



Ref: Agenda/Council-24042018

19 April 2018

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 24 April 2018** 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

A handwritten signature in black ink, appearing to read 'Rob D McGregor'.

Rob D McGregor
Town Clerk

Distribution: All Town Councillors Bedfordshire Constabulary
 Notice Boards (2) The Editor, Bedfordshire on Sunday
 Central Bedfordshire Council County Library, Biggleswade
 The Editor, Biggleswade Advertiser 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**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive the minutes of the Council Meeting held on Tuesday 27 March 2018 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 Tuesday 27 March 2018.

9. **PLANNING APPLICATIONS**

- a. **CB/18/00586/FULL – 5 Foxglove Drive, Biggleswade, SG18 8SP**
Single storey rear extension.
- b. **CB/18/00907/FULL – 68 Laburnham Road, Biggleswade, SG18 0NY**
Demolition of existing outbuildings, erection of a wrap around two storey side and rear extension and single storey rear extension.
- c. **CB/18/00976/ADV – Saxon Pool and Leisure Centre, Saxon Drive, Biggleswade, SG18 8SU**
Advertisement: Luminated Wall Sign.
- d. **CB/18/01052/FULL – 2 Holme Crescent, Biggleswade, SG18 8DA**
Single storey rear extension with pitched roof.
- e. **CB/18/01085/FULL – 17 Courtlands Drive, Biggleswade, SG18 8PG**
Single storey front extension.
- f. **CB/18/01037/VOC – 35 Rowan Crescent, Biggleswade, SG18 0PQ**
Variation to planning permission **CB/17/00359/FULL** Condition No. 3 to change the 1800m timber fence and concrete gravel boards to 225 brickwork wall 1800 high.
- g. **CB/18/01039/VOC – 35 Rowan Crescent, Biggleswade, SG18 0PQ**
Variation of Condition No. 3 on Application CB/17/00359/FULL dated 23/03/2018. Proposed timber close boarded fence with concrete posts and gravel boards changed to brickwork boundary wall using Ibstock Manorial red brick to match proposed bungalow.
- h. **CB/18/01058/FULL – 4 Mill Close, Biggleswade, SG18 8BQ**
Loft conversion with front roof lights and rear dormer.

This is a new application which is a variation of the original application
CB/18/00118/FULL

It was RESOLVED on 28/02/2018 that the Town Council raise NO OBJECTION to this application.

10. ACCOUNTS

a. Financial Administration

The Year End Close down will be taking place on 14 May 2018 and accounts will be available at the Annual Statutory Meeting on 22 May 2018.

11. ITEMS FOR CONSIDERATION

a. Planning Issues – Update by Cllr I Bond

A meeting was held on the 13 March 2018 at Priory House, Chicksands, to discuss some of the experiences and issues that have arisen around planning.

Attendees: David Lamb (Planning Manager), Jennie Selley (Head of Planning Delivery), Cllr Ken Matthews (Chairman of DMC), Rob McGregor (BTC Town Clerk) Cllr Michael North (BTC Cllr), Cllr Ian Bond (BTC Cllr).

The matter of revised planning application was discussed and it was suggested that it might be helpful if planning officers were to give a brief description of the revisions when notifications are given, Jennie Selley, agreed that this should be happening and it would save time. It was agreed that a brief description of revisions would be included in the notification.

The 21-day call in process was discussed, the Town Council suggested that time was often limited to enable an application to be called in.

David Lamb felt that this was not the case, that Town Council had 21 days from the date of the notification letter, Cllr Matthews agreed with the Town Council that the CBC constitution states 21 days from the date of registration of the planning application.

On the 21 days call in, Ward Councillors have some discretion, Cllr Matthews has some discretion and planners have some discretion should the 21 days call in be missed.

The Town Council can ask for a call in on major applications.

David Lamb stated that the Town Council have 28 days to consider an application.

Cllr Matthews felt that the constitution should be re aligned with what the planning officers were saying, this would be a lengthy process as it would have to go through Committees.

The matter of consistency was also raised, around the conservation area. David Lamb explained that each application must be looked at on its merits.

The Town Council were reassured that a neighbourhood plan for Biggleswade would be worthwhile and would be considered within the constraints of NPPF (National Planning Policy Framework).

Members are asked to consider writing to Cllr Ken Matthews thanking him for the meeting and his time and to support Cllr Matthews in his attempt to realign the CBC constitution 21-day call in process, to be in line with the planners suggested 21 days from the date of a notification letter.

b. Community Priority Setting Meeting

Bedfordshire Police are holding a priority setting meeting on the 16 May 2018, Police Headquarters, Woburn Road, Kempston, 18:30 hrs. Members are asked to consider the priorities for Biggleswade and to submit them on the attached form.

c. Notification of Application - Existing Street Trader

An application has been received from an existing street trader who wishes to change location from Barton to either Montgomery Way or Pegasus Drive, Biggleswade. (see attached).

Members are asked to comment.

d. Standing Orders

Following an update from NALC, additions have been added to the standing orders for Members to consider. The additions are highlighted in blue and in the main are also highlighted in Bold.

As per Standing Order 70 of the Town Councils Standing Orders, a resolution to add a standing order, when proposed and seconded, will stand adjourned without discussion to the next meeting of the Council. The item will stand adjourned until the annual statutory meeting 22 May 2018.

e. Funding Letter – Link a Ride

Members are asked to consider a letter received from Link a Ride (attached).

12. ITEMS FOR INFORMATION

a. Crime Statistics – March 2018

See documentation attached.

b. Temporary Closure – Biggleswade: Part of Footpath No 35

Attached for information, a copy of the made order notice in connection with the temporary closure of the above footpath, to enable construction of a site depot to take place. (Attached copy of a plan).

c. Planning Application CB/17/04479/FULL 61 Hitchin Street, Biggleswade, SG18 8BE

Change of use of ground floor restaurant (No.61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No. existing first floor apartments to remain as existing.

Correspondence has been received from Central Bedfordshire Council that the above application is scheduled for the next Development Management Committee on 25 April 2018. A copy of the letter is attached to this agenda.

This application was considered by the Town Council on 14 November 2017.

CB/17/04479/FULL – 61 Hitchin Street, Biggleswade, SG18 8BE

Change of use of ground floor restaurant (No.61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No. existing first floor apartments to remain as existing.

*It was **RESOLVED** that the Town Council raise **NO OBJECTION** to this application.*

d. Grant letters 2018

Copy of Thankyou letters received for the Grants awarded in 2018.

e. Planning Application Outcomes

Attached report of the Planning Application Outcomes as at 18 April 2018.

f. Temporary Closure – Biggleswade: Part of Footpath No 58

Attached for information, a copy of the made order notice in connection with the temporary closure of the above footpath, to enable development works to take place. (Attached copy of a plan).

13. 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.

14. 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.

There are 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.



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING
HELD ON TUESDAY 27 MARCH 2018
AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL,
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr D Albone
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr J Medlock
Cllr M North (Chairman)
Cllr M Russell
Cllr P Sheldon
Cllr D Strachan
Cllr S Watkins

Mr M Thorn – Deputy Town Clerk, Biggleswade Town Council (BTC)
Mrs J Durn – Administrator, Biggleswade Town Council
Members of Public – 2
Staff – 1

B27/0301 1. **APOLOGIES FOR ABSENCE**

Cllr I Bond, Cllr S Patel, Cllr H Ramsay, Cllr T Woodward

ABSENT WITHOUT APOLOGIES

None

B27/0302 2. **DECLARATIONS OF INTEREST**

- B27/0302.1 a. Disclosable Pecuniary Interests in any agenda item – none
B27/0302.2 b. Non-pecuniary interests in any agenda item – none

B27/0303 3. **TOWN MAYOR'S ANNOUNCEMENTS**

The Biggleswade Civic Service on 18th March was well-attended and very enjoyable. Thank you to BTC staff for making this a successful event.

On the 19th March the Mayor attended the rededication of the Sandy Mosaic by Lord Peel, followed by a reception at the RSPB.

On the 20th March the Mayor also went to the retirement of John Robinson who is stepping down as CO of Biggleswade Sea Cadets.

- B27/0304** 4. **PUBLIC OPEN SESSION**
- There were no questions from members of the public.
- B27/0305** 5. **INVITED SPEAKER**
- There was no invited speaker.
- B27/0306** 6. **MEMBERS QUESTIONS**
- B27/0306.1 Cllr G Fage asked for an update on the condition of the grass verges at Chambers Way which have weathered quite badly and are in need of attention.
- The Deputy Town Clerk has previously reported this to CBC, who have said that they will address the verges but not the footpaths.
- B27/0306.2 Cllr B Briars asked for an update on the double line situation at Sun Street.
- The Deputy Town Clerk has not received any further updates and Cllr Briars asked that this be followed up.
- B27/0307** 7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**
- B27/0307.1 a. Members received and approved the Minutes of the Biggleswade Town Council Meeting held on 13th March 2018.
- B27/0307.2 b. Members received and approved the **RECOMMENDATIONS** and **RESOLUTIONS** of the Public Lands and Open Spaces Committee (PLOS).
- Cllr Briars asked any Members interested in joining a Working Group for the Music Festival to let him know; and also confirmed that Eagle Farm Road Recreation Ground is now the preferred site.
- B27/0308** 8. **MATTERS ARISING**
- B27/0308.1 a. Cllr F Foster asked if there was any further news on roundabout sponsorship.
- The Deputy Town Clerk has no further progress to report as yet, but will bring any updates to future meetings.
- B27/0309** 9. **PLANNING APPLICATIONS**
- B27/0309.1 a. **CB/18/00905/FULL – 22 Devon Drive, Biggleswade, SG18 0FJ**
Retrospective: Extend the height of boundary fencing at the rear of the property from 1.8m to 2.7m with the addition of 90cm trellis fencing onto existing fence. (boundary has garages other side). To extend the height of walled boundary from 1.8, to 2.7m by adding a 90cm trellis fence onto existing wall (roadside boundary or corner plot).
- It was **RESOLVED** that the Town Council **OBJECT** to this application due to the height of the boundary wall and fence next to the highway
- B27/0309.2 b. **CB/18/00965/FULL – 70 Fairfield Road, Biggleswade, SG18 0AA**
Part single storey side extension. Change of use of existing garage with alterations. Single storey front extension. Erection of detached garage.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations. In addition, the Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.

- B27/0309.3 c. **CB/18/00857/VOC – Land South of Potton Road, Biggleswade**
The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans: 1903-10, 1903-11, 1903-12, 1903-13A, 1903-14A, 1903-1A, 1903-16, 1903-17, 1903-18, 1903-19, 1903-21, sample schedule, noise impact assessment and lighting details.
- It was **RESOLVED** that the Town Council **OBJECT** to this application as the 1.8m feather board fence will not provide sufficient noise mitigation to protect the hospital and neighbours.
- B27/0310 10. ACCOUNTS**
- B27/0310.1 a. **Financial Administration**
- Members received and adopted February 2018 Accounts as follows:
- Detailed Balance Sheet to 28 February 2018.
Summary of Income & Expenditure
Income and Expenditure by budget heading.
Current Bank Account, receipts and payments to 28 February 2018.
- B27/0310.2 b. **Internal Audit Report 2017-18 Interim Update**
- There were no areas of concern. Congratulations to the staff for this achievement. This information was **NOTED**.
- B27/0311 11. ITEMS FOR CONSIDERATION**
- B27/0311.1 a. **Fees 2018-19 Orchard Centre**
- It was **RESOLVED** that Biggleswade Town Council approve the **RECOMMENDATIONS** deferred from the last F&GP meeting
- B27/0311.2 b. **Neighbourhood Plan – Proposal from Cllr. I Bond**
- Members agreed that it is a good idea to get a draft in place as soon as possible. The Town Clerk will set up a Working Group to progress the Neighbourhood Plan and report back to the Town Council.
- B27/0311.3 c. **Committee Meeting Dates for 2018/2019**
- A request was made to change the dates of the August Council Meetings to now be held on the 14th and 28th, and the TCM to be held on August 21st.
- Following these amendments, the dates were agreed and accepted.

B27/0312 **12. ITEMS FOR CONSIDERATION**

B27/0312.1 **a. Planning Application Outcomes**

Regarding 15 Market Square Application No 18/00135/FULL: The Deputy Town Clerk was requested to write to CBC for clarification on the change of use of the highway to external seating area. BTC would like to challenge the seating on the highway as they have an input on what happens on the highway and were not aware this was a planning issue.

B27/0312.2 **b. Grant Thankyou Letter 2018**

This information was **NOTED**.

B27/0312.3 **c. Parking on Verges – Mead End**

This information was **NOTED**.

B27/0313 **PUBLIC OPEN SESSION**

B27/0313.1 **a. Mr Bacon expressed concerns over the considerable dog mess in Palace Street.**

The Deputy Town Clerk will bring this up with CBC, but pointed out that there is only one dog warden for a large area. Efforts are continually being made to monitor the situation.

B27/0314 **EXEMPT ITEMS**

B27/0314.1 **a. Street Lights**

Members received a report and **RECOMMENDATIONS** from the Town Centre Management Group (TCM).

It was **RESOLVED** to accept these **RECOMMENDATIONS**. However, if there are any further cost implications arising from a Working Group being held with the Town Clerk, Cllr S Watkins and Paul Mason (CBC Officer) this item must then come back before Council for final decision.

B27/0314.2 **b. Staff Matters**

Minutes for this item will be taken by the Chairman.

Meeting concluded 8.36pm



Not Protectively Marked Neighbourhood Priority Setting

Group 1 (Arlesey, Astwick, Biggleswade, Blunham, Campton, Clifton, Dunton, Edworth, Everton, Eyeworth, Fairfield, Henlow, Langford, Meppershall, Moggerhanger, Northill, Old Warden, Pottton, Sandy, Shefford, Southill, Stondon, Stotfold, Sutton, Tempsford, Wrestlingworth)

Group 2 (Amphill, Clophill, Flitton & Greenfield, Flitwick, Gravenhurst, Harlington, Haynes, Houghton Conquest, Maulden, Pulloxhill, Shillington, Silsoe, Steppingley, Tingrith, Westoning)

Group 3 (Aspley Heath, Aspley Guise, Battlesden, Brogborough, Cranfield, Eversholt, Husbourne Crawley, Lidlington, Marston Moretaine, Millbrook, Milton Bryan, Potsgrove, Ridgmont, Sulford Hulcote, Woburn Sands)

Group 4 (Bletsoe, Bolnhurst and Keysoe, Carlton & Chellington, Colmworth, Dean & Shelton, Felmersham & Radwell, Honeydon, Harrold, Little Barford, Little Staughton, Melchbourne & Yelden, Milton Ernest, Odell, Pertenhall & Swineshead, Poddington, Riseley, Roxton, Sharnbrook, Souldrop & Knotting, Staploe & Duloe, Thurlleigh, Wilden, Wyboston & Chawston & Clossen, Wymington)

Group 5 (Biddenham, Bromham, Clapham, Great Denham, Kempston Rural, Oakley, Pavenham, Stagsden, Stevington, Turvey, Wootton)

Group 6 (Cardington, Cople, Eastcotts, Elstow, Great Barford, Ravensden, Renhold, Stewartby, Willington, Wilshamstead, Wixams)

Group:		Area:		Date:	
Point of contact		E mail			

Please mark any of these of particular concern to your community:

Visible Policing		Identified Crime series		Drug use		Other	
Speeding		Unlawful Encampments		Alcohol related ASB			
Crime Prevention		Off road vehicles ASB		Abandoned Vehicles			
Street Begging		Cycling nuisance		Rogue trading			
Drug dealing		Geographical ASB		Animal related nuisance			

Please choose **one** of these concerns as a Priority and add detail below:

Priority	
Detail	
Location	
When	

This information will be added to results from engagement with your community by your local officer and blended identified issues from crime series and anti-social behaviour reports to decide upon the area priority for us to focus our community work.

Please E mail the results to;

Group 1 → PC 5725 Sally Bonham on Sally.bonham@bedfordshire.pnn.police.uk
PCSO 4763 Ann Jeeves on Ann.jeeves@bedfordshire.pnn.police.uk
PCSO 8953 Amy Bradley on Amy.bradley2@bedfordshire.pnn.police.uk
PCSO 8138 Zoe Taylor on Zoe.taylor@bedfordshire.pnn.police.uk

Group 2 → PC 5932 Aaron Dagley on Aaron.dagley@bedfordshire.pnn.police.uk
PCSO 8367 Daniel Cooper on Daniel.cooper@bedfordshire.pnn.police.uk

Group 3 → PCSO 3659 Gill Richardson on Gillian.richardson@bedfordshire.pnn.police.uk
PCSO 8366 Calum McHattie on Calum.mchattie@bedfordshire.pnn.police.uk

Group 4 → PCSO 8951 Laura Hoggard on Laura.Hoggard@bedfordshire.pnn.police.uk
PC 5324 Kerry Jones on Kerryjones5324@bedfordshire.pnn.police.uk
PC 6270 Charlotte Norris on Charlotte.norris@bedfordshire.pnn.police.uk

Group 5 → PCSO 6753 James Dancer on James.dancer@bedfordshire.pnn.police.uk
PCSO 8366 Calum McHattie on Calum.mchattie@bedfordshire.pnn.police.uk

Group 6 → PC 5324 Kerry Jones on Kerryjones5324@bedfordshire.pnn.police.uk
PCSO 8122 Jamie Goodrum on Jamie.goodrum@bedfordshire.pnn.police.uk

Information will be only used for the purposes of consultation and research on order to identify local priorities, improve local service and provide feedback to the community.

Beds Alert sign up via <https://www.bedsalert.co.uk/>



CENTRAL BEDFORDSHIRE COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR STREET TRADING CONSENT

TO: The Licensing Team, Public Protection, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Beds LU6 1LF

I/We apply under the provisions of the above Act for a street trading consent.

I/We submit the following particulars:

1. a) Full name(s) (Block capitals) b) Date of Birth c) Trading name (if any)	[Faint handwriting] [Faint handwriting] The snack Yard		
2. a) Address b) Telephone number	[Faint handwriting] [Faint handwriting]		
3. Have you been convicted of any offence in the last 10 years? If 'Yes' please give details	Yes / No		
	Court Code and date of conviction	Offence code and date of offence	Fine, penalty or sentence
4. Are there any prosecutions pending against you? If 'Yes' please give details	Yes / No		
	Alleged offence	Date of court hearing	

5. Description of articles to be sold	Chrisps' Chocolate Breakfast, Rolls Chips, Hot Jacket Potatos, Burgers
6. Trading site (If this is a fixed position please give details and enclose a map)	Position choice of two ① Pegasus Drive Biggleswade ② Montgomery way Biggleswade
7. Have you obtained any necessary permissions to trade at your chosen site (e.g. If private property, the permission of the owner) (Please provide evidence).	no
8. How long a period of consent are you applying for (12 months or one off)	12 months
9. Proposed days and times of trading	mon 5am to 4pm Tus 5am to 4pm wed 5am to 4pm Thur 5am to 4pm Fri 5am to 4pm
10. a) Type of stall/vehicle. b) Brief description of your proposed stall/vehicle (please include a colour photograph of the stall) c) Vehicle registration number (if applicable)	Van and trailer
11. Address of premises used for storage/accommodation of stall/vehicle and, if appropriate food.	
12. Will you be the sole operator(s) of the stall/vehicle? If 'no', how often will you operate the stall/vehicle?	<input checked="" type="radio"/> Yes <input type="radio"/> No
13. If the answer to 11 is 'no', please give details of persons who will operate the stall/vehicle (include age and date of birth)	

<p>14. Do you have Public Liability Insurance in the sum of £5 million?</p> <p>If 'Yes' please enclose a copy of the policy.</p> <p>If 'No' give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5 million Public Liability Insurance.</p>	<p><u>Yes</u> / No</p>
<p>15. Will you be using any equipment that may give rise to complaints (e.g. generators)?</p>	<p>generators</p>
<p>16. What arrangements are there for the disposal of waste?</p>	<p>Take away with me</p>
FOOD CONSENTS	
<p>17. Please give details about your food handling experience to date (if applicable)</p>	
<p>18. a) Have you ever attended a food hygiene course offered by the local authority?</p> <p>b) If 'yes' when and where?</p>	<p><u>Yes</u> / No</p>
<p>19. Are you at present registered with Central Bedfordshire Council as a food premises?</p> <p>If 'yes' please give date of registration</p>	<p><u>Yes</u> / No</p>
BUSINESS INTERESTS	
<p>20. a) Have you traded in Central Bedfordshire before?</p> <p>b) If the answer to 19a is yes, please give details (Where, how long etc)</p>	<p><u>Yes</u> / No</p>
<p>21. a) Have you traded in any other town/city?</p> <p>b) If 'yes' please give details</p>	<p>Yes / <u>No</u></p>

OTHER INFORMATION

22. Please give any other details that you wish to be considered when dealing with your application.

Katie I want change from the ab layby at Barton to one of the streets on the maps in biggleswade please.
Thankyou

I/We declare that I/We are not under 18 years of age and I/We certify that, to the best of my/our knowledge and belief, the above particulars are correct.

Any person who, in connection with an application for a street trading consent, makes a false statement which he knows to be false in any material respect, or which he does not believe to be true, shall be guilty of an offence.

Dated 6.4.18.....

Signed

A fee of £ accompanies this application. (Cheques to be made payable to Central Bedfordshire Council).

Checklist:

- I have completed the application
- I have enclosed any relevant plans
- I have enclosed a photograph of the stall/vehicle
- I have enclosed evidence of Public Liability Insurance
- I have enclosed the fee
(£405 annual, £91 one occasion)

MENU

BURGERS

- 1/4lb Burger
- 1/4lb Cheese Burger
- 1/2lb Burger
- 1/2lb Cheese Burger
- 1/4lb Egg Burger
- 1/4lb Bacon Burger
- Extra Toppings

Daily Specials

- Bacon Kit
- Bacon & Egg Kit
- Bacon & Cheese Kit
- Sausage, Egg & Bacon Kit
- Sausage & Bacon Kit
- Sausage & Egg Kit
- Jumbo Hotdog
- Burgers Extra Size
- Chips
- Cherry Dip

DRINKS

- Tea
- Coffee
- Hot Chocolate
- Creamy Drinks
- Bottled Drinks

© 2010 [unreadable] [unreadable]
[unreadable] [unreadable] [unreadable]
[unreadable] [unreadable] [unreadable]

WISCONSIN



LOCAL PRODUCE

Tel:

MENU

[unreadable menu items]

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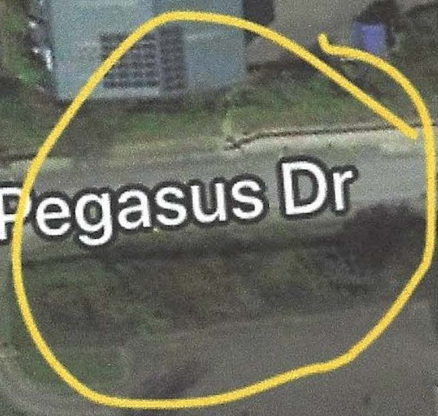
ASG Biggleswade

Pegasus Mews



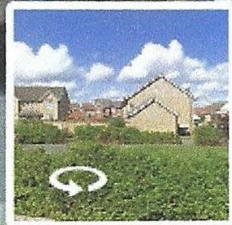
Pegasus Dr

Pegasus Dr



Market Garden Road

Kramp



Pegasus Dr

Pega D



hs Metal Centres

Montgomery Way

Oasys Technolog

Travis Perkins
ading Co



Standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. Amendments for consideration are highlighted blue and Bold are enclosed In [---]

STANDING ORDERS

Some of the following Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **BOLD** type. These standing orders cannot be altered.

1. Meetings of the Council and its Committees

- a. Meetings of the Council shall be held on the second and fourth Tuesday of every month, commencing at 7.00 pm unless the Council otherwise decides at a previous meeting.
- b. Smoking of any kind is not permitted at any meeting of the Council.

2. The Statutory Annual Meeting

- a. **In an election year the Annual Statutory Meeting shall be held on or within 14 days following the day on which the Councilors' are elected to take office and**
- b. **In a year which is not an election year the Annual Town Meeting shall be held on such day in May as the Council may direct.**

3. **In addition to the Statutory Annual Meeting, at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.**

4. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases he/she shall be the Clerk or nominated officer:

- To receive declarations of acceptance of office
- To receive and record notices disclosing interests at meetings
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of bylaws made by another local authority
- To certify copies of bylaws made by the Council
- To sign and issue the summons to attend meetings of the Council
- To keep proper records for all Council meetings

6. Quorum of the Council

Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum of 5 Councillors' is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman fix.
8. For a quorum relating to a committee or sub-committee, please refer to Standing Order 42.

9. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
11. **(1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes must give a casting vote whether or not he/she gave an original vote.**

(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office he/she may not give an original vote in an election for Mayor.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor.

12. Order of Business

At each Annual Town Council Meeting the first business shall be:

- a. To elect a Chairman of the Council.
- b. To receive the Chairman's declaration of acceptance of office or, if not received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice Chairman of the Council.

- f. To receive the Vice Chairman's declaration of acceptance of office or, if not received to decide when it shall be received.
- g. To appoint representatives to outside bodies.
- h. To appoint committees and sub-committees.
- i. For Committees to appoint the Chairman and Vice Chairman of those Committees.
- j. For the programme of meetings of those Committees to be approved for the municipal year.

and shall thereafter follow the order set out in the Standing Order 16.

- 13. At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.**
14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. The Council shall be notified formally when this has been done.
15. Standing Order 34 must be read in conjunction with this requirement.
16. After the first business has been completed, the order of business shall be in the order set out in the Agenda unless the Council otherwise decides on the grounds of urgency, and shall be as follows:
- a. To receive apologies from members not able to be present and the reasons for absence. To note absent members from whom no apology has been received.
 - b. To receive Declarations of Interests or to consider requests for dispensation.
 - c. To receive such communications as the person presiding may wish to lay before the Council.
 - d. To receive members' questions.
 - e. 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.
- f. To read and consider Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.

- g. **After consideration to approve the signature of the Minutes by the Chair as a correct record.**
- h. To deal with matters arising from the Minutes unless such matters are specified on the agenda.
- i. **To deal with business expressly required by statute to be done.**
- j. To dispose of business, if any, remaining from the last meeting.
- k. To receive and consider reports and minutes of committees.
- l. To receive and consider resolutions or recommendations in the order in which they have been notified.
- m. 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.
- n. 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.
- o. To authorise the sealing of documents.
- p. To receive at the last meeting every second month, a report of the Council's performance against the Business Plan.
- q. To receive a record of any previous minutes that remain to be actioned and of any decisions made by officers under delegation.

17. Urgent Business

A motion to vary the order of business on the grounds of urgency:

- a. may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. shall be put to the vote without discussion.
- c. If a matter of genuine unexpected urgency arises, any necessary action may be decided by the Town Clerk in accordance with Terms of Reference and Delegation approved by the Council.

18. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 6 clear days before the next meeting of the Council.

19. The Clerk shall date every notice of resolution or recommendation from members when received, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
20. The Clerk shall insert in the summons for every meeting all notices of resolution or recommendation properly given in the order in which they have been received unless the member giving a notice of resolution has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
21. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.
23. Resolutions Moved without Notice

Resolutions dealing with the following matters may be moved without notice:

- a. To appoint a Chairman of the meeting.
- b. To correct the minutes.
- c. To approve the minutes.
- d. To alter the order of business.
- e. To proceed to the next business.
- f. To close or adjourn the debate.
- g. To refer a matter to a committee.
- h. To appoint a committee or any members thereof.
- i. To adopt a report.
- j. To authorise the sealing of documents.
- k. To amend a motion.
- l. To give leave to withdraw a resolution or amendment.
- m. To extend the time limit for speeches (See Order 28d below).
- n. To exclude the press and public (See Order 58 below).
- o. To silence or eject from the meeting a member named for misconduct (see Order 31 below).
- p. To give the consent of the Council where such consent is required by these Standing Orders.

- q. To suspend any Standing Order (see Order 69 below).
- r. To adjourn the meeting.

24. Questions

A member may ask the Chairman or the Clerk any question concerning the business of the Council.

- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion.
- 27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion of the minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialed by the Chairman.

- a. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c. A member shall direct his/her speech to the question under discussion to a personal explanation or to a question of order.
- d. No speech by a mover of a resolution shall exceed 3 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- e. An amendment shall be either:
 - i. To leave out words
 - ii. To leave out words and insert others
 - iii. To insert or add words
- f. An amendment shall not have the effect of negating the resolution before the Council.
- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

- i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 2 minutes.
- j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k. The mover of a resolution shall have a right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
- l. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion. A member may, with the consent of his seconder; move amendments to his/her own resolution.
- m. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, her which may have been misunderstood.
- n. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- o. When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate
 - iv. That the question be now put
 - v. That a member named be not further heard
 - vi. That a member named leave the meeting
 - vii. That the resolution be referred to a committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

29. A member shall stand when speaking at Council meetings unless permission to remain seated is given by the Chairman.

- a. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- c. Whenever the Chairman speaks during a debate all other members shall be silent.

- d. Members wishing to speak should raise their hand until acknowledged by the Chairman of the meeting.

30. **Closure**

At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”. If such motion is seconded, the Chairman shall put the motion but, in the case of a motion “that the question is now put”, only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he/she shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

31. **Disorderly Conduct**

- a. **All members must observe the Code of Conduct currently adopted by the Council, a copy of which is included in the Constitution.**
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, willfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c. If, in the opinion of the Chairman, if a member has broken the provisions of paragraph a. or b. of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

If a member reasonably believes another member is in breach of the Code Conduct the member is under a duty to report that member to the Monitoring Officer for the Unitary Authority for a breach of Section 29 to 34 of the Localism Act 2011.

- d. If either of the motions mentioned in paragraph c. is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

32. **Rescission of Previous Resolution**

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months except by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

33. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favor of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favor of one person.

34. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 58).

35. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or of another committee after recommendation by the Finance and General Purposes Committee) and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance and General Purposes Committee shall report on the financial aspect of the matters).

36. Sealing of Documents

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two members of the Council, one of whom must be the Chairman or Vice Chairman may seal on behalf of the Council any document required by law to be issued under seal.
- c. Approved written minutes are the definitive record of the Town Council and the Town Councils Committees.

37. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b. May appoint persons other than members of the Council to any Committee; and
- c. May subject to the provisions of Standing Order 32 above at any time dissolve or alter the membership of committee.

38. The Chairman and Vice Chairman, ex-officio, shall be voting members of every committee, unless they signify that they do not wish to serve.

39. **Special Meeting**

Extraordinary meetings of the council and committees

~~The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.~~

- a **[The Chairman of the Council may convene an extraordinary meeting of the Council at any time.]**
- b **[If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.]**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

40. **Sub-Committees**

Every committee may appoint sub-committees for purposes to be specified by the committee.

41. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
42. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three or one third of its members whichever is the greater.
43. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

44. **Voting in Committees**

Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

45. **Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

46. Working Groups

The Council or a committee may create a working group to look at specific issues and to advise it accordingly. It must determine the terms of reference and membership. Usually a working group will operate on a task and finish basis. Voting will be as for a committee.

47. Presence of Non-Members of Committees at Committee Meetings

- a. A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
- b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator on the public benches at the meetings of any committee or sub-committee of which he/she is not a member but he/she shall not be entitled to vote and he/she shall not take part in the consideration of any business save by leave of the person presiding.

48. Interests and Dispensations

[A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.]

Members must disclose Interests as defined by the Code of Conduct currently adopted by the Council, as soon as it becomes apparent, disclosing the nature and extent of that interest.

49. **The Clerk will be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by the Localism Act 2011 Sections 29 to 34.**

50.
 - a. If a member has declared a Disclosable Pecuniary interest he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
 - b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c. [Dispensation requests shall be in writing and submitted to the Proper Officer] as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - d. A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.
 - e. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other

- ii. interest to which the request for the dispensation relates;
 - iii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iv. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - v. an explanation as to why the dispensation is sought.
 - f. Subject to standing orders 13(c) and (e), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required OR at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
 - g. **[A dispensation may be granted in accordance with standing order 13(d) if having regard to all relevant circumstances any of the following apply:]**
 - i. **[without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;]**
 - ii. **[granting the dispensation is in the interests of persons living in the Council's area; or]**
 - iii. **[it is otherwise appropriate to grant a dispensation.]**
 - h. Councillors' must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk.
 - i. The Clerk will send out forms prior to the Annual Statutory meeting each year, to give members the opportunity to update their interests in the Register if necessary.
- 51.** If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice.

The Clerk shall report to the Council or to the appropriate committee and such disclosure. Where a relationship to a member is disclosed, Standing Orders 48 and 49 shall apply as appropriate.

The Clerk shall make known the purpose of Standing Order 52 to every candidate.

52. Canvassing of and Recommendations by Members

- i. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- ii. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written

testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

53. Standing Order No's 51 and 52 shall apply to tenders as if the person making the tender were a candidate for an appointment.

54. **Inspection of Documents**

A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee and if copies are available shall, on request, be supplied for the like purpose with a copy.

55. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

56. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000.

57. **Unauthorised Activities**

No individual member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- a. inspect any lands or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions or directions or commit to any expenditure unless authorised to do so by the Council or the relevant committee or sub-committee.

58. **Admission of the Public and Press to Meetings**

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:

That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

59. The Council shall state the special reason for exclusion. (**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).

Where the public are excluded from a meeting of a relevant government body under Subsection (2) the body may also prevent any person from reporting on the meeting using methods which can be used without that person's presence at the meeting and which will enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place later.

60. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, suspend standing orders so as to allow any members of the public or a representative of the local Constabulary to address the meeting in relation to the business to be transacted at that meeting.

61. Any person who attends a meeting for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of the persons reporting activities.

Filming, photography and audio recording should be carried out from a static position in the public area, so as not to impede other members of the public.

Oral reporting, commentary and flash photography on a meeting will not be permitted.

Publication and dissemination may take place at the time of the meeting or occur after the meeting.

This shall not be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

62. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

63. **Petitions**

At any meeting any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Parish.

- a. A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented.
- b. The presentation of a petition will last for no more than three minutes.
- c. No discussion will take place on any petition, but any Member may move that a matter raised be included on a future agenda.

64. **Confidential Business**

- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provisions of paragraph a. of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

65. **Liaison with Unitary Councillor's**

A summons and Agenda for each meeting shall be sent to the Unitary Councillor for the appropriate division or ward.

66. **Planning Applications**

Planning applications received shall be considered by the first available meeting of the Council.

The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:

- i. the date on which it was received
- ii. the planning application number
- iii. the place to which it relates
- iv. the date of the committee at which it will be considered
- v. In the event of a planning amendment being received for consideration by the Council, where the amendment is a minor amendment related to a Planning Application that previously received **No Objection** from the Council, then the Clerk in consultation with or any three members of the Council, which should include either the Chairman or the Vice Chairman of the Council, may, if necessary, take a majority decision on the amendment without the need to summon a Council Meeting, such decision to be recorded at the next meeting of the Council.

67. Annual Town Meeting

- a. The Annual Town Meeting will be held in May each year.
- b. Proceedings shall not begin before 7.30. pm.
- c. The Chairman shall preside or in his/her absence the Vice Chairman.
- d. In the absence of the Chairman and the Vice Chairman the meeting shall appoint a Chairman before proceeding to any other business.
- e. The Clerk to the Council shall record the proceedings and in his/her absence the person presiding may record the proceedings or may appoint another to do so.
- f. The Minutes of the previous meeting shall be considered and, if correct, signed by the person presiding at the meeting.
- g. Subsequent business of the Annual Meeting shall be as follows:
 - i. To receive the Annual Report of the Town Council.
 - ii. To receive Statement of the Accounts for the year ended the previous 31st March.
 - iii. To receive the Council's observations on its finances for the current year.
 - iv. To consider items previously resolved by the Town Council to be added to the agenda.
 - v. Where 7 days' written notice has been given by Local Government Electors for this parish:
 - to consider subjects affecting this parish
 - to consider resolutions affecting this parish
 - vi. To receive reports from Unitary Authority Councillors'.
 - vii. To receive reports from the Chair of the Council Committees unless reports are included in the Annual Report and reports from Representatives of other bodies etc.

- h. Questions and comments can now be put by the Local Government Electors -the person presiding at the meeting may call upon Town Councillors', Unitary Authority Councillors', representatives of other bodies who are present to answer questions.
- i. Any relevant items raised to go to the next available meeting of the Council.

68. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in accordance with the Complaints Code and Vexatious Policy, except for those complaints which should be properly directed to the Monitoring Officer of the Unitary Council.

69. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

- 70.** A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been prepared by the Town Clerk and has been circulated with the Agenda.

71. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Town Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council, or following any amendment or revision as part of the Constitution.

72. Training and Development

The Council will determine and execute an annual training plan for its Members.

73. General Power of Competence

- a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.
- b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: A Clerk who holds a recognised qualification and the number of Councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of Councillors. If adopted, the General Power becomes the power of first resort.
- c. Local Councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is the one following an ordinary election.

74. Contracts

Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer and the Chairman of the Council, or their deputies. Purchases of land should not be above the current market value as determined by the Council's appointed Valuer and sales of land should not be below the current market value as determined by the Council's appointed Valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

75. Every contract made by or on behalf of the Council shall comply with these Standing Orders and the Council's Financial Regulations. (see Financial Regulations 11).

76. Where tenders are required, one of the following methods shall be used:

Open competitive tender

Tenders shall be invited after giving at least 14 days' public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 51 & 52.

Ad hoc approved list

Tenders shall be invited after giving notice in the manner set out for Open Competitive tenders seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

Standing approved list

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

The list shall be compiled in the following manner:

- Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- The approved list may be amended as required from time to time by the Council or Town Clerk under delegated authority and shall be reviewed at intervals not exceeding two years.

Approved list of another Council

Tenders shall be invited from persons included in a list approved by Central Bedfordshire Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

Established procurement specialist

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

77. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Finance and General Purposes Committee.

In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account.

78. Form of Invitation to tender and submission of tenders

A specification for the goods, materials, services or the execution of works shall be drawn up.

All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening.

79. Extension of time

Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving written notice of such extension of time to all contractors.

80. Opening of tenders

All tenders for a contract shall be opened in accordance with the Financial Regulations.

The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

- the last date and time for the receipt of tenders.
- the date and time the tender was actually received.
- the name of the tenderer and the amount of the tender.
- the date and time they were opened and by whom.
- the signature of the officer to whom the tenders were handed after opening.

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

81. Late tenders

Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

82. Errors and discrepancies

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

83. Acceptance of tenders

In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

84. Contracts to be in writing

Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.

85. Responsibilities to provide information

See also standing order 86.

- [In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.]**

- b. [The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.]

86. Management of information

See also standing order 87.

- a [The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.]
- b [The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).]
- c [The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.]
- d [Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.]

87. Responsibilities under data protection legislation.

(Below is not an exclusive list).

See also standing order 86.

- a [The Council shall appoint a Data Protection Officer.]
- b [The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.]
- c [The Council shall have a written policy in place for responding to and managing a personal data breach.]
- d [The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.]
- e [The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.]
- f [The Council shall maintain a written record of its processing activities.]

88. Approval of Standing Orders

The foregoing Standing Orders were adopted by Biggleswade Town Council on th May 2018.

Town Mayor

Clerk to the Council



c/o Ampthill Social Centre, Houghton Close, Ampthill, Beds. MK45 2TG
Tel. No. 01525 840511

18th April 2018

Dear Sirs

Link-A-Ride Community Transport provide a door-to-door service for residents in your Village/Town who cannot easily access public transport, due to illness, disability, those who are elderly and vulnerable, and living in rural locations.

Our buses are easily accessible for all, including a lift for those in wheelchairs. Our drivers are all fully checked and trained to assist. We can help with transport to Doctors, Dentists, therapy appointments, shopping, trips to garden centres, pub lunches and much more. Elevating the risk of poor health and isolation.

Link-A-Ride is a not for profit charity and relies on funding from Central Bedfordshire Council and the towns and parishes within. Without funding we would be unable to continue to deliver this valuable service.

We would be grateful to receive any donations or grant funding that you would be able to offer, also the opportunity to advertise further in your area. We are also able to offer private hire trips to clubs and organisations, so any help with promoting our services through your newsletters, notice boards etc would be much appreciated.

Should you require any additional information or would like us to come and discuss the service we provide further please do not hesitate to contact me.

Yours sincerely

Cheryl Coverdale

Manager

BIGGLESWADE HOLME

01/3/2018 16:10

THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

03/3/2018 14:00

CRIMINAL DAMAGE - TO VEHICLES
BARN FIELD CLOSE BIGGLESWADE
THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

04/3/2018 13:30

THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

04/3/2018 14:50

THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

07/3/2018 20:39

CRIMINAL DAMAGE - THREAT TO COMMIT
MEAD END BIGGLESWADE

10/3/2018 15:52

COMMON ASSAULT
LONDON ROAD BIGGLESWADE

10/3/2018 19:15

BURGLARY RESIDENTIAL - DWELLING
LONDON ROAD BIGGLESWADE

12/3/2018 01:10

COMMON ASSAULT
BARN FIELD CLOSE BIGGLESWADE

12/3/2018 20:30

DOMESTIC DISPUTE/INCIDENT
(blank)

13/3/2018 10:22

DOMESTIC DISPUTE/INCIDENT
(blank)

14/3/2018 15:00

THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER
HOLME COURT AVENUE BIGGLESWADE

17/3/2018 12:00

OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE
DELLS LANE BIGGLESWADE

19/3/2018 17:52

THREATS TO KILL
BARN FIELD CLOSE BIGGLESWADE

22/3/2018 14:30

PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)
LONDON ROAD BIGGLESWADE

26/3/2018 12:14

THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

26/3/2018 19:30

THEFT FROM SHOPS AND STALLS
LONDON ROAD BIGGLESWADE

BIGGLESWADE IVEL**01/3/2018 00:00**

HARASSMENT - (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE
(blank)

01/3/2018 08:00

THEFT FROM MOTOR VEHICLE
STATION ROAD BIGGLESWADE

01/3/2018 12:00

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
MILL LANE BIGGLESWADE

02/3/2018 14:11

DOMESTIC DISPUTE/INCIDENT
(blank)

03/3/2018 00:35

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
LAWRENCE ROAD BIGGLESWADE

03/3/2018 09:00

THEFT FROM MOTOR VEHICLE
CHURCH STREET BIGGLESWADE

03/3/2018 12:15

THEFT FROM SHOPS AND STALLS
MARKET SQUARE BIGGLESWADE

03/3/2018 15:30

DOMESTIC DISPUTE/INCIDENT
(blank)

03/3/2018 23:40

DOMESTIC DISPUTE/INCIDENT
(blank)

04/3/2018 04:30

CRIMINAL DAMAGE - TO VEHICLES
BARNETT CLOSE BIGGLESWADE

04/3/2018 11:09

THEFT FROM SHOPS AND STALLS
MARKET SQUARE BIGGLESWADE

04/3/2018 16:30

THEFT FROM MOTOR VEHICLE
BONDS LANE BIGGLESWADE

04/3/2018 22:35

DRUGS - HAVING POSSESSION OF A CONTROLLED DRUG - OTHER CLASS B
BANKS ROAD BIGGLESWADE

05/3/2018 20:00

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
POTTON ROAD BIGGLESWADE

06/3/2018 18:23

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)

OSPREY ROAD BIGGLESWADE
06/3/2018 23:27
CRIMINAL DAMAGE - TO VEHICLES
LANGFORD ROAD BIGGLESWADE
10/3/2018 07:25
COMMON ASSAULT
BRUNEL DRIVE BIGGLESWADE
10/3/2018 09:37
CRIMINAL DAMAGE - TO VEHICLES
BACK STREET BIGGLESWADE
10/3/2018 15:30
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)
MILL LANE BIGGLESWADE
10/3/2018 18:50
CRIMINAL DAMAGE - TO VEHICLES
SUN STREET BIGGLESWADE
12/3/2018 00:35
MALICIOUS WOUNDING - WOUNDING OR INFLECTING GBH WITHOUT INTENT
ROYAL OAK CLOSE BIGGLESWADE
12/3/2018 08:20
THEFT FROM MOTOR VEHICLE
WINSTON CRESCENT BIGGLESWADE
12/3/2018 14:00
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE
POTTON ROAD BIGGLESWADE
14/3/2018 13:14
THEFT FROM THE PERSON OF ANOTHER
HIGH STREET BIGGLESWADE
14/3/2018 17:08
ATTEMPT BURGLARY RESIDENTIAL - DWELLING
BARNETT CLOSE BIGGLESWADE
14/3/2018 21:00
THEFT FROM MOTOR VEHICLE
DROVE ROAD BIGGLESWADE
15/3/2018 05:00
CRIMINAL DAMAGE - TO VEHICLES
CHURCH STREET BIGGLESWADE
15/3/2018 13:16
THEFT FROM SHOPS AND STALLS
MARKET SQUARE BIGGLESWADE
16/3/2018 20:40
DOMESTIC DISPUTE/INCIDENT
(blank)
17/3/2018 23:00
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE

HIGH STREET BIGGLESWADE
18/3/2018 02:56
DOMESTIC DISPUTE/INCIDENT
(blank)

18/3/2018 09:50
THEFT FROM MOTOR VEHICLE
PRESLAND DRIVE BIGGLESWADE

19/3/2018 00:01
DOMESTIC DISPUTE/INCIDENT
(blank)

20/3/2018 08:00
CRIMINAL DAMAGE - TO VEHICLES
BRUNEL DRIVE BIGGLESWADE

20/3/2018 15:00
THEFT FROM SHOPS AND STALLS
SHORTMEAD STREET BIGGLESWADE

20/3/2018 15:10
THEFT FROM SHOPS AND STALLS
CHURCH STREET BIGGLESWADE

20/3/2018 20:24
THEFT FROM SHOPS AND STALLS
BONDS LANE BIGGLESWADE

21/3/2018 14:30
DOMESTIC DISPUTE/INCIDENT
(blank)

21/3/2018 20:30
CRIMINAL DAMAGE - TO VEHICLES
CRAB LANE BIGGLESWADE

21/3/2018 20:41
HARASSMENT - SINGLE INCIDENT ONLY
(blank)

22/3/2018 21:55
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)
THE BAULK BIGGLESWADE

23/3/2018 11:31
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS (POA 1986 S. 4A)
HITCHIN STREET BIGGLESWADE

23/3/2018 12:00
BREACH SHPO/INTERIM SHPO/SOPO/INTERIM SOPO/ FOREIGN TRAVEL ORDER
(blank)

23/3/2018 13:45
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE
CHURCH STREET BIGGLESWADE

23/3/2018 21:17
COMMON ASSAULT
HIGH STREET BIGGLESWADE

23/3/2018 21:44

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
HIGH STREET BIGGLESWADE

23/3/2018 22:03

COMMON ASSAULT
HIGH STREET BIGGLESWADE

24/3/2018 14:00

ATTEMPT BURGLARY RESIDENTIAL - DWELLING
HOLME CRESCENT BIGGLESWADE

24/3/2018 17:35

BURGLARY - BUSINESS AND COMMUNITY
COW CLOSE BIGGLESWADE

25/3/2018 00:50

ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
BACK STREET BIGGLESWADE

25/3/2018 16:45

COMMON ASSAULT
POTTON ROAD BIGGLESWADE

27/3/2018 00:00

HARASSMENT - (PFHA SECTION 2)
(blank)

27/3/2018 07:00

CRIMINAL DAMAGE - TO DWELLINGS
BERKELEY CLOSE BIGGLESWADE

28/2/2018 12:21

THEFT FROM SHOPS AND STALLS
MARKET SQUARE BIGGLESWADE

28/2/2018 15:20

THEFT FROM SHOPS AND STALLS
BONDS LANE BIGGLESWADE

BIGGLESWADE STRATTON**03/3/2018 15:00**ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)
ASTON CROFT BIGGLESWADE**04/3/2018 00:00**DOMESTIC DISPUTE/INCIDENT
(blank)**04/3/2018 15:55**THEFT FROM SHOPS AND STALLS
KINGSFIELD ROAD BIGGLESWADE**04/3/2018 17:15**THEFT FROM SHOPS AND STALLS
KINGSFIELD ROAD BIGGLESWADE**04/3/2018 18:10**THEFT FROM SHOPS AND STALLS
KINGSFIELD ROAD BIGGLESWADE**05/3/2018 10:30**THEFT FROM MOTOR VEHICLE
COLLINGS CRESCENT BIGGLESWADE**10/3/2018 08:10**DOMESTIC DISPUTE/INCIDENT
(blank)**13/3/2018 11:13**COMMON ASSAULT
ANDERSON ROAD BIGGLESWADE**14/3/2018 20:43**CRIMINAL DAMAGE - TO DWELLINGS
COLTSFOOT BIGGLESWADE**15/3/2018 17:43**HATE INCIDENT - DISABILITY
(blank)**16/3/2018 03:57**CRIMINAL DAMAGE - TO DWELLINGS
HITCHMEAD ROAD BIGGLESWADE
CRIMINAL DAMAGE - TO VEHICLES
HITCHMEAD ROAD BIGGLESWADE**18/3/2018 20:14**HAVING AN ARTICLE WITH A BLADE OR POINT IN A PUBLIC PLACE
GLEBE ROAD BIGGLESWADE**20/3/2018 22:05**DOMESTIC DISPUTE/INCIDENT
(blank)**21/3/2018 07:30**THEFT FROM MOTOR VEHICLE
SAXON DRIVE BIGGLESWADE

22/3/2018 22:08

DOMESTIC DISPUTE/INCIDENT

(blank)

23/3/2018 22:58

PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)

EXMOOR AVENUE BIGGLESWADE

25/3/2018 10:10

CRIMINAL DAMAGE - TO VEHICLES

SANGER AVENUE BIGGLESWADE

28/2/2018 06:50

THEFT FROM MOTOR VEHICLE

STRATTON WAY BIGGLESWADE

Biggleswade Holme - Offence	Number	% of Total	Cum %
THEFT FROM SHOPS AND STALLS	6	35.29%	35.29%
COMMON ASSAULT	2	11.76%	47.06%
DOMESTIC DISPUTE/INCIDENT	2	11.76%	58.82%
CRIMINAL DAMAGE - TO VEHICLES	1	5.88%	64.71%
THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER	1	5.88%	70.59%
CRIMINAL DAMAGE - THREAT TO COMMIT	1	5.88%	76.47%
BURGLARY RESIDENTIAL - DWELLING	1	5.88%	82.35%
THREATS TO KILL	1	5.88%	88.24%
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	1	5.88%	94.12%
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	1	5.88%	100.00%
Grand Total	17	100.00%	

Biggleswade Ivel - Offence	Number	% of Total	Cum %
THEFT FROM SHOPS AND STALLS	8	14.55%	14.55%
CRIMINAL DAMAGE - TO VEHICLES	7	12.73%	27.27%
DOMESTIC DISPUTE/INCIDENT	7	12.73%	40.00%
THEFT FROM MOTOR VEHICLE	6	10.91%	50.91%
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	6	10.91%	61.82%
COMMON ASSAULT	4	7.27%	69.09%
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	3	5.45%	74.55%
ATTEMPT BURGLARY RESIDENTIAL - DWELLING	2	3.64%	78.18%
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	2	3.64%	81.82%
MALICIOUS WOUNDING - WOUNDING OR INFLICTING GBH WITHOUT INTENT	1	1.82%	83.64%
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS (POA 1986 S. 4A)	1	1.82%	85.45%
BREACH SHPO/INTERIM SHPO/SOPO/INTERIM SOPO/ FOREIGN TRAVEL ORDER	1	1.82%	87.27%
CRIMINAL DAMAGE - TO DWELLINGS	1	1.82%	89.09%
HARASSMENT - SINGLE INCIDENT ONLY	1	1.82%	90.91%
BURGLARY - BUSINESS AND COMMUNITY	1	1.82%	92.73%
HARASSMENT - (PFHA SECTION 2)	1	1.82%	94.55%
THEFT FROM THE PERSON OF ANOTHER	1	1.82%	96.36%
DRUGS - HAVING POSSESSION OF A CONTROLLED DRUG - OTHER CLASS B	1	1.82%	98.18%
HARASSMENT - (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE	1	1.82%	100.00%
Grand Total	55	100.00%	

Item 12a - Council 24/02/2018
 Items for Information
 Crime Statistics
 March 2018

Biggleswade Stratton - Offence	Number	% of Total	Cum %
CRIMINAL DAMAGE - TO VEHICLES	5	22.73%	22.73%
DOMESTIC DISPUTE/INCIDENT	4	18.18%	40.91%
THEFT FROM SHOPS AND STALLS	3	13.64%	54.55%
THEFT FROM MOTOR VEHICLE	3	13.64%	68.18%
CRIMINAL DAMAGE - TO DWELLINGS	2	9.09%	77.27%
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	1	4.55%	81.82%
PUBLIC ORDER - FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S. 4)	1	4.55%	86.36%
COMMON ASSAULT	1	4.55%	90.91%
HAVING AN ARTICLE WITH A BLADE OR POINT IN A PUBLIC PLACE	1	4.55%	95.45%
HATE INCIDENT - DISABILITY	1	4.55%	100.00%
Grand Total	22	100.00%	

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF FOOTPATH NO 35)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2018

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot along the length of Footpath No 35, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2020 4576 (Map point A) to OS GR TL 2023 4518 (Map point B)

This temporary closure is required to enable the construction of a site depot across the legal line of the Footpath. The closure is expected to continue from 19 April 2018 for up to six months.

The alternative route for footpath users while the closure is in operation will be along the surfaced route shown on the plan.

Further details, including a map, can also be found on the Council's website at:

<http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/temporary.aspx>

The Order will come into operation on 19 April 2018 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the footpath have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Andrew Gwillam, Tel: 0300 300 6544,

Andrew.gwillam@centralbedfordshire.gov.uk

DATED 13 April 2018

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

PAUL MASON
Assistant Director, Highways

Emergency Footpath Closure

Part of Public Footpath No.35, Biggleswade

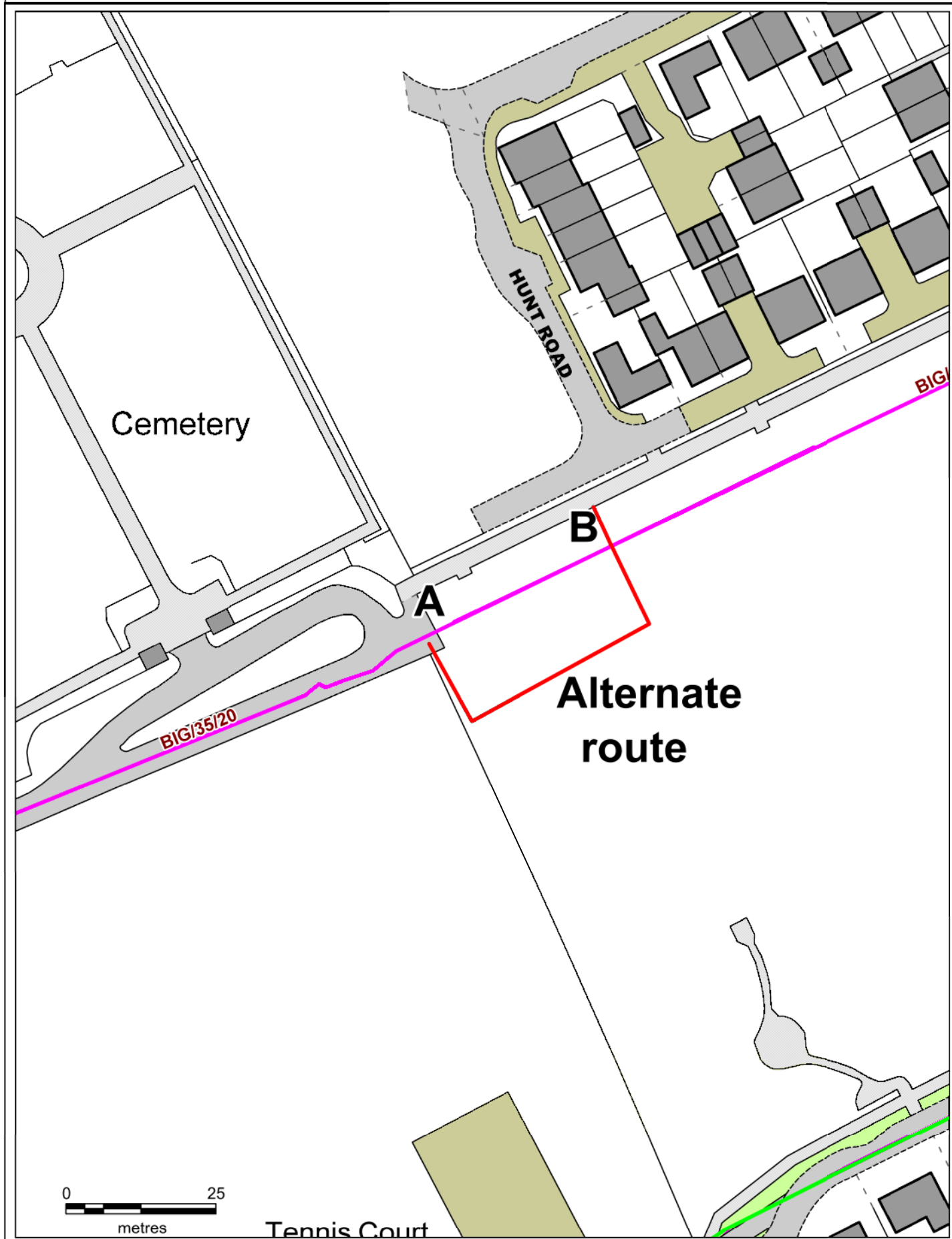
ALTERNATE ROUTE 



Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Bedfordshire
SG17 5TQ



Scale 1:841



Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mr Mike Thorn
Clerk to Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Contact Celina Jagusz
Direct Dial 0300 300 4034
Email celina.jagusz@centralbedfordshire.gov.uk
Date 11 April 2018



Dear Mr Thorn,

Application No: CB/17/04479/FULL
Location: 61 Hitchin Street, Biggleswade, SG18 8BE
Proposal: Change of use of ground floor restaurant (No. 61) and vacant (former) undertaker (No 63) into residential dwellings. 2No. existing first floor apartments to remain as existing. Associated elevational alterations.

The above application is scheduled for the next Development Management Committee on 25 April 2018. It has been recommended for approval however, the Committee is free to make a decision which is not in line with this if it considers there is grounds to do so.

Further to your Council's comments, you now have the opportunity for a representative to address the Committee. To request a speaking slot, you must notify Governance Services. All speaking requests must be received by 5pm on the day before the meeting (24 April 2018). Requests can either be made by telephone (0300 300 4034) or via email (celina.jagusz@centralbedfordshire.gov.uk). It is essential that you provide a contact telephone number. Further details of the speaking procedure are set out in the enclosed information sheet.

The Development Management Committee will start at 10am and take place in the Council Chamber, Priory House, Chicksands SG17 5TQ. The agenda, which includes the Planning Officer's report to Members, is published online 5 working days before the committee.

<http://centralbeds.moderngov.co.uk/mgCommitteeDetails.aspx?ID=631>

Councillor contact details can be found at <http://www.centralbedfordshire.gov.uk/council/councillors/overview.aspx> or by telephoning customer services on 0300 300 8692.

Yours sincerely,

Andrew Davie

Andrew Davie
Assistant Director - Development Infrastructure

Development Management

Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Speaking at Development Management Committee Meetings – Have YOUR say!

Members of the public can speak at the Council's Development Management meetings on planning applications submitted under the Town and Country Planning legislation.

The purpose of this scheme is to allow applicants, objectors, agents, supporters and representatives from Town and Parish Councils/Parish Meetings to make their views known to the Committee in person. Letters of support or objection will be taken into account during the consultation period.

The scheme only applies to applications which are submitted to the Committee and not to applications dealt with under Officer delegated powers.

How long can I speak for?

A maximum of three minutes is available for each collective group of speakers i.e.

- Group 1: representatives from each Town or Parish Councils/Parish Meetings;
- Group 2: any individual and organisation **objecting** to the application; and
- Group 3: any individual and organisation **supporting** the application, including the applicant and agent.

This time limit will be strictly adhered to. The Council strongly encourages speakers to get together and make a joint case, appointing a representative to speak on their behalf. If no spokesperson is appointed, speakers will be heard in the order that requests have been received until the three minutes have been used up.

Please note that the requests to speak will be recorded on a **'first come, first served'** basis. Should there be more than one request to speak on a particular item, the first person registered will be asked if they agree to share the three minute allowance.

Further information is provided in the Council's Constitution: Part 4G - Public Participation Procedure - Annex 3: Procedure for Public Participation in Development Management Committee Meetings when determining Planning or other Applications

<http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=900&MIId=5540&Ver=4&Info=1>).

When do I speak?

The Planning Officer will introduce the application including slides of the location and then the speakers will be invited to address the Committee in the following order:

- Town or Parish Councils/Parish Meetings;
- Objectors/representatives; and
- Supporters including applicants/agents.

How can I best use my time when speaking to the Committee?

It will help if you limit your views to relevant planning issues. Examples might be:

- The suitability of the site for the particular development;
- The design, appearance and layout of the proposal;
- Any loss of light or overshadowing;
- Highway safety and traffic issues;
- Effect on residential amenity;
- Noise, disturbance and odour problems; and
- Planning policy and Government guidance.

You should try to avoid reference to matters which are not relevant in reaching planning decisions. Examples might be:

- Matters covered by other laws (e.g. alcohol licensing);
- Private property rights (e.g. boundary or access disputes);
- Personal remarks (e.g. the applicant's motives);
- Effect on the value of property;
- Possible future development; and
- Loss of view over other people's land.

What time is the application heard?

The Committee Meeting will start at 10.00am and you are requested to arrive at least 15 minutes before.

The Agenda will be considered in the order printed unless the Chairman exercises his right to vary the order of business.

Can I circulate information at the meeting?

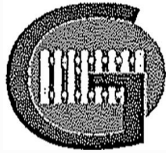
Written or illustrative material **will not** be circulated at the meeting. If you have any such material or any additional information to be considered by the Committee, please provide this to the relevant Case Officer/Planning officer at the Council by midday on the Friday before the Committee date.

How will the application be determined?

The Planning Officer will provide clarification on any matters arising from the public participation. The Committee will then consider the application and vote by a show of hands. Should an application be deferred, your views can be restated at that time.

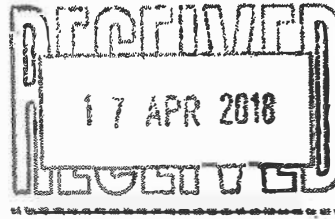
For more information

If you would like to know more about public participation, please contact Celina Jagusz on telephone number **0300 300 4034** or email: celina.jagusz@centralbedfordshire.gov.uk



BIGGLESWADE & SANDY GATEWAY CLUB

Charity Number 1054838



c/o 5 Chaloner Court
Billington Road
Leighton Buzzard
Beds
LU7 4TG
Telephone 07981 443741

The Town Clerk
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

16 April 2018

Dear Sir

Application for Financial Assistance 2018

On behalf of the Biggleswade and Sandy Gateway Club, I would like to thank you very much for the grant of 500.00 received on Saturday. As you are aware the Club is run solely by volunteers so support from organisations such as yours is very much appreciated.

This money will enable us to continue to provide social activities for our members at our weekly meetings.

Yours faithfully

Jane Roberts
Treasurer



18th April 2018

Mr R McGregor – Town Clerk
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

Dear Mr McGregor

We would like to thank Biggleswade Town Council for the recent donation of £1,850 to BigglesFM. This will be a great help with the running costs of the station.

Your support is very much appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to be "Alan Waring", written over a blue horizontal line.

Alan Waring
Station Manager

36 Sutton Mill Road, Potton, Sandy, Beds, SG19 2QB
Studio: 01767 260111
Office: 01767 260637
Email - admin@bigglesfm.com
Website - www.bigglesfm.com



'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'

Matthew 25:40

ADMINISTRATIVE OFFICE: THE GREEN, STOTFOLD, HITCHIN, HERTS. SG5 4AN
TELEPHONE: 01462 730521/733017 e-mail: admin@theneedproject.co.uk

Rob McGregor PSLCC
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

15/4/18

Dear Rob McGregor

Many thanks for the cheque of £500.00 from the Council.

This money will go towards supporting the work of the charity in distributing food, furniture and other items to the people in need.

We wish your Town Council and its work many blessings.

God bless

Doug Deards
Hon. Treasurer/Trustee





Mr Rob McGregor PSLCC
Biggleswade Town Clerk
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

16 April 2018

Together, we are providing a respite lifeline

Dear Mr McGregor

I was delighted to learn that Biggleswade Town Council have generously supported Revitalise with a donation of £708.

This donation will be put to very good use, to help us provide much needed respite breaks for disabled people and their carers from Biggleswade, making a huge difference to their lives by offering them a respite lifeline.

In 2016/17 we provided over 4,600 respite breaks to disabled people and their carers from across the UK at our three centres in Essex, Southampton and Southport.

Thank you to Town Council for their continued support and interest in our work; it is very much appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Simmonds', written over a horizontal line.

Chris Simmonds
Chief Executive

Chairman Mindy Sawhney **Chief Executive** Chris Simmonds
Patron Samantha Cameron

Vice Presidents: Sir Andrew Buchanan Bt, The Rt. Hon. The Lord Crawshaw, Dame Judi Dench CH DBE, Denis Green, Hugh Kemsley OBE, Tim Prideaux JP DL, Dame Esther Rantzen DBE, Arthur Smith, John Spence OBE. **Honorary Ambassadors:** Dan Bentley, Nick Skelton CBE, David Smith MBE

OUTCOME OF CBC DETERMINED PLANNING

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
The Baulk, 8	18/00501/FULL	27/02/2018	No Objection	Attic conversion, new rear dormer and reposition of solar heating panels on rear slope of roof.	Granted 09/04/2018	
Beech Avenue, 48	18/00813/FULL	13/03/2018	No Objection	First floor side extension.	Granted 18/04/2018	
Chaucer Drive, 3	18/00642/FULL	13/03/2018	No Objection	Proposed two storey rear extension.	Granted 05/04/2018	
Devon Drive, 22	18/00905/FULL	27/03/2018	Objection - due to height of boundary wall and fence next to the highway.	Retrospective: Extend the height of boundary fencing at the rear of the property from 1.8m to 2.7m with the addition of 90cm trellis fencing onto existing fence. (boundary has garages to other side). To extend the height of walled boundary from 1.8m to 2.7m by adding a 90cm trellis fence onto existing wall (roadside boundary of corner plot).	Awaiting Decision	
Drove Road, 94	17/05032/FULL	14/11/2017	No Objection	Proposed two storey side extension.	Consultation Period	
Ely Croft, 5	18/00356/FULL	13/02/2018	No Objection	Single storey rear extension.	Granted 06/04/2018	
Fairfield Road, 70	18/00965/FULL	27/03/2018	No Objection	Part single storey part two storey side extension. Change of use of existing garage with alterations. Single storey part two storey side extension. Change of use of existing garage with alterations. Single storey front extension. Erection of detached garage.	Awaiting Decision	
High Street, 11-13	18/00331/FULL	13/02/2018	Objection - on the grounds of inadequate parking.	Change of Use of rear part of existing building into 2No flats following partial demolition of single storey rear extension and construction of new three storey building to create 3 No flats.	Awaiting Decision	
Hitchin Street, 16-18	18/00408/FULL	13/03/2018	No Objection	Change of use from A1 (retail) to A3 (Café/Restaurant) with small soft play area.	Awaiting Decision	
Hitchin Street, 61	17/04479/FULL	14/11/2017	No Objection	Change of use of ground floor restaurant (No61) and vacant (former) undertaker (No 63) into residential dwellings. 2 No existing first floor apartments to remain as existing.	Consultation Period	
Laburnham Road, 65	18/00582/VOC	13/03/2018	No Objection	Removal of Conditions 7 & 8 of Planning permission CB/16/00611/Full dated 26/05/16 due to dropped kerb scheduled work time period.	Awaiting Decision	
Langford Road, Land West of Langford Road, Holmemills	18/00791/FULL	13/03/2018	No Objection	Erection of new 4 bed dwelling.	Awaiting Decision	
Lindsell Crescent, 6	17/06039/FULL	23/01/2018	No Objection	Single storey rear extension.	Consultation Period	
London Road, Unit M, A1 Retail Park	18/00645/FULL	13/03/2018	No Objection	Sub division of Unit M to create 2 unites with mezzanine floors and external alterations to the front elevations.	Awaiting Decision	
Maple Close, 18	17/05884/FULL	23/01/2018	Objection - as change from residential to commercial use and impact of increased parking problems in a cul de sac.	Change of use from Garage to Beauty Room.	Consultation Period	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Mulberry Close, 4	18/00354/FULL	31/01/2018	No Objection	Proposed two storey side extension plus single storey front extension with front canopy and rear porch extension.	Awaiting Decision	
Normandy Lane, Unit F1	17/04899/ADV	14/11/2017	Objection - proposed sign too high and of an overbearing nature which would be detrimental to the area.	Advertisement: Illuminated static freestanding 12m totem sign.	Awaiting decision	
Normandy Lane, Unit F1	17/04909/ADV	14/11/2017	Objection - signs are not in keeping with other signage in the area. Also, the plans presented to the Town Council were presented before associated building.	Advertisement: Various site signage including 1 No. gateway height restrictor, 9 No. freestanding signs, 1 No. side by side directional, 2 No. banner units and 17 No. dot signs.	Awaiting decision	
Normandy Lane, Unit F1	17/04910/ADV	28/11/2017	No Objection	Advertisement: Installation of 7 illuminated fascia signs.	Awaiting decision	
Normandy Lane, Unit F1	17/04854/FULL	28/11/2017	No objection provided the applicant commits funds for regular, ongoing litter clearance throughout the town. S106 funds are agreed for the provision of directional signage to the Town Centre. Neighbours are consulted and any comments they may make are considered by CBC in their deliberations. The Council is to ensure that their guidelines on the size of the proposed dwellings are complied with to eliminate detriment in respect of light and privacy of adjacent residents.	Erection of freestanding two storey restaurant with car parking, landscaping and associated works. Installation of 2 No. COD (Customer Order Display) with associated canopies, remote refuse store, playspace and 2 No. Gas and Electricity Kiosks.	Awaiting decision	
Oak Crescent, 34	17/01799/FULL	25/07/2017	No Objection	Single storey porch to front of property.	Granted 09/08/17	
Osprey Road, 79	17/05015/FULL	28/11/2017	No Objection	Single storey side extension.	Granted 05/12/17	
Pegasus Drive, Stratton Business Park	17/05309/RM	12/12/2017	No Objection	Reserved Matters: submission of details relating to access, appearance, landscaping, layout and scale for Building 1 (Phase 2) consisting of warehouse building and associated car, cycle and lorry parking; dock levellers; canopies; wash bay; security fencing and barriers; and landscaping at Phase 4 Stratton Park, Pegasus Drive, Biggleswade.	Granted 23/03/2018	

ADDRESS	APPLICATION NO.	COMMITTEE DATE	BTC DECISION	DESCRIPTION	CBC OUTCOME/ DATE	"CALLED IN"
Pegasus Drive, Stratton Business Park	17/05322/RM	12/12/2017	No Objection	Application for Approval of Reserved Matters - Application No. CB/17/02166/OUT dated 18/10/2017 - Erection of up to 52,000sqm of B2 and or B8 floor space with ancillary offices, together with associated car parking and landscaping - Submission of details relating to site wide infrastructure including: landscaping; spinal road; drainage; levels; and lighting.	Granted 23/03/2018	
Potton Road, Land South of, Biggleswade	18/00857/VOC	27/03/2018	Objection - as 1.8m feather board fence will not provide sufficient noise mitigation to protect the hospital and neighbours.	The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans: 1903-10,1903-11,1903-12,1903-13A,1903-14A,1903-15A,1903-16,1903-17,1903-18,1903-21, sample schedule, noise impact assessment and lighting details.	Granted 13/04/2018	

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

CENTRAL BEDFORDSHIRE COUNCIL

(BIGGLESWADE: PART OF BRIDLEWAY NO 58)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2018

Notice is hereby given that Central Bedfordshire Council have made an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of Bridleway No 58, Biggleswade which extends from Ordnance Survey Grid Reference (OS GR) TL 2068 4271 (Map point A) to OS GR TL 2082 4239 (Map point B).

This temporary closure is required to enable development works to be carried out. The closure is expected to take place from 27 April 2018 for up to six months.

There is no alternative route for bridleway users while the closure is in operation.

Further details, including a map, can also be found on the Council's website at:

<http://www.centralbedfordshire.gov.uk/leisure/countryside/rights-of-way/temporary.aspx>

The Order will come into operation on 27 April 2018 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the bridleway have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

For further information please contact Andrew Gwillam, Tel: 0300 300 6544,

Andrew.gwillam@centralbedfordshire.gov.uk

DATED 20 April 2018

Priory House, Monks Walk
Chicksands, Shefford
Beds SG17 5TQ

PAUL MASON
Assistant Director, Highways

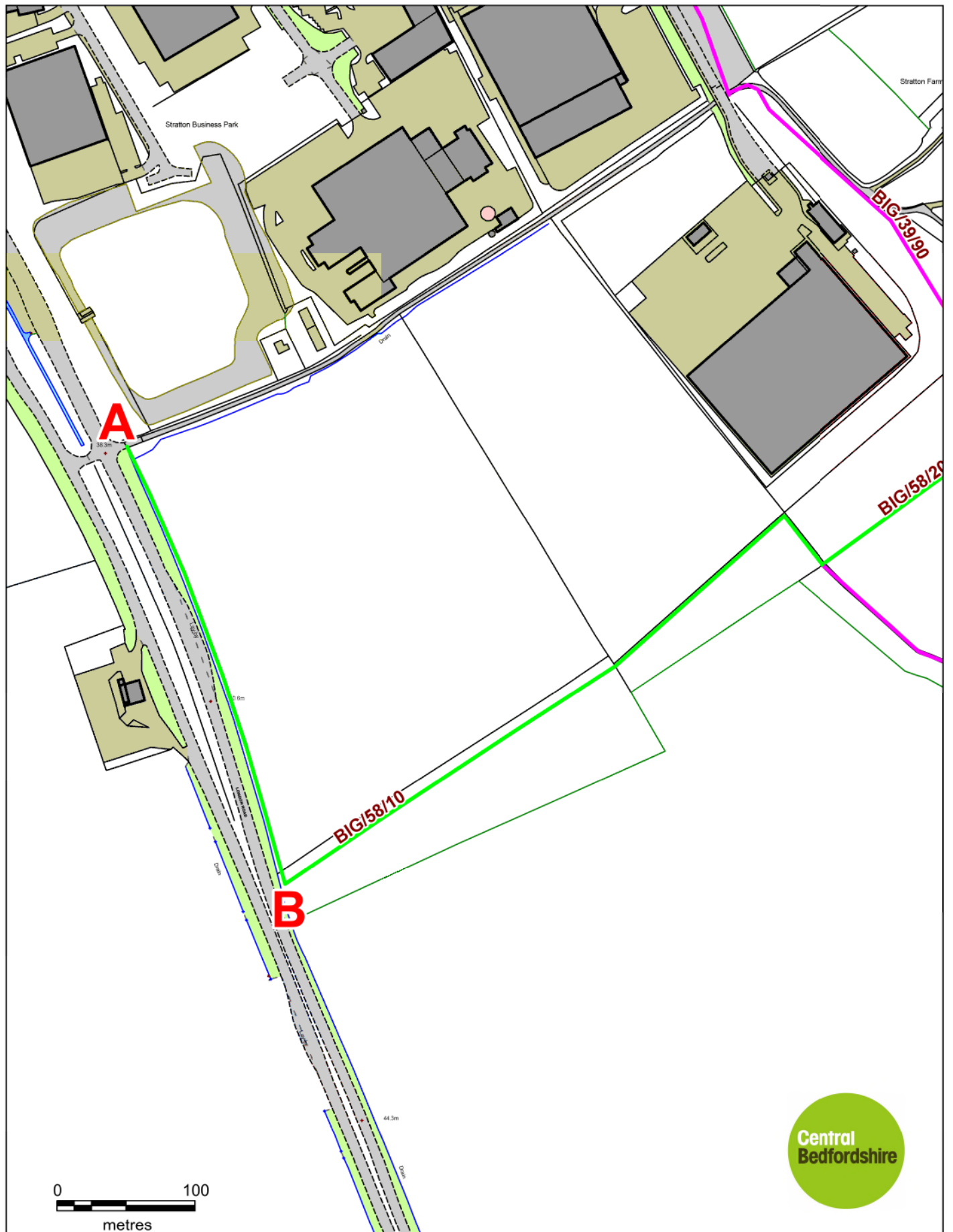
Emergency Closure of Part of Public Bridleway No.58

NO Alternate Route. Length Temporarily Closed A- B

Compiled by on 5 April 2018



Scale 1:3660



Emergency Closure of Part of Public Bridleway No.58

NO Alternate Route. Length Temporarily Closed A- B

Compiled by on 5 April 2018



Scale 1:3660

