



Ref: Agenda/Council – 17/10/23

12th October 2023

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 17th October 2023** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

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. P. Guilcher
Cllr M. Foster (ex officio voting Member)
Cllr. M. Knight (ex officio voting 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_EOupAQ3vSbSD61RiQrSyyA

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

Mr Aiden Jones, Director of Jones' Fitness.

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 June 2023** 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 June 2023**.

9. ITEMS FOR CONSIDERATION

- a. **Community Safety Web Page**

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

- b. **Car Parking Permit Policy**

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

- c. **80th D-Day Anniversary**

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

- d. **Bigg Eats**

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

10. **ITEMS FOR INFORMATION**

a. **Christmas Light Switch-on**

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

b. **Car Parking Machine Update**

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

c. **Remembrance Sunday Update**

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

d. **Vintage Vehicle Day**

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

e. **CCTV Update**

For Members to receive a written report by 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_EOupAQ3vSbSD61RiQrSyyA

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 JUNE 2023
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. D. Albone
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. M. North
Cllr. A. Skilton
Cllr. D. Strachan
Cllr. C. Thomas

Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 1

Meeting Formalities:

Following a reminder to meeting attendees that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

1. **APOLOGIES FOR ABSENCE**

Cllr. I. Agnew, Cllr. P. Guilcher, Cllr. S. Patel.

2. **DECLARATIONS OF INTEREST**

a. **Disclosable Pecuniary interests in any agenda item:**

None.

b. **Non-Pecuniary interests in any agenda item:**

None.

3. CHAIRMAN'S ANNOUNCEMENTS

- a. The Chairman had no announcements to make but reminded the Committee that the date for the Remembrance Sunday service had now been confirmed as the 12th of November 2023.

4. PUBLIC OPEN SESSION

No member of the public wished to speak.

5. MEMBERS' QUESTIONS

Cllr North, pointing to the new transport interchange by the Biggleswade Train Station, asked whether any bus services would now be running from there with new routes.

Cllr Woodhead responding noted that he was aware of only two bus services such as Grant Palmer and Herbert's running presently but was unsure of any other.

Cllr Woodhead asked that Officers speak with Central Bedfordshire Council regarding public transport for the Town.

The Head of Governance & Strategic Partnerships indicated that Officers would be holding a meeting with CBC Senior Leadership Team next week and the matter would be raised during that opportunity.

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. P9 2nd Paragraph - Typo. Word metre should be spelt 'meter' as it reflected noise levels.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee meeting held on Tuesday 21 February 2023.

7. MATTERS ARISING

Cllr Albone asked whether Officers had been successful in investigating the official ownership of the War Memorial and Victorian Water Fountain on the corner of the High Street and Station Road.

The Head of Governance & Strategic Partnerships said that an update as to the official ownership would be made the Capital Assets Working Group meeting on Monday.

Cllr Albone also inquired if a meeting with CBC Officers had been held, as mentioned in the Minutes of the February TCM Committee meeting, where the Market Square Vision would be discussed.

The Head of Governance & Strategic Partnerships indicated that this item was also on the agenda of the meeting to be held with CBC Officers later this month.

8. ITEMS FOR CONSIDERATION

- a. **The Bigg Eats**

Presenting the report, the Place Shaping Manager indicated that the consultation period regarding the Bigg Eats trademark application will end on the 26th of July, so Officers expect to hear back as to whether there have been any concerns raised.

The Place Shaping Manager noted that Officers had a very productive meeting with the third-party organiser, who is very keen and has partnered up with a Biggleswade business that will support in physically running the event on the day, pulling together traders and all the documentation.

So far the organisers have already pulled together a provisional indicative 12 traders including a handful from Biggleswade.

Members commenting on the report noted the stalemate with CBC Officers regarding the responsibility of the repairing of the electrical infrastructure of the Market Square and wondered what could be done to alleviate this problem.

The Place Shaping Manager responding indicated that in discussions with CBC Officers, BTC were told that as events organised by the Council were held in the Market Square, it was the Council's responsibility to make the area 'fit for purpose' alongside the organisers. CBC Officers acknowledged there was no agreement.

Members underlined the need to remedy the situation as soon as possible as other events would be held in the Market Square as this was not a situation that could continue.

The Chairman called for a report regarding the electricity in the Market Square, to be submitted to all Members of Council rather than to just the Town Centre Management Committee.

Members **RESOLVED** to agree that a smaller pilot event is held in late August as well as the recommended date for September, with the selected third-party organiser. If there are any budgetary implications these need to be highlighted soon.

Members also **RESOLVED** for Officers to engage with the third-party to sign the agreement adjusting any terms necessary in consultation with the Chairman and Deputy Chairman of TCM.

Members **AGREED** that Officers brief all Members of Council on outcomes.

b. **Remembrance Sunday 2023**

The Place Shaping Manager who introduced the item indicated that during a recent meeting with the Royal British Legion regarding Remembrance Sunday, the RBL raised that they would like a bench placed in the Market Square.

Members commented on the event asked if there would be any police support on the day of the service to help with road closures and similar issues.

Members **RESOLVED** to accept the recommendation of removing the bench from the Town Centre to be replaced with the RBL bench when it has been delivered. Members indicated preference for the bench to be of similar size to those already in the Market.

c. **Market Square Events**

A brainstorming meeting was recently held between the Chairman of the TCM and the Place Shaping Manager to come up with ideas of possible events to be held in the Market Square at weekends.

Members noted that whilst looking at ideas, it was important that budgeting constraints should also be taken into consideration.

Various ideas which came out of discussions were:

- Vintage car show in conjunction with the Berkley car owners.
- Public services day.

Members welcomed that the report included an 'augmented reality' (AR) adventure through the Market Square and wider Town Centre.

Members **RESOLVED**:

- to pursue the community day idea and implement as soon as possible,
- engage with Shuttleworth Trust and Stagecoach to organise a day in summer months.

Members welcomed the AR adventure but did not feel scoping a survey would yield the results clearly.

Members **AGREED** to have a demonstration of the AR adventure before including it in a business plan.

d. **CCTV Update Report**

The Place Shaping Manager indicated that Officers were informed by the Interim Head of Place Delivery that all conversations regarding S106 expenditure in Biggleswade will be turned off until 10th July.

A meeting is scheduled between Officers in BTC, the Head of Place Delivery and the newly appointed Assistant Director of Place Delivery.

Finally, our supplier has confirmed they will shortly share an interim agreement for the 3 BTC owned cameras until the new British Telecom line is installed. This agreement will be signed by the Town Clerk.

Following Officer recommendation that it is essential to move quickly to prevent further delays and any increased costs that may arise following the decision by CBC Interim Head of Place Delivery for S106, Members **RESOLVED** to agree to expenditure of £1,500 from the Council's Capital Reserves. The Town Clerk will then be in a position to sign the contract with BT for the upgrade of the existing analogue line to a new digital line.

Members also **AGREED** for Officers to review the projected outturn of CCTV revenue. In the event of an overspend, as projected within the figures presented, Officers will request a virement from the accounting fees heading.

9. **ITEMS FOR INFORMATION**

a. **Crime Statistics Report Q4 2022-2023**

Members pointed out that for future, it would be useful for Officers to liaise with police in order to simplify the information and omit repetition when submitting to Members.

Members **NOTED** the Q4 Crime Statistics.

10. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

11. **EXEMPT**

a. **Christmas Lights Switch On 2023**

The Place Shaping Manager noted that 20 traders had shown an interest until now for the upcoming Christmas event.

Members **AGREED** to the preferred supplier choices submitted in the report.

Members **AGREED** for Officers to provide regular updates to all Members of the Council regarding finer details of the event.

Members **AGREED** that Officers submit projection of costs of the discussed options to the Finance & General Purposes Committee in a timely manner.

The Chairman closed the meeting at **8.20 pm**

DRAFT

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Community Safety Webpage

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: COMMUNITY: Ensure Biggleswade is a safe and confident community, working with Bedfordshire Police and other emergency services so that they aware of our concerns and priorities.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Supports by signposting relevant authorities and organisations.

Background

Officers occasionally receive queries from members of the public about accessing certain services such as CCTV footage retrieval, police-related matters etc. Therefore, a webpage has been drafted providing these details.

Summary

This webpage has been split into several sections:

- Introduction – provides oversight and quick links to key points in the page.
- Contacts – telephone numbers and email addresses to organisations relating to emergency services, animal welfare, domestic abuse, alcohol and drugs hotlines, suicide, homelessness etc.
- CCTV – information on the Council's supplier and correct process to follow to retrieve footage with quick links.
- Crime Statistics – provides latest reports for members of the public to review if they wish.

Recommendation:

For Members to agree for Officers to make the webpage live.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Car Parking Permit Policy

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: ECONOMY: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Whilst Officers have been exploring solutions for virtual parking permits, it has been noted that there is no policy for Officers to follow with respect to issuing permits. This has become problematic when asking suppliers to quote for a virtual parking permit system as they need to understand the complexities of the Council's terms and conditions. At present, permits are approved based on what has been historically allowed and what makes logical sense, however it would be far better if Officers, Residents and Workers had a policy that could be referenced going forwards.

Summary

Please find the draft policy attached in Appendix A.

This policy also suggests introducing resident permit parking in Dan Albone. Residents based at Riverside Court have emailed Officers several times over the past year asking if they could get a resident permit for Dan Albone, which seems fair.

Recommendation:

For Members to agree to the policy including introducing resident permit parking at Dan Albone.

Isaac Lord
Place Shaping Manager

Appendix A: Car Parking Permit Policy

DRAFT Off-Street Parking Permit Policy

17th October 2023



Introduction

Biggleswade Town Council (BTC) offers four types of parking permits: resident, worker, operational and market trader permits.

Resident parking permits are intended to provide off-street parking solutions to those that do not have parking spaces available at their place of residence.

Worker parking permits are intended to support individuals living outside of Biggleswade, commuting into Biggleswade to a place of work located in Biggleswade.

Operational parking permits are intended to support employees and contractors of BTC in completing their work.

Market trader permits are intended to support traders attending the Biggleswade Charter Market on a Tuesday and Saturday.

Applicable Car Parks

Mill Lane: operational permits only.

St Andrews: resident, operational and market trader permits.

Dan Albone: resident, worker and operational permits.

Chestnut Avenue: operational permits only.

Rose Lane: resident, worker, operational and market trader permits.

White Hart: operational permits only.

Eligible Addresses for Resident Permits

Resident permits for St Andrews:

- Pegasus House.
- Merchant House.
- St Andrews Street.
- Church Street.
- High Street.

Resident permits for Dan Albone:

- Riverside Court.

Resident permits for Rose Lane:

- Rose Lane.
- Church Street.
- Claremont Court.
- High Street.
- Chapel Fields

Application Process

Resident and worker permits are required to submit:

- A copy of their vehicle registration document (V5) or letter from employer evidencing temporary ownership.
- A copy of a document evidencing place of permanent residence. For example, their council tax bill, tenancy agreement, front page of a solicitor's letter, utility bill etc.

Terms & Conditions

All permits:

- BTC reserves the right to limit the number of permits issued and to prioritise allocations according to demand and location.
- Permits are only available for motor vehicles and light vans not exceeding 5.55m long, 2.1m high or 2.1m wide, excluding wing mirrors.
- Permits are only valid on the vehicle specified and when in use, must be clearly displayed.
- Permits can only be replaced in the case of loss, destruction, or through a change of vehicle for which there is an administrative charge of £5.
- Permits are valid for a 12-month, 6-month, 3-month or 1-month period, from the day of stated by BTC Officers.
- Any contravention of the conditions of the Parking Order, (which is available for inspection during working hours at the Town Council's offices, The Old Court House, 4 Saffron Court, Biggleswade SG18 8DL) will render the permit invalid and the permit will be withdrawn.
- The purchase of a permit does not guarantee the availability of a parking space. If there are no free parking spaces, it does not allow you to park on a double or single yellow line, nor in any on-street resident bays.
- The vehicle registration number will appear on the permit, the permit must be safely secured to the windscreen of vehicle, the permit is only valid for use in one vehicle.
- Any penalty charge notices incurred for non-display cannot be cancelled.
- Refunds will be given on surrender of a permit at a rate of one twelfth of the annual cost for each complete calendar month remaining.
- Responsibility rests with the permit holder for renewing a permit.
- A renewal application can be processed up to 3 weeks before the expiry date.
- If any proof documents are out of date, or incorrect you will be notified to update these immediately (if you do not meet the requirements, your permit may be cancelled).
- Permit owners must inform BTC immediately if they cease to own the vehicle or be the user of the vehicle by consent of the registered owner.
- If an expired permit is used beyond it's expiry date, BTC has the discretion to charge the proportional cost of a permit depending on permit category plus an additional fee as a fine.
- For all misuses of permits, BTC has the discretion to charge a fine.

Resident permits:

- Permits can only be applied for if the resident lives within an address listed under the eligible addresses for resident permits section.
- If an address is not showing in the current listing, Town Council Officers will consider its eligibility for inclusion on a case by case basis.
- Applicants must provide evidence that they live at the eligible address and they are legitimately entitled to drive the vehicle registered for the permit.
- Additional proof of eligibility may be requested if necessary.
- All permits issued are non-transferable between residents and addresses.
- Permit holders must inform BTC immediately if they cease to be a resident at the address registered against the permit and must surrender their permit.

Worker permits:

- Permits can only be applied for by employees of any business based in Biggleswade.
- Applicants must provide evidence that they work at an eligible business and they are legitimately entitled to drive the vehicle registered for the permit.
- Additional proof of eligibility may be requested if necessary.
- All permits issued are non-transferable between employees of a business.
- Permit holders must inform BTC immediately if they cease to be an employee at the address registered against the permit and should surrender their permit.

Operational permits:

- Permits can only be applied for by employees of BTC.
- It is at the discretion of BTC whether contractors should be awarded a temporary permit, which would only be valid for the duration of work to be completed.
- All permits issued are non-transferable between employees of a business.
- Permit holders must inform BTC immediately if they cease to be an employee at the address registered against the permit and should surrender their permit.

Market trader permits:

- Permits are only permitted to be used on a Tuesday and Saturday.

Charges

Up-to-date charges can be found on the BTC website. BTC has the discretion to update these charges at any time. Permit applications that have already been processed would not be liable for increased charges.

Other

The Town Council is currently considering moving to virtual permits so these may be rolled out at any point. Residents, workers and market traders with existing permits will be briefed of this change.

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
80th D-Day Anniversary

Implications of Recommendations

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members commented at Town Council on 8th August 2023 that the 80th D-Day Anniversary is an important anniversary to mark and resolved for Officers to consider options to mark the occasion and to present a report to the Town Centre Management (TCM) committee in October.

Summary

Officers have consulted with the Chairman of TCM and have come up with several suggestions. It is recommended, as per the official guidance, that participants source a beacon to be lit at 9:15pm on 6th June 2024, with wording being read by the Lord Lieutenant, Deputy Lieutenant, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman of Leader of the Council or another choice within the local community. All options set out below would therefore include the beacon and reading unless otherwise stated.

The first suggestion is a service held in collaboration with a Biggleswade church. Members of the public would be welcome to attend prior to the service to pay their respects and remember the fallen. Officers would look to engage with all Biggleswade churches to understand whether they would be happy to collaborate to put on the service. Biggleswade Town Council (BTC) would fund the service leaflets and any other reasonable costs (i.e. gas for beacon).

If too many of the churches are interested and it becomes complicated choosing a church, Officers' second suggestion would be that a service is held at the war memorial in collaboration with all of the churches.

Recommendation:

For Members to agree for Officers to:

- Engage with Biggleswade Churches to understand interest in collaborating for the service.
- Liaise with the Chairman and Deputy Chairman of TCM to progress the service.
- Provide a further update at TCM in February 2024.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
The Bigg Eats

Implications of Recommendations

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

Finance: Income through agreed fixed fee with third-party.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The Bigg Eats events went ahead on 10th August and 14th September as per the third-party agreement. These events were successfully delivered in collaboration with third parties and this report compiles the feedback gathered from the third parties in a wash-up meeting and considers events for next year.

Summary

Members previously provided their feedback on the first event, which included points around an improved, tasteful way of restricting war memorial access, more seating and overflowing bins.

Key feedback from both the organisers and Officers include:

- More seating and tables.
- Bins still an issue and would look to source commercial bin for next year.
- Electrician is essential whilst electric pillar boxes are in current state.
- Road closure needs to be in place earlier.
- Next year's events should run monthly from April to September.
- Consideration to 'The Bigg Eats' at next year's Christmas lights switch-on (2024).

Officers strongly recommend agreeing to monthly events next year from April to September, as per the organisers' suggestion. This would be subject to a third-party agreement that would be refined to include feedback points included above. Pending agreement from Members that these events can go ahead, Officers will collaborate with the organisers to produce a cleansed version of the third-party agreement to put forward to the Town Centre Management (TCM) committee meeting in February 2024.

Growth bids for various items relating to events and the above feedback will likely be put forward by Officers at the Finance & General Purposes meeting in December.

Recommendation:

For Members to agree for The Bigg Eats to proceed monthly from April 2024 to September 2024, subject to a third-party agreement to be presented at TCM in February 2024.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Christmas Lights Switch-on Update

Implications of Recommendations

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

Finance: Sourced from assigned budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members agreed at the Town Centre Management (TCM) committee meeting on 20th June 2023 to all preferred supplier choices as set out in the report, to provide regular updates to all Members of the Council regarding finer details of the event and to submit a projection of costs for the discussed options to the Finance & General Purposes (F&GP) committee in a timely manner.

It was also discussed in this meeting that the headline act was deemed too expensive and Officers should instead source an alternative. With Members' support a similar act was found and booked.

£7,500 of budget within the Christmas Lights cost line was agreed as a virement to fund emerging mid-year growth items and was reported to F&GP on the 18th July 2023 committee meeting.

Summary

All relevant legal paperwork has been completed in the way of risk assessments, event management plans, temporary traffic regulation orders and Central Bedfordshire Council's Safety Advisory Group (SAG) event notification form. Officers have received approval from streetworks for the road closure and are awaiting a response from SAG.

Purchase order requests were requested and approved for all preferred suppliers as referenced in the above report. Officers continue to liaise with the suppliers to coordinate logistics.

Officers have held meetings with the Chairman and Deputy Chairman of TCM to finalise details of the traders involved and have confirmed circa 32. This includes a rough split of 8 arts and crafts, 10 food, 5 drink, 7 local community group and charity and 2 'other'. Officers are meeting on 12th October with the electrician commissioned to work on the lights switch-on, to determine positioning of traders which will involve using Station Road to create more space.

A line-up of performers including theatres, schools and choirs has been roughly organised and will be confirmed shortly with those that raised an interest. Members will have likely seen that previous years' master of ceremony has declined to participate in this year's switch-on and so Officers have advertised the position. One resident has expressed an interest and will be interviewed on 13th October to determine suitability.

Marketing has begun in the form of social media posts and updates to the Council's website. Paid forms of marketing will begin towards the end of October with a Facebook advert, a full page in the Biggleswade Bulletin and more, budget permitting.

Members have expressed a desire to include a synthetic ice rink, which was excluded from the list of preferred suppliers to progress in the previous report. Officers have engaged again with the same three suppliers that quoted previously to source fresh quotes. Regrettably, as there is no budget for the ice rink, Officers would advise against proceeding with the idea and instead propose to consider it next financial year. Fresh quotes are included in Figure 1 and represent a 3-day hire period (Friday through Sunday) on a weekend in November or December with staffing and insurance included, for information. They would be happy to accept tickets from residents in

whichever format the Council would like to issue them.

Fig 1: Ice Rink Cost

	Cost	Description
Supplier A	£4,500	12m x 12m
Supplier B	£5,130	10m x 10m
Supplier C	£9,800	10m x 10m

Assuming the Council would prefer to proceed with the cheapest supplier, the below Figure 2 provides income estimates for low, medium and high demand. These are based on: £10 ticket cost (majority of survey respondents deemed this fair), capacity of 35 skaters, operating for 24 hours (8 hours per day) for 30-minute slots. Low is based on 25% capacity at all times, medium is 50% capacity at all times and high is 75% capacity at all times.

Fig 2: Ice Rink Income Estimate

	Low Estimate	Medium Estimate	High Estimate
Projected Income	£4,320	£8,640	£12,960
Rental Cost	£4,500	£4,500	£4,500
Variance	- £2,340	- £180	+ £1,980

As mentioned previously, Officers advise against proceeding with the ice rink. There is insufficient budget with only £800 available to be vired from burial grounds.

Finance

Figures 3 and 4 below provide an update on budgets relating to the Christmas Lights and Christmas Activities cost lines, respectively.

Fig 3: Christmas Lights Budget

Christmas Lights	Budget	Projected Spend	Variance
Existing Contract	£13,475	£8,696	-
Additions		£4,118	-
Total	£13,475	£12,814	£661

Fig 4: Christmas Activities Budget

Christmas Activities	Budget	Projected Spend	Variance	
Christmas Tree	£7,000	£1,650	-	
Stage, Sound & Lighting		£1,700	-	
Headline Act		£720	-	
First Aid		£476	-	
Electricity Support		£500	-	
BSL Interpretation		£120	-	
Marketing		£1000	-	
Uncommitted		£500	-	
Total		£7,000	£6,666	£334

Recommendation:

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Car Parking Machine Upgrades

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: ECONOMY: Improve the management of the car parks, including modernising payment options, and exploit opportunities to secure additional parking.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members resolved on 13th June 2023 at Town Council to approve the utilisation of £12,278 from S106 monies to purchase new touch screen parking machines operable by a parking app and to sign a five-year maintenance contract with Flowbird. Officers have since been in touch with several Members to provide regular updates and seek advice relating to the specification for upgraded machines' software.

Summary

On 26th June 2023, Officers and Members held a project launch meeting with Flowbird to understand the next steps. It was stressed by Flowbird in this meeting that the specification for software changes must be accurate otherwise Biggleswade Town Council (BTC) could face additional costs for any future changes, no matter how minor. Officers emailed queries to Flowbird on 4th July and continued to email until 27th July when these initially raised queries were answered.

It was at this point that Flowbird stated that receipts will be unavailable if BTC opts to proceed with a ticketless solution for machines. Several Members were updated immediately for views and it was requested that Officers ensure Flowbird offer the receipt option with ticketless, as it was referenced during tender demonstrations. On 1st August, Flowbird confirmed they were conducting tests and would have an answer the following week on whether it is possible. They then confirmed on 7th August, a paper receipt option with ticketless is possible and requested that Officers send a sample of the receipt paper roll for testing. On 15th August Members were approached for final comments on the specification, these final changes were made and were submitted to Flowbird on 22nd August.

Flowbird acknowledged receipt of the specification on the same day and stated software tests would likely take up to 4 weeks, an indicative date of 19th September. Officers requested an update on 20th September and a response was received from Flowbird the following day, asking for BTC's language preferences for the machines. After Officers liaised with Members, it was decided to only proceed with English so as to not delay the installation, which was communicated to Flowbird on 26th September. Further languages will be added at a later stage for free.

Officers received an email on 27th September advising that the hardware and SIM cards were ready for delivery, which has been postponed whilst Officers await information on dimensions and weights of the pallets.

Officers chased on 3rd October to understand the timeline relating to software changes.

As previously communicated to Members via email, once software changes are finalised, Flowbird will be able to liaise with Central Bedfordshire Council (CBC) Parking Enforcement to ensure that the traffic regulation orders (TRO) relating to the car parks are appropriately updated. Officers have held meetings with the CBC team previously and they're happy with this process

and advised that depending on the changes, the TRO lead time is six weeks.

As part of these changes, it will also be necessary to amend the wording on all car park signage as they currently reference displaying tickets, which will no longer be applicable. Officers are awaiting Flowbird's final go ahead with respect to the specification as there may be further impacts as a result that could influence signage further. Officers have sourced one quote thus far for a vinyl wrap rather than replacing the aluminium composite signage entirely at £50 per larger sign and £40 per smaller sign. This would cost £580. This assumes that Members are happy with the current format of the signage. Lead time is 7 days so this can easily be coordinated with the TRO timeline.

Once the software is ready, Officers will coordinate a time for Flowbird to attend the Council Offices with the machinery for a demonstration.

Recommendation:

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Remembrance Sunday Update

Implications of Recommendations

Corporate Strategy: ASPIRATIONS: COMMUNITY: Protect the distinctive character and heritage of Biggleswade.

Finance: Funding sourced from assigned budget.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Each year, in the build up to the Remembrance Sunday service, Officers and a few Members meet intermittently with representatives of the Royal British Legion (RBL) to consult and to progress plans. A meeting with all stakeholders took place on Monday 9th October 2023.

Summary

All legal documentation has been complete with relevant legal processes followed. This includes an event management plan, risk assessments, temporary traffic regulation order for road closures and the Central Bedfordshire Council's (CBC) Safety Advisory Group event notification form.

As with previous years (excluding last year), the parade will gather at the transport interchange after permission was granted by CBC. The parade will proceed along Saffron Road, up Hitchin Street and along the High Street before concluding on Market Place in front of the war memorial. As per last year's service, the parade will be dismissed on Market Place as feedback was positive on this change.

Officers will send the Order of Service out to all stakeholders shortly and it will be uploaded onto the Council website and social media too.

The stakeholder meeting took place on 9th October and those in attendance were broadly happy with progress relating to the service. There were no significant concerns but those that were raised will be considered and actioned by Officers.

Recommendations:

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
Vintage Vehicle Day

Implications of Recommendations

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers previously tabled a report at the Town Centre Management (TCM) committee meeting on 20th June 2023. Members resolved to engage with the Shuttleworth Trust and United Counties Preservation Group (UCPG) to organise a day in the summer months.

Summary

After much communication with UCPG, the Berkeley Cars Enthusiast Club (BCEC) and Shuttleworth Trust in an attempt to organise a date, the latter organisation regrettably declined participating in any events this year due to their full events calendar. However, the two former organisations agreed to an event on Sunday 29th October 2023, slightly delayed versus the resolution's timeline owing to their full event calendars in the summer months. All updates were shared with the Chairman and Deputy Chairman of TCM.

The event will consist of a free shuttle bus service offered by UCPG, which will stop at surrounding villages (Dunton, Sutton, Wrestlingworth, Broom, Old Warden, Southill) and Biggleswade. There will also be some stationary vintage buses located at Century House. Central Bedfordshire Council have granted permission for this to be used given no buses run on a Sunday. Further to this, the BCEC will have several members in attendance to showcase their vintage vehicles.

A familiar food and drink vendor has agreed to participate in the day.

Marketing started on 16th August 2023 in the way of social media posts, an event page and sharing information on the Biggleswade Town Council (BTC) website. UCPG have been very proactive on their social media and have generated a fair amount of interest.

Recommendation:

For Members to note the report.

Isaac Lord
Place Shaping Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management 17th October 2023
CCTV Update

Implications of Recommendations

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

Finance: S106 funding secured for all project costs.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers' last written report update to Members was provided on 8th August 2023 at Town Council. This informed Members that BT had been given the instruction from Officers to proceed with the installation of the digital link.

Summary

On 9th September, BT installed the digital link in Biggleswade and informed Officers that they would be installing the Stevenage end of the link in week commencing 11th September. On 25th September, Officers were notified that the installation had been successful and Herts CCTV had been informed so they could plan in the installation of the camera upgrades.

Herts CCTV confirmed the camera installations would begin week commencing 25th September and with minimal downtime. However, Officers then spoke to the supplier on 28th September and were informed there is now a delay due to a product recall. A part of the CCTV relating to the digital link had been reported as faulty elsewhere, so the supplier of the product is replacing them for free.

CCTV installation has now commenced as of 10th October with one camera having been changed over thus far. It's anticipated that the work will have been completed by the end of October. Officers are awaiting an update from Central Bedfordshire Council for permission to install a mobile camera on a lamppost at Rose Lane. This lamppost is preferred to the Biggleswade Town Council owned lamppost according to the installer.

Recommendation:

For Members to note the report.

Isaac Lord
Place Shaping Manager

