



LEIGHTON-LINSLADE TOWN COUNCIL

www.leightonlinslade-tc.gov.uk

01525 631920

Mark Saccoccio
Acting Town Clerk

29 November 2013

To: Town Mayor and all Members of the Partnership Committee

Town Councillors: S Cotter – Vice Chair, A Dodwell, P Snelling, G Rolfe and K Sharer

Central Bedfordshire Councillors: D Bowater, D Hopkin - Chair, A Shadbolt, B Spurr and N Warren

G McKenzie, S Hughes – Central Bedfordshire Council

All business groups

Rev. P Niemiec (Community Forum spokesperson)

(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 12 December 2013** commencing at **1930 hours** in the Council Chamber, The White House, and Hockliffe Street.

M Saccoccio
ACTING TOWN CLERK

A G E N D A

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.

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. DISPENSATIONS

To consider requests from Councillors for dispensations (must be notified in writing).

Mark Saccoccio · Acting Town Clerk · mark.saccoccio@leightonlinslade-tc.gov.uk · 01525 631913

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

4. PUBLIC SESSION (maximum 15 minutes)

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

5. MINUTES OF LAST MEETING

To receive and approve as a correct record the minutes of the Partnership Committee meeting held on 31 October 2013 **(attached)**.

6. MINUTES OF SUB-COMMITTEES

To receive the minutes of the Economic Development Sub-Committee meeting held on 14 November 2013 **(attached)** and consider the recommendations contained therein.

7. TOWN CENTRE DELIVERY PLAN

a) Sam Caldbeck of Central Bedfordshire Council will present the final draft Delivery Plan for consideration. **(attached)**

b) To endorse the proposed expenditure for the Town Centre Delivery Plan **(attached)**

8. PARKING STUDY

To receive a report from Sam Caldbeck of Central Bedfordshire Council recommending a review of car parking capacity and management. **(attached)**

9. SIGNAGE STRATEGY

To receive a report and consider the recommendations in accordance with the Signage strategy. **(attached)**

10. RIVERSIDE CENTRE

To consider Business Plan presented by Daniel Sosnowski, Learning Area Manager at Central Bedfordshire College. **(to follow)**

11. BUSINESS UPDATE

To receive verbal updates from business groups.

¹ Standing Order 1 (f): 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 (h): 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 3 minutes.

12. COMMUNITY FORUM

To receive verbal update and minutes from the Community Forum steering group meeting on 28 November 2013. **(attached)**

13. CENTRAL BEDFORDSHIRE COUNCIL UPDATE

To receive and consider a report from Central Bedfordshire Council **(to follow)**. *N.B. Councillors are asked to submit questions on the report, in advance, to the Community Engagement Officer, CBC).*

14. COMMITTEE WORK PLAN, OBJECTIVES AND BUDGET

To receive the committee work plan and objectives for 2013-2014, including a budget update. **(attached)**

15. BIG PLAN II PROJECTS:SPORTS FACILITIES

To consider the recommendation made by the Leisure and Community Committee on 4 November 2013: ***to allocate funding of up to £10,000 from the Big Plan Projects budget for the refurbishment of the tennis and basketball courts at Pages Park. (attached)***

16. TEMPORARY BEACH

To receive a report to consider a temporary beach constructed in Parsons Close, as part of the potential Partnership Projects/Budget 2014/15 **(attached)**.

17. TOURISM LEAFLET

To consider a request to fund the redesign and reprinting of the town shopping directory (information **(attached)**). Budget code EMR TCM/BP 965/9022 £3421 available 2013/14.

18. 2014/2015 BUDGET

To consider projects for inclusion in the 2014-2015 budget and to make recommendations **(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.