



MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 16TH NOVEMBER 2021 AT 7.00PM
AT BIGGLESWADE TOWN COUNCIL OFFICE, 4 SAFFRON ROAD,
BIGGLESWADE, SG18 8DL



PRESENT:

Cllr M Knight – Chairman
Cllr G Fage – Vice Chairman
Cllr D Albone
Cllr I Bond
Cllr M North
Cllr R Pullinger
Cllr M Russell
Cllr D Strachan
Cllr C Thomas
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council
Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mr Philip Truppin, Head of Place Shaping & Town Centre Management
Ms Wilhelmina Solomon, Head of Finance & Planning, Biggleswade Town Council
Mr Joshua Nyamfukudza, Finance Manager, Biggleswade Town Council
Mr Jonathan Woolley, Public Realm Manager, Biggleswade Town Council
Miss Helen Calvert, Administration & HR Manager
Ms Karen Saunders, Administrator, Biggleswade Town Council

Member of the public: None.

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Item 9b – Cllr Strachan.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman extended his thanks to the Biggleswade Town Council staff, volunteers and everyone who made the Remembrance Sunday Parade a success.

4. **PUBLIC OPEN SESSION**

The Chairman advised members of the public wishing to speak to either raise their hand (for in-person attendees) or to use the electronic "raise hand" function on screen (for Zoom attendees).

None.

5. **MEMBERS' QUESTIONS**

Cllr Pullinger raised two questions. Firstly, had the issue regarding the pigeons been raised with Central Bedfordshire Council and that the bench next to the notice board had been covered in pigeon droppings.

The Public Realm Manager advised the bench needs to be moved but this can only be dealt with once the Market layout has been approved. The Public Realm Team are doing their best to keep the bench cleaned and should improve once the pigeons are eradicated.

Secondly, regarding the developer's refusal to host the second Christmas tree at the Orchard Community Centre square and what alternative sites are available. The Public Realm Manager advised that the issue was to do with insurance and an alternative site was being sought to put up at the Saxon Gate Leisure Centre.

6. **INVITED SPEAKER**

None.

7. **MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes of the Town Centre Management meeting of **Tuesday 17th August 2021**.

8. **MATTERS ARISING**

- a. From the Minutes of the Town Centre Management meeting of **Tuesday 17th August 2021**:

Union Flag: The Head of Governance & Strategic Partnerships advised this matter is being reviewed regarding the height of the flag and the flag flying policy is being updated. Options are being considered to purchase more flags.

Community Toilets: Community toilets to be considered at the next meeting.

War Memorial Remedial Works: Members requested the Public Realm Manager provide an update on this. The Public Realm Manager advised that a meeting is scheduled with Central Bedfordshire on 24th November 2021. It has been agreed in principle to submit a bid to Central Bedfordshire Council to get the work done on the re-lettering, painting of the railings and posts at the site.

9. **ITEMS FOR CONSIDERATION**

- a. **2021 Remembrance Sunday**

The Chair congratulated the members of staff and the British Legion and volunteers that were involved in the organisation of the 2021 Remembrance Parade. This was well received by members of public. There was a good police presence at the event.

- b. **Biggleswade Business Support**

For Members to consider measures which the Town Council may take to support businesses and increase footfall in Biggleswade. Cllr G Fage asked if there was a budget to support advertising, videos to showcase our market, businesses and events.

It was **RESOLVED** that £100 per month up to a total of £900 would be made available to the end of the financial year. Cllr Strachan suggested that businesses and the Chamber of Trade might wish to contribute.

- c. **Place Shaping Manager - Job Description and Person Specification**

Members considered the draft Job Description and Person Specification for the Place Shaping Manager role. It was noted that the Person Specification requires a First Degree, however it was suggested this be made to 'desired' to entice more people.

It was **RESOLVED** that the amended job description would be revised and shared with the Chairman of the Personnel Committee and the Chairman of the TCM for approval.

10. **ITEMS FOR INFORMATION**

- a. **Christmas Offer**

An update was also given regarding the Christmas Lights Switch on and offer on Friday 26th November 2021.

Members were advised regards the Safety Advisory Group will now be involved in events planning for the Market Square.

The temporary closure of the road from the High Street roundabout up Station Road and ends at the exit of Back Street from 4pm until 8pm, was considered appropriate to keep pedestrians safe. A programme for the event will be circulated in due course.

b. **Town Centre Finances**

The Head of Finance & Planning updated Members on the progress of Welcome Back Funding purchases.

The TCM remaining budget for 2021/22 is £11K.

It was **RESOLVED** that £900 will be made available for advertising/videos to improve footfall into the Town Square.

c. **CCTV**

The Head of Governance & Strategic Partnerships updated Members on CCTV. It was noted that it is important to get the correct technology and placement of the cameras to provide the best level of security. Members' local knowledge would be considered in selecting optimal camera locations.

11. **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

None.

12. **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.

None.

Meeting closed at 8:15pm