



**MINUTES OF THE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 19th JULY 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 R Pullinger
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
Ms Helen Calvert, Deputy Administration & HR Manager

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 Russell, Cllr M North, Cllr G Fage, Cllr I Bond.

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

None.

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**

Cllr Woodhead extended his thanks to Officers and Corinthian Stone for the renovation works on the War Memorial.

7. **MINUTES OF MEETINGS**

- a. Members received and **APPROVED** the Minutes from Town Centre Management Committee Meeting held on **Tuesday 17th May 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 17th May 2022** at Biggleswade Town Council offices, 4 Saffron Road, Biggleswade, SG18 8DL.

None.

9. **ITEMS FOR CONSIDERATION**

a. **CCTV**

Members received a report from Mr Hosseini detailing the S106 funding shortfall of £24,927.60. Officers are awaiting a final decision from CBC on the final contribution of funds towards the cost of this scheme.

Cllr Pullinger invoked Standing Order 35 where the Finance & General Purposes Committee should be responsible for all oversight of any financial decisions relating to capital funding of the Town Council. Cllr Pullinger called for an Extraordinary Finance & General Purposes Committee Meeting be held in advance of the Town Council meeting of 26th July 2022 in order to fulfil this requirement.

It was **RESOLVED** that the Town Centre Management Committee **RECOMMENDS** Option B for purchase of an eight camera plus one mobile system with or without additional CBC funding.

b. **Premises Licence Application**

Mr Lord presented an update to Members on the progress of this Premises Licence Application (“PLA”). The requisite policies, Event Management Plan and risk assessments to support the PLA will be submitted to CBC by the end of August 2022, with an expected 3-month waiting time for a decision.

Cllr Knight wished to note that the Town Council may need to commit part of its Christmas budget expenditure for current planned events in advance of CBC's decision on issuing the PLA.

Cllr Strachan called for clarification on music being either incidental to the Remembrance Sunday event or amplifiable.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to the approach by Officers to submit detailed documentation alongside the premises licence application.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to appoint a small working group to support the progress of the application.

Cllr Pullinger, Cllr Albone, Cllr Strachan, Cllr Thomas, Cllr Woodhead and Cllr Knight all agreed to volunteer for this working group.

c. **Market Fees Update**

Mr Lord advised Members that current rates and information on Market Fees on the Website needs additional clarity about the deposits and criteria for charities and not-for-profit organisations.

It was **RESOLVED** that the Town Centre Management Committee **AGREES** to recommendations with the following amendments:

- The £20 Market Fee deposit be reduced to £15.
- The number of bookings per organisation, per year, will be at the discretion of BTC Officers.

d. **Market Square Vision**

Mr Hosseini presented to Members on CBC's plans for the Market Square, including changes to bus routes, changes around the Town Centre and the wider transport and pedestrian issue around Biggleswade. CBC and BTC Officers will be meeting to discuss feasibility of the proposals.

Cllr Strachan requested the Biggleswade Town Centre Adopted Strategy and Masterplan 2011 should be updated to reflect current and future growth of the town. Cllr Strachan pointed out that CBC's latest proposals conflict with Masterplan of 2011 regulations, namely that pedestrianisation must be matched by parking, how much parking there is, where it is and which authority has responsibility for it. CBC's proposals do not make reference to the Neighbourhood Plan in the proposals.

Cllr Knight feels it is important to look at other areas where pedestrianisation has taken place and understand the impact on footfall to local businesses via consultation with the town centre businesses.

Cllr Pullinger suggested investigating other pedestrianisation areas locally to understand challenges and vehicular access issues for town centre residents.

It was **RESOLVED** by the Town Centre Management Committee that it welcomes the report and Officers should open discussions with Central Bedfordshire Council to get the "Biggleswade Town Centre Adopted Strategy & Masterplan 2011" updated, in light of all the changes that have occurred and are planned for Biggleswade - with a view to working collaboratively with them to improve the environment and the ability of the Town to integrate with the Market Square.

e. **Christmas Offer Procurement**

Mr Lord advised Members there were no responses to the online Contracts Finder Tender. Officers sent out forty requests for quotes, two site visits have been conducted with suppliers and final quotes are expected in by the end of July 2022.

Members suggested partnering with a Charity for sponsorship and support of the Christmas events.

It was **RESOLVED** that the Town Centre Management Committee **APPROVE** the following recommendations:

1. Officers progress the Christmas Tree procurement (30 ft & 20 ft) in August including last year's supplier. The purchase of a second Christmas tree being subject to Officers finding a suitable location.
2. Officers progress at speed obtaining three quotes for the festoons, two for motifs, and understanding application permissions and health & safety parameters relating to lampposts and wall mounts.
3. The market square lights are repaired, partly replaced, or fully replaced subject to costs with funds to come from the Capital Investment Budget.
4. Officers urgently obtain one final quote for stage, lights and sound.
5. The Christmas Lights switch-on event with a light show on 25th November can proceed and a second Christmas market event can be held on 23rd December without a light show.
6. The grotto panel is replaced at £498 and two Santa's Grotto events are held.
7. Santa hire should be sourced externally for both grotto events, and to explore a contingency of having either a Council Member or staff member.
8. The Ice Rink is tabled until next year.
9. An informal TCM meeting should be scheduled following receipt of the urgent quotes (festoons/motifs/tree lights/staging) to confirm suppliers, ahead of the 9th August 2022 Town Council approval.

It was **RESOLVED** that the Town Centre Management Committee **AGREE** to appoint a small working group to progress decisions relating to the Christmas offer.

Cllr Pullinger, Cllr Albone, Cllr Strachan, Cllr Thomas, Cllr Woodhead and Cllr Knight all agreed to volunteer for this working group.

10. ITEMS FOR INFORMATION

a. **Crime Statistics**

Members welcomed the Crime Statistics report. Members **NOTED** that figures appear to have been skewed due to the Pandemic and they recommended that Officers exclude the COVID year from future reports.

Members requested that the next Statistics Report for Q1 of 22/23 is sent to Cllrs Strachan and Knight ahead of the meeting with Inspector Maxted on 10th August 2022.

Members would like information from Inspector Maxted on the amount of crime being committed by serial offenders.

Members **AGREED** to the recommendations.

b. **Remembrance Sunday**

This report and update to plans for the event were **NOTED**.

Cllr Strachan agreed to discuss Police attendance at the Remembrance Day event this year with Inspector Maxted. Depending on that discussion's outcomes, Cllr Strachan agreed to write to the Police and Crime Commissioner directly and with a copy to the Chief Constable requesting police attendance at the Remembrance Sunday event.

Members asked Officers to liaise with the Police to encourage their attendance. Mr Hosseini updated Members that he had received information from the Police prior to Jubilee that they will no longer attend events, but Members encouraged Officers to reach out to Police Community Support Officers.

c. **War Memorial Maintenance**

Members **NOTED** the report. Members asked Officers to explore cyclical costs for maintenance of the Cenotaph going forward, in collaboration with CBC as this asset belongs to them. Cllr Woodhead said that there are allegations of missing names from the Cenotaph which were brought to light on Facebook. Cllr Woodhead **AGREED** to investigate this allegation with the RBLI.

Officers will meet with representatives of the RBLI on 8th August 2022 to discuss the missing names.

d. **Great Big Green Week**

The Committee **NOTED** the plans for this event. Members discussed whether a policy should be implemented detailing who should have responsibility for tabling events of this type.

e. **Car Parking Traffic Regulations Order**

Members **NOTED** and welcomed the update.

11. **PUBLIC OPEN SESSION**

There were no questions from the member/s 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.

None.

The Chairman closed the meeting at 8:00 pm