



Ref: Agenda/TCM – 21/02/2023

Date 16th February 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Town Centre Management Committee Meeting of Biggleswade Town Council that will take place on **21st February 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "P. Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
Notice Boards
The Press

Committee Members:

Cllr. M. Knight (Chair)
Cllr. D. Strachan (Vice Chair)
Cllr. D. Albone
Cllr. I. Bond
Cllr. G. Fage
Cllr. M North
Cllr. R. Pullinger
Cllr. M. Russell
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_Q9Z9Vi56R6yorw-kuHN4Gw

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 AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Town Centre Management Committee Meeting held on **Tuesday 18th October 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Town Centre Management Committee Meeting held on **Tuesday 18th October 2022**.

9. ITEMS FOR CONSIDERATION

a. **Market Square Vision Update**

For Members to receive and consider a written report by the Place Shaping Manager.

b. **The Biggs Eat**

For Members to receive and consider a written report by the Place Shaping Manager.

c. **Street Food Heroes**

For Members to receive and consider a written report by the Place Shaping Manager.

d. **Buskers & Street Performers Code of Conduct**

For Members to receive and consider a written report by the Place Shaping Manager.

e. **Commemorative Plaques, Benches & Memorials Policy**

For Members to receive and consider a written report by the Place Shaping Manager.

f. **Footfall Monitoring Devices Update**

For Members to receive and consider a written report by the Place Shaping Manager.

g. **King's Coronation**

For Members to receive and consider a written report by the Place Shaping Manager.

h. **Christmas Light Switch-on Planning**

For Members to receive and consider a written report by the Place Shaping Manager.

10. **ITEMS FOR INFORMATION**

a. **CCTV Update**

For Members to receive a letter of response from Central Bedfordshire Council.

b. **Q3 Crime Statistics**

For Members to receive a written report from the Place Shaping Manager.

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_Q9Z9Vi56R6yorw-kuHN4Gw

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.

(None).

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 18th OCTOBER
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 G Fage
Cllr M North
Cllr R Pullinger
Cllr M Russell
Cllr J Woodhead

Mr Karim Hosseini, Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mr Isaac Lord, Place Shaping Manager, Biggleswade Town Council
Mrs Sian van der Merwe, Deputy Administration & HR Manager, Biggleswade Town Council

Members of the public: 1

Meeting Formalities:

Following a reminder to meeting attendees 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 that individual.

1. APOLOGIES FOR ABSENCE

Cllr C Thomas.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

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

a. Ms. Amanda Cawthorn – Biggleswade Community Safety Group

Ms. Cawthorn commented on the skewed records of crime because bike thefts are being recorded by British Transport Police, whose statistics are not included in the figures the Town Council have presented.

Ms Cawthorn is aware of a number of incidents where people reporting criminal activity are spending a long time on hold on the telephone to speak with the police, also delays of the police physically responding to reported incidents.

b. **Mr Mario Evans – Jerk Hub - Regarding the Market Development Plan**

Mr Evans offered to assist the Town Council with advertising the “Biggs Eat” events to grow the number of traders at special market events.

5. **INVITED SPEAKER**

None.

6. **MEMBERS’ QUESTIONS**

None.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. From the Minutes of the **Town Centre Management committee Meeting** held on **Tuesday 19th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 10 – Change “Counsel” to “Constable”

Subject to this amendment these Minutes were **APPROVED** as an accurate record of the Meeting from 19th July 2022.

8. **MATTERS ARISING**

From the Minutes of the **Town Council Meeting** held on **Tuesday 19th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

- a. Page 8 – Item 9c – Market Fees Update – Cllr Fage – the second bullet point will need to be refreshed when the market fees are updated.
- b. Page 10 – Item 10c – War Memorial – Cllr Woodhead has spoken with the RBLI who will investigate. Cllr Russell requested the word “allegation” be replaced with “concerns” with regards to missing names. Cllr Russell asked if there was any update following Officers’ meeting with the RBLI, Mr Hosseini said there was nothing to report to the Committee at this point.

9. **ITEMS FOR CONSIDERATION**

- a. **Market Development Plan**

Cllr Fage requested Officers prioritise implementing the “Biggs Eat” programme first, seeing how this fares, deferring engagement with Street Food Heroes for the time being.

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

- 1) Advertising pop-up stalls in the market and boost trader presence;
- 2) That Officers reach out to community and voluntary groups to boost presence specifically at Saturday and Tuesday markets;
- 3) That local businesses are invited onto the Market Square on a rotation basis to advertise their business, ensuring that the Market Superintendent plays a prominent role in that process;
- 4) Officers to proceed with The Biggs Eat event at a time they see appropriate.

It was **RESOLVED** that the Town Centre Management Committee **DEFER**:

- 1) The proposal to implement a footfall monitoring scheme to a future date.
- 2) The decision on future engagement with Street Food Heroes to a Town Centre Management Meeting in the first part of 2023.
- 3) The recommendation to support landlords filling vacant units for 12 months.

b. **Market Square Vision Update**

Members felt it is vital to review the “Biggleswade Town Centre Adopted Masterplan & Strategy 2011” in order to incorporate what has been included in the Biggleswade Neighbourhood Plan.

Cllr Pullinger requested that Members be given an opportunity to develop a complete strategy for the Market Square vision via means of a full workshop.

It was **RESOLVED** by the Town Centre Management Committee that Officers engage with Central Bedfordshire Council to express the desire to update the Biggleswade Town Centre Adopted Masterplan & Strategy 2011 in light of recent changes to the Town Centre and following the adoption of the Biggleswade Neighbourhood Plan.

It was **RESOLVED** by the Town Centre Management Committee that Officers write to Central Bedfordshire Council to ask them to prioritise progressing the revision of bus routes to exclude the northbound loop around Century House.

It was **RESOLVED** by the Town Centre Management Committee that discussions around implementing a shuttle bus service be deferred to late 2023.

Members requested Officers investigate official ownership of the War Memorial and Victorian Water Fountain on the corner of High Street and Station Roads.

c. **War Memorial**

Mr Lord advised Members that the signage recently commissioned for the War Memorial has been completed and Officers are awaiting plans from CBC on underground cable placements before permanent installation.

Members **NOTED** the progress relating to signage expected to be in place before Remembrance.

Members **NOTED** the difficulties Officers have had in coordinating a schedule of maintenance.

Members **AGREED** that the chain welding project should not proceed.

d. **Defibrillator**

Members were asked to consider installation of a defibrillator unit on the Stratton Recreation Ground changing rooms.

Cllr Knight noted that the security of a defibrillator at Stratton Way was a concern and that either a vandal resistant enclosure was needed, or the defibrillator should be installed inside the changing rooms.

It was **RESOLVED** by the Town Centre Management Committee that the new defibrillator be installed at Stratton Way Recreation Ground changing rooms with the addition of motion sensor lighting for the path to the door of the changing room.

e. **King Charles III's Coronation**

This event is scheduled for Saturday 6th May 2022. Members suggested ideas and potentially a working group for event planning.

It was **RESOLVED** that Officers monitor official plans and recommendations and bring this to a future Town Council meeting with recommendations for supporting the event.

10. **ITEMS FOR INFORMATION**

a. **Bus Routes**

Mr Lord updated the Committee that Officers emailed CBC on 25th April 2022 with the agreed bus routes proposal. CBC Officers verbally expressed support, with questions around location of the bus stops and the feasibility of those on specific parts of the High Street.

CBC have advised the current proposals will be put forward to the Highways Capital Programme for FY 2023/2024. Feasibility studies will take three months to complete.

Members expressed concern this should have been planned together with the Transportation Interchange since bus routes are part of, and directly affected by, the Transportation Interchange.

It was **RESOLVED** by the Town Centre Management Committee that the Town Council write to Central Bedfordshire Council's Senior Planning Officer and the Senior Portfolio Holder Cllr Ian Dalgarno, to express the Town Council's disappointment and concern at the lack of planning on the Transportation Interchange related to bus routes.

The Town Centre Management Committee would also like to request that Central Bedfordshire Council engage with the Town Council in planning for the Biggleswade elements of the Highways Capital Programme.

b. **Remembrance Sunday**

Mr Lord updated Members on current plans for the Remembrance Sunday parade. The parade will be mustering on Hitchin Street, proceed as usual up to the High Street and then around to the Marketplace. Risk assessments have been completed by the Safety Advisory Group.

Members **NOTED** the update.

c. **Crime Statistics**

Cllr Knight reminded Members of Ms Cawthorn's comments relating to crimes reported to the British Transport Police not being included in the Police statistics.

Cllr Strachan has reservations over the accuracy of the statistics due to bike thefts at the Station reported to the BTP and the delay residents have experienced in reporting crimes. Cllr Strachan recently attended the Bedfordshire Police and Crime Commissioner's Parish Conference, and a common theme was the difficulty of reporting crime through 101 or online as the website was not user friendly.

Cllr Knight feels it would be useful to include British Transport Police statistics to future reports. Members were advised by Mrs van der Merwe those statistics are available online and members would receive a link to those for their information.

It was **AGREED** that these concerns should be raised with PC Steven Beer at the next update.

d. **CCTV**

Mr Lord updated Members that the contract duration should be five years, and not three as outlined in the report.

The Town Council will shortly be signing a new Novation Agreement, with a new line installation scheduled for end of December 2022.

The indicative annual maintenance revenue cost for Year One are £17,850. Officers have requested an extra £2,000 growth in the next financial year budget, from £16,000 to £18,000.

The single mobile unit is on order with a different supplier and will arrive in the next three to four weeks, to be installed at Drove Road Cemetery. Officers will move the current mobile camera situated at the White Heart Car Park to Rose Lane Car Park when all the town centre infrastructure is in place.

Cllr Knight requested Mr Lord provide updates as soon as firm dates for installation are available.

e. **Christmas Event**

Cllr Pullinger noted the placement of staging on the bus lane and asked for a check on those plans. He also asked Officers to consider moving the overflow gazebos onto the road side opposite the shops rather than the pavement directly in front of those shops.

Mr Lord confirmed Station Road will be closed to support this event.

Cllr Fage stressed that regular Market Traders and Town Centre business must be given priority over non-resident businesses or traders and invitations to those local businesses should go out first.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

No members of the public.

12. **EXEMPT**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolved to exclude the public and press by reason of the confidential nature of the business about to be transacted.

(13a. Car Parks Tender)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

DRAFT

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Market Square Vision Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Develop a Place Shaping Strategy for the town.

Finance: Sourced from multiple streams including S106 applications and current budget.

Equality: Not applicable.

Environment: Multiple points relating to public realm.

Community Safety: Not applicable.

Background

Members received a 'list of aspirations' from Officers via email on 21st September 2022, outlining actions that aligned with BTC's Corporate Aspirations and the Biggleswade Town Centre Adopted Masterplan & Strategy 2011 document. Officers then presented a report to Town Centre Management committee on the 18th October 2022 recommending that these actions be reviewed through a series of informal virtual workshops, to agree a cleansed vision.

It was resolved that Officers write to CBC and ask they prioritise the progression of revising bus routes to exclude the northbound loop around Century House. Also, to engage with CBC to express the desire to update the Biggleswade Town Centre Adopted Masterplan & Strategy 2011, in light of recent changes to the Town Centre and following the adoption of the Biggleswade Neighbourhood Plan.

Summary

CBC reiterated that the bus routes proposal will form part of the Highways Capital Programme, which is to be delivered for 2023/2024. This is usually considered by an Executive Member in January/February 2023 and so Officers are expecting to hear back soon.

CBC Officers confirmed they would not update the Adopted Masterplan & Strategy report, instead advising that BTC Officers should liaise with CBC Officers on the list of aspirations for the Town as agreed by the Director of Place and Communities. The Chief Executive of CBC has recently suggested that senior management of BTC and CBC should meet on a regular basis to progress talks on the Town Centre amongst other objectives.

As a result of the above, Officers have reviewed the Adopted Strategy & Masterplan document alongside the Biggleswade Neighbourhood Plan themselves, capturing key elements from both that BTC and CBC could deliver together. The intention is that this document is to be reviewed in workshops with Members.

Recommendations

For Members to agree to the following:

- To review the draft Biggleswade Town Centre and Surrounding Areas Masterplan at two half-day workshops with Members and Officers goal being to produce a cleansed document that Officers can use for liaising with CBC.
- Once complete, to commission a graphic designer to illustrate the final vision of the Town Centre for better visualisation of the end goal.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
The Biggs Eat Update

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Develop a programme of events for the town centre.

Finance: Improved income through trader revenue.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers previously produced a report at the Town Centre Management meeting on 18th October 2022, recommending a monthly food truck catering event, coined 'The Biggs Eat', should be piloted. This idea was approved by Members but there was a hesitancy to launch the event in 2022 given the importance of the Christmas lights switch-on.

Summary

The overarching goal of the event is to bring a broad cross-section of the community together monthly, in an accessible and affordable way whilst also supporting local traders to sell their goods and services.

There has been an expression of interest from two regular Market traders in collaborating with BTC to run The Biggs Eat, which will become a regular monthly feature in the town centre. Officers produced a draft agreement, as per Appendix A, clearly highlighting responsibilities of each party.

As stipulated in the agreement, the third-party is responsible for organisation of the event, which includes trader attendance and compiling all necessary documentation to run The Biggs Eat legally. BTC would be responsible for marketing, collecting payment from traders, cordoning off parking spaces and providing seating and waste arrangements. A draft logo is attached in Appendix B. At the proposed £50 per trader and payment of the third-party, BTC may earn a minimum of £360 of additional income for each event and up to £540 on an 8 traders plus basis.

Officers have met with both party A and party B, shared the draft agreement with them and talked through all aspects of the event. Both parties have provided their feedback with one party stating that the payment is too low for the amount of work, and that the profit share should be 50/50. They have also asked for clarity on the marketing campaign and whether there is an opportunity to provide entertainment to make the event more attractive. A third Wednesday slot every month was raised, which may have less of a negative impact on town centre businesses. Payment should be made in advance and online. Officers have now agreed on terms with both parties.

Recommendations

For Members to agree for Officers to proceed on:

- Acquiring a signature from Party B for The Biggs Eat agreement then with operationalising the agreement.
- Drawing up to £50 per event from town centre general and market cost centres through virement to fund marketing.

Isaac Lord
Place Shaping Manager

Appendix A: The Biggs Eat Third-Party Agreement

Appendix B: The Biggs Eat Branding

Appendix A: The Biggs Eat Third-Party Agreement

This agreement outlines the responsibilities of Biggleswade Town Council (BTC) and 'X' (Trader) with respect to The Biggs Eat.

The event is intended to provide a family-friendly setting with food and drink that is sold at affordable prices for a broad cross-section of the Biggleswade community.

Permits & Liability

'X's responsibilities are as follows:

- Compiling essential documentation including public liability insurance, food safety certificates, gas safety certificates (where applicable), electric certificates (where applicable) and temporary event notices including alcohol licensing (where applicable).
 - This should be submitted to BTC Officers one month prior to each event.

Financial

'X's responsibilities are as follows:

- Maintaining a consistent level of traders at each event, with a minimum of eight. If this condition is not fulfilled for three consecutive events in any rolling 12-month period, Biggleswade Town Council (BTC) reserves the right to clawback any losses on a pro-rata basis. Under exceptional circumstances, BTC has the discretion to waive this.
- Ensuring all traders commit to paying BTC one month in advance of each event
 - Account name – Biggleswade Town Council
 - Account number – 20468376
 - Sort code – 60-83-01

Marketing

BTC's responsibilities are as follows:

- Registering 'The Biggs Eat' as a trademark, including the logo on an exclusive basis.
- Frequent marketing and promotion via social media platforms, the BTC website and other digital outlets.
- At the discretion of BTC, marketing via newspapers and other outlets.

Dates of Events

This event should run on the third Thursday of every month from the 16th March.

Current agreed dates are as follows:

- 8th March
- 12th April
- 10th May
- 14th June
- 12th July
- 9th August
- 13th September

Further dates will be reviewed in due course. BTC reserves the right to amend these dates with 14 days' notice to 'X'.

Terms & Conditions

BTC reserves the right to amend this management document at any time, with 14 days' notice to 'X'.

BTC will provide benches and tables, which will be delivered to the Market Square at 3pm.

BTC will provide free electricity and water where appropriate.

BTC will cordon off enough parking spaces at 2pm to allow vehicle entry onto the Square before the event commences at 4pm.

Majority of traders should be providing a food offer with a maximum of two traders solely selling drink-related goods in the form of both hot drinks and alcohol.

A list of traders should be provided to BTC one month ahead of the event detailing those that are available to attend. BTC and 'X' will then agree the finalised list of attendees with priority given to regular market traders and traders local to Biggleswade.

No generators are permitted.

'X' will receive payment in the form of forgoing the trader cost and receiving 10% of BTC's profits from each event.

If 'X' should wish to no longer be responsible for the organisation of The Biggs Eat, they should provide at least one month's notice to BTC.

Signed by X

Signed by the Town Clerk on behalf of BTC

Date

Date



BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Street Food Heroes

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Develop a programme of events for the town centre.

Finance: £200 payments currently received per event.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved at the Town Centre Management meeting on 18th October that Officers should defer talks with Street Food Heroes until the committee could meet again in the New Year to discuss.

Summary

Officers have put together a suggested third-party agreement outlining responsibilities of each party. Key elements of this that have changed versus the existing informal agreement are as follows: benches and tables will no longer be provided.

Recommendations

For Members to consider and agree to the proposed third-party agreement.

Isaac Lord
Place Shaping Manager

Annex A: Street Food Heroes Third-Party Agreement

Annex A: Street Food Heroes Third-Party Agreement

Street Food Heroes Agreement

This agreement is known as a 3rd party agreement as it is led by the event organiser. This agreement outlines the responsibilities of Biggleswade Town Council (BTC) and Edward Fowler of Street Food Heroes (SFH) with respect to the SFH events in the Market Square, Biggleswade.

Permits & Liability

Edward Fowler's responsibilities are as follows:

- Compiling essential documentation including public liability insurance, food safety certificates, gas safety certificates (where applicable), electric certificates (where applicable), PRS licenses and temporary event notices including alcohol licensing (where applicable), and
- Taking full accountability of the legalities of running SFH as a third party led event in direct communication with the Safety Advisory Group (SAG) at Central Bedfordshire Council (CBC), with BTC as the junior party. No event will take place without the prior SAG advice in place.

Financial

Edward Fowler's responsibilities are as follows:

- Payment of £200 through to BTC's bank account (details below) no later than one month after each event
- Account name – Biggleswade Town Council
- Account number – 20468376
- Sort code – 60-83-01

Agreed Dates

- 3rd March
- 7th April
- 11th May
- 2nd June
- 7th July
- 1st Sept

Terms & Conditions

BTC reserves the right to amend this management document at any time, with 14 days' notice to Edward Fowler.

BTC will provide free electricity and water where appropriate.

No generators are permitted.

BTC will cordon off enough parking spaces from 2pm to allow vehicle access onto the Square number of hours before the event commences at 4pm.

If Edward Fowler should wish to no longer run SFH in Biggleswade, Edward Fowler should provide one month's notice.

Signed by X

Date

Signed by the Town Clerk on behalf of BTC

Date

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Buskers & Street Performers Code of Conduct

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Support businesses and other initiatives designed to enhance the Market Square and the town centre offer, providing a wide range of amenities for residents and visitors.

Finance: Not applicable.

Equality: Not applicable.

Environment: Ensures compliance with noise-related legislation.

Community Safety: Not applicable.

Background

Officers have received a handful of complaints from Town Centre businesses regarding the positioning of street performers and buskers being too close to their building, impacting on business.

Summary

To encourage street performances, whilst ensuring it's not disturbing to residents and businesses, Officers have devised a code of conduct as attached in Appendix A. This is influenced by good practice in other Town Councils nationally and intends to provide a foundation for rolling out controlled public performances for the benefit of the community.

This is also a key component of developing the Market Square vision, bringing life and energy into the heart of the town. Biggleswade Town Council (BTC) would collaborate with performers and businesses to grow a list of established and willing performers to help grow this industry, with some potentially being brought in for BTC events.

BTC does not have the statutory powers to enforce, which is instead why a voluntary code of conduct is being proposed.

Recommendations

For Members to consider and agree the code of conduct.

Isaac Lord
Place Shaping Manager

Appendix A: Buskers & Street Performers Code of Conduct

Buskers and Street Performers Code of Conduct

21st February 2023



Introduction

Street performers can be an important and beneficial source of public entertainment in squares and open spaces. In recognition of a free democracy and enabling the promotion of talent, the Town Council has historically been sympathetic in its monitoring and control of street performers. This approach has recently given rise to some complaints from members of the public and a few market traders, relating to the played volume, the locations used, and the styles of music chosen.

Although a formal code of conduct is not required by law, the Town Council is introducing one as a code will bring clarity and order to current practices, helping to shape street performing in the town square. The Town Council asks all buskers and street performers to adhere to this voluntary code of conduct.

Summary

Performers will be encouraged to sign up and register with the Town Council to obtain a free

license. Performers' submitted details will be retained securely by the Town Council in a database. It is anticipated that the database will generate a significant resource for the Town Council to draw from when planning future events.

The Town Council's designated location for street performances will be situated in the northwest corner of the Market Square, facing south.

The Town Council will provide performers upon request with a free small, raised platform for performers to use securely. Once performers have finished their set, they must return the platform to the Public Realm team who will securely store the platform in the container in Market Square.

Terms & Conditions

Any performance or busking activity must perform within the prescribed decibel levels (up to a maximum of 100dB) and not cause a noise nuisance to those living or working nearby due to either the volume and/or duration of the performance.

Buskers/performers are requested to take regular breaks in order to allow crowds to disperse and are expected to fully comply and cooperate with reasonable requests made by a Council Officer.

A responsible adult must accompany minors at all times who are busking or performing.

There will be occasions in the Town Centre when performances are not permitted including within the Market Square on Tuesdays and Saturdays. BTC holds events throughout the year and also reserves the right to refuse performances on these dates.

Performances need to keep the overall decibel output within reasonable levels (below 100dB) to avoid generating noise nuisance. It is partly for this reason that the BTC provided Buskers' Platform must be used as the only point from which to perform.

The Town Council will:

- Continue to investigate complaints that are received about the activities of buskers and street performers.
- Carry out spot checks on performers in order to ensure that they are complying with the code.

If a member of the public considers that an individual or group are causing a noise nuisance, this should be reported to BTC via enquiries@biggleswadetowncouncil.gov.uk or 01767 313134. BTC will investigate the complaint on every occasion and try to deal with each case reasonably. If any issues that have been raised continue to be a problem, the Town Council will report to Central Bedfordshire Council for support with enforcement.

Buskers/Performers must not:

- Make use of street furniture such as public seating, lampposts, planters, railings etc; this includes the attachment of posters and adverts.
- Set-up within 50 metres of another busker/performer.
- Be present for more than 90 minutes in any one location (including breaks) and not return to the same location within the same 24 hours.
- Use amplification or drums, trumpets or other loud instruments or otherwise cause noise nuisance to residents or businesses.

- Perform in a manner that could be considered dangerous and/or inappropriate and must not be dressed or conduct themselves in a manner that is likely to cause alarm, distress or offence to members of the public.
- Actively collect money, using signage or any other means; however, it will be permissible to have a receptacle, such as a hat, music case or box for the acceptance of donations from the public.
- Sell any merchandise.
- Obstruct access to shops, cash machines, phones and post boxes.

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Commemorative Plaques, Benches & Memorials Policy

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: COMMUNITY: Ensure public open spaces are maintained to a high standard with regular maintenance of street furniture, attractive floral displays and a zero-tolerance approach to waste, litter, and clutter.

Finance: Revenue from successful applications reinvested into maintenance of plaques and benches.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

As part of a previous version of the cemetery fees document, benches were included. These have been removed recently with the intention of creating a policy.

Summary

This policy is attached in Appendix A for review.

Recommendations

For Members to consider and agree the policy.

Isaac Lord
Place Shaping Manager

Appendix A: Commemorative Plaques, Benches & Memorials Policy

Commemorative Plaques, Benches & Memorials Policy

21st February 2023



Introduction

Biggleswade Town Council (BTC) continues to receive requests for commemorative benches and plaques to be installed across Biggleswade. To support this service, careful management and regulation is needed to ensure fairness and consistency for all and so a policy is required. The contents of this policy may need to be reviewed from time to time to meet changing circumstances and opportunities.

Enquiries should be directed to enquiries@biggleswadetowncouncil.gov.uk or 01767 313134.

Objectives

- To ensure that benches and plaques have a consistent appearance, style and size that is acceptable and appropriate to the preferred location.
- To establish responsibility for maintenance, repair and replacement of benches and plaques.
- To ensure commemorations are only accepted via request from a suitable applicant (e.g. family member, close friend etc)
- To establish the level of service required to manage the scheme

General

The nature, location and number of existing commemorative features may limit the number of plaques and benches permitted on some occasions. There is currently an oversaturation of furniture within some areas of Biggleswade, therefore new benches will only be installed where old benches are scheduled for removal. Ultimately, it is at the Council's discretion whether to agree whether commemorative benches and plaques may be installed at a location.

There may be instances where all locations are unavailable as a result of having been applied for, and the Council do not agree to any further locations. Applicants would then be placed on a waiting list and advised whether they would like to continue to proceed when a location becomes available.

The Council cannot accept liability for any vandalism or accidental damage to commemorative features. On such an instance occurring, the applicant will be advised of the costs to repair or replace. It is the applicant's responsibility to agree and fund this work. The Council reserves the right to remove any damaged commemorative features, where the applicant has not agreed to works within 4 weeks of notification.

Additional items may not be placed on or around commemorative features such as flowers, wreaths etc.

Plaques and benches will remain in place for a maximum period of 15 years. After this period, the Council will collect and store the plaques for up to 5 years, which can be collected by a customer if they wish. Benches will either be refurbished, recycled or disposed of at the discretion of the Town Council.

Charges

All below costs are inclusive of basic maintenance over the 15-year period in order to preserve the condition and appearance of the commemorative feature as best as possible.

Benches & Plaques

- Installation of a brass plaque with space for three lines and up to 35 characters on each line, on an existing bench without a plaque present (includes minor refurbishment)
£600 excluding VAT
- Installation of a new bench including brass plaque installation with space for three lines and up to 35 characters on each line
£1,600 excluding VAT

There are two choices for benches as indicated on the next page.



The Westminster.

Made from Grade A sustainably sourced teak hardwood.



The Windsor.

Made from Grade A sustainably sourced teak hardwood.

Please complete an application form on the next page if you wish to proceed.

Commemorative Plaques & Benches Application Form

Name:

Address:

Postcode:

Phone number:

Alternative phone number:

Email address:

☐

Brass Plaque Only

☐

The Westminster + Brass Plaque

☐

The Windsor + Brass Plaque

Proposed location description:

Please ensure to read the Commemorative Plaques, Benches & Memorials Policy for guidance.

Please complete the attached form regarding plaque inscription details.

Sign below to confirm the above form is accurate.

Signature:

Date:

Plaques Guidance & Accompanying Form

Only enter one character per space. Spaces and punctuation count as a character.

34 characters can be entered per line with a maximum of three lines permitted.

Please complete the below grid with the inscription to be engraved on the plaque.

[illegible]

Sign below to confirm details of this form are accurate.

Signature:

Date:

Please return the form via one of the below options:

- Hand in to Biggleswade Town Council Offices
- Post to 'Commemorative Plaques and Benches Application Form, Biggleswade Town Council, The Old Court House, Biggleswade, Bedfordshire, SG18 8DL
- Email to enquiries@biggleswadetowncouncil.gov.uk with subject 'Commemorative Plaques and Benches Application Form'

For any queries relating to this policy and application forms, please call on 01767 313134 or email enquiries@biggleswadetowncouncil.gov.uk

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Footfall Monitoring Devices

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Support businesses and other initiatives designed to enhance the Market Square and the town centre offer.

Finance: Unclear how it would be afforded at present.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

It was resolved by the Town Centre Management committee on 18th October 2022 to defer a decision around the proposal to introduce footfall monitoring devices in the Town Centre.

Summary

Officers have had meetings with three different service providers to understand their proposals. All three providers offered a similar software package allowing data to be analysed in every which way. For example, data could be pulled to specifically analyse footfall at a Tuesday Market for every week of the year and to review footfall at the lights switch-on. These datasets could then hypothetically be compared with that of the previous year's to identify trends.

The crux of the decision comes down to the hardware, maintenance plan and cost. Details of these can be found in SharePoint, as commercially sensitive information is contained within each specification.

Supplier Information

Supplier A provides a camera that is restricted to providing a bird's eye view only. This requires it to be fixed onto a wall or column and project perpendicularly up to one metre. It specialises in retail where there is a clear entry and exit for counting, however can be used outdoors for events, as an example. It only has the functionality to count how many individuals cross a digital line as opposed to how many individuals hover in an area. The company is Canadian and Officers wouldn't favour this option as it feels restrictive versus the other two suppliers. A full specification and cost breakdown is awaited and is not included on SharePoint.

Supplier B provides a solution in which individuals are tracked via their WiFi-enabled devices. They are fully compliant with General Data Protection Regulations (GDPR). The hardware can be easily attached to CCTV infrastructure, lampposts or walls. Their key point of difference versus the conventional beam and camera platforms is their ability to uniquely identify pedestrians, preventing multi-counting. Its sensors detect devices up to 50m away via WiFi-enabled devices. As the equipment only counts those with WiFi-enabled devices it isn't 100% accurate, and it may count an individual twice if they have two devices. The system is used by Leighton-Linsdale Town Council. The company also provides a WiFi solution for Town Centres, which could be explored separately and costs circa £17k to install and £1.2k per annum for ongoing costs.

Supplier C provides the traditional solution of a camera platform. It's able to clearly distinguish individuals to provide above 95% accuracy for counting. They're not restricted to a bird's eye view with cameras able to be angled to capture a larger area. Automatic emails and alerts can be set up to provide Officers with a weekly report or to provide a notification if occupancy levels exceed a certain number, as an example. These too can be fixed to existing CCTV infrastructure, lampposts or walls. From a hardware perspective, Officers are of the view that Supplier C provides the best solution, as it is able to detect all individuals regardless of whether they own and are carrying a WiFi-enabled device.

Costs

The below figure illustrates costs relating to the installation and ongoing maintenance and servicing. These are based on recommendations from the providers for the minimal number of cameras/sensors required to cover the Market Square area, as depicted by Appendix A. Whilst the ideal scenario would be to cover Market Place and the pavement running alongside the south of the road, Officers sourced quotes for the cheaper option to begin with. Breakdown of costs can be found on SharePoint.

Figure 1. Capital and Revenue Expenditure for Footfall Monitoring Providers

	Supplier A	Supplier B	Supplier C
Capital + Other	TBC	£6,500.00	£4,630.00
Revenue	TBC	£1,896.00	£602.40
Total Year One	TBC	£8,396.00	£5,232.40

Excluding VAT. Quotations are valid to 30 days. Other includes one-off costs related to capital installation.

Further to Officers' view of the best solution for hardware being Supplier C, they also provide the most competitive cost as above and so, Supplier C is the preferred choice.

Recommendations

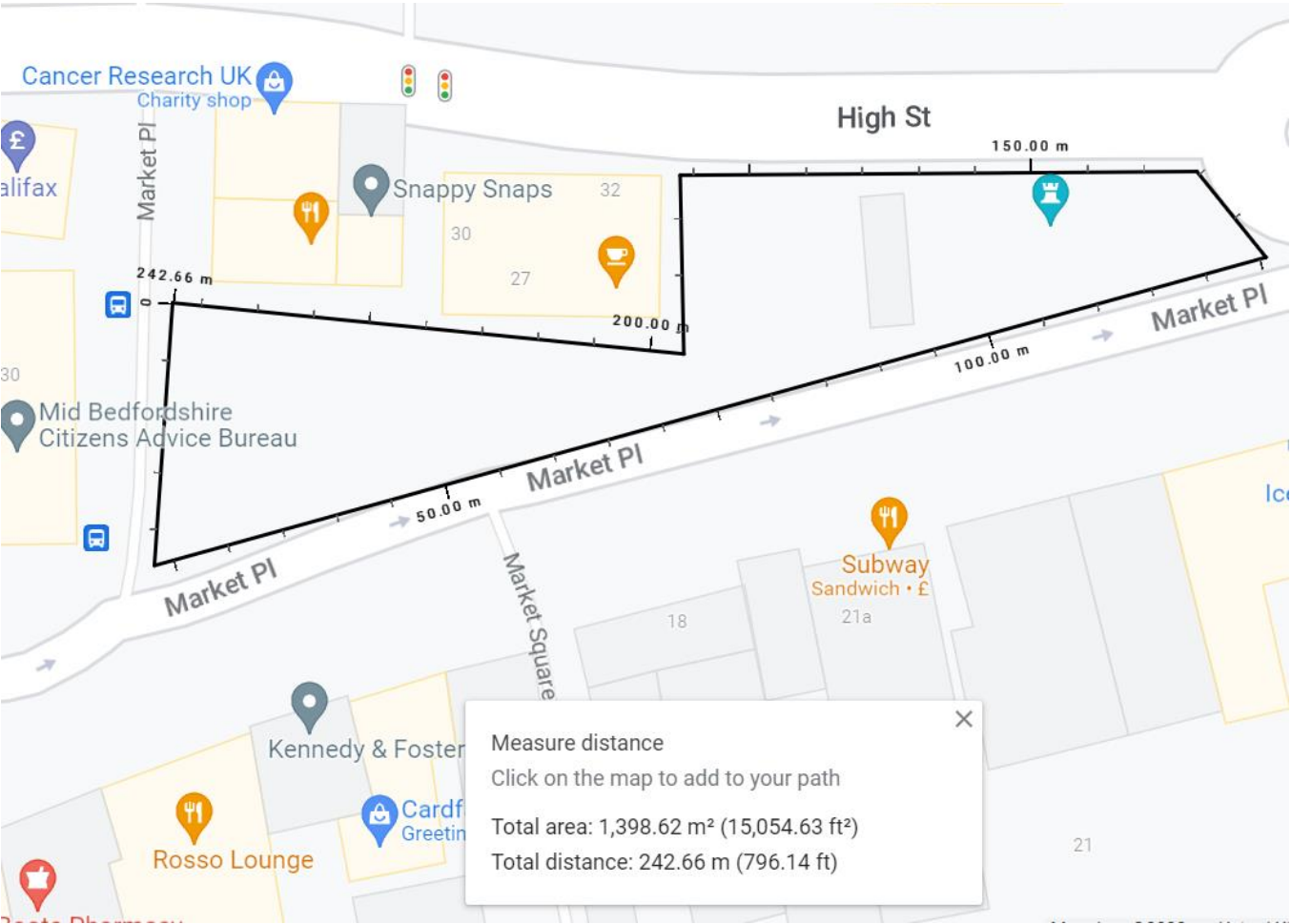
For Members to agree the following:

- To recommend to Council this is delivered as part of the Market Square Vision
 - With a recommendation to proceed with Supplier C pending further detail on finalised plans on location and catchment area of each camera.

Isaac Lord
Place Shaping Manager

Appendix A: Map of Market Square Area for Coverage

Appendix A: Map of Market Square Area for Coverage



BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
The King's Coronation

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: ECONOMY: Develop a programme of events for the town centre.

Finance: Virement will be required from other cost centres.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

It was resolved by the Town Centre Management committee on 18th October 2022 for Officers to continue to monitor official guidance and present ideas back at a later date.

Summary

On the 21st January 2023, guidance was released stating that the Coronation of His Majesty the King will take place at Westminster Abbey on Saturday 6th May 2023. On the Sunday, a special concert is to be held and broadcasted from Windsor Castle alongside the Coronation Big Lunch, in which neighbours and communities are invited to share food together across the UK. On Monday, members of the public will be invited to participate in The Big Help Out, encouraging residents to volunteer with charities supporting their local areas.

Coronation Big Lunch

Officers' preference is to organise a Big Lunch on the Square on Sunday 7th May to bring together the town. It would be a great way to boost community spirit and reduce loneliness whilst supporting good causes, as the Council could collect for the Mayor's charities.

Officers' vision would be to close the entire Square with BTC bringing as many tables, chairs and benches as space permits. Business engagement would start as soon as possible to invite local businesses to put out street furniture in designated zones and sell food and drink via BTC gazebos. Iceland is a sponsor of the event nationally, so they may be willing to donate pre-packaged food. Residents would be encouraged to bring their own food and to purchase from traders. Bunting leftover from the Jubilee celebrations would be put up using a BTC-owned cherry picker to be purchased.

The busker's platform could be put out with pre-agreed performances from local musicians.

This would also require minimal funding, with most costs related to staffing.

Recommendations

For Members to agree to proceed with the Coronation Big Lunch.

For Members to agree to form a small Working Group including the Place Shaping Manager and up to two Members to proceed with the organisation of the event.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
21st February 2023
Christmas Event

Implications of Recommendations:

Corporate Strategy: ASPIRATIONS: Develop a programme of events for the Town Centre.

Finance: Sourced from allocation set aside in Town Centre budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

As with every year, a successful lights switch-on event is underpinned by meticulous planning. Officers have therefore pulled together feedback and ideas that have come out of the 2022 event so Officers and Members can collectively begin planning 2023.

Feedback

Feedback on the whole was positive for last year's event and was collected via an online form, with results attached in Appendix A. This was sent out to colleagues, traders, performers and contractors. A couple of points to note:

- Suggestion to rename the switch-on to Biggleswade Lights Up!
- Improved lighting needed in the Town Council tent with signposting.
- Could have been more stalls.
- Disappointing that the usual Father Christmas was not invited.
- Fenced off holding area for Children would have been nice.

Next year, Officers would plan on putting the feedback form onto the website and social media to collect more feedback and better understand what residents would like to see. But regardless of this, it may be an idea to put up a form now to gather initial thoughts from residents for the 2023 event. Officers like the idea of coining the event the Biggleswade Lights Up, which would certainly be easier from a marketing point of view as it's snappy. Officers would propose to start getting commitments from traders as soon as possible, to ensure the Square is packed out with a great local offer. Biggleswade Sandy Lions did a fantastic job as Father Christmas and Officers would be keen to continue this great relationship for next year. Officers note and agree with the holding area for children and would plan this better.

2023 Budget

Indicative costs based on commitments and projections are illustrated in the below figure.

Figure 1. Indicative Costs for the 2023 Lights Switch-On

Category	Budget	Emerging Costs	Comments
Lights	£20,500.00	£8,696.00	Including festoons and Christmas tree. Excludes motifs.
Christmas Tree	£7000.00	£1,815.00	
Staging		£3,272.50	
Headline Act		£110.00	
BSL Interpretation		£99.00	
First Aid		£422.40	
Electrician		£541.20	
Other		£500.00	Includes unknown miscellaneous costs.
Total	£27,500.00	£15,456.10	

BSL – British Sign Language. Costs in bold are confirmed. All remaining costs are indicative and based on 2022 figures plus CPI at +10%. Lights also exclude those on Market Square trees as these are owned.

There is currently a variance in the total spend for the event given the low committed cost contained within the lights category. It should be noted that this excludes the motifs hired last year which were rather temperamental. Officers would be minded not to add any further lighting, instead continuing with the high street festoons, Christmas tree lights and Market Square tree lights only.

If Members wish to continue the Grotto offer, Officers would recommend the delta is invested in buying a new one, as the existing structure is no longer fit for purpose. It is very difficult to set up without breaking panels, as seen by Officers when completing a practice set-up in the depot. Officers would prefer the grotto is discontinued as it does not provide good value for money versus similar offers in shopping centres. Instead, investing the delta in hiring a synthetic ice rink or something similar that provides a point of difference. From quotes pulled for the 2022 switch-on, this is an indicative £5,500 for three days with staffing or £4,000 without staffing.

It should also be noted that Officers were lucky to secure a headline act at such low cost, which ended up being free. If Queenergy were not asked to come again, it is likely that this cost would be more in the region of £1,000. Officers would propose exploring alternatives to fully understand what is on offer from local musicians.

Timeline

21st February – Update to Town Centre Management (TCM) Committee.

22nd February to next TCM – Officers procure the Christmas tree, first aid, electrician, BSL interpreter and staging. Also start compiling list of interested traders.

Next TCM – Officers provide update on procurement and look to finalise list of traders.

Recommendations

For Members to agree that Officers:

- Undertake an online survey with residents to understand their views for the event.
- Proceed with pulling together quotes for all categories to present at next TCM.

Isaac Lord
Place Shaping Manager

Appendix A: 2022 Feedback

Appendix A: 2022 Feedback

ID	Please write any feedback in the below box...
1	Hi Team, the event was absolutely fantastic and the team were superb on the day ensuring all went well. Well done to everyone excellent job!!!
2	Thanks for your hard work and special events I had very good business and enjoyed the time
3	Pupils and staff loved attending.
4	Disappointing to see Tony Barker was not Father Christmas this year, he is an upstanding member of our community and held the role for the past 16 years! Why was the need to bring someone in from Sandy Lyon's to do the job?
5	Can St.Andrews Lower School choir be after school, so more children and families and teachers can attend? Just a suggestion from one teacher. In a previous place we used to call it ... Name of town Lights Up!
6	More punchy than Biggleswade Lights switch on.. just a thought.
7	Feedback from volunteers who turned up to do litter picking was that they had difficulty in finding the Town Council stall, in fact one lady looked for it twice in vain. Also a volunteer, who came after dark, couldn't see that there was any litter picking equipment as the interior of the stall was unlit. Perhaps a banner and some better lighting would improve things for next time.
8	Nice to have a big stage. It would have been good to have a fenced off 'holding area' for child performers as there has been in previous years. From a safeguarding point of view, it was difficult keeping track of pupils and ensuring they got back to parents - particularly when they came off the stage.
9	Great day , staff very helpful in getting set up and throughout the day. Fantastic to see so many supporting the event.
10	Look forward to being apart of it next year
11	went really well but need better radio to stay in contact
12	Seemed a bit quieter this year I assume due to the football. I've been at the event for a number of years now and the atmosphere is always great. There seemed less craft stalls this year but know it was a busy weekend of events locally and booking for the event was late in comparison, which might be something to think about in future. I turned other events down waiting for the Light Switch to open bookings. I have already provisionally rebooked one event next November as they offer you the chance to book the next year as part of the feedback process. Again this might be worth considering in the future. Looking forward to next year.
13	Lights in the Town Council tent so children can see when creating their stars. The lights need to be very bright and provide a lot of light.
14	That performers confirm in advance the order of songs that they want playing for their performance.
15	Just wanted to say that on behalf of my friends and family that the lights switch on was fantastic. Everyone loves the coloured lights and the music was fantastic. There could have been more stalls. More
16	Well organised with a good attendance.



Mr Karim Hosseini
Head of Governance and Strategic Partnerships
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

15th February 2023

Dear Karim,

Ref: CBC and BTC CCTV Strategies, Novation Agreement Proposal

Thank you for your letter dated 25th January 2023 about the novation of a British Telecom analogue line between Biggleswade and Stevenage.

My understanding of the situation is that although Biggleswade Town Council decided over a year ago to continue delivery of your CCTV provision through Hertfordshire CCTV Partnership, BTC only advised the Council of this decision in mid-October 2022, at which time, BTC asked for the Councils line to be novated to BTC to enable an upgrade to your CCTV system. As you know the line is contracted to Central Bedfordshire Council and it is still being used to deliver our CCTV cameras in Biggleswade, and officers have confirmed to you that as soon as the new line we are waiting for from BT is complete the Council will novate the line to BTC.

As you note, there have been delays in the installation of the new BT line the Council has ordered, and whilst those delays are outside of our control, it is being pursued directly with BT at senior levels because we need the matter resolved urgently and albeit we don't have a confirmed timescale for the Council's work to be completed there is some traction on the outstanding work. That said, whilst this has delayed installation of our own CCTV project significantly it has not affected transmission of BTC or CBC CCTV cameras in Biggleswade and the existing camera network in the town continues to provide an effective community safety response to crime and disorder issues in the town centre whilst we await completion of the new BT line.

Obviously I fully understand that BTC wishes to progress the work on upgrading your own CCTV system as soon as possible and I am glad that the novation of the line from the Council, as existing BT customers, will save BTC the costs of having to order a new line from BT as a

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

Telephone 0300 300 8000

Email customer.services@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

new customer but I'm afraid that while the exiting BT line continues to deliver the Council's CCTV cameras in Biggleswade I must ensure the continuity of service by continuing as the contract owner of the line until the new BT line we have ordered is complete and fully functional.

In the meantime, Senior officers will continue to escalate our outstanding new line with BT and as soon as the work is completed, my officers will ensure the BT novation paperwork is submitted as a priority.

Kind Regards,



Lorna Carver

Director of Place and Communities
Central Bedfordshire Council

CC:

Cllr Steven Dixon (Executive Member for Sustainability and Transformation inc. CCTV)

Cllr Ian Bond (Ward Member for Biggleswade North)

Cllr Mark Foster (Ward Member for Biggleswade South)

Cllr Steven Watkins (Ward Member for Biggleswade North)

Cllr Hayley Whitaker (Ward Member for Biggleswade South)

Beverley Gaynor, CBC

Steve Barrett, CBC

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee
Crime Statistics Report
Quarter 3 2022-2023

Implications of Recommendations

Corporate Strategy: The Town Council analyses crime statistics to maintain an awareness of local crime, allowing for informed mitigating decisions to be made.

Finance: May influence positioning of mobile camera units, which has minor impact on budget.

Equality: No impact.

Environment: No impact

Community Safety: No impact.

Background

Officers continue to report on crime statistics as agreed at the Town Centre Management meeting in July 2022.

Introduction

If there have been no reported crimes of a category of crime this will not be displayed in the graph. The figures used within this report are the crimes recorded in Biggleswade by Bedfordshire Police that can be shared with the public.

Appendix A: Breakdown of Crime in Biggleswade

The appendix provides a breakdown of how crime reported in Biggleswade has been categorised.

Appendix B: Graph Analysis

Graph 1 analysis

Overall numbers of crimes committed in Biggleswade have remained relatively static since 2020 for the three-month period, increasing by 51 incidences from 235 to 286 in 2021 with a very small increase into 2022 of 4 incidences more. Burglaries, criminal damage and violent offences have decreased to their lowest number in the five years. Whilst assaults and drug-related offences have rather alarmingly increased within the period.

Graph 2 analysis

Overall, the number of crime incidences decreased between October and December, with a small peak in November. Assaults and other criminal offences remained at a high level compared to other types of crimes, whilst burglaries, business theft or attempted theft, criminal damage, drug-related offences and sexual offences decreased in the three months.

Graph 3 analysis

Theft and attempted theft has remained relatively static throughout the three month period with a spike in theft from a motor vehicle in November. Other theft was the highest category, followed by theft from a motor vehicle, with a very small number of incidences across other categories.

Graph 4 analysis

October saw the highest number of incidences for theft and attempted theft of businesses, which then stabilised to 14 incidences per month in November and December. A minimal number of crimes were recorded relating to making off without payment. Whilst shoplifting saw at least 10 incidences a month.

Graph 5 analysis

This shows Biggleswade lvel continues to see the highest number of incidences at 36, versus Biggleswade Holme at 24 and Biggleswade Stratton at 6.

Graph 6 analysis

More business related theft or attempted theft took place in London Road than the Market Square, which is the first time since presenting these reports. Unusually, only 1 incident was recorded in the A1 retail park despite Officers having received a few complaints relating to theft and safety.

Graph 7 analysis

8 incidences were of burglary were recorded over the three month period, which gradually decreased between October and December. Residential burglaries made up the majority of reports at 7 counts whilst burglaries relating to business made up 3.

Graph 8 analysis

Criminal damage was at its highest in October with 13 counts, before decreasing down to 3 in November and remaining relatively low in December at 6. Other criminal damage accounted for most reports, with residential criminal damage and motor vehicle criminal damage a close second.

Graph 9 analysis

Assaults, as previously alluded to, were very high throughout the three month period with a peak of 28 incidences in November. Assault without injury was relatively static at between 10-13 counts per month whilst assault with injury peaked largely in November before slightly dipping off in December.

Graph 10 analysis

There were 2 threats to kill in the three month period, both of which were in December.

Recommendations

For Members to:

- Note the Q3 crime statistics.
- Review measures for reducing number of assaults with crime reduction partners.

Isaac Lord
Place Shaping Manager

Appendix A: Breakdown of Crime in Biggleswade
Appendix B: Graph Analysis

Appendix A

Offence

Abstracting electricity
Acquisition, use & possession of criminal property
Affray
Aggravated Burglary - Business And Community
Aggravated Burglary - Residential - Dwelling
Aggravated vehicle taking
Arson endangering life (Indictable)
Arson not endangering life
Assault occasioning actual bodily harm (ABH)
Assault or assault by beating of a constable
Assault or assault by beating of an emergency worker (except a constable)
Assault Police - Assault occasioning actual bodily harm (ABH) (S.47)
Assault without Injury - Common assault and battery
Assault without injury on a constable (Police Act offence)
Attempted - Fraud etc
Attempted - Kidnapping - False imprisonment (Indictable)
Attempted - Other criminal damage to a vehicle (Under £5,000)
Attempted - Robbery (Personal) (Indictable)
Attempted - Sec 4 POA Fear or provocation of violence
Attempted - Sec 4a POA Causing intentional harassment, alarm or distress
Attempted - Theft from automatic machine or meter
Attempted - Theft from shops and stalls
Attempted - Theft from the person of another
Attempted - Theft if not classified elsewhere
Attempted - Theft in a dwelling

BC Level 2
OTHER CRIMINAL OFFENCES
CRIMINAL DAMAGE
AFFRAY
BURGLARY
BURGLARY
THEFT OR ATTEMPTED THEFT
CRIMINAL DAMAGE
CRIMINAL DAMAGE
ASSAULT
ASSAULT
ASSAULT
ASSAULT
ASSAULT
ASSAULT
OTHER CRIMINAL OFFENCES
OTHER CRIMINAL OFFENCES
CRIMINAL DAMAGE
THEFT OR ATTEMPTED THEFT
VIOLENT OFFENCES
VIOLENT OFFENCES
BUSINESSS - THEFT OR ATTEMPTED THEFT
BUSINESSS - THEFT OR ATTEMPTED THEFT
THEFT OR ATTEMPTED THEFT
THEFT OR ATTEMPTED THEFT
THEFT OR ATTEMPTED THEFT

Attempted Burglary - Business And Community
 Attempted Burglary - Residential - Dwelling
 Attempted murder (Indictable)
 Blackmail (Indictable)
 Breach of a restraining order
 Breach of conditions of injunction against harassment
 Breach of non-molestation order
 Burglary - Business And Community
 Burglary - Residential - Dwelling
 Burglary - Residential - Non-Dwelling
 Controlling/Coercive behaviour
 Criminal damage to a building other than a dwelling
 Criminal damage to a dwelling
 Cruelty or Neglect
 Dangerous Driving
 GBH serious wound without intent (s20)
 Going equipped for stealing etc
 Harassment - Pursue course of conduct which amounts to stalking
 Harassment - Pursue course of conduct in breach of Sec 1 (1) which amounts to stalking
 Harassment - Putting people in fear of violence
 Harassment - which amounts to stalking
 Harassment - without violence (course of conduct)
 Harassment etc. of a person in his home
 Having an article with a blade or point in a public place
 Having possession of a controlled drug - Class A - Cocaine
 Having possession of a controlled drug - Class A - Heroin
 Having possession of a controlled drug - Class A - Other
 Having possession of a controlled drug - Class B - Cannabis
 Hold person in slavery or servitude
 Interference with a motor vehicle

BURGLARY
 BURGLARY
 MURDER OR ATTEMPTED MURDER
 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
 BURGLARY
 BURGLARY
 BURGLARY
 CONTROLLING OR COERCIVE BEHAVIOUR
 CRIMINAL DAMAGE
 CRIMINAL DAMAGE
 OTHER CRIMINAL OFFENCES
 TRAFFIC OFFENCES
 VIOLENT OFFENCES
 THEFT OR ATTEMPTED THEFT
 SEXUAL OFFENCES OR SEXUAL HARRASMENT

 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 VIOLENT OFFENCES
 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 VIOLENT OFFENCES
 VIOLENT OFFENCES
 VIOLENT OFFENCES
 DRUG-RELATED OFFENCES
 DRUG-RELATED OFFENCES
 DRUG-RELATED OFFENCES
 DRUG-RELATED OFFENCES
 MODERN SLAVERY
 THEFT OR ATTEMPTED THEFT

Intimidating a juror or witness or person assisting in investigation	OTHER CRIMINAL OFFENCES
Intimidating or intending to intimidate a witness	OTHER CRIMINAL OFFENCES
Kidnapping - False imprisonment (Indictable)	OTHER CRIMINAL OFFENCES
Making off without payment	BUSINESSSS - THEFT OR ATTEMPTED THEFT
Malicious Communications	OTHER CRIMINAL OFFENCES
Other criminal damage to a building other than a dwelling	CRIMINAL DAMAGE
Other criminal damage to a building other than a dwelling (£5,000 and over)	CRIMINAL DAMAGE
Other criminal damage to a building other than a dwelling (Under £5,000)	CRIMINAL DAMAGE
Other criminal damage to a building other than a dwelling +£5,000	CRIMINAL DAMAGE
Other criminal damage to a dwelling (£5,000 and over)	CRIMINAL DAMAGE
Other criminal damage to a dwelling (Under £5,000)	CRIMINAL DAMAGE
Other criminal damage to a vehicle (£5,000 and over)	CRIMINAL DAMAGE
Other criminal damage to a vehicle (Under £5,000)	CRIMINAL DAMAGE
Other criminal damage, other (£5,000 and over)	CRIMINAL DAMAGE
Other criminal damage, other (Under £5,000)	CRIMINAL DAMAGE
Owner or person in charge allowing dog to be dangerously out of control	OTHER CRIMINAL OFFENCES
Possessing firearm or imitation firearm	VIOLENT OFFENCES
Possession of a controlled drug with intent to supply - Cannabis	DRUG-RELATED OFFENCES
Possession of a controlled drug with intent to supply - Class A - Cocaine	DRUG-RELATED OFFENCES
Possession of a controlled drug with intent to supply - Class B - Cannabis	DRUG-RELATED OFFENCES
Possession of a controlled drug with intent to supply - Class B - Other	DRUG-RELATED OFFENCES
Possession of offensive weapon	OTHER CRIMINAL OFFENCES
Possession of offensive weapon without lawful authority	OTHER CRIMINAL OFFENCES
Possession of offensive weapon without lawful authority or reasonable excuse	OTHER CRIMINAL OFFENCES
Production or being concerned in production of a controlled drug - Class B - Cannabis	DRUG-RELATED OFFENCES
Racially or religiously aggravated assault	HATE CRIME
Racially or religiously aggravated common assault or beating	HATE CRIME
Racially or religiously aggravated fear or provocation of violence	HATE CRIME
Racially or religiously aggravated Harassment or stalking without violence	HATE CRIME
Racially or religiously aggravated Harassment without violence	HATE CRIME

Racially or religiously aggravated harassment, alarm or distress
 Racially or religiously aggravated intentional harassment, alarm or distress
 Receiving stolen goods
 Robbery (Business) (Indictable)
 Robbery (Personal) (Indictable)
 Sec 4 POA Fear or provocation of violence
 Sec 4a POA Causing intentional harassment, alarm or distress
 Sec 5 POA Harassment, alarm or distress
 Sending letters etc with intent to cause distress or anxiety
 Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988
 Sexual
 Stalking
 Stalking involving serious alarm/distress
 Supplying or offering to supply a controlled drug - Class A - Cocaine
 Theft by an Employee
 Theft from a motor vehicle
 Theft from automatic machine or meter
 Theft from shops and stalls
 Theft from the person of another
 Theft if not classified elsewhere
 Theft in a dwelling other than from automatic machine or meter
 Theft of a motor vehicle
 Theft of conveyance other than a motor or pedal cycle
 Theft of Mail
 Theft or Unauthorised Taking of a Pedal Cycle
 Threaten with a blade or sharply pointed article in a public place
 Threaten with an offensive weapon in a public place
 Threats to destroy or damage property
 Threats to kill

HATE CRIME
 HATE CRIME
 OTHER CRIMINAL OFFENCES
 VIOLENT OFFENCES
 VIOLENT OFFENCES
 VIOLENT OFFENCES
 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
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 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 DRUG-RELATED OFFENCES
 BUSINESS - THEFT OR ATTEMPTED THEFT
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 BUSINESS - THEFT OR ATTEMPTED THEFT
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 VIOLENT OFFENCES
 VIOLENT OFFENCES
 CRIMINAL DAMAGE
 VIOLENT OFFENCES

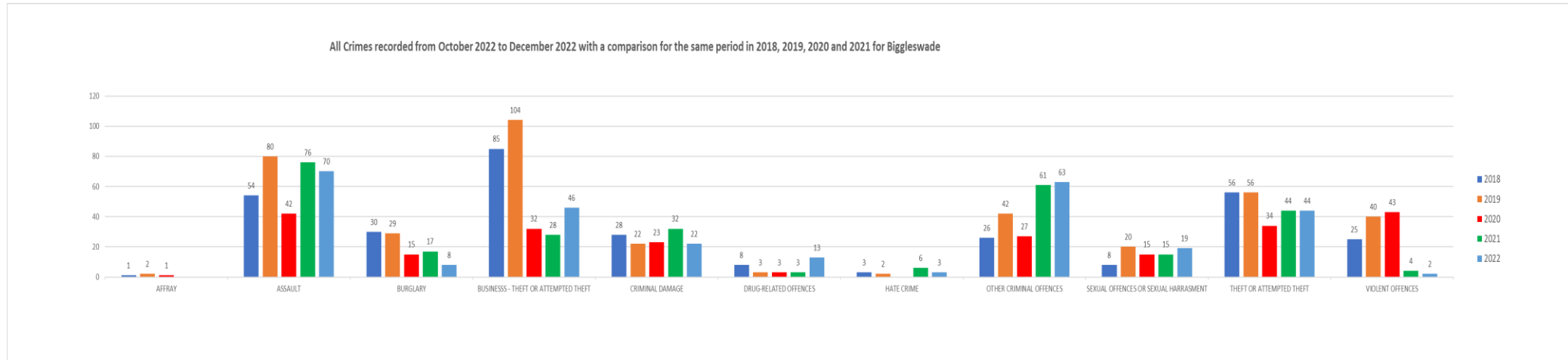
Unauthorised taking of a motor vehicle
 Voyeurism
 Wounding with intent to do grievous bodily harm (Indictable)
 Blackmail
 Theft or unauth taking of pedal cycle
 Other theft
 Assault without injury
 Other criminal damage
 Harassment
 Assault with injury
 Possess of control drugs (cannabis)
 ROBBERY OF PERSONAL PROPERTY
 CRIMINAL DAMAGE TO A VEHICLE
 kidnapping
 shoplifting
 THEFT OR UNAUTH TAKING OF A MOTOR VEH
 ATTEMPTED BURGLARY - RESIDENTIAL
 POSSESS OF CONTROL DRUGS (EX CANNABIS)
 PUBLIC FEAR ALARM OR DISTRESS
 GOING EQUIPPED FOR STEALING
 BURGLARY - RESIDENTIAL
 CRIMINAL DAMAGE TO A BUILDING - BUSINESS
 THREAT INTENT TO COMMIT CRIM DAM
 INTERFERING WITH A MOTOR VEHICLE
 HANDLING STOLEN GOODS
 STATE OR PUBLIC ORDER
 CRIMINAL DAMAGE - RESIDENTIAL
 TRAFFICKING OF DRUGS
 POSSESS OF ARTICLE WITH BLADE OR POINT
 RACE OR RELIGIOUSLY AGG HARASS

THEFT OR ATTEMPTED THEFT
 SEXUAL OFFENCES OR SEXUAL HARRASMENT
 VIOLENT OFFENCES
 OTHER CRIMINAL OFFENCES
 THEFT OR ATTEMPTED THEFT
 THEFT OR ATTEMPTED THEFT
 ASSAULT
 CRIMINAL DAMAGE
 OTHER CRIMINAL OFFENCES
 ASSAULT
 DRUG-RELATED OFFENCES
 THEFT OR ATTEMPTED THEFT
 CRIMINAL DAMAGE
 OTHER CRIMINAL OFFENCES
 BUSINESS - THEFT OR ATTEMPTED THEFT
 THEFT OR ATTEMPTED THEFT
 BURGLARY
 DRUG-RELATED OFFENCES
 OTHER CRIMINAL OFFENCES
 THEFT OR ATTEMPTED THEFT
 BURGLARY
 CRIMINAL DAMAGE
 CRIMINAL DAMAGE
 CRIMINAL DAMAGE
 OTHER CRIMINAL OFFENCES
 OTHER CRIMINAL OFFENCES
 CRIMINAL DAMAGE
 DRUG-RELATED OFFENCES
 VIOLENT OFFENCES
 HATE CRIME

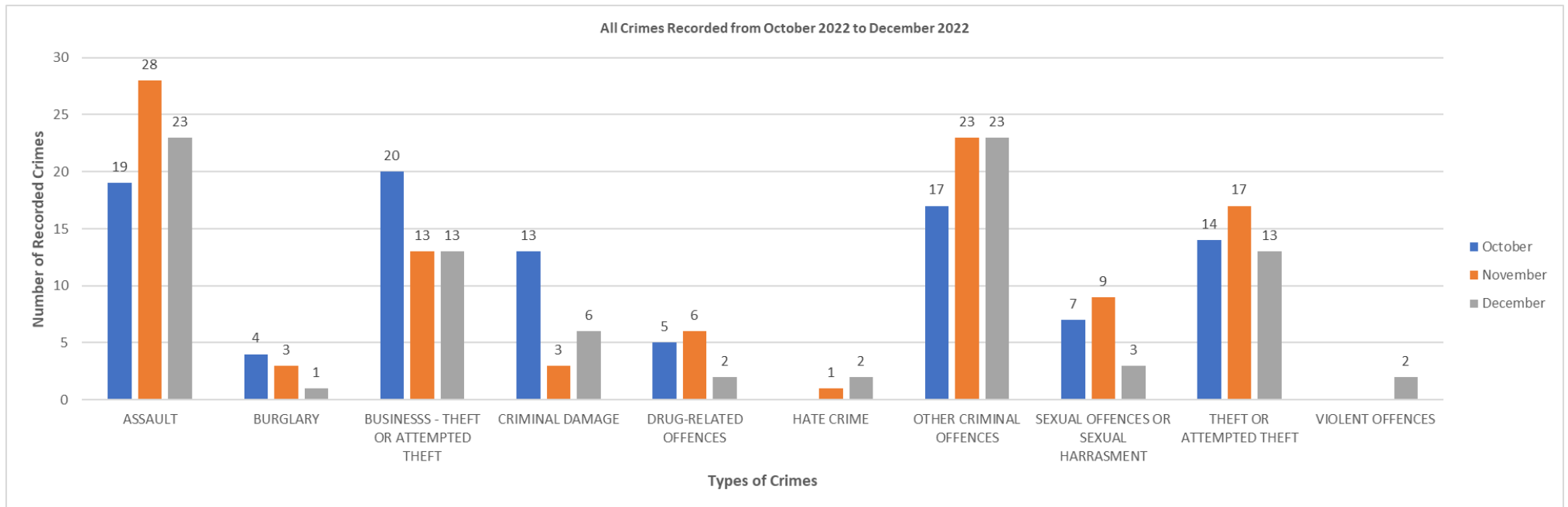
RACE OR RELIGIOUS AGG PUBLIC FEAR
POSSESSION OF FIREARMS OFFENCES
THEFT FROM THE PERSON
ASSAULT WITH INTENT TO CAUSE SERIOUS HARM
ASSAULT WITH INTENT TO CAUSE S HARM
THEFT IN A DWELLING OTHER AUTO MACH
POSSESSION OF OTHER WEAPONS
ATTEMPT BURG - BUS AND COM
ASSAULT WITHOUT INJURY ON A CONSTABLE
PROFIT FROM OR CONCEAL PROCEEDS OF CRIME
ASSAULT WITH INJURY ON A CONSTABLE
AGGRAVATED BURGLARY - RESIDENTIAL
RACE OR RELIGIOUSLY AGG ASSAULT NO INJ
RACE OR RELIGIOUSLY AGG ASSAULT WITH INJ
TRAFFICKING IN CONTROLLED DRUGS
MODERN SLAVERY
ABSCONDING FROM LAWFUL CUSTODY
PERVERTING THE COURSE OF JUSTICE
ROBBERY OF BUSINESS PROPERTY

HATE CRIME
VIOLENT OFFENCES
THEFT OR ATTEMPTED THEFT
ASSAULT
ASSAULT
THEFT OR ATTEMPTED THEFT
VIOLENT OFFENCES
BURGLARY
ASSAULT
OTHER CRIMINAL OFFENCES
ASSAULT
BURGLARY
HATE CRIME
HATE CRIME
DRUG-RELATED OFFENCES
OTHER CRIMINAL OFFENCES
OTHER CRIMINAL OFFENCES
OTHER CRIMINAL OFFENCES
BURGLARY

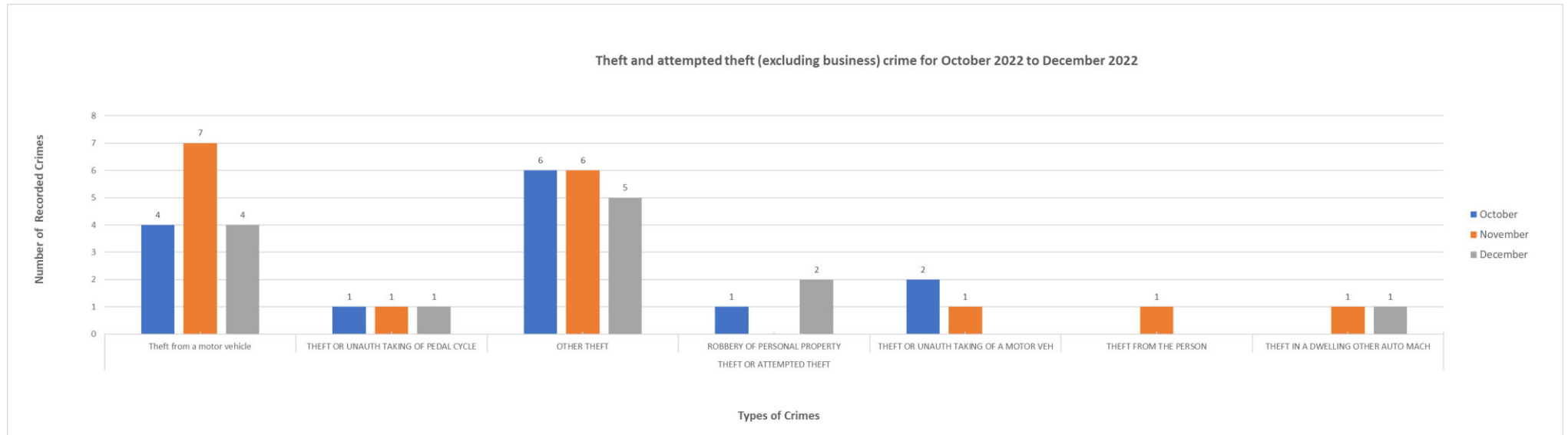
Graph 1



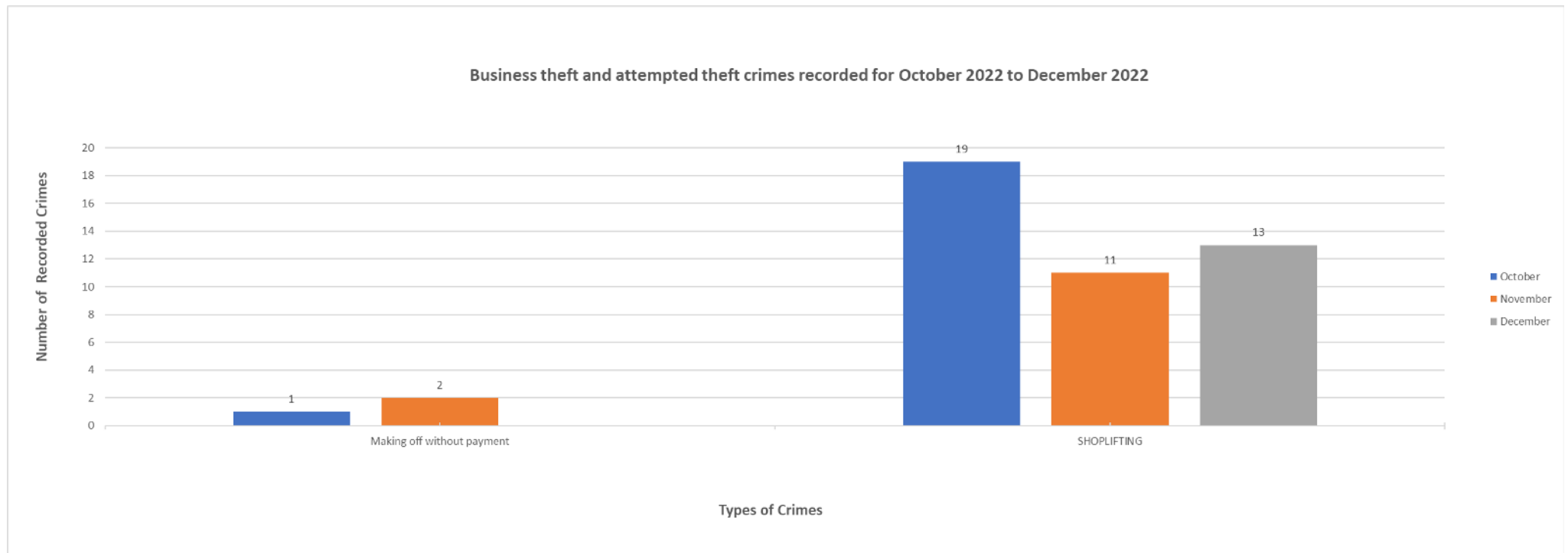
Graph 2



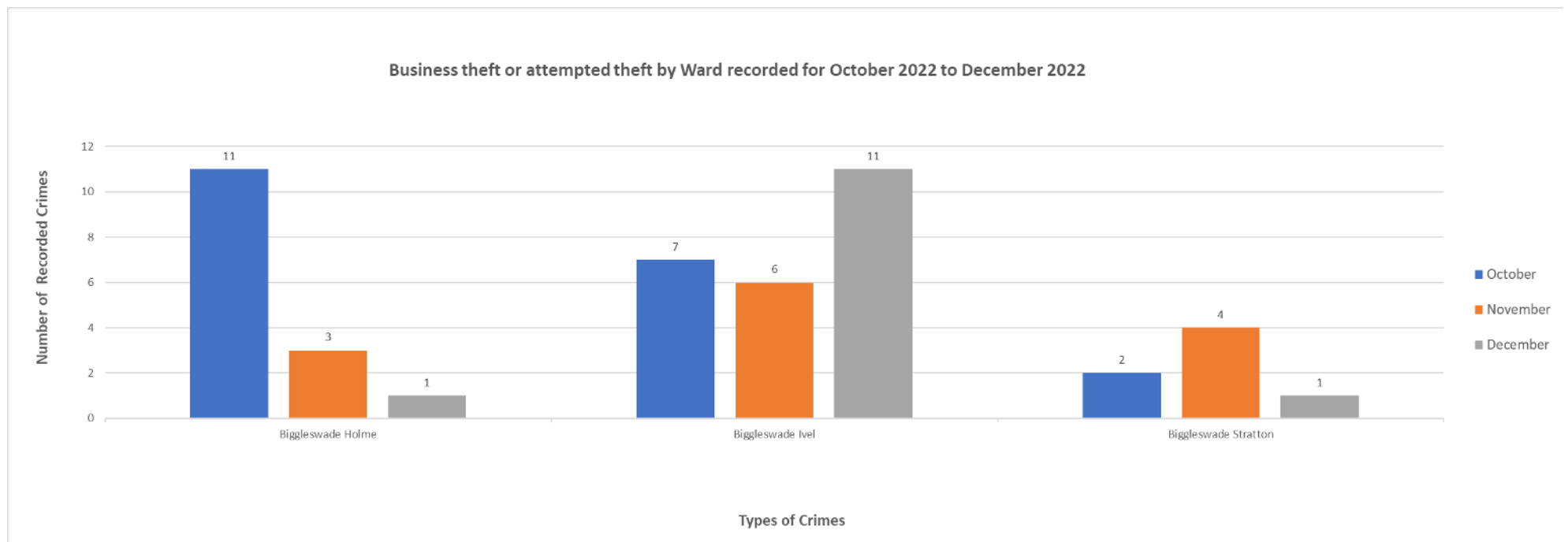
Graph 3



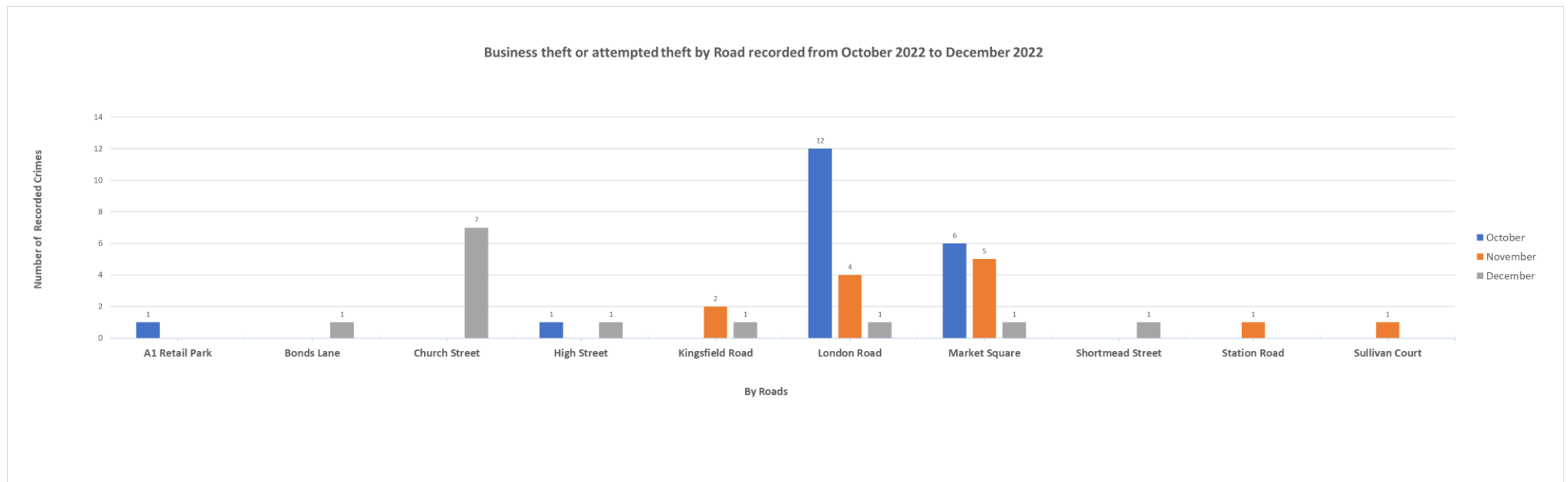
Graph 4



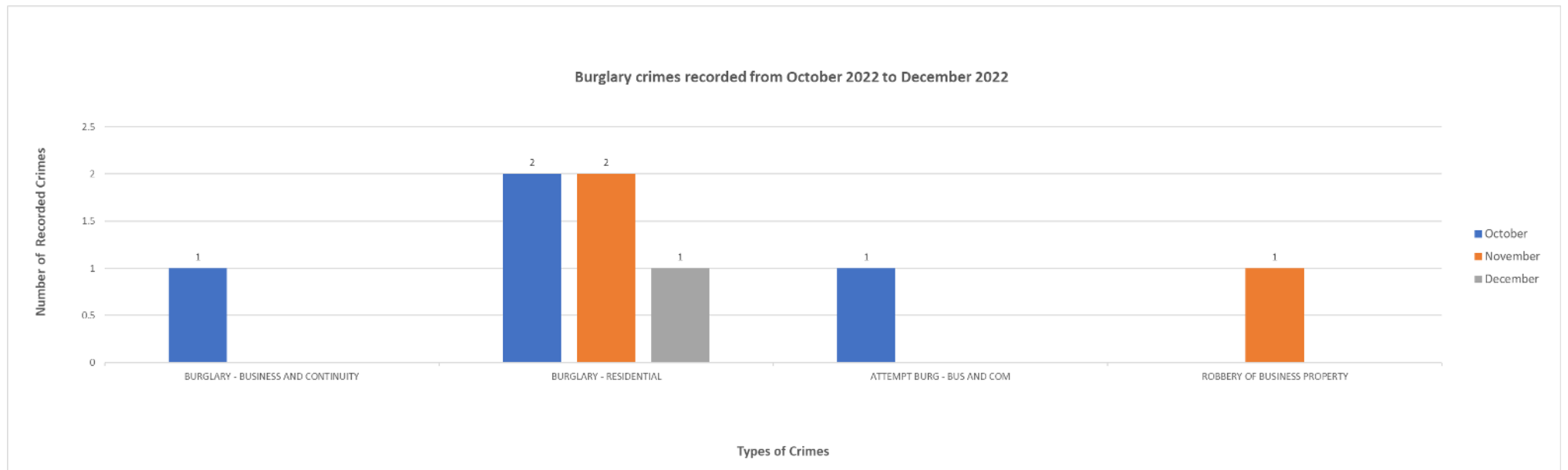
Graph 5



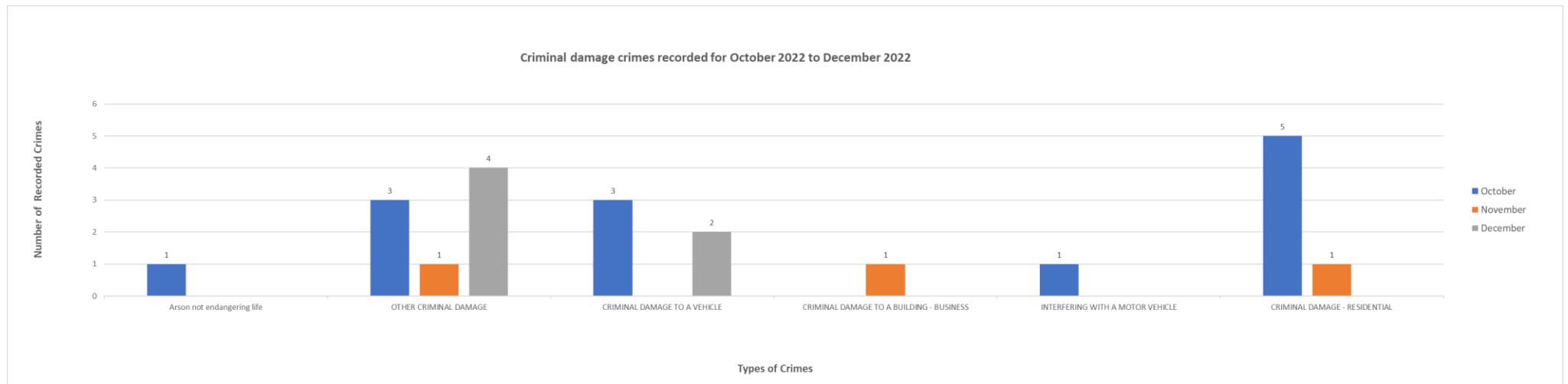
Graph 6



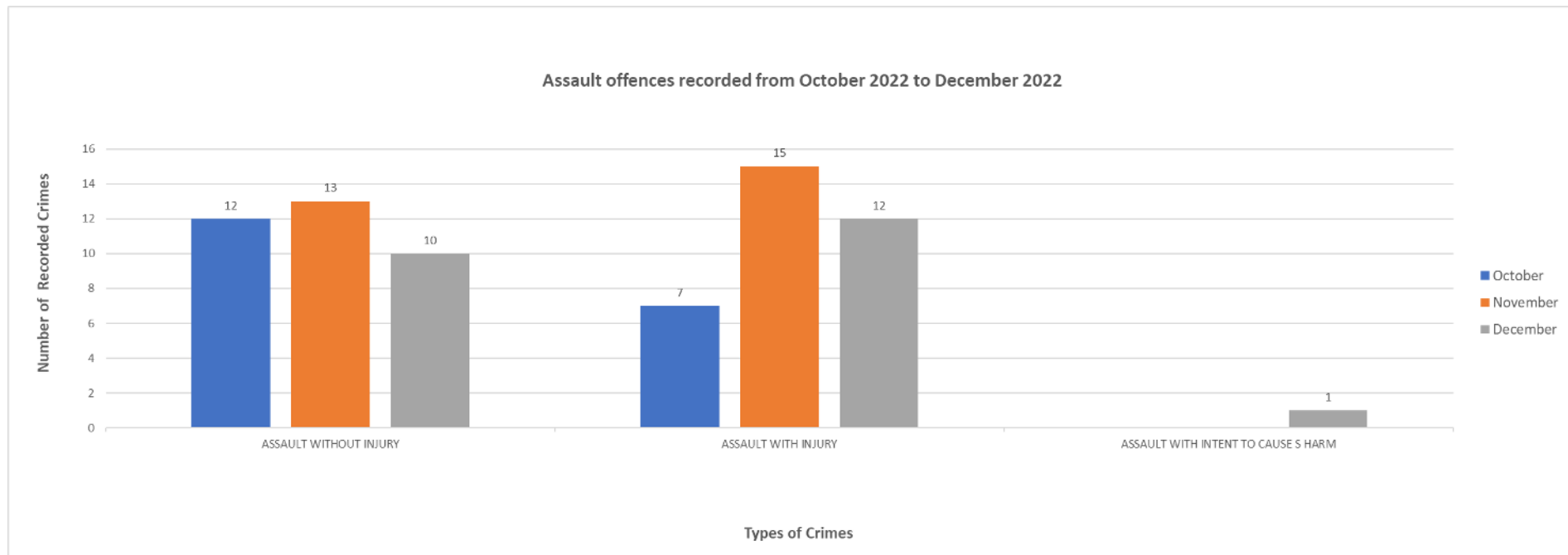
Graph 7



Graph 8



Graph 9



Graph 10

