



Ref: Agenda/TCM-15/02/2022

10<sup>th</sup> February 2022

Dear Sir/Madam

Members of the Town Centre Management Committee are hereby summoned to the meeting on **Tuesday 15<sup>th</sup> February 2022** at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, in order to transact the under mentioned items of business.

Yours faithfully

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

Peter Tarrant  
Town Clerk & Chief Executive

Distribution:	Notice Boards
Committee Members:	Cllr M Knight ( <b>Chair</b> )
	Cllr G Fage ( <b>Vice Chair</b> )
	Cllr D Albone
	Cllr I Bond
	Cllr M North
	Cllr R Pullinger
	Cllr M Russell
	Cllr D Strachan
	Cllr C Thomas
	Cllr J Woodhead

## **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. CHAIRMAN'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.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_VpJ-9UqQQB2qK8sbbPGEOq](https://us06web.zoom.us/webinar/register/WN_VpJ-9UqQQB2qK8sbbPGEOq)**

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 OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management meeting held on **Tuesday 16<sup>th</sup> November 2021** at the offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of the Town Centre Management meeting held on **Tuesday 16<sup>th</sup> November 2021**.

**9. ITEMS FOR CONSIDERATION**

- a. **Her Majesty The Queen's Platinum Jubilee**

For Members to receive a written report from The Head of Governance & Strategic Partnerships outlining draft plans for celebrating Her Majesty The Queen's Platinum Jubilee.

- b. **Car Park Permit charges for 2022/2023**

For Members to receive a written report from the Head of Finance & Planning on car park permit charges.

- c. **Community Toilet Scheme**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships on the Community Toilet Scheme ahead of the arrival of the new Place Shaping Manager.

**10. ITEMS FOR INFORMATION**

- a. **TCM Budget 2022/2023**

For Members to receive an oral update from the Town Clerk and Chief Executive.

- b. **Staffing**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships on the arrival of the Place Shaping Manager.

c. **Flag Policy and Procurement**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships on the refreshed flag flying policy and procurement options.

d. **War Memorial**

For Members to receive an oral update from the Public Realm Manager on war memorial renovation.

e. **Christmas 2022 Preparations**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships on the timeline and procurement process for the Christmas 2022 offer.

f. **Pigeons**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships on measures being taken to address the pigeon infestation.

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.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_VpJ-9UqQQB2qK8sbbPGEOq](https://us06web.zoom.us/webinar/register/WN_VpJ-9UqQQB2qK8sbbPGEOq)**

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.

12. **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.

**(13a CCTV)**

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 TOWN CENTRE MANAGEMENT COMMITTEE**  
**MEETING HELD ON TUESDAY 16<sup>th</sup> 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 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 17<sup>th</sup> August 2021**.

## 8. **MATTERS ARISING**

- a. From the Minutes of the Town Centre Management meeting of **Tuesday 17<sup>th</sup> 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 24<sup>th</sup> 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 26<sup>th</sup> 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

**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee**  
**15<sup>th</sup> February 2022**  
**Her Majesty The Queen's Platinum Jubilee Celebrations**

**Implications of Recommendations**

**Corporate Strategy:** This flagship weekend fits into the wider annual planned events schedule.

**Finance:** The event will be subject to sufficient budget allocation.

**Equality:** The Town Council is fully inclusive and all activities will serve all communities.

**Environment:** The Town Council has a sustainability policy.

**Community Safety:** The CBC Safety Awareness Group risk assessments will be fully resourced.

**Background**

This report has been created to inform Members on the current planning activity which Officers have been working on in collaboration with Central Bedfordshire Council (CBC) and Bedford Borough Council. Planned events will be delivered in keeping with similar large-scale events such as Remembrance 2021 and the Christmas Offer 2021. The Town Council has additional road closure barriers for crowd and road control, and greater capacity for promotion of events year-round via its new vertical banner fixing points on the five entry routes into town. Officers have planned an annual calendar of events based on community and voluntary group-led delivery.

**Introduction**

Officers have researched Platinum Jubilee (PJ) national guidance to ensure that planning is delivered to the highest standards. Several local community groups have been engaged with and positive feedback and plans are now in the pipeline. Officers estimate that the community and voluntary groups led activities will take place mainly on the Friday and Saturday during the weekend celebration. Community events may though take place on each day subject to sufficient planning. Although the focus of the PJ will take place during the long bank holiday weekend, Officers are working with community groups to enable a public celebration lasting the entire month of June.

Promotional material will include 5 vertical banners that will be placed on the 5 main entry lampposts into the Town. The Town Council will provide bunting in the High Street, however bunting for the Town Square may be provided by local businesses. Officers are exploring using festoon lighting – natural white for multiple use – and are receiving quotes from two national, NALC approved suppliers.

**Fire Beacon**

Significant research has been done on procuring a suitable beacon to start and end the PJ festivities. This has concluded that a 10 metre high wooden fire brazier structure (or quote) is not available via the official PJ guide. This option has therefore been discounted for reasons of procurement and affordability. The only remaining option is the 2 metre metal gas beacon (please see annex A for details). The cost of this to purchase (and use again in future) is £495 plus VAT and includes two gas bottles for the opening night. There will be the need to procure additional gas bottles for the Sunday closure. Officers suggest that the Market Square (Xmas tree location) should be where the beacon is placed. In future it may be possible to place the beacon on top of a building as per the guidance recommendation.

**Market Square**

Officers are putting together a series of events from the Thursday 3<sup>RD</sup> June 2022. The Beacon will be lit at 9:45pm – 11:00pm with Councillor speeches, to end on the Sunday. Preliminary events are being worked on and include a children's disco, face painting and arts trail and other art exhibitions. Gazebos will be erected for indoor board games (chess, jenga etc), a hog roast potentially on Thursday or Sunday, and Street Food Heroes attending on Friday. The Town Council projector and PA system (from the



Chamber) could be used over the four days subject to a Chamber solution being provided before June. Officers are planning for footage on a loop of the Monarch through the ages and supporting background music. A PJ themed brunch and PJ themed afternoon tea will be provided by the Cafés charged locally. The beacon will be re-lit to mark the end of the celebrations on Sunday. Officers are exploring the possibility of a Church supported event during the celebrations.

### **Street Parties**

Officers have engaged with Bedford Borough which is arranging 12-15 street parties in Bedford along with street closure licenses at a cost of £21.00. Officers suggest that for the town up to four suitable streets could be encouraged to apply for street closure licenses along with risk assessments. The Town Council would provide support to the streets in the form of administration, licensing cost, sustainable bunting, and a Public Realm team occasional presence. The street parties would further foster a community celebration and help build a national sense of pride in the PJ following the 2-year pandemic by promoting wellbeing.

### **Budget**

Officers are inviting all Community Voluntary Groups to apply for Ward Councillor and national PJ grants to support their own events during Jubilee. Officers estimate that circa £2,000 is required in order to purchase and operate the gas beacon and ensure sufficient bunting is in place.

Karim Hosseini  
Head of Governance & Strategic Partnerships

Karen Saunders  
Administrator

**Annex A**  
**Platinum Jubilee Guidance**

**BIGGLESWADE TOWN COUNCIL**

**Town Centre Management Committee Meeting  
 15<sup>th</sup> February 2022  
 Car Park Permit charges for 2022/23**

**Implications of Recommendations**

**Corporate Strategy:** None.  
**Finance:** Marginal effect on budgets.  
**Equality:** None.  
**Environment:** None.  
**Community Safety:** None.

**Background**

It was resolved at the Finance and General Purposes meeting held on 18<sup>th</sup> February 2022 to review and increase the parking permits for 2022/2023 which were last increased on 1<sup>st</sup> August 2018.

**Introduction**

Officers met with the Chair and Deputy of the Town Centre Management Committee, who recommended the below changes for residents and businesses.

The attached schedules give a detail breakdown of the proposed charges for the year 2022/23. The tables below show comparisons on a monthly cost basis.

The higher percentage increases for monthly, quarterly and half yearly permits are to reflect the administrative cost of issuing permits more frequently.

**Residents' parking permits**

<b>Duration</b>	<b>21/22 Monthly Cost</b>	<b>22/23 Monthly Cost</b>	<b>% increase</b>
Monthly	10	20	100%
Quarterly	10	15	50%
Half-yearly	10	14	40%
Yearly	10	12	17%

**Business parking permits**

<b>Duration</b>	<b>21/22 Monthly Cost</b>	<b>22/23 Monthly Cost</b>	<b>% increase</b>
Monthly	40	60	50%
Quarterly	25	30	20%
Half-yearly	20	23	15%
Yearly	19	21	11%

**Recommendation**

The recommendation is that the Town Council adopts the proposed increases in fees outlined, to make the level of fees more comparable with neighbouring Councils.

Wilhelmina N A Solomon  
**Head of Finance & Planning**



**BIGGLESWADE TOWN COUNCIL**

**PARKING PERMITS**

**FEES TO TAKE EFFECT FROM 1 APRIL 2022**

<b>RESIDENT PARKING</b>	<b>2021/2022</b>	<b>2022/2023</b>
<b>Monthly Permit</b>	<b>£10.00</b>	<b>£20.00</b>
<b>Quarterly Permit</b>	<b>£30.00</b>	<b>£45.00</b>
<b>Biannual Permit</b>	<b>£60.00</b>	<b>£84.00</b>
<b>Annual Permit</b>	<b>£120.00</b>	<b>£140.00</b>

<b>BUSINESS PARKING</b>	<b>2021/2022</b>	<b>2022/2023</b>
<b>Monthly Permit</b>	<b>£40.00</b>	<b>£60.00</b>
<b>Quarterly Permit</b>	<b>£75.00</b>	<b>£90.00</b>
<b>Biannual Permit</b>	<b>£112.50</b>	<b>£138.00</b>
<b>Annual Permit</b>	<b>£225.00</b>	<b>£250.00</b>



## FLAG FLYING POLICY

Flags are traditionally flown by the Town Council for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council is fully inclusive and will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

Although it is encouraged by the Department for Culture, Media and Sport to fly the Union Flag every day, the Town Council will as far as is appropriate follow national guidance and will maintain the flexibility of flying the Union Flag daily.

The following flags will be flown on the dates indicated at the Council's main administrative buildings - the Civic Centre, the Community Centre and the War Memorial.

### The Union Flag

The Union Flag, must, in accordance with guidance from the Department for Culture, Media and Sport, fly on the following dates:

- 9 January - Birthday of the Duchess of Cambridge
- 20 January - Birthday of the Countess of Wessex
- 6 February - Her Majesty's Accession
- 19 February - Birthday of the Duke of York
- 8 March (2nd Monday) - Commonwealth Day
- 10 March - Birthday of the Earl of Wessex
- 21 April - Birthday of Her Majesty the Queen
- 23 April – St George's Day
- 2 June - Coronation Day
- 10 June - Birthday of the Duke of Edinburgh
- 12 June (date varies) - Official Celebration of Her Majesty's Birthday
- 21 June - Birthday of the Duke of Cambridge
- 17 July - Birthday of the Duchess of Cornwall
- 15 August - Birthday of the Princess Royal
- 14 November (2nd Sunday) - Remembrance Sunday
- 14 November - Birthday of the Prince of Wales
- 20 November - Her Majesty's Wedding Day

The Town Clerk, in consultation with the Mayor, has discretion to fly the Union flag at other times:

- To celebrate and support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In recognition of a formal visit by another significant dignitary
- A special significant event or success in the Town.
- Formal Town Council Civic occasions.

### The Union Flag is flown at half-mast:

- On the death/funeral of the Sovereign, another member of the Royal Family, the Prime Minister or other dignitary - as advised by the Department of Culture, Media and Sport;

- On the death/funeral of a serving Officer in the Armed Forces from the Town;
- On Holocaust Day in January;
- On the death/funeral of a serving Town Councillor, local Unitary councillor, or local Member of Parliament;
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

### **Other Flags**

- The Armed Forces Day Flag on and before Armed Forces in accordance with advice from the Chief of the Defence Staff. Date varies but is usually the last week in June.
- The UK Merchant Navy Red Ensign on Merchant Navy Day of 3 September.
- The County Flag of Bedfordshire could also be flown at the Mayor's discretion.
- The Flag of Erlensee (Germany) which is twinned with Biggleswade could be flown at the Mayor's discretion on the anniversary of the Twinning agreement on 30 April.
- If, in the future, the Council choose to adopt a Town Flag, it could be flown for civic occasions in the Town or to celebrate local events at the discretion of the Mayor.
- A Town Flag would also be flown at half-mast on the death/funeral of a serving local Councillor, serving local Member of Parliament or serving Central Bedfordshire Councillor representing the Town, or at the Mayor's discretion the death of another town dignitary.
- On St George's Day, 23rd April, the Flag of St George may be flown. Under the flag flying guidance, on St George's Day the Cross of St George may be flown from UK Government buildings in England with two or more flag poles. At the Mayor's discretion, the Flag of St George may be flown to celebrate or to support sporting events of significance of an England Team.

## How should the Union Flag be flown?

The Union Flag will be flown every day on the advice of The Department for Digital, Culture, Media & Sport.

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole:



Correct



Wrong

The Union Flag must always be flown in a 'superior' position:

- On the highest flagpole;
- On the centre flagpole where there is an odd number of poles of the same height; or
- On the left centre flagpole viewed from the front of the building, where there is an even number of the same height.

## **When and how should flags be flown at half-mast?**

When flags are to be flown at half-mast they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions:

- From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset,
- In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case;
- The funerals of foreign rulers, subject to special commands from Her Majesty in each case;
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case. The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command;
- When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up;
- When a member of the Royal Family, or a near relative of the Royal Family, may be lying in state, unless special commands are received from Her Majesty to the contrary, and although it may be the day of the funeral of a foreign ruler.