extension to the rear & pitched roof to existing single storey rear extension.

11. **ACCOUNTS**

a(i) **Financial Administration**

For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 30 April 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 30 April 2013

a(ii) For members to receive and adopt the following accounts:

- i. Detailed Balance Sheet to 31 May 2013
- ii. Summary of Income & Expenditure.
- iii. Current Bank Account, receipts and payments to 31 May 2013

b. **Interim Audit Report 2012-13 – (Final Update)**

For Members to approve the Internal Audit Report 2012-13 (Final Update).

A copy is attached to this agenda.

c. **Accounts for the year ended 31 March 2013 (attached)**

- i. For Members to approve and adopt the Accounts and Statement of Accounts contained in the Annual Return for 2012/2013.

- ii. For Members to adopt and approve the Annual Governance Statement of the Annual Return for the year 2012/2013.

12. **ITEMS FOR CONSIDERATION**

a. **St Andrews C of E VC Lower School, Biggleswade - Informal Consultation**

Central Bedfordshire Council have written to advise members of Biggleswade Town Council that an informal consultation has commenced regarding proposals to expand St Andrews C of E VC Lower School, Biggleswade.

The proposal to expand the school is in response to population growth within the town and this is the first of a two stage consultation process required by Education law for proposals of this nature.

The 4 week consultation period will close on Wednesday 10 July 2013 and all responses to the consultation must be submitted by 5.00 pm on that day.

Members are asked to consider a response to the first stage of the consultation

b. **Drum Clock renovations**

At the Council meeting on 9 April, Cllr M North said that the Drum Clock in the Town looks scruffy and could do with a clean.

An estimate has now been received for fully refurbishing the Drum Clock and is attached to this agenda for Members consideration.

13. **ITEMS FOR INFORMATION**

a. **Planning application outcomes**

A report detailing the outcome of recent planning applications is attached to this agenda.

b. **Temporary Closure of part of Biggleswade Bridleway 28**

CBC has informed Town Council that the above temporary closure is expected to continue from 14 June to 13 December 2013, or until the works have been completed, whichever is the earlier.

c. **Bedfordshire Highways Area Team Boundaries restructuring**

The above team boundaries have recently been restructured and a copy is attached to this agenda.

d. **Street Naming and Numbering – land rear of Furzenhall Cottage, Furzenhall Road, Biggleswade SG18 0AD**

CBC has confirmed that the address of the dwelling being constructed at the above site will be as follows:

The Furze, Furzenhall Road, Biggleswade, SG18 0AD

A copy is attached to this agenda.

14. **PUBLIC OPEN SESSION**

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

15. 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.