



LEIGHTON-LINSLADE TOWN COUNCIL

www.leightonlinslade-tc.gov.uk 01525 631920

Pat Kingsnorth
Town Clerk

21 August 2012

To : Town Mayor and all Members of the Partnership Committee
Town Councillors: S Cotter (Vice Chair), A Dodwell, J M Freeman, G Rolfe
and K Sharer

Central Bedfordshire Councillors: D Bowater, D Hopkin (Chair), R Johnstone,
A Shadbolt and B Spurr

H Shore – Central Bedfordshire Council

All business groups

(Copies to other Town Councillors and to Councillor N Young for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Partnership Committee** to be held on **Thursday 30 August 2012** commencing at **1930 hours** in the Council Chamber, The White House, Hockliffe Street.

P M P Kingsnorth
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

Pat Kingsnorth · Town Clerk · pat.kingsnorth@leightonlinslade-tc.gov.uk · 01525 631910

The White House · Hockliffe Street · Leighton Buzzard · Bedfordshire · LU7 1HD

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it (full details of declarations are **attached**).

3. PUBLIC SESSION (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Order No. 1 (e) and 1(g)¹.

4. MINUTES OF LAST MEETING

To receive and approve as a correct record the minutes of the Partnership Committee meeting held on 31 May 2012 (**attached**).

5. MINUTES OF SUB-COMMITTEES AND TASK GROUPS

To receive the minutes of the following and consider the recommendations contained therein :

(a) Big Plan II Projects Sub-Committee – 26 June 2012 (**attached**)

6. COMMITTEE WORK PLAN AND OBJECTIVES 2012-2013

To receive and review the draft Committee work plan for 2012-2013 (**attached**).

7. CENTRAL BEDFORDSHIRE COUNCIL UPDATE

To receive and consider a report from Central Bedfordshire Council (**attached**).

8. COMMUNITY ENGAGEMENT

To receive and consider a report regarding community engagement (**attached**).

9. PARTNERSHIP COMMITTEE STRUCTURE

To receive and consider a report regarding the structure of the Partnership Committee (**attached**).

¹ Standing Order 1 (e): members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Standing Order 1 (g): each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes.

10. BUDGET MONITORING REPORT

To receive a budget monitoring report for the period 1 April - 30 June 2012 **(attached)**.

11. PORTAS PILOT

(a) To receive a report on the Portas Pilot bid (Manifesto and report **attached**).

(b) To consider an invoice and correspondence from S Lakin regarding hours worked in respect of the Portas Pilot bid **(attached)**.

12. SUSTAINABLE TRANSPORT FUND

To receive an update from Central Bedfordshire Council regarding the "Smarter Routes to Employment" projects resulting from the successful bid for funding from the Government's Local Sustainable Transport Fund.

13. CHRISTMAS WEEKEND AND LIGHTING

(a) To receive an update on plans for the Christmas Weekend including the proposed programme, budget and the possibility of free of charge to the public parking and bus travel **(attached)**.

(b) To receive an update regarding Christmas Lighting **(attached)**.

(c) To receive a request from the I ♥ LB Group **(attached)** to reinvest receipts from the sale of market stalls in promoting the Christmas event

(d) To receive a request from the I ♥ LB Group for funds for the designing and printing of a 'gift catalogue' to promote businesses over the Christmas period **(attached)**.

14. TOWN CENTRE PUBLIC ADDRESS SYSTEM

To receive an update regarding research into a town centre public address system **(attached)**.

15. STREET MARKET

(a) To report that the Market Charter will be fully devolved to the Town Council. It is anticipated that there will be a formal handover on 29 September 2012.

(b) To consider funding "How to become a Market Trader" workshops for potential market traders and to include some form of Start Up Financial assistance (funding from £35,000 Economic development budget).

(c) To note a report of specialist/farmers' markets planned for 2012/2013 **(attached)**.

16. BUSINESS GROUPS UPDATE

- (a) To note plans for the Leighton Buzzard Business Fair on 26 September 2012
- (b) To receive verbal updates from business groups.

17. SIGNAGE STRATEGY

To consider seeking funding from Central Bedfordshire Council for signage projects within the approved Signage Strategy.

18. VERGES AND BIODIVERSITY

To consider a request from the South Bedfordshire Friends of the Earth (**attached**) and a letter from Central Bedfordshire Council regarding this matter (**attached**).

19. HISTORICAL LEAFLET

To consider a draft Historical information leaflet for the town and next steps (**attached**).

20. SHOPPING DIRECTORY

To consider a request from South Bedfordshire Friends of the Earth for an update/reprint of the town centre shopping directory leaflet (**attached**)

21. SHOPPING POSTERS

To consider a request from South Bedfordshire Friends of the Earth to fund a Shopping Poster (**attached**)

22. STAFFING/RESOURCES FOR PARTNERSHIP PROJECTS

To receive an update from the Town Clerk regarding staffing and resources (report **attached**).

23. BUSES

To consider a request from South Bedfordshire Friends of the Earth to fund additional bus services on a Saturday (correspondence **attached**).

**Committee Members receive all documentation.
Background papers available to all Councillors upon request.**

TERMS OF REFERENCE

1. To serve as a Partnership Forum for all those involved in initiatives impacting on the Parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centre.
2. To set the broad direction of the partnership, taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.
3. Work towards improving the economic, social, environmental and cultural vitality of Leighton Buzzard and Linslade.
4. Prepare and maintain a Town Centre Strategy and Action Plan to help and encourage appropriate town centre and town development, for approval by the Town Council and Central Bedfordshire Council.
5. To deliver the Big Plan, recognising the context of the Local Development Framework and related planning processes.
6. Co-ordinate the activities of the various town centre service providers and those responsible for meeting the needs of the town centre.
7. Establish sub-committees and task groups to progress/deliver specific proposals in town development strategies.

DECLARATION OF INTERESTS AT MEETINGS

- 1 Where a matter arises at a meeting which relates to an interest in Appendix A of the Code of Conduct, the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 2 Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
- 3 Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- 4 A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- 5 Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.