



Ref: Agenda/TCM – 18/10/2022

13<sup>th</sup> October 2022

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 **Tuesday 18<sup>th</sup> October 2022** 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

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: All Town Councillors  
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\\_-v5VYEKQSrqtJ8uhcn017A](https://us06web.zoom.us/webinar/register/WN_-v5VYEKQSrqtJ8uhcn017A)**

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. The Minutes of the Town Centre Management Committee Meeting held on **Tuesday 19<sup>th</sup> July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

#### **8. MATTERS ARISING**

- a. The Minutes of Town Centre Management Committee Meeting held on **Tuesday 19<sup>th</sup> July 2022** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

#### **9. ITEMS FOR CONSIDERATION**

##### **a. Market Development Plan**

For Members to receive and consider a written report from the Place Shaping Manager and the Head of Governance & Strategic Partnerships.

##### **b. Market Square Vision Update**

For Members to receive and consider a written report from the Place Shaping Manager and the Head of Governance & Strategic Partnerships.

##### **c. War Memorial**

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

##### **d. Defibrillator**

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

##### **e. King's Coronation**

For Members to receive an oral update from the Place Shaping Manager.

**10. ITEMS FOR INFORMATION**

a. **Bus Routes**

For Members to receive an oral update from the Place Shaping Manager.

b. **Remembrance Sunday**

For Members to receive an oral update from the Place Shaping Manager.

c. **Crime Statistics**

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

d. **CCTV**

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

e. **Christmas Event**

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\\_-v5VYEKQSrgtJ8uhcn017A](https://us06web.zoom.us/webinar/register/WN_-v5VYEKQSrgtJ8uhcn017A)**

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 it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

(13a. Car Parks Tender)

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 19<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 26<sup>th</sup> 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 25<sup>th</sup> November can proceed and a second Christmas market event can be held on 23<sup>rd</sup> 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 9<sup>th</sup> 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 10<sup>th</sup> 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 Counsel 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 8<sup>th</sup> 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

DRAFT



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee**  
**18<sup>th</sup> October 2022**  
**Market Development**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: Economy:** Continue to invest in the Saturday Charter Market, as well as exploring options of more themed markets to complement the existing offer.

**Finance:** May increase income stream from the Market.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all aspects of community safety.

## **Background**

Whilst the Market has continued to operate throughout the pandemic at a modest level, traders are now slowly being lost as they find opportunities in new events and out-of-town retail spaces. The Town Council has the means and ability to grow the Market offer as a primary means to attract people into the Town Centre while traditional bricks and mortar retail units continue to decline, with a pending recession.

## **Summary**

Officers have developed a plan in several stages.

### Short Term

Introduce a new pop-up zone (comprising up to 5 stalls) in a specific area within the Market. This would be a space for new starters to try their business out on the Square and would be nurtured and managed by the Market Superintendent to ensure fair competition and quality. Officers would use the existing advertising budget to promote this function via an advertising campaign which would see a push on social and traditional media, and trader communication outlets. This would generate needed momentum of pop ups.

Combined with the above action, Officers are minded to boost the community and voluntary presence in the Square, via more themed days coupled with enduring presences at both Tuesday and Saturday markets. This will address the heightened public mood for direct engagement for services.

Officers endeavour to embark on a town wide trawl of all businesses (new and old) to invite them to set up by rotation a gazebo in the square for the period of one month at no charge. This has the benefit of show casing in the main Square businesses which historically have not had this exposure. This action will be backed by the Council website to promote this activity providing businesses with a free editorial column and entry on the town council businesses directory.

Street Food Heroes (SFH) has historically been successful in increasing Friday footfall in the Square but has concluded for this year. Officers propose to introduce a similar pilot scheme running on an alternate calendar cycle to SFH, that invites local food traders out onto the Square. This would be run by the Town Council in collaboration with a Market trader that has experience in running similar events, and would comprise 8 to 10 stalls routinely. It would involve charging traders the same rent as on Market Day and keeping the money in the town, which is a criticism SFH has faced in the past. Officers are proposing to initially run the event monthly from the beginning of November under the brand name 'The Biggs Eat' which has not yet been trademarked. Once successful, this event will be increased to fortnightly on a Thursday through as much of the year as possible and will be run out of sync with SFH which will be retained. This will provide a much needed locally sourced food court model which in future could be easily moved into a permanent covered building. Officers aspire for both events to run indefinitely.

### Medium Term

To underpin all the proposed activity discussed in the report, Officers have sourced some footfall monitoring quotes (cost £5k plus vat) which could be installed to provide the required volumetrics for the Town Square and thus a clear baseline.

### Long term

Using earlier Place Shaping reports and Members' input, Officers have identified several types of quality business which are desirable to set up in the Town Square area as a means of drawing in footfall, therefore hopefully improving the Market and attracting quality traders. These include a bespoke delicatessen, a book, comics, and other media shop, a children's soft play unit, and a multi-use leisure arcade unit. These would increase the attraction for people to visit and stay in the town centre. The Town Council would locate and provide a multi-use public information and health unit. It appears that retail is changing in the UK and the Town Square will over time see an increase in the number and range of coffee bars and restaurant units which can be good for the overall ambience and visitor experience.

Adopting the above specific business types approach, Officers are proposing to work with landlords to fill vacant units with pop-up shops, by advertising and using the Market Superintendent to pull businesses in, which could include traders from the Market who have been successful in their pop-up stalls and wish to take advantage of reduced rents. Officers would collaborate with the Biggleswade Chamber of Trade to negotiate reduced levels of rent with landlords and to otherwise intervene to support new businesses with their costs on a temporary basis potentially saving the business rate costs.

### **Recommendations**

That Members agree the following for Officers;

To advertise pop-up shops in the Market and boost trader presence.

To reach out to community and voluntary groups to boost presence.

To invite local businesses onto the Square on rotation to advertise their business.

To pursue 'The Biggs Eat' themed food event and run the first pilot at the beginning of November.

To provide a resilient footfall monitoring device in the main Square.

To support landlords in filling their vacant units with preferred retail options and negotiate reduced rates where possible.

Karim Hosseini  
Head of Governance & Strategic Partnerships

Isaac Lord  
Place Shaping Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee**  
**18<sup>th</sup> October 2022**  
**Market Square Vision Update**

**Implications of Recommendations:**

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

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

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environmental legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

## **Background**

Officers had previously written a report for Members to consider at TCM on the 19<sup>th</sup> July. This outlined a brief vision that Officers had for the Market Square including incremental pedestrianisation, levelling of the pavements and roads, sustainable transport and the acquisition of Century House and the Market Square from CBC. A recommendation was made to collaborate with CBC and produce an updated version of the 'Adopted Masterplan & Strategy 2011' however CBC declined this approach. On the 27<sup>th</sup> July, CBC instead asked Officers to produce a list of aspirations for the Town Centre to be considered by the Director of Place and Communities.

A significant amount of Officer time was then invested into creating the list of aspirations, which was then presented to Members via a micro workshop on the 20<sup>th</sup> September. It was informally agreed that Officers should circulate the list to all Members, and invite views to shape a top-level written report to be presented at Council on the 25<sup>th</sup> October. One response was received from Members.

## **Summary**

With respect to overall strategy, Officers have presented a number of reports in an attempt to define this and have made reference to previously produced Place Shaping reports. Officers are cognisant that the two Place Shaping reports titled 'Biggleswade Place Shaping: Further Reports 2020' and 'Biggleswade Town Centre Adopted Masterplan & Strategy 2011' have elements that are not well received by Members. Officers have read these reports in detail and believe that large portions of them are still relevant, timely and contain items already included within the list of aspirations recently produced. As previously mentioned, CBC have refused to produce a further Place Shaping report, and there is a lack of funding available to produce a new one.

Officers are therefore proposing to produce a succinct version of the existing two Place Shaping reports. Both this report and the list of aspirations would then be refined by Members through a short series of virtual meetings, in which Members would vote on headings and any respective subheadings. Material would be sent with plenty of notice to ensure Members have adequate time to decide on their view. It is suggested that any Members unable to attend these meetings would send their votes in advance. Officers would then further cleanse the report and list of aspirations, removing any headings and items that are not agreed, and this would be presented at Council on 22<sup>nd</sup> November.

Officers' main purpose is to ensure that the Town Council engages positively at a strategic level with CBC and can align both visions to allow the prompt release of retained S106 funding for those key deliverables Members consider to be a priority. This will result in a swifter process of lining up deliverables with available funding. Officers are cognisant that for some elements of the strategy, surveying and feasibility studies would be required but given the monetary and time cost that some of these would incur, Officers would suggest completing these after discussions with CBC. However, it would be made clear during these discussions that surveying and feasibility studies would need to happen for any agreed items.

As the refining work may take some time, in the interim, Officers suggest that the Town Clerk engages with CBC's Director of Place and Communities on some key deliverables that Officers consider to be critical in the Place Shaping strategy of the Town and already feed into the Corporate Aspirations 2021-2025. These include:

1. Progressing with CBC the legal freehold transfer of Market Square including the war memorial and Victorian monument
2. Progressing with CBC the legal freehold transfer of Century House
3. Progressing the revision of bus routes to exclude Century House (consequently pedestrianising the Northbound part of the bus loop)
4. Progressing the repurposing of Century House ground floor (food court, indoor market), first floor (sensory spaces with community/social purpose) and building access only toilets.

In the medium-term, Officers and Members previously discussed running a pilot shuttle bus service between the Town Centre and A1 Retail Park. Officers have sought quotes from local businesses that range between £300-600 a day, with scope for the driver to collect card payments if the Council chose to charge for the service. Officers would suggest running this pilot for two days a week in the next financial year to understand appetite from residents. This would give enough time for Officers to put together a marketing and business strategy and can be sourced from growth.

For information, Officers had a conversation with an international corporation that are responsible for running the Milton Keynes Connect service. This is a hybrid between public buses and taxis, in which a shuttle bus runs from point A to point B and will change its route to pick up passengers that have booked their journey via phone call or mobile app. During this conversation, I was made aware that CBC are currently consulting with them on running a similar service across the county.

## **Recommendations**

That Members agree the following;

Officers produce a Place Shaping report with headings and subheadings to be voted on by Members, alongside the list of aspirations, through an informal series of virtual meetings. The cleansed version of the report and list of aspirations will go to Council on 22<sup>nd</sup> November for sign off.

In the interim period in which a finalised Place Shaping report and list of aspirations is produced, the Town Clerk meets with the CBC Director of Place and Communities to discuss the four key deliverables. An update of the discussion outcome will go to Council.

Officers set up a pilot shuttle bus service next financial year with a marketing and business strategy discussed at TCM in the New Year.

Isaac Lord  
Place Shaping Manager

Karim Hosseini  
Head of Governance & Strategic Partnerships





**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee Meeting 18<sup>th</sup> October 2022**  
**War Memorial**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: Economy:** Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area.

**Finance:** Minor impact on general budget.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environmental legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

Works were carried out in July to improve the state of the memorial, which included the re-painting of inscriptions. On the 26<sup>th</sup> July, Council agreed for Officers to procure two new signs that were to be positioned either end of the memorial to sensitively ask for the area to be respected and negate playing in the area.

**Summary**

Unfortunately, the chosen supplier for the signs has taken a significant amount of time to complete the project due to the large number of orders they have been receiving. Since the 13<sup>th</sup> of September, Officers have been finalising the design after mock-ups were sent through. The order was then placed shortly after and is expected to be received within the next few weeks.

Separately, Officers have been in contact with CBC since late July attempting to agree a schedule, funded by them, for the regular maintenance and upkeep of the memorial going forward. An allocation for maintenance to be conducted every 18 months is envisaged. To date, Officers have not yet had a reply.

In a meeting between Officers, RBLI and some Members to coordinate Remembrance Sunday, the idea was discussed of a chain barrier to be welded onto the West entrance of the memorial. This was intended to discourage those in the Market Square to sit and play on the cenotaph but would still allow residents to pay their respects via the East entrance if they wished to. Officers have been in touch with the Council's usual contact for jobs similar to this, with an initial estimated quote of £360. Officers' view is that this small project should not proceed on the basis that residents could easily step over the chain if they wished to and regardless of this, could walk round to the West entrance. Signs should provide enough of a deterrent to this behaviour.

**Recommendations**

For Members to note the progress relating to signage expected to be in place before Remembrance.

For Members to note the difficulties Officers have had in coordinating a schedule of maintenance.

For Members to concur with Officers that the chain welding project should not go ahead.

Isaac Lord  
Place Shaping Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee Meeting 18<sup>th</sup> October 2022**  
**Defibrillator**

**Implications of Recommendations:**

**Corporate Strategy: ASPIRATIONS: Community:** Ensure Biggleswade is a safe and confident community.

**Finance:** No impact.

**Equality:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environment legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

Taylor Wimpey emailed Officers in early September asking whether they could donate a defibrillator to the Orchard Community Centre.

**Summary**

Given there is a defibrillator unit at the Orchard Community Centre, Officers have explored alternative placements whilst considering other existing units deployed across the Town.

As a result of this analysis, Officers have determined a unit should ideally be located between the existing Orchard Community Centre and Fire Station defibrillators. A unit located in this area provides much better accessibility for the Schools, recreation ground users and residents living nearby. Officers enquired with the Weatherley Centre as to whether it would be possible to install the unit there, however as the access gates are locked in the evening this has been determined as unsuitable. Following Members' suggestion, the NNP Stores and Post Office on Stratton Way were then contacted. Officers spoke to a staff member, who requested that the information was sent by email. A response is awaited.

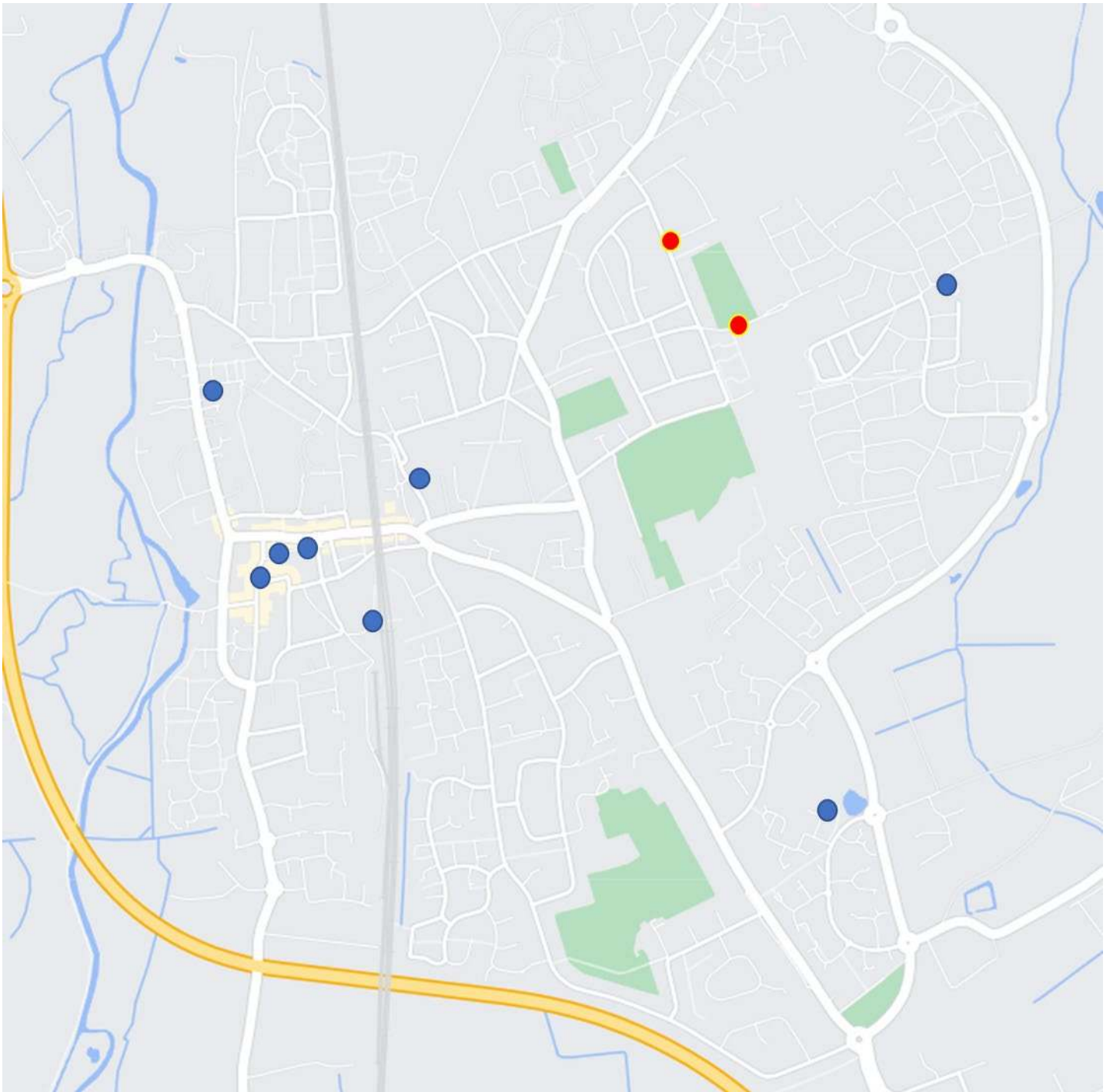
Officers are now proposing that the unit should be installed at the Stratton Recreation Ground changing rooms. This location is slightly closer to the surrounding Schools and has the added benefit of being close to a route onto the Kings Reach estate, increasing accessibility. Further to this, as it is a BTC asset, there would be no issues with permissions.

**Recommendations**

For Members to agree for the new defibrillator unit to be installed at the Stratton Recreation Ground changing rooms.

Isaac Lord  
Place Shaping Manager

**Annex A – Defibrillator Location Map**



Red circles – proposed locations, blue circles – existing defibrillator unit



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee Meeting 18<sup>th</sup> October 2022**  
**Crime Statistics Report**  
**Quarter 2 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 budgetary requirement for CCTV infrastructure.

**Equality:** The Town Council uses crime analysis to maintain equality within the community.

**Environment:** Routine monitoring of crime statistics ensures the environment is safeguarded.

**Community Safety:** The crime statistics assessments enable the Council to meet its Statutory Community Safety responsibilities.

**Background**

Following TCM on 19<sup>th</sup> July, Officers are continuing to produce quarterly reports. Members have previously asked for the inclusion of data that was recorded during the pandemic, which was being excluded as it does not provide a like-for-like comparison.

**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**

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

**Graph 1 analysis**

With the exception of 2018, the overall numbers of crimes committed in Biggleswade had remained relatively static at an average of 330 incidences per year. There have been a number of categories that have seen an increasing number of incidences including assault, business-related theft and attempted theft and other criminal offences. Violent offences have drastically decreased since a large spate in 2019.

**Graph 2 analysis**

Overall, crime has slightly decreased between July and September, going from 115 incidences to 105. There have been slight decreases in the number of incidences of burglary, drug-related offences, theft or attempted theft and criminal damage. Conversely, increases can be seen for business-related theft or attempted theft and violent offences.

**Graph 3 analysis**

The number of theft and attempted theft incidences has remainly relatively static over the three-month period. Other theft, theft or unauthorised taking of a motor vehicle and theft or unauthorised taking of a pedal cycle account for the largest propotion of incidences. There have been no recorded thefts from the person or thefts in a dwelling other than a motor vehicle since July.

**Graph 4 analysis**

Between July and August, there was an increase in the number of incidences by 12, which was sustained through September. These are predominantly made up of shoplifting, with only three incidences of making off without payment and theft by an employee.

### **Graph 5 analysis**

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

### **Graph 6 analysis**

Whilst the Market Square accounted for the highest number of business-related theft or attempted theft as usual, it had an unusually low number of incidences in July at a count of 3, which then rose to 10 incidences in August and continued into September. London Road, as per the last report, had the next largest amount of crimes at a count of 18, which increased throughout the 3-month period.

### **Graph 7 analysis**

Both July and August saw 7 incidences of burglary crimes each, which then decreased to a count of 1 for September. The largest proportion of these were made up by residential burglaries, followed by business and continuity then attempted residential burglary.

### **Graph 8 analysis**

Criminal damage incidences were sustained throughout July and August at a count of 11 each month, which then decreased to 8 in September. Criminal damage to a vehicle had the highest number of incidences and was relatively sustained through the 3-month period. Whereas interfering with a motor vehicle increased and other criminal damage decreased.

### **Graph 9 analysis**

Assault incidences have remained at a relatively high level, with a slight decrease in August. In September, 25 counts were registered with slightly more assaults without injury than assaults with injury.

### **Graph 10 analysis**

July and September each had 1 count of a violent offence each whilst August saw 2. These are fairly evenly distributed between the three categories of threats to kill, possession of an article with a blade or point and possession of other weapons.

### **Summary**

As previously mentioned, the overall number of crimes committed across Biggleswade have remained fairly static within this three-month period over the five years of recorded data. Only a single category has seen an increase in the number of incidences, which is business-related theft or attempted theft. Violent offences, assaults and theft or attempted theft have remained at a relatively static level throughout.

### **Recommendations**

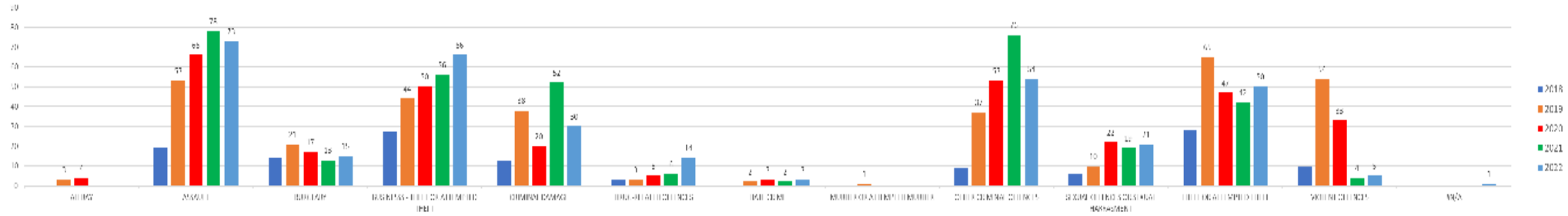
Members note the Q2 crime statistics.

Isaac Lord  
Place Shaping Manager

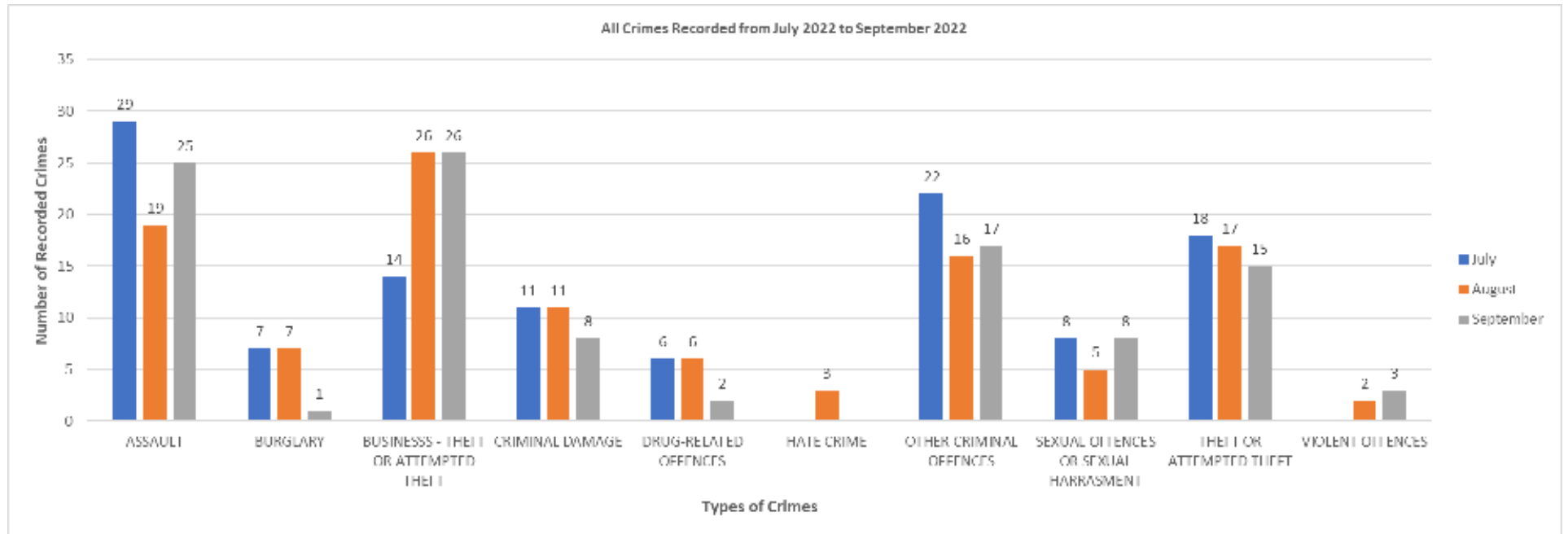


# Graph 1

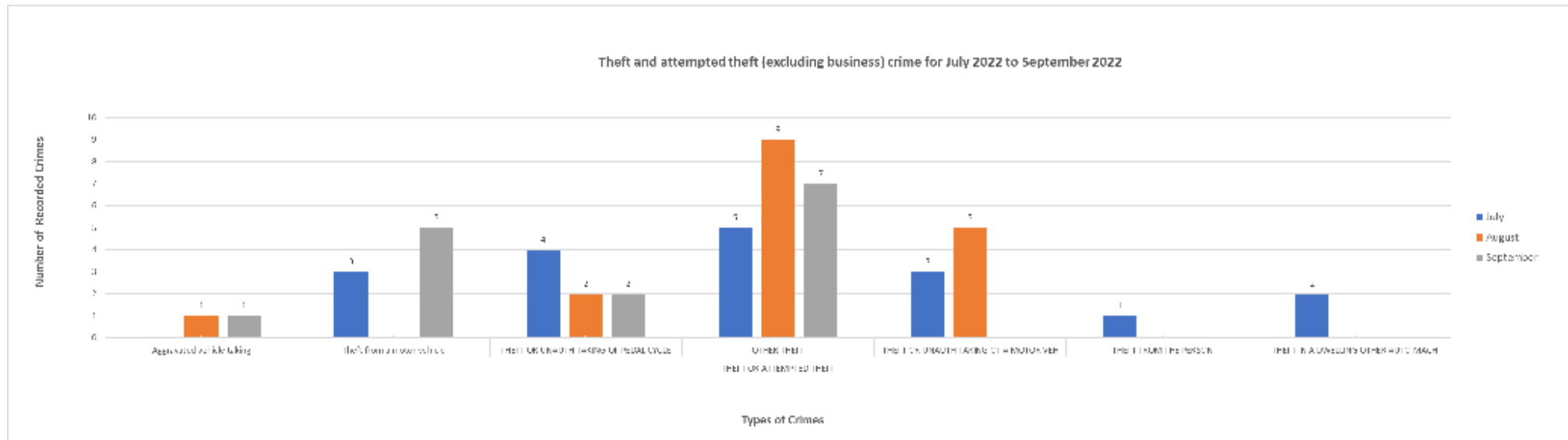
All Crimes recorded from July 2022 to September 2022 with a comparison for the same period in 2018, 2019, 2020 and 2021 for Biggleswade



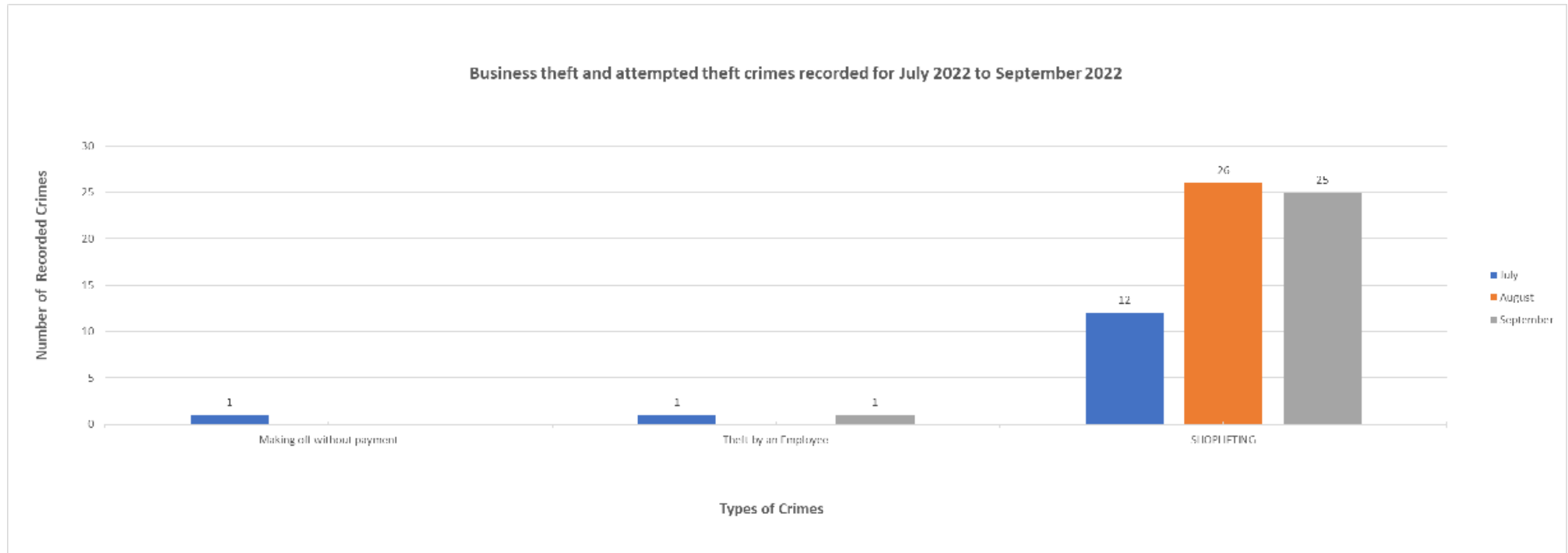
**Graph 2**



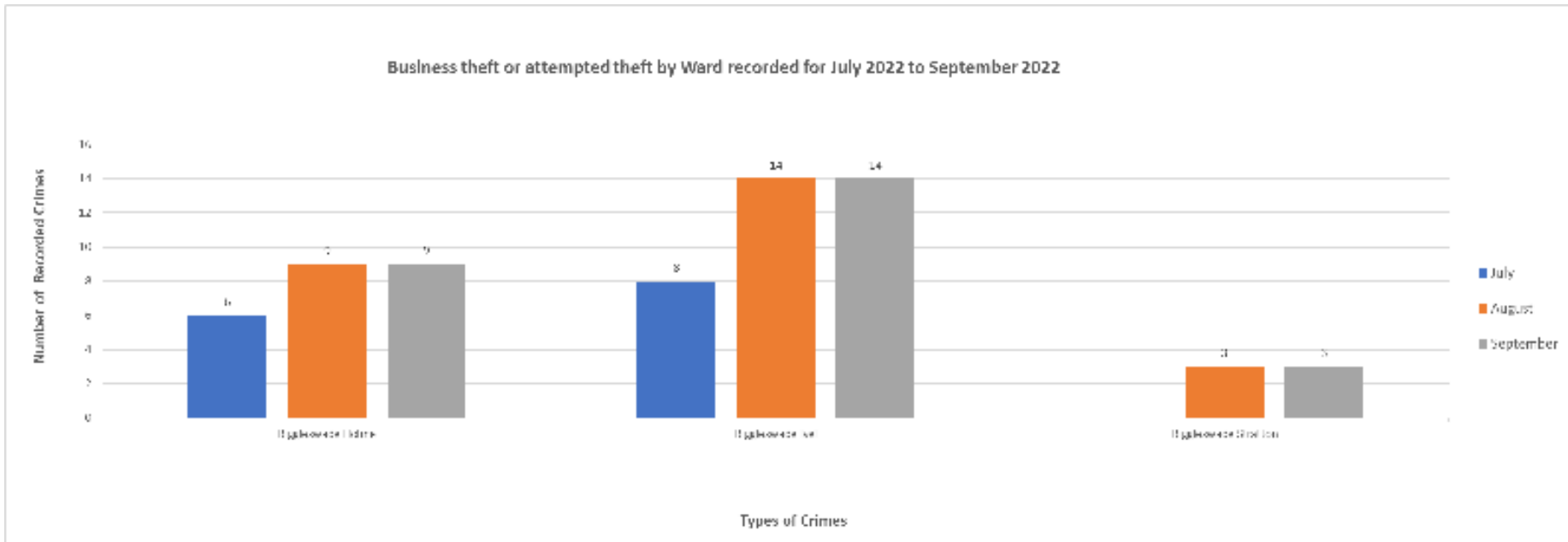
**Graph 3**



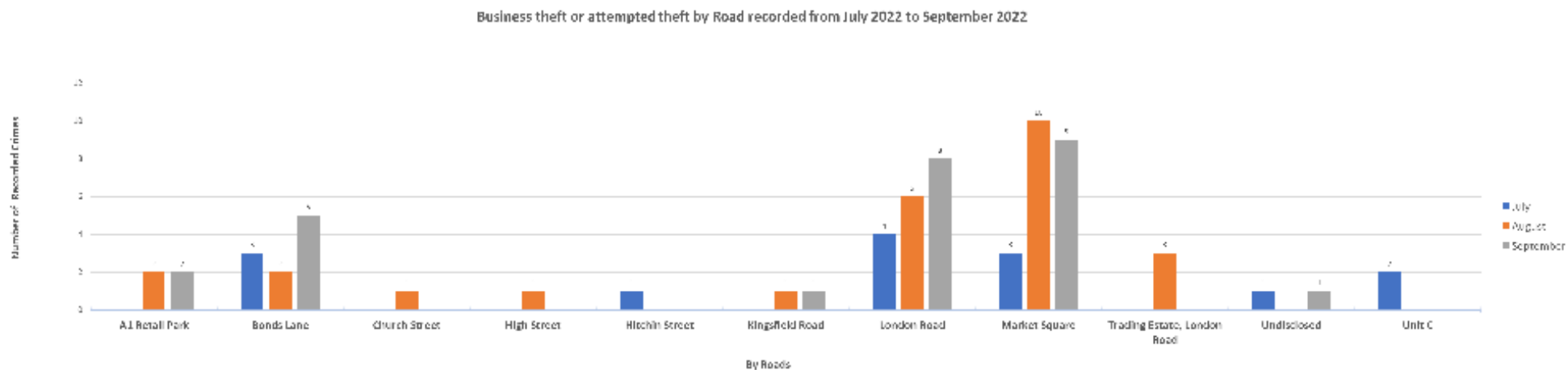
**Graph 4**



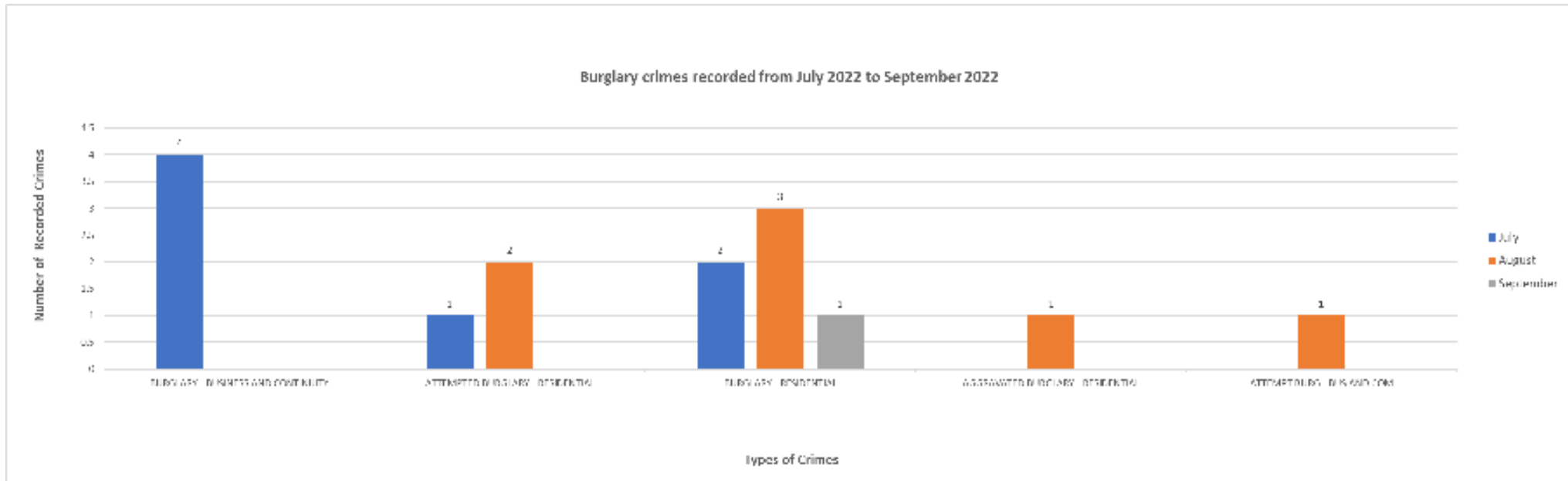
Graph 5



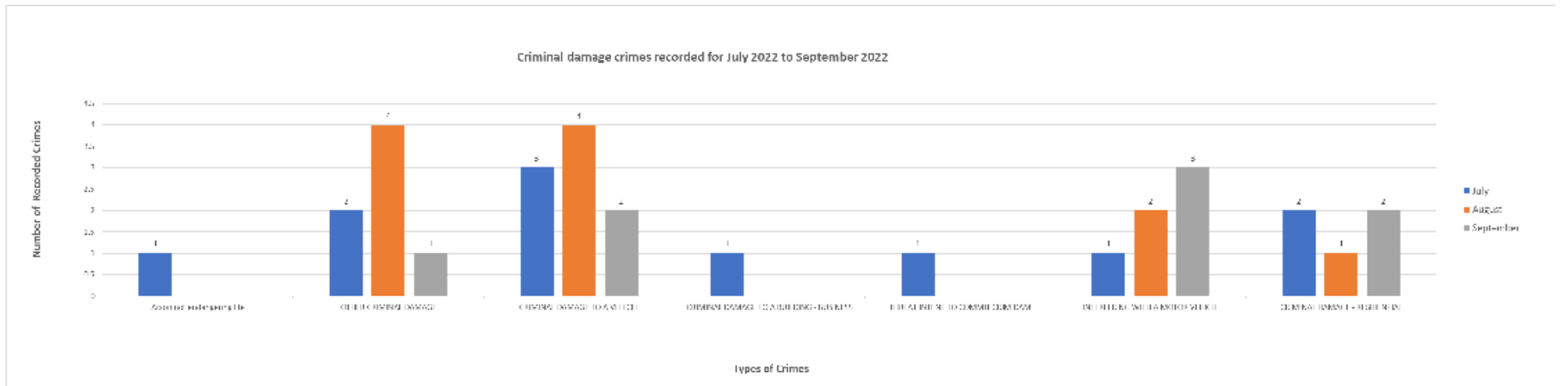
## Graph 6



Graph 7

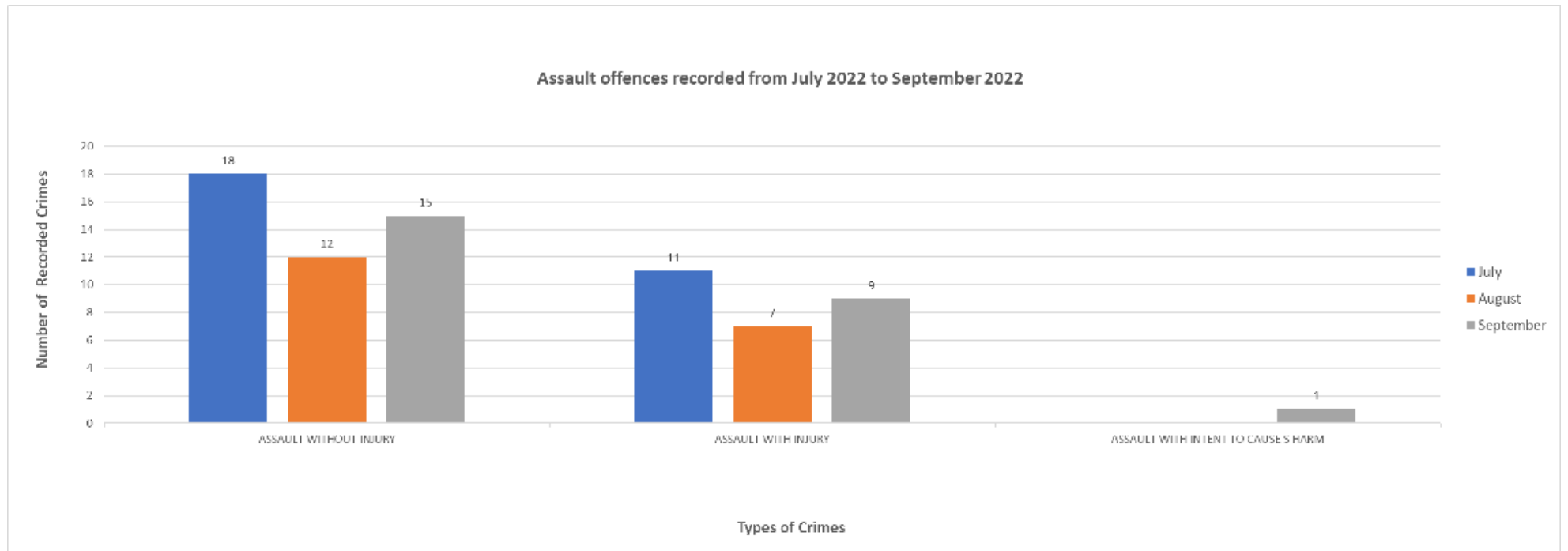


**Graph 8**

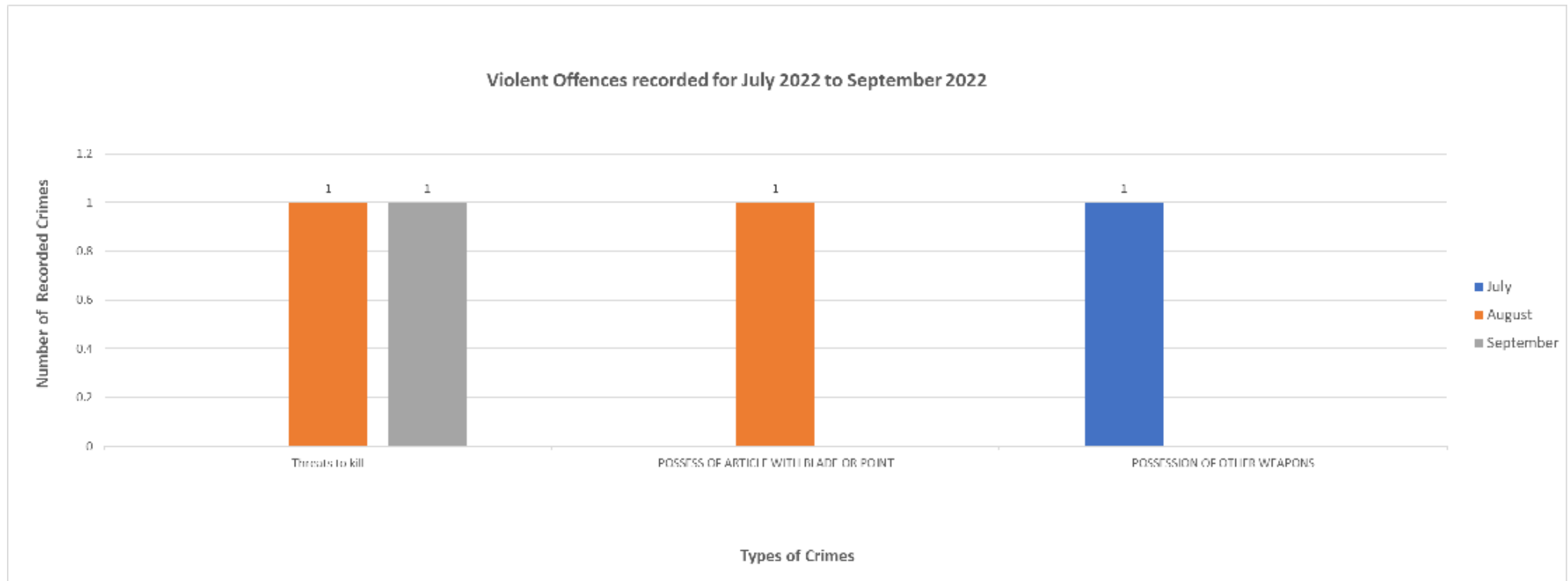




**Graph 9**



**Graph 10**



## Appendix

### Offence

Abstracting electricity	BC Level 2
Acquisition, use & possession of criminal property	OTHER CRIMINAL OFFENCES
Affray	CRIMINAL DAMAGE
Aggravated Burglary - Business and Community	AFFRAY
Aggravated Burglary - Residential - Dwelling	BURGLARY
Aggravated vehicle taking	BURGLARY
Arson endangering life (Indictable)	THEFT OR ATTEMPTED THEFT
Arson not endangering life	CRIMINAL DAMAGE
Assault occasioning actual bodily harm (ABH)	CRIMINAL DAMAGE
Assault or assault by beating of a constable	ASSAULT
Assault or assault by beating of an emergency worker (except a constable)	ASSAULT
Assault Police - Assault occasioning actual bodily harm (ABH) (S.47)	ASSAULT
Assault without Injury - Common assault and battery	ASSAULT
Assault without injury on a constable (Police Act offence)	ASSAULT
Attempted - Fraud etc	ASSAULT
Attempted - Kidnapping - False imprisonment (Indictable)	OTHER CRIMINAL OFFENCES
Attempted - Other criminal damage to a vehicle (Under £5,000)	OTHER CRIMINAL OFFENCES
Attempted - Robbery (Personal) (Indictable)	CRIMINAL DAMAGE
Attempted - Sec 4 POA Fear or provocation of violence	THEFT OR ATTEMPTED THEFT
Attempted - Sec 4a POA Causing intentional harassment, alarm, or distress	VIOLENT OFFENCES
Attempted - Theft from automatic machine or meter	VIOLENT OFFENCES
Attempted - Theft from shops and stalls	BUSINESSS - THEFT OR ATTEMPTED THEFT
Attempted - Theft from the person of another	BUSINESSS - THEFT OR ATTEMPTED THEFT
Attempted - Theft if not classified elsewhere	THEFT OR ATTEMPTED THEFT
Attempted - Theft in a dwelling	THEFT OR ATTEMPTED THEFT
Attempted Burglary - Business and Community	THEFT OR ATTEMPTED THEFT
Attempted Burglary - Residential - Dwelling	BURGLARY
Attempted murder (Indictable)	BURGLARY
	MURDER OR ATTEMPTED MURDER

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  
 Intimidating a juror, witness, or person assisting in investigation  
 Intimidating or intending to intimidate a witness  
 Kidnapping - False imprisonment (Indictable)

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  
 OTHER CRIMINAL OFFENCES  
 OTHER CRIMINAL OFFENCES  
 OTHER CRIMINAL OFFENCES

Making off without payment	BUSINESSS - 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	HATE CRIME
Racially or religiously aggravated intentional harassment, alarm, or distress	HATE CRIME
Receiving stolen goods	OTHER CRIMINAL OFFENCES

Robbery (Business) (Indictable)	VIOLENT OFFENCES
Robbery (Personal) (Indictable)	VIOLENT OFFENCES
Sec 4 POA Fear or provocation of violence	VIOLENT OFFENCES
Sec 4a POA Causing intentional harassment, alarm, or distress	OTHER CRIMINAL OFFENCES
Sec 5 POA Harassment, alarm, or distress	OTHER CRIMINAL OFFENCES
Sending letters etc with intent to cause distress or anxiety	OTHER CRIMINAL OFFENCES
Sending letters etc with intent to cause distress or anxiety, Malicious Communications Act 1988	OTHER CRIMINAL OFFENCES
Sexual	SEXUAL OFFENCES OR SEXUAL HARRASMENT
Stalking	SEXUAL OFFENCES OR SEXUAL HARRASMENT
Stalking involving serious alarm/distress	SEXUAL OFFENCES OR SEXUAL HARRASMENT
Supplying or offering to supply a controlled drug - Class A - Cocaine	DRUG-RELATED OFFENCES
Theft by an Employee	BUSINESSS - THEFT OR ATTEMPTED THEFT
Theft from a motor vehicle	THEFT OR ATTEMPTED THEFT
Theft from automatic machine or meter	BUSINESSS - THEFT OR ATTEMPTED THEFT
Theft from shops and stalls	BUSINESSS - THEFT OR ATTEMPTED THEFT
Theft from the person of another	THEFT OR ATTEMPTED THEFT
Theft if not classified elsewhere	THEFT OR ATTEMPTED THEFT
Theft in a dwelling other than from automatic machine or meter	THEFT OR ATTEMPTED THEFT
Theft of a motor vehicle	THEFT OR ATTEMPTED THEFT
Theft of conveyance other than a motor or pedal cycle	THEFT OR ATTEMPTED THEFT
Theft of Mail	THEFT OR ATTEMPTED THEFT
Theft or Unauthorised Taking of a Pedal Cycle	THEFT OR ATTEMPTED THEFT
Threaten with a blade or sharply pointed article in a public place	VIOLENT OFFENCES
Threaten with an offensive weapon in a public place	VIOLENT OFFENCES
Threats to destroy or damage property	CRIMINAL DAMAGE
Threats to kill	VIOLENT OFFENCES
Unauthorised taking of a motor vehicle	THEFT OR ATTEMPTED THEFT
Voyeurism	SEXUAL OFFENCES OR SEXUAL HARRASMENT
Wounding with intent to do grievous bodily harm (Indictable)	VIOLENT OFFENCES

Blackmail  
Theft or unfaith 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  
RACE OR RELIGIOUS AGG PUBLIC FEAR  
POSSESSION OF FIREARMS OFFENCES  
THEFT FROM THE PERSON

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  
BUSINESSS - 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  
HATE CRIME  
VIOLENT OFFENCES  
THEFT OR ATTEMPTED THEFT

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

ASSAULT  
ASSAULT  
THEFT OR ATTEMPTED THEFT  
VIOLENT OFFENCES  
BURGLARY  
ASSAULT  
OTHER CRIMINAL OFFENCES  
ASSAULT  
BURGLARY  
HATE CRIME





**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee Meeting 18<sup>th</sup> October 2022**  
**CCTV Update**

**Implications of Recommendations:**

**Corporate strategy: ASPIRATIONS:** Ensure the provision of CCTV that supports the Council's anti-crime initiatives and policies.

**Finance:** The project is delivering to a £58,009 envelope drawn from S106 funds.

**Equality:** The Town Council pays due regard to all equality legislation.

**Environment:** The Town Council pays due regard to all environmental legislation.

**Community Safety:** The Town Council pays due regard to all community safety legislation.

**Background**

Following Members' questions at the Town Council meeting on the 27<sup>th</sup> September, Officers explained that £58,009 of funding for the CCTV project had been secured the previous day, and the supplier was immediately notified to begin pulling together the order and timeline.

**Summary**

Since the 27<sup>th</sup> September, Officers have chased the supplier for a detailed timeline of events on the project. This has now been provided as of 12<sup>th</sup> October and is attached in Annex A. A meeting is taking place between Officers, supplier and the telecommunications company on the 13<sup>th</sup> October to advance the changing over of lines. The supplier and CBC have met independently of Officers and have agreed to the changeover of connection responsibility from CBC to BTC, with a date yet to be confirmed.

Officers have set out an indicative timeline of CCTV projects illustrated in Figure 1. The £58,009 of S106 funding secured from CBC covers the Town Centre and Century House. The funding for cameras at other assets referenced below have been pulled from various sources including separate community S106 funds.

**Figure 1. Officers' Indicative Timeline for the Town Centre CCTV Project**

Month	Item	Comments
Nov-22	New BT Contract	BTC signs a new 5 year contract
Nov-22	New xxxx CCTV Contract	BTC signs a new 3 year contract
Nov-22	New BT Link	BT Openreach engineers install new hub link in town
Dec-22	8+2 cameras installed, signage updated	Supplier installs new cameras in agreed location
Dec-22	Century House 4 cameras	Work to improve existing installation
Jan-23	Test & sign-off for 8+2 cameras	Supplier to provide sign off on major project work
Jan-23	BTC CCTV management	CCTV protocol, new BTC safety webpage, promoting awareness
Feb-23	Public Realm Depot 2 cameras	Work to improve coverage
Feb-23	Orchard Centre 8 cameras	Work to reinforce new operating model requirement
Feb-23	Allotments solar-powered 1 camera	Work to improve security for the existing allotments improvement plan
Feb-23	Test and sign off wider infrastructure installations	All CCTV signed off by BTC
Unknown	CBC to BTC connection transfer	BTC Openreach transition from CBC

**Recommendations**

For Members to note the report and acknowledge Officers are pressing the supplier for a committed timeline.

Isaac Lord  
Place Shaping Manager

Annex A – Short Report from Supplier

Good Evening

Hope you are all well.

Firstly, I would like to thank Biggleswade Town council for choosing and confirming the order for the new Wireless CCTV system to be installed in Biggleswade’s town centre. Unfortunately, I couldn’t make it tonight but have noted the following update so all parties are in the loop regarding this project.

The order has been placed for the equipment and we are being told it will be between 8 – 12 weeks before all equipment is received ready for our engineers to carry out installation. So currently this is running into December / January. This is a guideline to work with but these dates may be subject to change.

I have contacted BT and a meeting has been organised for this Thursday 13<sup>th</sup> October 2022 regarding the current link in place from The Control Room in Stevenage to Biggleswade with Isaac, Karim and myself.

Currently the link is contracted to CBC and this will need transferring to BTC. I have spoken to XXX @ CBC yesterday and he has confirmed this is fine to do. For this to happen it is only a simple form to novate this across so isn’t a lengthy process.

Once this link is contracted to BTC the order for the new Digital link can be placed which will then mean we can have a confirmed time frame of when the new link would be installed. This link is an important part of the project as the new equipment will need this to function.

Monitoring and Maintenance Costs for the new 8 camera wireless system are in the table below:

Year 1	Year (5%)	Year 3 (2.5%)	Year 4 (2.5%)	Year 5 (2.5%)	5 Year Total Cost
Cost per Camera £1680	Cost per Camera £1764	Cost per Camera £1808.10	Cost per Camera £1853.30	Cost per Camera £1899.63	
<b>Total cost</b> £13440	<b>Total cost</b> £14112	<b>Total cost</b> £14464.80	<b>Total cost</b> £14826.40	<b>Total cost</b> £15197.04	<b>£72040.24</b>

Monitoring and Maintenance Costs for the new Mobile Camera and current Mobile Camera in the table below:

Year 1	Year (5%)	Year 3 (2.5%)	Year 4 (2.5%)	Year 5 (2.5%)	5 Year Total Cost
Cost per Camera £1680	Cost per Camera £1764	Cost per Camera £1808.10	Cost per Camera £1853.30	Cost per Camera £1899.63	
<b>Total cost</b> £3360	<b>Total cost</b> £3528	<b>Total cost</b> £3616.20	<b>Total cost</b> £3706.60	<b>Total cost</b> £3799.26	<b>£18010.06</b>

Monitoring and Maintenance Costs for the 4 cameras of Century House in the table below:

Year 1	Year 2 (5%)	Year 3 (2.5%)	Year 4 (2.5%)	Year 5 (2.5%)	5 Year Total Cost
£1050	£1102.50	£1130.06	£1158.31	£1187.27	£5628.14

The increase in Monitoring and Maintenance each year is usually based on RPI @ 2.5% as a guide.

I have based year 2 as an increase of 5% as currently with everything the way it is its better to budget for a higher rate increase.

After year 2 I have lowered this to the 2.5% moving forward.

Please note all prices are plus VAT and all information in this document it not to be shared or used outside of BTC. If you have any questions or concerns please do not hesitate to contact me.

**XXX**  
**Business Development Manager**

Email: [XXX](#) Web:



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee**  
**18<sup>th</sup> October 2022**  
**Christmas Event Update**

**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:** The Council pays due regard to all equality legislation.

**Environment:** The Council pays due regard to all environmental legislation.

**Community Safety:** The Council pays due regard to all community safety legislation.

**Background**

At the previous TCM Committee meeting it was agreed that a small Working Group was to be formed and updates provided to the working group as and when needed.

**Summary**

Officers have made good progress in organising all aspects of the lights switch-on.

Queenergy, a local Queen cover band, have been booked to play the headline slot between 7pm-8pm. A number of Schools and local performers are scheduled in too. Similar to previous years, Officers have struggled to fill the entire 8-hour schedule with performances. A provisional running order is attached in Annex A for reference. Jon Godel will be compering as usual, and Officers have had regular catch-up meetings with him to ensure he remains informed. Once the running order is closer to being confirmed, Officers will ensure to tie in with the staging company and Jon to ensure the correct equipment is brought along, and sufficient time is provided for smooth changeovers.

The grotto will be staffed by volunteers from the Biggleswade Sandy Lions Club and Biggleswade Rotary Club with profits donated to the two organisations. They will also likely be hosting a gazebo each to further promote their good causes. Whilst Officers have decided to charge £10 per child this year, it will be stressed on advertising and the booking form, that any profits will be given to charity. This price increase is to allow for a higher quality gift to be purchased, which is based on feedback from last year that the presents were poor.

Application forms have been sent to relevant market traders, local businesses and traders from previous years. Whilst Officers will look to accommodate all appropriate applicants, if this is not possible due to pitch availability, they will be prioritised based on locality and ensuring there's not too many duplications. Officers intend on creating a more open space versus last year, by removing all gazebos located on the North side of Market Place and positioning these at the top of Station Road. This is indicated by Annex B. 26 gazebos will be located in the main part of the Square, with roughly 20 gazebos that could be accommodated down Station Road as an overflow. In comparison to last year, this would result in the loss of 5 gazebos from the Square.

The marketing campaign has started in the form of Facebook events, which will be updated closer to the time with regular posts similar to Jubilee. Further to this, adverts will be posted in the Chronicle, Bulletin and Biggleswade Community Newsletter. Similar to the Jubilee events, Officers will also distribute A4 flyers to local businesses and ask that they're put up in shop windows and noticeboards.

Whilst the Council now owns a premises license for the Market Square, the necessary paperwork for running a compliant event has still been submitted to the Safety Advisory Group. Officers are awaiting a response. This is also in relation to the road closure, which Officers have chased several times.

## Budget

Large costs for the event have now been finalised with invoices in the process of being paid. is an indicative £700 still to be confirmed relating to electricity support but further to this, most costs should be minimal as they will relate to sundries. Please find an update on revenue expenditure in the below figure.

**Figure 1. Revenue Expenditure Update for Christmas Event**

Category	Cost	Budget	Variance	Comments
Festoons and Motifs	£11,546.00	£18,000.00	£5,324.00	
Christmas Tree Lights	£1,130.00			
Christmas Trees	£1,650.00	£7,000.00	£603.00	Increased by £150 since last indicative figure.
Stage, Sound & Lighting	£2,975.00			
Headline Act	£100.00			New cost.
BSL Interpretation	£90.00			New cost.
Grotto	£498.00			
First Aid	£384.00			New cost.
Electricity Support	£700.00			
Other	TBC			
<b>Total</b>	<b>£19,073.00</b>			<b>£25,000.00</b>
Electricity support is still indicative whilst quotes are awaited.				

## Recommendations

For Members to note the report.

Isaac Lord  
Place Shaping Manager

## Annex A – Provisional Running Order

Schedule	Act
12:00-12:30	<i>Christmas Music</i>
12:30-13:00	<i>Christmas Music</i>
13:00-13:30	Stratton Upper (13:00-13:20)
13:30-14:00	St Andrews (13:30-13:50)
14:00-14:30	Ivel Valley (14:00-14:20)
14:30-15:00	<i>Christmas Music</i>
15:00-15:30	<i>Christmas Music</i>
15:30-16:00	<i>Christmas Music</i>
16:00-16:30	<i>Christmas Music</i>
16:30-17:00	School of Dance (16:45-17:00)
17:00-17:30	Sea Cadets (17:15-17:35)
17:30-18:00	EP Steel Band (17:45-18:00)
18:00-18:30	BATS (18:10-18:30), Mayor's Speech (18:30-18:40)
18:30-19:00	BCS + EP Choir (18:40-18:55), Switch-on Build Up (18:55-19:00)
19:00-19:30	Carnival Court (19:00-19:10), Queenergy (19:10-Close)
19:30-20:00	Queenergy (19:10-Close)
EP - Edward Peake, BCS - Biggleswade Choral Society	



Annex B – Site Map

