



Ref: Agenda/Council – 16/04/2024

11th April 2024

Dear Sir/Madam

All Members of the Town Centre Management Committee are hereby summoned to the Town Centre Management Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 16th April 2024** 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. J. Woodhead (Chairman)
Cllr. S. Patel (Deputy Chairman)
Cllr. I. Agnew
Cllr. D. Albone
Cllr. M. Foster (ex-officio Member)
Cllr. P. Guilcher
Cllr. M. Knight (ex-officio Member)
Cllr. M. North
Cllr. A. Skilton
Cllr. D. Strachan
Cllr. C. Thomas

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

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_winTD-n3QhekwNUNkSACEw

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

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 20th February 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Council Meeting held on **Tuesday 20th February 2024**.

9. ITEMS FOR CONSIDERATION

a. Car Parking Update Report

For Members to receive and consider a written report from the Community Development Manager.

b. Full Calendar of Town Centre Events

For Members to receive and consider a written report from the Community Development Manager and the Administration & HR Manager.

c. Christmas Lights Switch On Event Update Report

For Members to receive and consider a written report from the Community Development Manager.

d. **Licensing Applications Process Report**

For Members to receive and consider the written report from the Community Development Manager.

10. **ITEMS FOR INFORMATION**

a. **Biggleswade 5km Run**

For Members to note a written report from the Community Development Manager.

b. **D-Day Anniversary Update Report**

For Members to note a written report from the Community Development 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_winTD-n3QhekwNUNkSACEw

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 BIGGLESWADE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 20th FEBRUARY 2024
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. S. Patel (Deputy Chairman)
Cllr. I. Agnew
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. A. Skilton
Cllr. D. Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr I Campbell – Community Development Manager
Ms F Gumush – Communications & Events officer
Ms K Chambers – Committee Clerk

Members of the Public – 2

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, Cllr. D. Albone, Cllr. P. Guilcher.

NO APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

Cllr. Woodhead and Cllr Foster for Item 12b (Rose Lane Car Park St Andrews School Report).

3. **CHAIRMAN'S ANNOUNCEMENTS**

a. **Poundland at the A1 Retail Park**

Cllr. Woodhead highlighted to the group that there are plans for another Poundland to be opened at the Biggleswade A1 Retail Park. Residents have voiced concerns about the one in the market square closing as a result. Cllr. Woodhead has reached out formally to the business and has received no response yet, but reassurances have been provided that this unit will remain open.

b. **Suspected Arson at Abbots Walk**

Cllr. Woodhead has also been in touch with Boddy & Edwards, the managing agents for Abbots Walk, due to a couple of suspected arson attacks. The agents want to do some refurbishment work, which should be considered as part of the bigger town centre vision. The Community Development Manager and the Head of Governance & Strategic Partnerships have been to view the site.

4. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

Cllr. Skilton noted that there is a campaign by Age UK to prevent digital exclusion of certain demographics. There are cards available in their shop with free postage and this will put residents' names onto their petition. These cards are also available at Biggleswade library.

Cllr. Skilton also indicated that Item 12b relating to Rose Lane Car Park may not be suitable for the exempt section and proposed for the item to be moved into the public session.

Cllr. Strachan asked that, should this be put to a vote, could the reasoning for Item 12b being in the exempt session be shared with the group.

The Chairman and Town Clerk & Chief Executive responded that there were two reasons for this decision:

- The commercial aspects connected to item 12b and
- The confidentiality and relations to stakeholders.

Members **RESOLVED** to keep Item 12b as exempt.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

a. P7 Item 5 – phrasing. 5km cannot be classed as a marathon.

b. P7 Item 8 1st paragraph – missing text. Line should read 'The Place Shaping Manager', not 'Place Shaping'.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on Tuesday 17th October 2024.

8. **MATTERS ARISING**

P7 Item 8 – Cllr. Strachan asked if any further developments have been made relating to the bus interchange.

The Community Development Manager responded that Highways are unlikely to allow the move of bus stops to the High Street for the foreseeable future. Buses will continue to turn and drop passengers off near Century House, despite the new interchange. The Chairman indicated that a further update and timelines could be useful from Central Bedfordshire Council (CBC) surrounding this.

P8/9 Item 9d – Cllr. Strachan highlighted that the minutes indicated that Bigg Eats would be discussed at this session relating to a third-party agreement being presented. However, this is not on the agenda.

The Community Development Manager responded that he and the Head of Governance & Strategic Partnerships have sent a draft contract to Bigg Eats and were awaiting to hear back. This will come to a Town Council meeting for discussion.

9. **ITEMS FOR CONSIDERATION**

a. **D-Day Anniversary Event**

The Community Development Manager presented the report. He indicated that the intention of the event should be to link the significance of the event to the local community.

It was also highlighted that this event might require the purchasing of wreath stands as there are concerns that these might blow away in adverse weather.

Permission has been sought and granted for the Shuttleworth Collection to bring D-Day era vehicles to the town centre, with the hope to keep them there until after 3pm to allow school-age children to view them.

Members **RESOLVED** to accept the recommendations that:

- BTC work in partnership with the Royal British Legion and the Shuttleworth collection.
- BTC provide help and support in arranging and organising the 80th Commemoration of D-Day in line with the experience of previously well-run annual events organised by the Biggleswade Branch of the Royal British Legion.

b. **Benches and Memorial Plaques Waiting List**

The Community Development Manager commented that the decision has been made to have one model of bench, either in black or green dependent on its location, as is written in the policy presented.

Members noted that it is important to consider the addition of new benches within the town centre, as this area has little space due to those pre-existing. The latter are considered in keeping to the town and therefore the new benches should be placed in new areas.

Members pointed out that there is the possibility to change the named locations listed in the report, as there are a variety of places that could be benefitted by the installation of benches.

Members **RESOLVED** to adopt a revised policy which is inclusive of areas owned and managed

by BTC. The benches will vary in colour dependent on the setting they are placed.

10. **ITEMS FOR INFORMATION**

a. **UKSPF Update Report**

The Community Development Manager presented an overview of the report, highlighting plans to repave the town space, install digital signs, and update the toilets in Century House.

The Town Clerk & Chief Executive noted that they are awaiting financial information from CBC and therefore this is a continuing work in progress that will come back to Council once details have been solidified.

Members raised various questions relating to points within the report, highlighting the options available in terms of signage and the benefits that these might have. Digitalisation was considered but it was highlighted that this would require a variety of extra resources that would incur further cost.

Members also noted that the responsibility of the market square belongs to CBC, allowing them to organise the repairs. Comments were made that funds might be available to restore the pavement within BTC.

Members **RESOLVED** to **NOTE** the report and bring this back to Council once further information has been provided.

b. **Electrical Infrastructure Market Square**

The Community Development Manager noted that discussions between BTC and CBC Officers were held about the management of the square. Information has been received informally that CBC Officers will be coming to look at the market square in the next fortnight.

Members noted that this issue was discussed at Town Council on 27th June 2023 (Item 11f) and preferably these ideas would be adhered to by CBC in their works.

Members **RESOLVED** to **NOTE** the report and asked that the Town Clerk & Chief Executive write formally to the Chief Executive of CBC and express concern about the electrical installations on the market square.

c. **5KM Run**

The Town Clerk & Chief Executive noted that the Safety Advisory Group will be consulted and may disagree with the first route. Other routes will have to be considered if this is the case.

Members **RESOLVED** to **ACCEPT** the officer's recommendation:

- Officers recommend support for this venture and will collaborate with the event organisers, Jones' Fitness, while support the CBC SAG process to ensure a safe, legal, and fun event.
- Officers have submitted the full documentation pack to the Safety Advisory Group (SAG) and are awaiting their report.

d. **Biggleswade Shopwatch**

The Community Development Manager indicated that he has been invited to Shopwatch meetings and will be attending on 26th February 2024.

Members noted the importance of linking BTC CCTV into this programme so that it can be requested where necessary.

Members asked if there had been updates to CCTV since it being mentioned at a previous meeting. The Town Clerk & Chief Executive indicated that he would look into this and provide an update.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

12. **EXEMPT**

a. **Car Parking Electric Vehicle Charging Tender Evaluation**

Members recognised that in order for EV Chargers to benefit the local community, they need to be affordable and accessible to a majority of electric vehicles.

Members **AGREED** to pause the idea of EV Chargers for the foreseeable future.

b. **Rose Lane Car Park St Andrews School Report**

Members reviewed the report.

It was **RESOLVED** that a formal agreement will be written in regard to car parking for the construction period.

Members **RESOLVED** that there was a need to purchase parking permits.

The Chairman closed the meeting at **9:00pm**.

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) 16th April 2024
Car Parking Update Report

Implications of Recommendations

Corporate Strategy: Economy: A thriving town: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: Parking Machines installation are covered by the s106 capital funding.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

A report went to the 12th March Town Council meeting and Members resolved to note the report and move the recommendations:

- To agree for Officers to draft a new contract in collaboration with the supplier for a new three-year contract and separate service level agreement, installing the parking machines on an incremental basis.
- To agree for Officers to continue to finalise the traffic regulation order (TRO) with CBC and incrementally introduce associated signage and costs.
- For any changes to the TRO to be agreed by Council.
- To pilot the changes in one car park so that any electronic bugs can be fixed before rolling out to other car parks.

Summary

Appendix A sets out the current TRO schedule two relating to car parks in force across the town. Officers have established with Flowbird that the only contract required is one for the annual maintenance of the new machines, including software, back-office functionality, etc. This has been provided and previously submitted to Members.

Officers in actioning the above resolution have scoped the current TRO for required changes with reference only to the six car parks and their operations. This is due to the incremental rollout of the new car parking machines which are ticketless but do have the option for printing a receipt by request upon completion of the transaction.

Officers propose that the following form of words should be included in schedule two of the TRO by the CBC legal team specifically with reference to the new ticketless functionality. The new wording should be inserted in place of each existing final bullet point (ex. 1. (iv)) in the repeated car park sections:

“The car park machine is ticketless. No ticket is issued or required to be displayed at this car park for the duration of the vehicle’s stay. The machine can print a receipt for the transaction showing the stay duration if requested.”

Once the above working has been approved, Officers will submit this to the CBC legal team for inclusion in the new TRO conditions. The anticipated cost of the TRO work has been negotiated down to £2,226 to be paid from the 2024-25 car parking budget allocation.

Separately, Officers have verified that the thirteen new vinyl stickers for the thirteen car park signs can be procured at an indicative cost of £700 to be paid from the car parking 2024-25 budget allocation.

Once the legal changes have been incorporated in the new TRO and the new signage has been incrementally applied, Officers will instruct Flowbird to install each new machine at a car park in preferred order starting with the Dan Albone car park. This will enable Officers to monitor and evaluate the performance of each machine, push back or apply any corrective measures as appropriate at an early stage. Officers envisage that the legal process, new signage, and new machines rollout will be completed in full by September 2024.

Recommendations:

For Members to note this report and progress made, and:

- To agree with the proposed TRO wording and enable Officers to progress the TRO changes with the CBC legal team.

Ian Campbell
Community Development Manager

Appendix A: Current Traffic Regulation Order, Schedule Two.



Special Conditions Appertaining Off Street Parking Places Order 2021

Schedule

Part II

1. Mill Lane – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A ticket will need to be displayed to qualify for the free period.

2. St Andrews Street - Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A section of the Car Park is reserved for Market Traders on a Saturday and Tuesday, who will display a valid Town Council permit.
- (iv) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (v) A ticket will need to be displayed to qualify for the free period.

3. Dan Albone – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a ten-hour period per ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.

- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A ticket will need to be displayed to qualify for the free period.

4. Chestnut Avenue – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a four-hour period per ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 3 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A ticket will need to be displayed to qualify for the free period.

5. Rose Lane – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a six-hour period per ticket purchased during the period 8.00am to 6.00pm Monday to Friday. No return period 4 hrs.
- (ii) Except as provided in Paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.
- (iv) A ticket will need to be displayed to qualify for the free period.

6. White Hart – Car Park

- (i) A driver shall not cause a vehicle to wait or permit it to be left in the parking place for more than a one-hour period per ticket purchased during the period 8.00 am to 6.00 pm Monday to Saturday. No return period 2 hrs.
- (ii) Except as provided in paragraph (i) hereto the parking place may be used by the public on Weekends, Bank Holidays and between the hours of 6.00pm and 8.00am with no restrictions.
- (iii) The car park may be reserved from time to time as the Council see fit, to hold events.
- (iv) A number of additional and non-transferable parking permits may be issued for this car park; spaces will not be reserved for parking permit holders.

- (v) A ticket will need to be displayed to qualify for the free period.

7. Method of Calculating Parking Permits

The method for Calculation of Parking Permits, as from time to time approved by the Council, is accessible to view on the Council website and available for public inspection.

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 16th April 2024
Events Calendar 2024 Report

Implications of Recommendations

Corporate Strategy: Community: A town to be proud of: Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members have expressed a wish for there to be an increased event offer in the town. This report aims to inform Members of the work that has been completed and the progress made related to improving the town's event offer.

Confirmed Events

There are a number of events that have been confirmed for 2024. Appendix A displays the full schedule of confirmed events for 2024, for Members to note. A number of these events have been held in the town in previous years.

Officers have established and agreed a series of monthly Bigg Eats events on a Thursday afternoon, which provide the Town Council with a fixed income stream. Officers also intend on including Bigg Eats at other events throughout the year to embellish the offer. In terms of markets and wider activity, Officers have enriched the Saturday Charter Market offer with the inclusion of a successful monthly artisan market.

Potential Cultural Events

The Council have submitted an application to the UKSPF (UK Shared Prosperity Fund) for £31k in order to fund cultural events within the town. If the application is successful, the events will be delivered in collaboration with the Bigg Theatre, the Biggleswade History Society, and the Biggleswade Amateur and Theatrical Society organisations. The events will take place in either the Market Square or the Bigg Theatre venue. A main event within the UKSPF application bid will be the Medieval Festival event to be planned over two days and held at Franklins Recreation Ground, drawing from local history. Appendix B displays the full schedule of potential cultural events for 2024, for Members to note.

Event Companies Contacted

The Communications & Events Officer and the Administration & HR Manager contacted a number of event companies that hold events in other nearby towns within Bedfordshire and Hertfordshire. All of the event companies contacted arrange the events solely themselves, meaning that the Council's support of the event would be providing promotion via our communication channels and offering the central location of the Market Square or green area within the town. Unfortunately, all of the event companies contacted were either unresponsive or already fully booked.

A full list can be viewed under Appendix C, for Members to note. In order to be respectful, the company names themselves have been omitted but the events that they hold have been included.

Event Ideas

The Head of Governance & Strategic Partnerships & the Community Development Manager have compiled a list of potential event ideas for the Town, which can be viewed under Appendix D, for Members to note. It was felt beneficial if Officers and Members meet separately to discuss this list and other potential future event ideas for the town. Ideas that are thought credible might then be incorporated into the main events calendar, subject to understanding the costs, revenue, and broader benefit to the community.

Recommendations:

That Members note the appendices and approve of holding a separate meeting with Officers to discuss potential future event ideas for the town.

Ian Cambell
Community Development Manager

Helen Calvert
Administration & HR Manager

Appendix A: Confirmed Event Schedule 2024.
Appendix B: Potential Cultural Events 2024-2025 (TBC).
Appendix C: Event Companies Contacted.
Appendix D: Event Ideas.

Confirmed Event Schedule 2024

<u>Suggested Date</u>	<u>Theme</u>	<u>Event Title</u>	<u>Event Time</u>	<u>Location</u>	<u>Summary</u>
<u>March</u>					
09/03/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
17/03/2024	Community	Civic Service		St Andrew's Church	
23/03/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
28/03/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
<u>April</u>					
25/04/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
27/04/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
<u>May</u>					
25/05/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
26/05/2024	Fitness	5k Run		Green Wheel/other areas	
30/05/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
<u>June</u>					
06/06/2024	Remembrance	D Day Anniversary	12noon-10pm	Market Square	Vintage Cars and Bus, small remembrance service, food trucks and lighting of the beacon
09/06/2024	Community	Duck Race			
22/06/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
27/06/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
<u>July</u>					
25/07/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
27/07/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
<u>August</u>					
24/08/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
29/08/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
<u>September</u>					
26/09/2024	Food & Drink	Bigg Eats	4pm - 9pm	Market Square	
28/09/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
<u>October</u>					

09/10/2024	Community Entertainment	Mayor's Charity Elvis & Curry Night			
26/10/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
<u>November</u>					
10/11/2024	Remembrance	Remembrance Sunday		Market Square	
11/11/2024	Remembrance	Armistice		Market Square	
29/11/2024	Community	Christmas Fair		Market Square	
30/11/2024	Art	Crafty Artisans	8am - 3pm	Market Square	
<u>December</u>					
24/12/2024	Food & Drink	Christmas Eve Market		Market Square	

Potential Cultural Events 2024-2025 (TBC)				
<u>Suggested Date</u>	<u>Theme</u>	<u>Event Title</u>	<u>Event Time</u>	<u>Location</u>
<u>April</u>				
<u>May</u>				
<u>June</u>				
22/06/2024	UKSPF	Cultural Event		
<u>July</u>				
27/07/2024	UKSPF	Cultural Event		
<u>August</u>				
<u>September</u>				
21/09/2024	UKSPF	Cultural Event		
<u>October</u>				
05.10.24 - 06.10.24	History	Medieval Festival		Franklin's Recreation Ground
<u>November</u>				
16/11/2024		Cultural Event		
<u>December</u>				
<u>January</u>				
<u>February</u>				
15/02/2025	UKSPF	Cultural Event		

*Pending outcome of application to UKSPF

Event Companies Contacted 2024					
<u>Suggested Date</u>	<u>Theme</u>	<u>Event Title</u>	<u>Event Time</u>	<u>Location</u>	<u>Summary</u>
<u>April</u>					
TBC	Children & Families	Baby Fair		Orchard Centre /Market Square	For expectant parents or parents of a child under 1 year, bringing together everything you need to give your baby the best start such as baby clothes, meeting other parents, play activities with your baby, hands on expert advice
TBC	Children & Families	TotFest		BTC Play Park TBC	A kid's festival for kids aged 1-5.
<u>May</u>					
TBC	Shopping	Antique Market			
TBC	Nature	Green Wheel Nature Walk		Green Wheel	
<u>June</u>					
TBC	Nature	Biggleswade Flower Show			
01/06/2024	Food & Drink	Vegan Market	10am - 4pm	Market Square	Vegan market selling vegan food and other products
<u>July</u>					
TBC	Vehicles	Classic Car Race			
TBC	Community Entertainment	Dance Company			
TBC	Food & Drink	Flavours of the World/Italian Market		Market Square	
TBC	Music	Tribute Band / Concert / Band in the park		Franklin's Recreation Ground	
<u>August</u>					
TBC	Vehicles	Shuttleworth - Vintage			
TBC	Community Entertainment	Open Air Cinema		Franklin's Recreation Ground	Sundown cinema
TBC	Music	Folk Festival			
<u>September</u>					
TBC	Business	Biggleswade Business Event			

TBC	Art	Festival of Crafts		Green Space TBC	Four day festival of art, craft and design, live demonstrations, workshops & activities to enjoy with friends and family.
21/09/2024	Food & Drink	Beer Festival		Franklin's Recreation	80 Real ales, up to 40 real ciders. Hot and cold food also available.
TBC	History	Dan Albone Day		Dan Albone	With the Biggleswade History Society; bring your own bikes and decorate them
October					
TBC	Nature	Stargazing			
TBC	Community Entertainment	Stand up comedy			
20/10/2024	Community Entertainment	Bus Rally			
November					
16/11/2024	Food & Drink	Vegan Market	10am-4pm	Market Square	Vegan market selling vegan food and other products
TBC	Community Entertainment	Fire Engine Pull			
December					
TBC	Community Entertainment	Biggleswade Land of Lights			lantern festival trail. Large light up objects, from ocean displays to dazzling festive delights
07/12/2024	Children & Families	Santa's Grotto		Market Square	

Event Ideas	
<u>Suggested Date</u>	<u>Event Title</u>
	1. Music in the park /Market Square
	2. Christmas Festival /Market with Carol Concert
	3. Diwali, Hanukkah Ramadan Eid and other faith religious celebrations
	4. Big Lunch / Food Festival / Bigg Eats
	5. Farmers Market NFU CCI FSB
	6. Spring Carnival /Fair
	7. May Day Celebrations
	8. Burns Night 25 Jan
	9. Picnic in the Park / Market Square
	10. Museum / History Soc / Archaeology Trail
	11. Dog show
	12. Bikers road run from the Ace Café to Biggleswade along the A1
	13. Truck convoy /Vintage Vehicles Great North Road Heritage
	14. Dick Turpin legend
	15. Vintage vehicles, Berkeley Cars, Shuttleworth Collection
	16. Vintage Bus rally / running days United Counties Preservation Trust
	17. Sports/games / marathons / sponsored walks, runs, cycling
	18. Trains @ Trinity – expand – Andy Buckley
	19. Railway related events? Steam Trains taking on water
	20. Memorial events D-Day 80, Remembrance Days
	21. Flower Festival / well dressing or similar tradition – bulb and plant buying opportunity?
	22. Easter – religious for the believers, bunnies and easter egg hunts for the rest
	23. Arts & Crafts fest. Craft Fair / Artisan Market
	24. Antiques Market /Flea Market
	25. Tauschen Tage / Swop / Exchange / Recycling weekend
	26. Oktober Fest / Cider, local breweries, scarecrows, Moris dancing / cloggies
	27. Bands brass or otherwise
	28. Busking
	29. Biggleswade day (Stadt Fest)
	30. Town Twinning annual event
	31. Bigg Business Day CCI FSB CSR opportunities
	32. Dan Albourne Cycling event
	33. Lantern Festival
	34. Straw Man Festival (Whittlesea Straw Bear) We can all sit on bales!
	35. Involve Scouts and Guides and St Ivo School Special Needs groups.
	36. Green Wheel- use the Common – history and heritage.
	37. Mother's Day
	38. International Women's day
	39. LGBT+ Gay Pride Day
	40. Green Fest – sustainability
	41. Beltaine, Samhain, Solstices
	42. Besenwirtschaft Informal Autumnal pop-up restaurants / catering opportunity
	43. Film, music, concerts, street theatre
	44. Re-enactments with History Soc.

	45. Medieval Festival
	46. Vintage Clothes Fashion Show & Sales
	47. Pantomime (Christmas)
	48. Sprout Fest
	49. Vinyl records market / swop meet
	50. Sports on the Square
	51. Continental Market
	52. Chess pieces and chess board
	53. Bedfordshire Day – Clangers all round
	54. English Wine Festival – Warden Vineyard
	55. Good Friday – Biggleswade Churches Together
	56. Halloween / Bonfire Night
	57. Ice rink near Christmas Season
	58. Blue Light Event

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 16th April 2024
Christmas Lights Switch-on Event 2024

Implications of Recommendations:

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

Finance: Sourced from the Town Centre 2024 budget allocation.

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 pulled together feedback and ideas that have come out of the 2022 and 2023 events so Officers and Members can collectively plan an exciting 2024 event. Officers are planning the Remembrance Day event which will take place on Sunday 10th November 2024. The Christmas Lights Switch-on event will take place on Friday 29th November 2024.

2023 Event Feedback

A lesson learned meeting took place in March and Officers have incorporated feedback into planning for this year's event. Feedback was largely positive for the 2023 event. The following were the main points raised for improvement:

- A new Santa was required with appropriate safeguarding accreditation.
- A new Master of Ceremonies was needed drawn from the local community.
- There should be clear multi-channel communication (oral and written) with schools and no double bookings made, via sufficient time slots allocated.
- An anchor popular music tribute act should be procured.
- There should be no gaps in performances and a new performer could be procured for the mid-afternoon slot. This would help market traders by improving footfall.
- More child entertainment rides were needed on the station roadside.
- Procure live animals (reindeer) for the mid-afternoon market slot.

Officers have started getting commitments from traders as soon as possible, to ensure the Square is packed (circa 28 stalls) with a great local offer. The entire square and station road will be segmented into zones, child entertainment, charity, food, drink, and Christmas offer. Officers are awaiting a response from the Biggleswade Sandy Lions who did a good job as Father Christmas in 2022, with a view to securing a new Santa for 2024.

A TTRO will be applied for from CBC Streetworks covering the Station Road and Market Place road closures from 12pm to 12am. It is anticipated that CBC will have refreshed the existing electrical power supply to the square and the faulty power boxes will be repaired ahead of the 2024 event. The accredited electrician will be present for the event and the PR team with volunteers will manage the set up and clear up operations.

2024 Event Budget

Indicative costs including some three-year commitments (the 2024 event will be the final year) and projections are illustrated in the below figure. Although a paid ticket ice rink offer is desirable, there currently is no 2024 budget allocation set aside for this and if Members prefer, this could be sourced from the Town Council general reserve. At past meetings, Members had expressed an interest in Officers

procuring ice sculptures and performers on stilts to keep the event fresh.

Figure 1. Indicative Costs for the 2024 Lights Switch-On

Category	Budget	Emerging Costs	Comments
Lights	£13,000	TBC	Including festoons and Christmas tree lights.
Christmas Tree	£6,850	£1,815	30ft tree, Solihull supplier inc. delivery.
Staging, lights, sound		TBC	Local supplier.
Headline Act		TBC	Tribute band.
Other Performers		TBC	Daytime acts, stilts, ice sculptures.
BSL Interpretation		TBC	To ensure inclusivity.
First Aid		TBC	For risk assurance purposes.
Electrician		TBC	To ensure a smooth event and return to normal operations.
Other		TBC	Includes unknown miscellaneous costs.
Total	£19,850	TBC	Xmas lights plus Xmas activities budgets

NB: The lights exclude those installed on Market Square trees as these are BTC owned.

Officers are progressing the high street festoons, Christmas tree lights and Market Square tree lights for the event. For stage performers, Officers would propose exploring alternatives to fully understand what is on offer from local musicians in addition to the headline act, the aim being to fill the entire daytime schedule with live music.

Planning Timeline

- 16th April – Update to the TCM Committee.
- 14th May – Update to the Town Council Annual Statutory meeting. Christmas tree, first aid, electrician, BSL interpreter, staging, reindeer and performers procurement. Finalise a list of interested traders.
- 16th July – Update to the TCM Committee on procurement, traders, and provide event programme.

Recommendations

For Members to note this report and agree that:

- Officers arrange a monthly daytime meeting with Members to facilitate event planning, and
- Officers proceed with pulling together quotes for all categories to present at the next meetings.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Meeting 16th April 2024
Licensing Applications Process Report

Implications of Recommendations

Corporate Strategy: Performance: A Council that delivers: Develop open and transparent interactions and appropriate strategic compacts with key partner agencies.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

At the 9th April Town Council meeting, Members agreed to discuss the topic of licensing at venues in and around town and the scrutiny process at the TCM Committee on 16th April.

Applications made by venues for new licenses or variations on existing granted licenses are consulted by CBC with the following statutory consultees:

- The Police.
- The Fire & Rescue Service.
- The Pollution Control team (CBC).
- The Health & Safety team (CBC).
- Licensing Authority team (CBC).
- Child Protection team (CBC).
- The Planning team (CBC).
- The Trading Standards team (CBC).
- The Health team (CBC).
- The Home Office Immigration Enforcement.

The Town Council is not a standard consultee for these applications, which could create an issue where the Town Council is not sighted or aware of a licensing (or variation) application in progress. The Town Council is often best placed to provide important information on the application as it knows local businesses well.

Summary

A licensing application has come to the attention of Members in the form of the Georges Hall licensing application notice made on the 5th of April, attached at appendix A. The applicant seeks permission on a Monday to Sunday basis, to provide sales of alcohol on the premises 11:00hrs until 03:30hrs, provide late night refreshments 11:00hrs until 03:30hrs, offer recorded music (indoors) 11:00hrs until 03:30hrs, and provide performances of dance (indoors) from 11:00hrs until 03:30hrs. Representations can be submitted by email until 3rd May 2024.

Whilst the Georges Hall application may boost the establishment's business which is positive, Officers consider that were the license granted, it would potentially increase the risk of crime and anti-social behaviour due to the late nights seven days per week and would cause significant disruption to neighbours in an area which is relatively tranquil.

In terms of the wider governance process for licensing applications, Officers consider that the Town Council should routinely be included in all licensing applications in future as a valued partner for consultation. Officers will routinely search for licensing applications on the CBC website and email alerts and bring any applications to the next available Town Council meeting agenda. Once Members have considered the application, Officers will send the resolution to both CBC Ward Councillors and the appropriate CBC Officer team for inclusion in the wider assessment of an application.

Recommendations

That Members note this report and agree that:

- In future, Officers should bring all licensing applications to the Town Council and follow the process outlines.

Ian Campbell
Community Development Manager

Appendix A: George Hall Licensing Application.

Premises Licence Application

New premises licence

Application received on 05th April 2024

Name of applicant The Venue Music Bar & Lounge Ltd

Premises address Georges Hall, 67 High Street, Biggleswade, SG18 0JH

Licensable activities

Monday to Sunday

- Sales of alcohol on the premises 11:00hrs until 03:30hrs
- Late Night Refreshments 11:00hrs until 03:30hrs
- Recorded Music (indoors) 11:00hrs until 03:30hrs
- Performances of dance (indoors) 11:00hrs until 03:30hrs

Description of the premises

Music Bar & Lounge

The full application can be viewed by arrangement. If you wish to make a representation, please do so via email by **3rd May 2024**. Any such representation must relate to one or more of the four licensing objectives: the prevention of crime & disorder; public safety; the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application, the maximum fine for which a person is liable on summary conviction is a level 5 fine on the standard scale.

Contact us...

by telephone: 0300 300 8307
by email: licensing@centralbedfordshire.gov.uk
on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Thorn Turn, Grendall Lane,
Houghton Regis, LU5 6GJ

BIGGLESWADE TOWN COUNCIL
Town Centre Committee (TCM) 16th April 2024
Biggleswade 5K Run Event

Implications of Recommendations

Corporate Strategy: Aspirations: Economy: Develop a programme of events for the Town Centre. Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.

Finance: Costs will be borne by the event organiser.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

A report went to the 20th February TCM committee and Members resolved to support this venture. Officers will collaborate with the event organisers, Jones' Fitness, while supporting the CBC SAG process to ensure a safe, legal, and fun event. Officers have submitted the full completed documentation pack (nine documents) on behalf of the event organiser Jones' Fitness to the Safety Advisory Group (SAG) and are awaiting their response.

Summary

The proposed route will start and finish on the Market Square and proceed towards Jordan's Mill, then north along the riverbank and return via parts of The Green Wheel to the Market Square. Less than 500 participants are anticipated.

This is the first such event for Biggleswade in recent memory and it is hoped if successful that it will become an annual event which focuses on sport and wellbeing. No fixed road closures are envisaged but supervised crossings in a couple of places for a matter of minutes will be required. First Aid cover will be provided by the event organiser, and all the statutory required events guidance from SAG will be adhered to by the event organiser with the Town Council support.

The separately Officer submitted TPPO application with the proposed route to the CBC Streetwatch team has now been approved. CBC Streetwatch has commented in writing that the route is justifiable, and this was reported to the 9th April Town Council meeting.

The 5K run should promote sport and leisure activity, community events, and healthy lifestyles as well as attracting visitor footfall supporting the local economy, businesses, pubs and restaurants and mobile catering outlets. The Town Council will provide road closure barriers, signs, gazebos, tables, and chairs for the event as well as promote it on the Town Council website.

Recommendation:

That Members note this report.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 16th April 2024
D-Day 80 6th June 2024 Report

Implications of Recommendations

Corporate Strategy: Community: A Town to be Proud of: Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences. Improve the Market Square for the market and outdoor events to encourage visits to the town centre.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

A report went to the 20th February TCM committee and Members resolved that the Town Council should work in partnership with the Royal British Legion and the Shuttleworth collection. The Town Council should provide help and support in arranging and organising the 80th Commemoration of D-Day in line with the experience of previously well-run annual events organised by the Biggleswade Branch of the Royal British Legion.

Summary

As well as the Royal British Legion, the Shuttleworth Collection has confirmed it will be providing four vintage vehicles to help mark the commemorations. Officers are firming up arrangements for the event including a leaflet setting out the event schedule. The event will be promoted using normal communication channels. The event will start at around 2pm via a short service conducted by the Vicar of St Andrews Church in the area outside the War Memorial.

Later that day, the gas Beacon will be deployed. Officers are confirming the Bigg Eats organisers to lay on appropriate food vendors located in the White Hart car park, serving food from 5pm up until the Beacon ceremony takes place at around 9 p.m.

The event will be held in three stages:

1. Vintage vehicles.
2. Commemoration service.
3. Gas beacon with a speech and catering.

The modest event costs should be no more than £300 and will be covered from the Town Centre budget allocation.

Recommendation:

For Members to note the report.

Ian Campbell
Community Development Manager

