

Item 11 (ii) Appendix A

Biggleswade Joint Committee

Terms of Reference

1. Purpose

1.1 To serve as a forum for all those involved in initiatives impacting on Biggleswade Town and Parish to consult with each other and co-ordinate their activities so as to realise their aspirations for the Parish and the town centre.

1.2 To guide the broad direction of the town centre taking into account the needs of the town centre's customers, employees, residents, visitors, traders, property owners and developers.

1.3 Advise the principal decision makers as to the impact of decisions that affect the two wards of Biggleswade.

2. Objectives

2.1 Work towards improving the economic, social, environmental and cultural vitality of Biggleswade.

2.2 Ensure the implementation of the Town Centre Masterplan to help and encourage appropriate town centre and town development

2.3 Work in partnership with relevant bodies to achieve the delivery of new infrastructure

2.4 Identify appropriate funding opportunities for the furtherance of town initiatives

2.5 As appropriate, consider transport issues, where these are not covered by existing transport strategies including the Local Transport Plan and the Local Area Transport Plan.

3. Membership:

3.1 4 named Councillors from Central Bedfordshire Council. Councillors must be elected representatives of wards in Biggleswade or hold Executive responsibility

3.2 4 Biggleswade Town Council appointed Councillors

3.3 2 named substitutes from each Council will be permitted to attend meetings as full Committee representatives; the Central Bedfordshire named substitutes will hold Executive responsibility.

3.4 Members should serve up to the period of the local election

3.5 All Councillors should have the interests of the Biggleswade area as a priority, not their own wards.

Item 11 (ii) Appendix A

4. Meetings and Quorum:

4.1 At least 3 Members from each Council will have to be in attendance for the meeting to be quorate.

4.2 Meetings will take place at least quarterly or as otherwise directed by the Chairman.

5. Notes:

5.1 This group has the power to co-opt up to 10 representatives of local interest groups to attend its meetings.

5.2 A Councillor appointed by Central Bedfordshire Council will take on the role of Chairman and a Councillor appointed by the Town Council will take on the role of Vice-Chairman.

5.3 Biggleswade Town Council administers the committee which is governed by the Town Council's Standing Orders except that where the Standing Orders are in conflict with the Joint Committee's Terms of Reference, the Joint Committee's Terms of Reference shall prevail.

5.4 Only members of the committee can vote.

5.5. The Committee is not a replacement for any decision making structures regarding planning applications and will not duplicate the work of the Planning Authority.

5.6 In an attempt to engage with local town centre stakeholders, the Biggleswade Joint Committee may co-opt up to ten additional Committee Members from local town centre representative groups. Representative groups could be from the retail, banking, property, transport or any other relevant sectors. However, any co-opted Member must be able to demonstrate how they can add value to the work of the Committee. **Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights.** Co-opted Members will serve a term on the Committee equivalent to the electoral term of elected Council Members