



**MINUTES OF THE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 17TH MAY 2022 AT
7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICE, 4
SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

Cllr M Knight – Chairman
Cllr D Strachan – Vice Chair
Cllr D Albone
Cllr I Bond
Cllr M Russell
Cllr R Pullinger
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk & Chief Executive, Biggleswade Town Council
Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mrs S van der Merwe, Deputy Administration & HR Manager
Mrs R Jandu, Temporary Senior Administrator

Members of the public: 1

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

Cllr M North, Cllr C Thomas, Cllr G Fage.

ABSENT WITHOUT APOLOGY

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:

None.

3. CHAIRMAN'S ANNOUNCEMENTS

Cllr Knight and Mr Tarrant met with the owners of 29 Market Square on Friday 13th May 2022. They are conducting building maintenance, expected to take 6 weeks and will be starting after Queen's Jubilee weekend.

The owner and builders have requested permission to install a 5m² compound outside the building allowing storage of equipment and safe access for contractors. This will require temporary removal of a Town Council bench from outside the building. This was **AGREED** by Mr Tarrant.

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).

There were no questions from members of the public.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES OF MEETINGS

- a. Members received and **APPROVED** the Minutes from Town Centre Management Committee Meeting held on **Tuesday 15th February 2022** at **7pm** the Biggleswade Town Council offices, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

8. MATTERS ARISING

- a. From the Minutes of the Town Council Management meeting held on the **Tuesday 15th February 2022** at Biggleswade Town Council offices, 4 Saffron Road, Biggleswade, SG18 8DL.

None.

9. ITEMS FOR CONSIDERATION

- a. **Flag Flying Policy – 2022 Review**

Cllr Pullinger thanked Cllr Knight and all the Members for their contributions in refreshing this Policy.

Members recommended the following changes:

- Cllr Russell requested that the policy be changed to reflect that "Town Council flags shall be flown on all days....".

- Cllr Albone referred to page 11 in the agenda, last bullet point and requested “Officer” be changed to “Serving Member of the Armed Forces”.

Following these amendments being implemented, the Committee recommended the policy be put forward to a future Town Council meeting for final decision.

Cllr Albone asked if a stitched version of the flag could be used for special flag flying days such as Armistice Day and Remembrance Sunday. Mr Hosseini and Mr Lord agreed to investigate options.

b. **Queen’s Jubilee Celebrations**

Members received an update from Mr Hosseini. Plans for the two events are nearly complete. Officers will be doing a trial run at the Market Square next week to test logistics and examine the current planned siting of facilities and equipment. These are based on plans that are already in place.

Officers have been liaising with the Safety Advisory Group from CBC, revised paperwork has been submitted to CBC and a response is expected next week.

Five public street parties originally applied for licenses through the Town Council, however only three parties are confirmed to proceed on the day.

Cllr Strachan asked if the Town Council are aware of other activities taking place on the Thursday afternoon. Mr Hosseini confirmed Children’s Jubilee Tea Parties are planned for mid-afternoon.

Mr Tarrant thanked Mr Hossieni and Mr Lord for all the hard work that had gone into planning this event and the amount of paperwork that had been submitted to CBC. This was a significant investment in time.

The Town Council are now obliged to implement a number of policies to support event planning for the Town that will go to the next Council Meeting on 24th May 2022.

c. **Vision for Market Square – Proposed**

Members and Officers attended a presentation with CBC Officers regarding the Transportation Interchange on 21st April 2022. Various iterations of plans for bus routes in the Town Centre and re-routing of buses were considered. These plans would have an effect on traffic flow and impact on market/event days. Members outlined alternative suggestions which were sent to CBC Officers on 25th April 2022.

It was **AGREED** that the Committee’s formal position is that the road should be closed for all market and event days, and that both Council’s plans for the development of the Market Square should be the starting point for discussions.

d. **Christmas Offer Procurement**

The Procurement process for the Christmas Offer is underway and responses and quotes are being collated. A written report will follow at the next Town Centre Management Meeting on 19th July 2022.

Mr Hosseini advised the Committee that Officers are also investigating replacement of the damaged Grotto panel.

e. **September 2022 10km Run**

Mr Hosseini discussed the route options that were submitted previously for this proposed run which will be a pilot event. If the pilot 10km run is successful, would be scaled up for an event to be held in May 2023 again.

Mr Hosseini advised he is awaiting final route proposals and will then engage with CBC regarding feasibility of road closure.

10. **ITEMS FOR INFORMATION**

a. **Speed Watch Signage**

It was suggested that the camera is available to neighbouring villages for a small fee. Members were opposed to the installation of permanent passive Speedwatch signs on the grounds of additional visual clutter and lack of evidence that they would reduce speed.

Officers would engage with other Councils as part of the quarterly Parish Council meeting.

b. **Big Barn**

Members **NOTED** the communication relating to Biggleswade Market's listing on Big Barn's website and no action is to be taken.

c. **Car Parking Traffic Regulations Order**

CBC Officers have confirmed that a Car Parking Traffic Regulation Order will be amended this month.

d. **War Memorial**

Mr Hosseini advised that maintenance and cleaning on the war memorial has been approved by CBC and commencement of works will be confirmed in due course.

Members noted that the Community had a number of concerns relating to children climbing on the War Memorial at a recent Town Centre event. Mr Hosseini advised the Town Council are investigating signage to be embedded within the turf.

11. **PUBLIC OPEN SESSION**

There were no questions from the member of public present.

12. **EXEMPT ITEMS**

The resolution was **moved** that it was advisable in the public interest that the public and press be excluded whilst the following exempt items were discussed.

(13a. CCTV)

13. **EXEMPT ITEMS**

a. **CCTV**

After a detailed discussion on the CCTV options available it was agreed that the following Recommendation be put to full Council.

- 8 fixed cameras and 1 mobile camera as per option 1.
- Choice of UK based manufacturer.
- Incorporating Century House into the CCTV coverage.
- Upgrade of Century House retention period.
- Recommendation to urgently request S106 to cover the required capital investment.

It was **AGREED** that this should be taken to the next Town Council Meeting on 24th May 2022 for further discussion.

The Chairman closed the meeting at 8:25pm