



Ref: Agenda/Council – 20/02/24

15<sup>th</sup> February 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 20<sup>th</sup> February 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

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

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\\_DT\\_Iq-96R0yHt5xXImuJRA](https://us06web.zoom.us/webinar/register/WN_DT_Iq-96R0yHt5xXImuJRA)**

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 17<sup>th</sup> October 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 17<sup>th</sup> October 2023**.

**9. ITEMS FOR CONSIDERATION**

**a. D-Day Anniversary Event**

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

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

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

**10. ITEMS FOR INFORMATION**

**a. UKSPF Update Report**

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

**b. Electrical Infrastructure Market Square**

For Members to receive an oral update from the Community Development Manager.

c. **5KM Run**

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

d. **Biggleswade Shopwatch**

For Members to receive correspondence from the Safer Communities & Partnerships Team.

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 DT lq-96R0yHt5xXlmuJRA](https://us06web.zoom.us/webinar/register/WN_DT_lq-96R0yHt5xXlmuJRA)**

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.

- a. (Car Parking Electric Vehicle Charging Tender Evaluation)
- b. (Rose Lane Car Park St Andrews School Report)

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 17<sup>th</sup> OCTOBER 2023  
AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES  
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**

**PRESENT:**

Cllr S Patel (Deputy Chairman)  
Cllr I Agnew  
Cllr D Albone  
Cllr M Foster (ex-officio voting Member)  
Cllr M Knight (ex-officio voting Member)  
Cllr A Skilton  
Cllr D Strachan  
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
Mr I Lord – Place Shaping Manager  
Ms F Gumush – Meetings Administrator

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 M North, Cllr J Woodhead (Chairman).

**NO APOLOGIES FOR ABSENCE**

Cllr P Guilcher.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

**Mr Aiden Jones, Director of Jones' Fitness**

Mr Jones, who is the Director of Jones' Fitness for the past 10 years explained that he wished to organise a 5km Marathon in Biggleswade and begin the race in the town centre. He noted that other neighbouring towns frequently hold 5 or 10km events and his aim was getting as many of the local community involved. He hoped to get the support of the Town Council in trying to close off the Market Square as he wanted the starting and finishing point to be there.

Mr Jones hoped to organise either a 2x 2.5km course or a 5km course depending on the path that was chosen, for the end of May 2024. He went on to explain that several local businesses had conveyed an interest in supporting the venture by sponsorship.

Members expressed their support to Mr Jones' venture and observed:

- Any profit made should be donated to charity.
- There were opportunities for possible cooperation with the Council that might include adjoining events, such as the Bigg Eats.
- The involvement of Central Bedfordshire Council for road marshalling and closures.
- To agree to the idea in principle and discuss the details in Council at a later date.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. The Draft Minutes were **APPROVED** as an accurate record of the Town Centre Management Committee held on Tuesday 20<sup>th</sup> June 2023.

8. **MATTERS ARISING**

P6 Item 5 - Cllr Skilton asked if any further developments had been made relating to the Bus Interchange for Biggleswade. The Place Shaping responded that he was still waiting to hear back after a meeting with Grant Palmer and CBC and a follow-up email recently.

The Town Clerk & Chief Executive indicated that the matter was brought to the attention of the new assistant Director of CBC and escalated to Director Lorna Carver as well.

9. **ITEMS FOR CONSIDERATION**

a. **Community Safety Web Page**

Commenting on the report, Members suggested that following recent incidents with cattle on the Fen Reeves Common, it would be beneficial to have the Fen Reeves contact details added to the Safety Web page.

Members asked for clarification on how the retrieval of information from CCTV footage would occur.

The Place Shaping Manager responded that it was not about the public accessing the CCTV but rather pointing them in the right direction for making requests for CCTV evidence to go to the police and the other authorised parties.

The Place Shaping Manager explained that there is a process for the retrieval of the CCTV footage and this did not entail Council involvement.

Members **RESOLVED** to accept the Officer recommendation to make the webpage live, with minimal content around CCTV and bring to committee the current CCTV disclosure policy so that Members can re-examine the contents.

b. **Car Parking Permit Policy**

Members commenting on the report indicated that a review date had not been included and asked that a two-year review date is added to any policy going forward.

Members posed various questions in relation to the points of the policy which the Place Shaping Manager noted.

It was also pointed out that currently St Andrew's Car Park is not open to Worker's Parking Permits, considering its proximity to areas such as Hitchin Street.

Members also noted that the possibility of having residents from Sun Street parking at Rose Lane Car Park was also another idea to consider later.

Members **RESOLVED** to agree the policy in principle, subject to the final wording of the policy being agreed by the Chairman and Vice-chairman of the Committee and Mayor and Deputy Mayor, and subject to that the documentation is placed to Council with a recommendation by those Members, that it is accepted.

c. **80<sup>th</sup> D-Day Anniversary**

The Place Shaping Manager indicated that after speaking with the Chairman of the Committee, it was deemed that there was an appetite for collaboration from all churches in Biggleswade.

Members **RESOLVED** to accept the recommendations 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.

d. **Bigg Eats**

Members commenting on the report pointed to the sourcing of a commercial bin for next year and asked if this would detract from the look of the event. It was suggested that rubbish could be collected by the vendors themselves.

The Place Shaping Manager responded that following a wash-up meeting with organisers after the second Bigg Eats event, they noted that:

- The bins filled up very quickly.
- They did not have enough manpower to empty or store bin bags.
- The organisers suggested having a commercial bin off site in a compound area.

The Place Shaping Manager said this could be discussed in the third-party agreement at the next Committee meeting in February.

Members **RESOLVED** to accept an amended proposal which said that Members agreed in principle for the Bigg Eats to proceed monthly from April 2024 to September 2024, subject to a third-party agreement presented to TCM in February 2024 being agreed and Council being satisfied as to the financial arrangements.

## 9. **ITEMS FOR INFORMATION**

### a. **Christmas Light Switch-on**

Members discussing the report inquired about the outcome of the interview with the prospective MC on the 13<sup>th</sup> of October. The Place Shaping Manager indicated that the interview had not taken place as the candidate had been unwell.

Members commented that the report carried a lot of details as well as a reference to an ice rink.

The Place Shaping Manager responded that the ice rink was not included in the terms of recommendations of the supplier they are dealing with. However, the Chairman of the Committee had expressed a desire to see what the figures would be hence the inclusion.

The cost for an ice rink had not been included in the 2023/2024 budget.

As for further details on the evening's events, the Place Shaping Manager suggested that this could be shared with Members in a different format.

Members **NOTED** the report and **AGREED** to a lunchtime zoom meeting for all interested Members to attend to discuss the details and make a proposal to Council with regards to an ice rink.

### b. **Car Parking Machine Update**

The Place Shaping Manager presented the report and noted that Flowbird did not have any further updates with regards to the software changes. They have assured however that once it is ready, they will be providing a demonstration for Members.

Cllr Albane requested for the record that when reports refer to Members contributing towards an event or a paper that the specific Members are highlighted in the reports to aid transparency and understanding.

The Place Shaping Manager responded that he invited the Chairmen of the relevant Committees, so that entailed the Mayor, Deputy Mayor, Chairman and Vice Chairman of the TCM.

With regards to the software change, Members questioned whether this would cause a delay in the implementation and whether any customisation of the software would lead to an issue when upgrading was needed.



The Place Shaping Manager replied that in part this was the reason for the delay as these queries were asked during the tender demonstration. Following various tests, Flowbird have confirmed that these are now possible.

Members **NOTED** the report.

c. **Remembrance Sunday Update**

Responding to Members comments, the Place Shaping Manager indicated that Officers have received permission from CBC to use the bus interchange as the railway station forecourt would be out of bounds.

The Place Shaping Manager also added that if the bus interchange could not be used in future events, the fallback option of mastering the parade on Hitchin Street would be utilised. He went on to note that he would continue to communicate with CBC as far in advance as possible to alleviate any issues arising.

Members **NOTED** the report.

d. **Vintage Vehicle Day**

Members **NOTED** the report.

e. **CCTV Update**

The Place Shaping Manager indicated that the installation was going to plan and there were no issues other than the one mentioned in the report regarding permission from CBC to install a mobile camera on the newly installed floodlight at Rose Lane car park.

Members **NOTED** the report.

10. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

11. **EXEMPT**

None.

The Chairman closed the meeting at **8.05pm**



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 20<sup>th</sup> February 2024**  
**D-Day 80, Thursday 6<sup>th</sup> June 2024**

**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:** Up to £300 of event costs drawn from the Town Centre 2024 budget allocation.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Officers met with representatives of the Royal British Legion on the 5<sup>th</sup> February to plan this year's event and review the previous arrangements. D-Day marks the landing of the Allied forces on the Normandy beaches at the start of the liberation of Europe and the beginning of the end of WW2. It is commemorated each year on the 6<sup>th</sup> of June and this year is the 80<sup>th</sup> Anniversary with fewer alive veterans. The 80<sup>th</sup> Anniversary makes this year very special and Officers are seeking to stage the event with local relevance and context including remembering and honouring our own past Members, Staff and families of those who served and were present on the Normandy Beaches on D-Day 6<sup>th</sup> June 1944.

**Summary**

As well as the Royal British Legion and Biggleswade Town Council, the Shuttleworth Collection will be supporting the Thursday event by providing four vintage vehicles to help mark the commemorations. Biggleswade Town Council has personal associations with D-Day through past Members and Staff who were at D-Day, and several roads have been named to honour the D-Day Normandy landing beaches. At circa 2pm there will be a short service conducted by the Vicar.

The gas Beacon will be deployed and providing a few gazebos for the event, seeking Police assistance in getting the historic Shuttleworth vehicle convoy across the A1 roundabout and safely back again. Officers will work with the Bigg Eats organisers to lay on appropriate food vendors, serving sensitively while respecting the solemnity of the earlier events and leaving a respectful time gap before opening up, then serving food up until the Beacon ceremony at around 9 p.m.

The event will be in three stages, vintages vehicles, commemoration service, gas beacon and speech and catering. Officers are looking into purchasing or producing wreath stands which will prevent wreathes from blowing away. Next year will be the Anniversary of VE Day which promises to be a much bigger National event so Officers don't want to eclipse that and will endeavor to keep this year's D-Day event proportional in scale. The modest event costs (no more than £300) will be covered from the Town Centre budget allocation. Officers will produce leaflets and posters to support electronic social media and the History Society will be invited to contribute to this historic event.

**Recommendation:**

BTC to work in partnership with the Royal British Legion and the Shuttleworth Collection, to provide help and support in arranging and organising the 80<sup>th</sup> 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.

Ian Campbell  
Community Development Manager



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 20th February 2024**  
**Benches and Memorial Plaques Report**

**Implications of Recommendations**

**Corporate Strategy: Economy: A Thriving Town:** Continue to upgrade street furniture including seating and signage.

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Officers are looking to open-up opportunities for the public to adopt or purchase a memorial bench or a plaque using the Town Council resolved Memorials and Plaques policy (see appendix A). BTC have offered a memorial bench and commemorative plaque service. Officers have for the first time pulled together a comprehensive list of locations of benches (green or black, old stock or new) across the town by area (see appendix B), along with whether benches are owned by the Town Council or CBC and associated maintenance works and costs.

**Summary**

The Town Council now has five applications from the public to consider, some with requests for particular locations such as Franklins. Some applications have provided payment. It has taken considerable time for the Town Council to resolve the new approved benches and plaques policy which has had a delaying effect on existing applications. Upon completion of a form and the appropriate payment, Officers consult with the applicants about their favoured location and incorporate this into the wider Town Centre strategy, the approved policy, together with proposals for walks and trails, benches, street furniture, trees, signposting, maps and information boards and blue plaques (in partnership with the local History Society).

Officers note that there are two key decisions for Members to select which will in future enable Officers to efficiently operationalise applications to future agreed locations. The policy provides for new green or black benches of the same design to existing Franklins benches, paid for by the applicant;

1. Specific geographical locations in town for these application types should be green open spaces including Franklins, Kitelands, the Green Wheel, the Common etc for plaques to be placed on existing and new benches.
2. As part of the townscape, with trails and urban locations along the high street, market square and station road, bus stops, for new applications to include plaques being attached to existing or new benches.

Fig 1: List of Received Applications for Locations Decision.

Applicant	Date Received	Consideration	Form Returned	Payment Received	Proposed Location
A	January 2024	Form sent			Franklins Rec Ground
B	November 2023	Completed form received	Yes	Yes	Franklins Rec Ground
C	May 2022	Form sent			Market Square
D	September 2022	Dan Albone Memorial Bench			Dan Albone
E	November 2022	Form sent			Fairfield Rec Ground

Historically, the Town Council has paid to maintain the town centre old stock of benches which are owned by CBC. The condition of some benches has required them to be removed to the BTC Depot for repair. The Town Council has found the old type of bench to be economically prohibitive to purchase and maintain.

The Town Council instead has opted for a more modern, robust and economical standard bench known as the Heritage Seat in green or black to be placed in agreed areas of the town as appropriate, either in green for public land and open spaces or in black for Town Centre and cemeteries.

### Recommendations:

That Members note the report, and agree to the following:

1. Officers amend the commemorative plaques, benches and memorials policy to remove 'the Westminster' and 'the Windsor' benches and add in the 'Heritage Seat' option allowing applications for the green type in public land and open spaces, and black for Town Centre.
2. Designating Franklins and Fairfield Recreation Grounds as suitable green spaces locations for current and future applications for green benches and plaques.
3. Designating the Market Square, high street and station road and surrounding areas as being of an urban character and suitable for applications for black benches and plaques.

Ian Campbell  
Community Development Manager

Appendix A: Current Benches and Plaques Policy

Appendix B: New Benches and Plaques Policy

Appendix B: Mapped Benches Locations across the Town on Sharepoint

# Commemorative Plaques, Benches & Memorials Policy

27<sup>th</sup> June 2023



## Introduction

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

Enquiries should be directed to [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk) or 01767 313134.

## Objectives

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

## General

The nature, location and number of existing commemorative features may limit the number of plaques and benches permitted on some occasions. There is currently a saturation of furniture within some areas of Biggleswade, therefore new benches will only be installed where old benches are scheduled for removal. BTC will maintain a list of suitable locations for new benches and Officers have discretion to decide the final location of benches and plaques. There is currently no availability for addition benches in the Market Square. However requests for plaques for existing benches can be made.

There may be instances where there are no suitable locations available. Applicants would then be placed on a waiting list and advised whether they would like to continue to proceed when a location becomes available.

The Council cannot accept liability for vandalism or accidental damage to commemorative features. If this results in minor repair work being needed, the Council may make reasonable efforts to return the bench and/or plaque to a satisfactory condition at its cost. At the discretion of the Town Clerk, the Council may ask the applicant to fund the cost of repair. In the event the applicant will be advised of the costs to repair or replace. The Council reserves the right to remove any damaged commemorative features, where the applicant has not agreed to fund repair work within 2 weeks of being notified. A bench may be removed immediately if the condition of a damaged bench could be considered dangerous or unsightly. Any commemorative features removed due to damage will be stored for a minimum of 3 months.

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

Final wording of plaques will be at the discretion of Council.

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

## Charges

All below costs are inclusive of basic maintenance over the 15-year period in order to preserve the condition and appearance of the commemorative feature as best as possible. The Council shall purchase and own all commemorative features purchased through this policy.



## **Benches & Plaques**

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

There are three choices for benches as indicated below:



*The Westminster.*

Made from Grade A sustainably sourced teak hardwood.



*The Windsor.*

Made from Grade A sustainably sourced teak hardwood.



*Heritage Seat.*

Made from hardwood iroko slats with dark green galvanised steel end stanchions (not pictured).

**(+£150.99)**

**Requests for Franklin's Recreation Ground can only be made with this bench style.**

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

2023 – Commemorative Plaques, Benches and Memorials Policy

Adopted: 27.06.2023

Review: 27.07.2023

# Commemorative Plaques & Benches Application Form

**Name:**

---

**Address:**

---

**Postcode:**

---

**Phone number:**

---

**Alternative phone number:**

---

**Email address:**

---

☐

Brass Plaque Only

☐

The Westminster + Brass Plaque

☐

The Windsor + Brass Plaque

☐

Heritage Seat + Brass Plaque

**Proposed location description:**

---

---

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

Please complete the attached form regarding plaque inscription details.

Sign below to confirm the above form is accurate.

**Signature:**

---

**Date:**

---

## Plaques Guidance & Accompanying Form

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

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

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

[illegible]

Sign below to confirm details of this form are accurate.

**Signature:**

---

**Date:**

Please return the form via one of the below options:

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

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

# Commemorative Plaques, Benches & Memorials Policy

## 20<sup>th</sup> February 2024



## Introduction

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

Enquiries should be directed to [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk) or 01767 313134.

## Objectives

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

## General

The nature, location and number of existing commemorative features may limit the number of plaques and benches permitted on some occasions. There is currently a saturation of furniture within some areas of Biggleswade, therefore new benches will only be installed where old benches are scheduled for removal. BTC will maintain a list of suitable locations for new benches and Officers have discretion to decide the final location of benches and plaques. There is currently no availability for addition benches in the Market Square. However requests for plaques for existing benches can be made.

There may be instances where there are no suitable locations available. Applicants would then be placed on a waiting list and advised whether they would like to continue to proceed when a location becomes available.

The Council cannot accept liability for vandalism or accidental damage to commemorative features. If this results in minor repair work being needed, the Council may make reasonable efforts to return the bench and/or plaque to a satisfactory condition at its cost. At the discretion of the Town Clerk, the Council may ask the applicant to fund the cost of repair. In the event the applicant will be advised of the costs to repair or replace. The Council reserves the right to remove any damaged commemorative features, where the applicant has not agreed to fund repair work within 2 weeks of being notified. A bench may be removed immediately if the condition of a damaged bench could be considered dangerous or unsightly. Any commemorative features removed due to damage will be stored for a minimum of 3 months.

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

Final wording of plaques will be at the discretion of Council.

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

## Charges

All below costs are inclusive of basic maintenance over the 15-year period in order to preserve the condition and appearance of the commemorative feature as best as possible. The Council shall purchase and own all commemorative features purchased through this policy and retains the final decision and ownership.

## Benches & Plaques

- Installation of a brass plaque with space for three lines and up to 35 characters on each line, on an existing bench without a plaque present (includes minor refurbishment and maintenance)  
**£600 excluding VAT**
- Installation of a new bench including brass plaque installation with space for three lines and up to 35 characters on each line (includes maintenance)  
**£1,100 excluding VAT**

There is one choice for benches as indicated below, either in green or black depending on location:



*Heritage Seat.*

Made from hardwood iroko slats with dark green or black galvanised steel end stanchions.

**(£495)**

**Requests for green open spaces locations can only be made with green benches. Town centre locations and cemeteries must be in black.**

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

# Commemorative Plaques & Benches Application Form

**Name:**

---

**Address:**

---

**Postcode:**

---

**Phone number:**

---

**Alternative phone number:**

---

**Email address:**

---

<input type="checkbox"/>	Brass Plaque Only
<input type="checkbox"/>	Heritage Seat + Brass Plaque

**Proposed location description:**

---

---

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

Please complete the attached form regarding plaque inscription details.

Sign below to confirm the above form is accurate.

**Signature:**

---

**Date:**

---



## Plaques Guidance & Accompanying Form

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

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

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

[illegible]

Sign below to confirm details of this form are accurate.

**Signature:**

---

**Date:**

Please return the form via one of the below options:

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

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



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 20<sup>th</sup> February 2024**  
**UK Shared Prosperity Fund**

**Implications of Recommendations**

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

**Finance:** Not applicable.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

The UK Shared Prosperity Fund (UKSPF) has opened up an opportunity to support a range of projects of local community benefit broadly under the Government's Levelling Up agenda. While the UKSPF is managed at local level by CBC, BTC can make applications to them for appropriate funding under specific guidelines and 'Interventions'. The Town Council has met on this topic and resolved on the below specific priorities. The Biggleswade Joint Committee has also met and discussed several priorities.

**Summary**

BTC Officers have submitted a draft application (see appendix A) to CBC for a range of Town Centre and Market Square improvements including the resolved priorities to draw from the proposed £91K of capital funding and £30K of revenue funding allocated to cultural events. CBC has acknowledged receipt and notes that the cultural events will be positively considered. Officers have collaborated with multiple local organisations to build a viable cultural events schedule for the next 12 months. CBC has confirmed that a meeting with Highways will take place in late February, to determine actual cost estimates on the levelling works and understand the six directional signs costs. BTC officers are procuring estimates for the remaining priorities. Until CBC and Highways provide accurate cost estimates for the two actions, it is not possible to determine which actions can be fully funded within the two cost envelopes. The agreed priorities include;

- Levelling pavements and roads in the Market Square and reducing the materials range.
- Two informational digital signs with the option of live car parking data at the north and south gateways and a third in the Market Square.
- Six blue 'town centre' directional signs installed on CBC land at the main strategic entry points.
- Refresh of Century House Toilets including new doors and external steel water font.

**Recommendation:**

That Members note this report.

Ian Campbell  
Community Development Manager

Appendix A: UKSPF Application



**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Management Committee 20<sup>th</sup> February 2024**  
**Market Square Power Supply Works 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**

In summer 2023, BTC Officers met with CBC Officers to discuss the existing condition of the electrical power supply to the main square. BTC Officers provided CBC with two above ground condition surveys and quotes conducted by certified electricians. The surveys flagged the need to provide a more robust and safest possible solution with the maximum number of sockets available but downrating the capacity of some slightly, to within a safer operating range without blowing the fuses. This would optimise the number of traders drawing power simultaneously from the grid.

Historically, to ensure safety compliance for all large events, BTC officers have had to use the services of a certified electrician to be on-site at considerable additional expense. CBC Officers noted this position and stated that they would undertake their own sub-surface investigations and would inform us of the results. BTC Officers noted that the existing condition of the CBC owned asset was inadequate and needed upgrading to current safety standards. BTC Officers reported initial findings to Town Council meetings.

**Summary**

The CBC Director of Place in September 2023 wrote to the Town Clerk stating that they would provide an update on the power supply status in October 2023. No update was received and at a subsequent meeting on 2<sup>nd</sup> February 2024 which raised the matter again, CBC officers noted that they would be contacting BTC Officers with an update in mid-February.

In the past six months, both parties have agreed that any investigation and funding would be drawn from s106 town centre funds expected to be up to an indicative £30K. CBC Officers had pointed out that both the investigative work and the corrective works would need to be done prior to the 31<sup>st</sup> March 2024 and would be sequenced alongside the wider Market Square UKSPF actions for improvement including on levelling surfaces.

CBC Officers have furthermore suggested that CBC is considering drafting a management agreement for the entire Market Square which would for the first time provide clarity on ownership, tenancy and accountability for all elements of the square's operation including the power supply. BTC Officers are still awaiting a formal update from CBC.

**Recommendations:**

That Members note the report.

Ian Campbell  
Community Development Manager

# **UKSPF Biggleswade Town Centre Investment Plan Template**

October 2023 – Version 1

**LEVELLING  
— UP —**

**A great place to live and work.**

Find us online  [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)  [www.facebook.com/letstalkcentral](https://www.facebook.com/letstalkcentral)  [@letstalkcentral](https://twitter.com/letstalkcentral)

## 1. Introduction

The aim of this project is to work with **Biggleswade** Town Council to develop a **Town Centre Investment Plan** for circa £91,000 capital investment in the town centre.

The **Town Centre Investment Plan** will also include the cultural strategy intervention of making circa £30k revenue grant available to Town Councils for cultural events, engagement and town promotion.

This document should be read in conjunction with the **UK Shared Prosperity and Rural England Prosperity Funds (UKSPF & REPF) Town Centre Improvements Framework**.

This forms part of the UKSPF Communities and Place Objective:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment innovative approaches to crime prevention.

These funds must be spent and delivered by **31 March 2025**

## **Background**

Please identify the key local challenges you face within your town centre – this should include the built environment, green spaces and the economic, health, wellbeing issues.

(500 words)

Biggleswade is a historic market town with a good market square and viable charter market. Over the last 30 years, the town infrastructure has degraded and not been maintained to a good standard due to budgetary constraints. Despite efforts, modernisation of the town infrastructure and its business and cultural offer have not fully materialised. At the same time, huge local housing development activity, booming population, coupled with a national picture of economic stagnation and cost of living crisis have combined to worsen the town and town centre's offer to both locals and wider visitors.

Biggleswade Town Council (BTC) is developing a new market square and wider town centre vision as part of the bigger picture which is anticipated to be internally agreed by the end of March 2023. This will be shared with CBC Officers and its findings will be co-delivered over the next 1-5 years. Some of the investment priorities in this application directly feed into that wider vision.

The UKSPF application investment items have been resolved by the Town Council Members at the 12<sup>th</sup> of December meeting and their delivery will make a big positive impact on improving access to the town centre and its offer.

BTC continually receives complaints from the public regarding pavements and market square safety as a result of unlevel paving, unclear signage and high curbs. As an example, the square surfacing is made up of at least five different materials. Officers have witnessed accidents first-hand which have resulted in head injuries and have compiled witness statements.

Electricians that BTC have previously hired have advised that the current electrical infrastructure used for Markets and events is at the end of its serviceable life and verging on unsafe and should be addressed. CBC have confirmed that this electrical review will take place as part of separate section 106 town centre funding.

BTC Members and Biggleswade Joint Committee Members are concerned that strategic directional signage on the outskirts of Biggleswade is a serious omission with resulting loss in visitor numbers drawn into the town centre. Officers have assessed the position and the strong push is to install six 'Town Centre' blue directional signs on the key strategic entry points into town as a strategic measure.

Whilst BTC have previously placed signage in the Town to signpost visitors towards car parks, there is a feeling that car park appropriate signage is not enough/clear. BTC Officers routinely field numerous complaints from visitors on this.

This application makes the case for investing in the improved appearance of the square via levelling and standardising the surfaces palette, provision of town centre signage upon entry to the town, two large digital informational display boards at the north and south entry points to town

	<p>which can include car parking availability and live free spaces in due course).</p> <p>The actions set out in this investment case, if implemented, individually and cumulatively strategically address the current town centre shortcomings by improving the look, feel and safety of the town square and returning it into a magnet for attracting the public from within the town and surrounding areas as it was historically.</p>
<p>Please set out the strategic background and evidence need/demand</p> <p>Do include what plans/appraisals already exist for town centre improvements</p> <p>Do summarise existing plans/data/surveys and benchmarking reports</p> <p>(500 words)</p>	<p>BTC have several objectives within its Corporate Aspirations 2021-2025 document relating to our aspiration to improve the town in a SMART manner. These include:</p> <ul style="list-style-type: none"> <li>-Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area.</li> <li>-Seek to protect the Conservation Area with better standards for architecture and signage.</li> <li>-Influence the regeneration of the town centre to encourage and support high quality leisure and retail experiences.</li> <li>-Improve the Market Square for the market and outdoor events to encourage visits to the town centre.</li> </ul> <p>Over the last 30 plus years, the town centre infrastructure has become tired and in places dilapidated. This is set against a fast-growing town population, new housing developments delivered to the east of the town. This has occurred within the national economic context of high streets decline, the pandemic and cost of living crisis. The issues raised above feed into these delivery objectives.</p> <p>Town centre vision work was conducted (by CBC and subcontractors) in 2011, 2021 and 2023. The latter current work was done via an external consultant who is delivering a combined market square vision with associated town centre impacts. That work is separate to this application but its findings are complimentary to the investment items in this application.</p> <p>Members hold a wealth of knowledge on the historical ebbing and flowing of town centre and wider footfall, business, safety and offers. Officers have recently engaged with data companies to provide data driven assessment determining footfall on a geographic basis in real time. The town has three main focal points, the market square, A1 retail park, and Kings Reach estate and all should be covered to understand footfall patterns. At those meetings, BTC officers determined that the greatest value could be derived via CBC procuring footfall data on an enduring level for all of its component town councils. This would provide a greater economy of scale, whilst enabling CBC to inform town councils on their strengths and areas for development on footfall and locating key infrastructure.</p>

## Proposal for capital funding of £91,000 from Central Bedfordshire Council in 2024/25 from UKSPF/REPF

Please identify the key problems/issues to be addressed that would be addressed with your proposal(s). This may be one key project or several projects. If there is match funding this project may be larger than £91,000.

The following list has been suggested by the Biggleswade joint Committee on 12<sup>th</sup> October and then updated at the Town Council's meeting on 12<sup>th</sup> December. Initial estimates are in brackets below with estimates sought and some to follow this application. CBC Officers have agreed to provide initial estimates on items one, two and three. A meeting between CBC and Highways is planned for 25<sup>th</sup> January 2024 to include items one, two and three. It is noted that most of the market square belongs to CBC and Highways access is done via CBC.

1. Unlevel and incomplete paving across the market square, roads and pavements. Although the separate market square vision will re-shape the square over time, it is possible that some parts which are not going to changing or in very poor condition, could be improved via providing a uniform and reduced materials palette with long term stocks. This work could extend to greening some areas, to further improve attractiveness, access by all, and minimise injuries. The areas in scope are the large triangular section, the White hart car park area, surrounding paths and pavements and roads, the Century House pavement. (c £60,000 to be informed by highways)
2. A strategic lack of historic brown or blue signage. This has negatively impacted on the clarity for all visitors to come into town and vice versa, to easily know where the town centre actually is. Six blue direction signs denoting 'Town Centre' are needed at each entry point to town, including the train station. This will increase vehicle and footfall to the main square and reduce nugatory journeys/mistakes made. Officers routinely witness motorists correcting their routes to the detriment of others. Signs will be placed on existing lampposts where possible on CBC or BTC owned land. (c £2,500 to be informed by Highways)
3. Lack of digital informational or car park noticeboards. Two digital live information boards (eventually using all car parks feeds possibly including Asda and other car parks, should be installed at the north and south ends of town. These will display a host of useful and important information to everyone entering/existing the town from the north and south points i.e. Remembrance service/Christmas lights switch on, pandemic, flood alerts, diversions etc. Over time subject to funding, the installed digital boards will have the functionality to provide live free car spaces for all six BTC car parks and others. (c £20,000 to be informed by Highways regarding siting). As an aspiration, a third digital informational notice board will be sought for the Market Square.
4. Capital improvements to the Century House public toilets. Essential works to increase the gradient on the discharge outflow pipes, install an external steel free drinking water font, and replace doors and locks to improve security and ease of access. Cosmetic works



	<p>will also be done in the gents, ladies, disabled and baby-changing facilities, upgrading all basins, faucets, mirrors, furniture and vinyl sheeting. An external steel drinking font providing free filtered drinking water to the entire square will be installed via an extension from the interior. The current steel equipment is partly broken and there are very few suppliers who can maintain or repair the current equipment at huge disproportionate cost. (c £20,000 quotes pending).</p>
<p>What are the options considered to address this issue? How could this change be made? Have you considered different ways of tackling this? Does this demonstrate the best value of public money.</p>	<p>The Town Council has provided a series of photographic images which demonstrate the issues with unlevel pavements and materials palette. CBC has agreed via Highways engagement to provide an accurate costs estimate for attractively delivering levelling works to that location. This work will improve public safety and boost attractiveness.</p> <p>Unlevel and incomplete paving – level ground, install paving using cobblestones in keeping with remainder of Market Square. In future, no replacements should be done using tarmacadam, only the same tiles as at present. The triangular pedestrianised main section of the market square measures approximately 1,596 square metres (based on a google maps search). There are various curbs, uneven surfaces and paving stones and tarmac in place. In collaboration with CBC Officers and Highways experts, BTC Officers will together explore this area more closely to pinpoint specific areas of concern for levelling and beautifying.</p> <p>Lack of historic brown or blue signage – install six blue signs on existing poles where possible or alternatively new ones, at the five key entryways into town, including the train station and bus interchange. This is a highly cost-effective measure (circa £2,500 plus fitting) which will endure over time and help to anchor the town centre in visitors’ minds as the town expands eastwards via new development.</p> <p>Lack of digital informational and car park noticeboards – install two noticeboards at the two key entryways to Town. These would be the north end (Sainsburys off the A1 road) and the south end (BP just off the A1 road) of town for maximum exposure. A large variety of important information covering the town can be routinely displayed acting as a powerful conduit for upcoming events, alerts, and other topics. In a second instance, the digital boards would be future proofed to accommodate the pressure pads and wifi to provide live information on the existing 306 town council car park spaces (inc disabled). (c £20,000 quotes pending.)</p>
<p>What is the preferred option(s)?</p>	<p>All of the above options are pragmatic, sought after, and highly beneficial. Delivery of these investment items will for the first time crystallise in tourists’ minds where the town centre is, provide easy access to localised car parks for parking, ensure pedestrians’ health and safety is preserved via attractive and levelled pavements and provide a clean and hygienic public toilet offer in the heart of the town.</p> <p>As long as sections of the town square are carefully selected and will endure over time without further changes, the levelling pavements option</p>

	<p>would be most desirable and would create a visually improved offer as well as H&amp;S compliant. Trees surrounds would not be done under this option as new trees would be selected beyond the timeline of this application and nugatory work would need to be avoided. The levelling and beautification work would need to be done in concert with the wider separate market square vision delivery. The six strategic signs are important and simple to enact and would provide strategic cover for the whole town. The two digital informational boards would be a powerful new addition to the town.</p>
<p>What is the cost of this proposal(s)? Please include the prices and any background information.</p>	<p>Estimates are pending from several potential suppliers and once Highways, CBC and suppliers have provided a clear steer, options can be discounted to fit within the total available capital amount. Match funding by BTC is not available at this point in time.</p> <p>Unlevel and incomplete paving – unknown, up to circa £60,000 of capital investment and subject to expert CBC and Highways assessment of particular sections of the square.</p> <p>Lack of historic blue or brown signage – circa £2,500. CBC to provide a steer.</p> <p>Two digital informational display noticeboards – circa £20,000.</p> <p>Improvements to public toilets at Century House – Circa £20,000 to replace existing broken furniture with new sinks, faucets, mirrors, new doors with locks for ease of access and security.</p>

#### Proposal for revenue funding of £30,000 from Central Bedfordshire Council in 2024/25 from UKSPF/REPF

<p>Please identify the key problems/issues to be addressed. These may be addressed one key project or several projects. If there is match funding this project may be larger than £30,000.</p>	<p>BTC Officers have met CBC Officers in early January 2024 to further this section by discussing viable investment options for boosting the cultural offer in the town centre.</p> <p>Biggleswade is a historic market town with strong historical heritage. It currently has limited cultural attractions and leisure facilities for its population size. BTC has under its Corporate Aspirations an improving the leisure and cultural offer of the town objective. As an example, from three town football teams, the third routinely trains in Bedford due to having a lack of available facilities in town. Officers are working to improve the town's offer for heritage, leisure and culture, to ensure a diverse public visit the town and centre more, stays longer when there, for leisure, retail and refreshments.</p> <p>BTC has no match funding for this work at this time. CBC Officer input for estimates is needed from a county wide perspective to deliver economies</p>
--	---

	of scale for cultural events which are repeated in other local towns under similar submitted applications.
What are the options considered to address this issue? How could this change be made? Have you considered different ways of tackling this? Does this demonstrate the best value of public money.	<p>BTC officers have approached the new Bigg Theatre, Biggleswade Drama Society, Biggleswade Amateur Theatrical society, the Biggleswade History Society, to determine their appetite for ongoing funding and business cases generation for events. All were highly receptive of the need to pull together a series of cultural events for the town to be held in the market square. Discussed ideas include doing drama, cinema, history driven, ice-rink, vintage vehicles, antiques and furniture, a 5K run under a Health and Wellbeing theme, and other events in collaboration, using the market square.</p> <p>Officers are building a resilient 12-month events calendar for the town by showcasing milestone events, one per month in the town square and this plan is being submitted in a report to the Town Centre management Committee meeting on 20<sup>th</sup> February for approval. The cultural events will be separately listed within the 12 month calendar as up for consideration by CBC for approval. The main ambition is for BTC to deliver a milestone event (including cultural in collaboration with local groups) each and every month. These will magnetise the market square as a destination point for all.</p> <p>Historically, the Town Council holds three large events per year, the carnival and duck race in June, Remembrance in November, the Christmas Lights Switch On in late November/December. These events attract over 3,000 members of the public who anecdotally go on to spend money in all businesses in the town centre and wider.</p> <p>Additionally, the Town Council operates 'the Bigg Eats' which is a food and drink event (15 traders) on a monthly basis and which attracts approximately 1,000 visitors per event. The plan is for this to be added to the proposed new themed cultural events to generate a full experience of the town by theme and month.</p> <p>This proposal is to create a further 6-8 themed cultural events, spaced out monthly to accommodate existing large events. These would be led by local partners and organisations set out above in collaboration with BTC and the Safety Advisory Group, to create a critical mass of events in the centre of town along with large footfall (3,000 people monthly) through the year.</p>
What is the preferred option(s)?	Collaboration with other organisations on prescribed events.
What is the cost of this proposal(s)? Please include the prices and any	These events cost circa £5K each to pull together including performers' fees, lighting, stage and sound. These events could be repeated during the annual calendar to reach the £30K budget allocation. The events form a crucial part of the Town Council's drive to boost footfall in the town centre, frequency and expenditure in local businesses. Introducing at least one flagship event per month nearly every month including existing

background information.	events) will help to anchor the market square as a destination point and routinely bring 3,000 members of the public both from local points and outside the town.
Please set out a clear timeline for delivery and key risks for the delivery.	Delivery could commence as early as March 2023 once a CBC board decision has been made. Events are currently in planning phase in collaboration with event organisers and will be submitted to the 20 <sup>th</sup> February Town Centre Management committee for separate consideration. Staggering events through the year will assist in both effective planning and delivery.

Deliverability for capital project(s)	
Please outline the proposed project plan	Initial stages, the project plan will follow usual MSP or Prince 2 project management guidelines. A project scoping exercise is nearly complete and awaiting Highways engagement.
What are the key risks identified?	<p>If this business case is turned down, the lack of alternative funding is a risk which will result in further deterioration of the market square which is already in below average condition as a whole.</p> <p>Timelines for delivery remain short and will involve contractor work to the square which will entail disruption to public flows and potential part road closures. These will be kept to a minimum via effective project management and communications. These include the public toilets refurbishment is that option is agreed and mitigation will be limited to individual closures of toilets while work continues with the other toilets and temporary signage for clarity. The cleaning regime will continue throughout the works.</p>
What is the budget for each element?	This remains unknown. Some figures have been included above as a result of initial indicative quotes obtained by BTC. Public toilet refurbishment and digital informational boards estimates are pending.
Please set out any match funding required and in place	<p>CBC has agreed in conjunction with Highways to provide estimates for the levelling, signage and siting of digital parking signs.</p> <p>BTC has no available match funding for any investment item at this time.</p>
Please indicate proposals to commission projects with relevant CBC services if required and any conversations about this.	Meetings and collaboration have taken place with the CBC Place Management and Assets management teams. Items include the power supply status, new proposed bus routes and stops on the high street, CCTV strategy to boost camera units and improve community safety, the status of Century house, BTC Market Square vision and wider town area consultancy work. The latter is a separate work project and will feed into this UKSPF work to a later timeline once it is resolved by the Town Council and next shared with CBC for collaboration, expected in March 2024. It will also be BTC's first point of call for the bigger and wider picture ongoing

work to improve the market square. The intention is for this work to be done in collaboration with CBC, driven by Town Council governance, and supported by the Biggleswade Joint Committee, to coordinate agreement. The next BJC meeting is in April and both the UKSPF application and the Market Square vision will be on the agenda again.

## Monitoring

CBC will be reporting to government on a range of outputs and outcomes achieved from the funding- see table below. Please set out how your capital and revenue projects set out above will contribute to these output and outcome numbers.

Please set out how you will be monitoring delivery of capital infrastructure?

As one of the six towns in CBC's domain, Biggleswade's population is growing very fast (from 26,000 to 32,000 by 2030) and the Town Council is striving to ensure these investments will provide the required levels of expectation which the growing population demand more frequently.

Delivery will be monitored via Officer scrutiny and engagement. Officers reporting to Town Council meetings and other Committees too will cover the monitoring and heads up notification of emerging issues. Both CBC Officers and the Biggleswade Joint Council will be kept informed.

What are your proposals for evaluation of the impact of the project?

BTC has in the past consulted with the public on what they wanted for the market square. A new round of consultation will be conducted and the public will determine their priority status and once introduced their satisfaction with the improvements.

## UKSPF Outputs and Outcomes

**Each proposal should aim to achieve one or more outcome and one or more output.**

	Levels before funding	Target after funding
Increase in footfall (number of people)	Assessment is anecdotal only at present. At least twice per annum, there are at least three major events held in the main square (Duck race and carnival, Remembrance and Xmas lights switch on) which are attended by over 3,000 people and covered	Full data capture and evidence-based approach including via a new footfall monitoring equipment for future investment actions to determine and steer success. Having assessed this, BTC considers that CBC should procure this for its area of control and push the footfall

	<p>by the Safety Advisory Group recommendations.</p> <p>Other events include the Bigg Eats which bring in 700-1,000 people per event.</p> <p>The weekly Tuesday and Charter Saturday markets attract a few hundred people, especially for the latter.</p> <p>Six to eight new themed events, nearly one per month mixed into the existing BTC events calendar will drive up visitor numbers significantly into the town centre.</p>	<p>information routinely to all town Councils.</p> <p>Strategic signage will pull in more people into the town centre once signs are in place.</p> <p>Via separate s106 funding in discussion with CBC, a review, repaired and upgraded power supply (similar to the Langford one?) introduction will enable more traders (up to circa 35 at a time) to connect and trade seamlessly thus increasing Town Council revenue, footfall and attractiveness to the public. The current supply only allows a maximum of circa 20 traders to connect and each time an event is held, BVTC has to pay the cost of having an external qualified electrician on hand to limit the risk.</p> <p>Attendance of approximately 3,000 people at each of the 6-8 new themed events will deliver a hugely boosted town centre dynamic and onward customer spending in local businesses. It will cement the town and its centre as a destination attraction bringing in new visitors from beyond Biggleswade.</p>
Number of vacant units filled	Unknown- there are several vacant units currently in the square.	Potential uplift through clear strategic Town Centre signage and the two digital informational display boards. These should increase the general footfall into the town centre.
Improved perceived/experienced accessibility	<p>Officers have received lots of negative feedback from public enquiries on accidents occurred with the current unlevel surfaces and poor access in the square. There have been at least half a dozen recorded incidents in 2023 four of which were more serious</p>	<p>Levelling some of the pavements in the square will improve the look, feel and safety in specific areas. Some of these areas could follow the Hitchin street levelling exercise. These could additionally be greened at the same time with attractive</p>

	requiring Public realm team witness statements, ambulance and hospitalisation.	enduring landscaping. Materials used will be available for the next 25 years plus.
	<b>Levels before funding</b>	<b>Target after funding</b>
Commercial buildings created or improved	Nil	Century House public toilets all improved, fully accessible, resilient and cosmetically attractive. This will improve public perception of the town and its facilities. The new toilets will be obstructed less often including during large events.
Amount of public realm created or improved (M2)	Nil	Some more attractive and greened spaces in the specific locations where pavement areas are levelled and greened.





**BIGGLESWADE TOWN COUNCIL**  
**Town Centre Committee 20<sup>th</sup> February 2024**  
**Biggleswade 5K Run**

**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**

Officers are working with Jones Fitness and consulting with CBC Safety Advisory Group on proposals for a 5K run on Sunday the 26<sup>th</sup> of May 2024. The 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 and it is hoped if successful that it will become an annual event which focuses on sport and wellbeing. No road closures are envisaged but supervised crossings in a couple of places for a few minutes will be required. First Aid cover will be provided, and all the statutory required events guidance adhered to.

At the Town Centre Management (TCM) committee meeting on 17th October 2023, Mr Aiden Jones presented a proposal for a 5km run in Biggleswade. Members expressed their support to Mr Jones' venture and observed: any profit made should be donated to charity; there were opportunities for possible collaboration with the Town Council that may include adjoining events such as the Bigg Eats; the involvement of Central Bedfordshire Council for road marshalling and closures; and to agree to the idea in principle and discuss the details in Council at a later date.

**Summary**

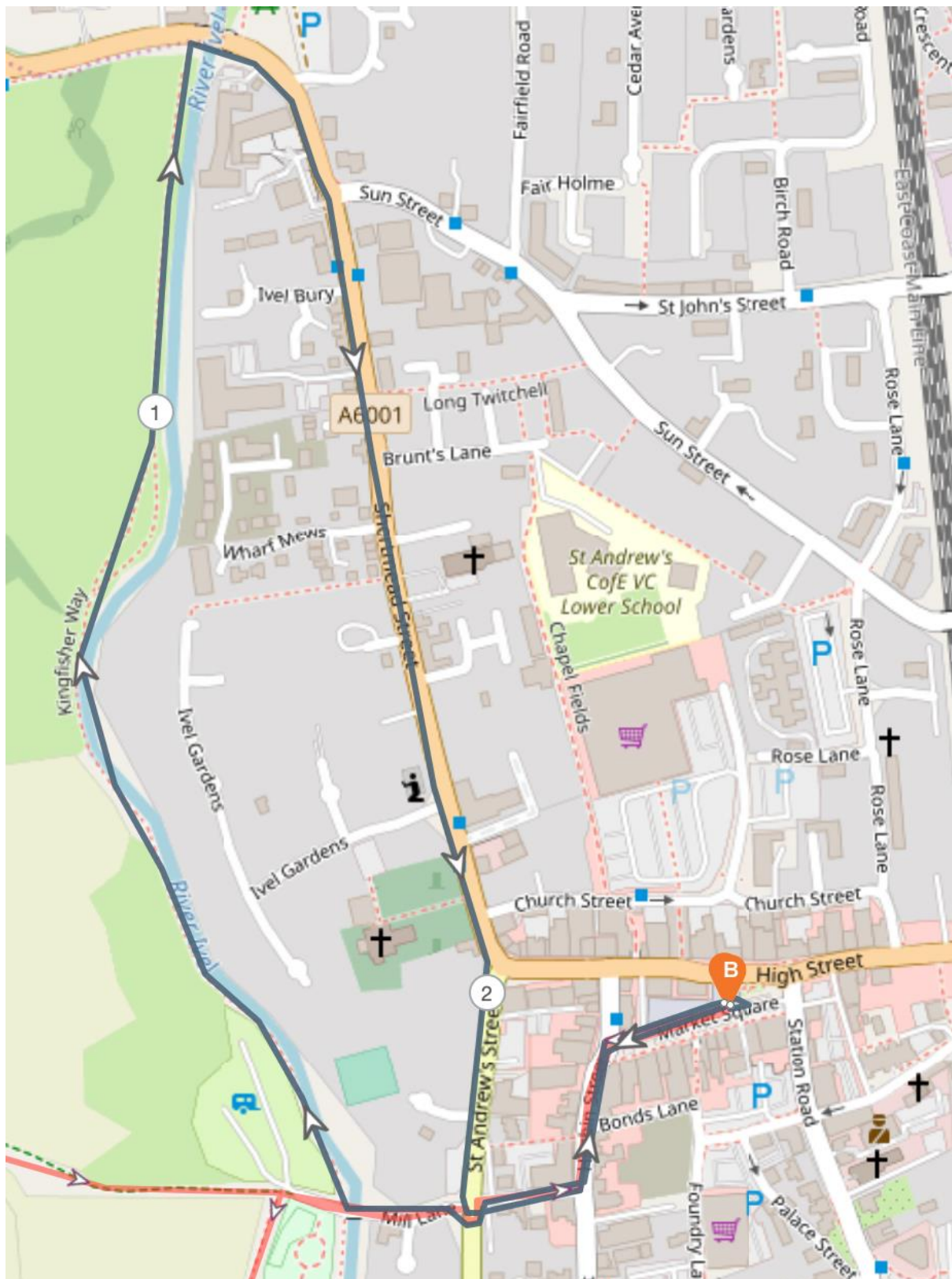
The 5K run should promote sport and leisure activity, community events, and healthy lifestyles as well as attracting visitor footfall supporting the local economy, businesses, pubs and restaurants and mobile catering outlets. There should be minimal costs to BTC.

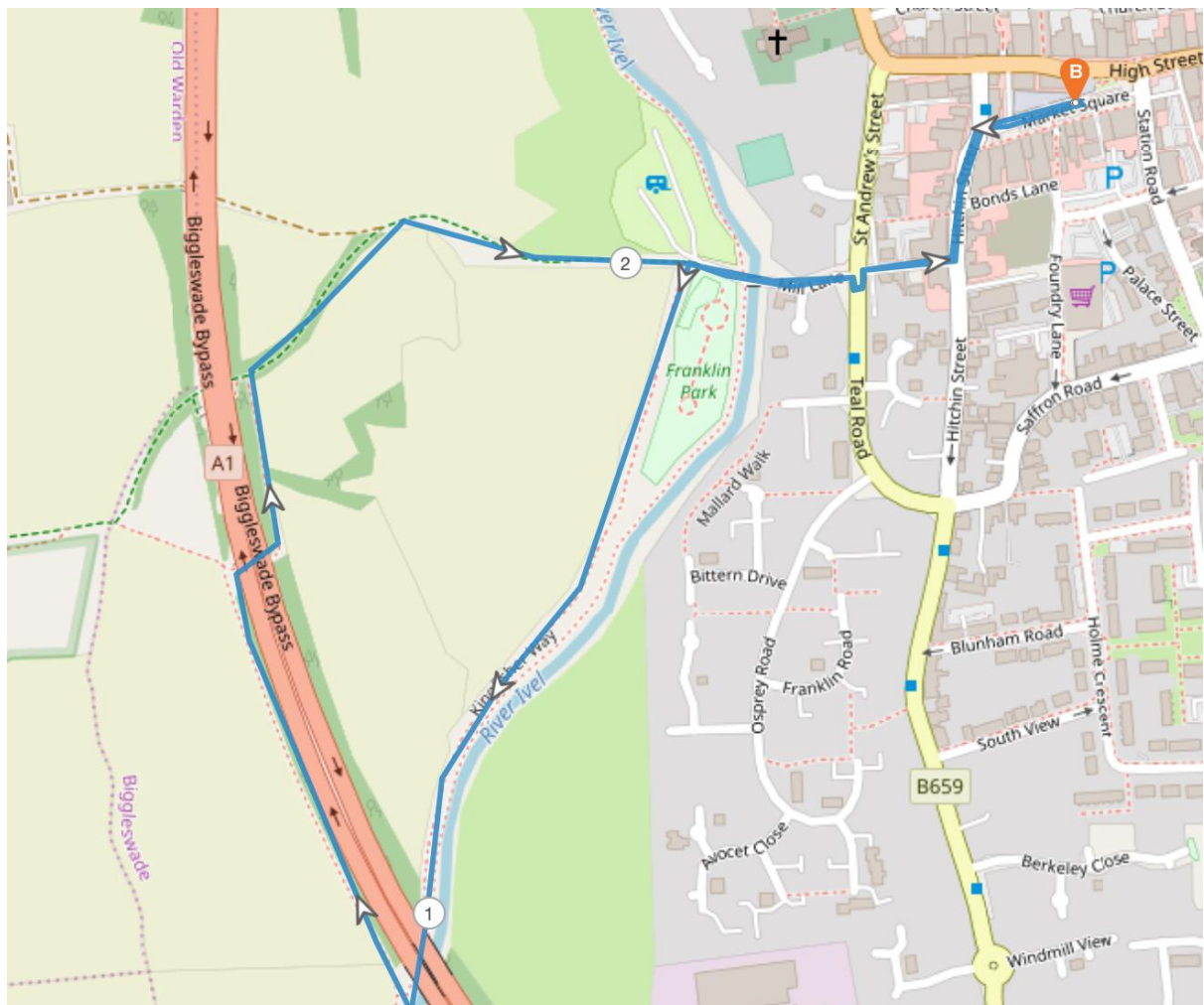
**Recommendation:**

Officers recommend support for this venture and 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 documentation pack to the Safety Advisory Group (SAG) and are awaiting its response. BTC Officers in consultation with two Members prefer route one (longer) as this is more interesting.

Ian Campbell  
Community Development Manager

Appendix A: Map of proposed routes







Good afternoon

The Biggleswade Community Policing Team and I are working together with businesses to try and help reduce shoplifting.

I have recently launched Central Bedfordshire Council's Radio Link scheme in Biggleswade. This is based on a successful scheme operated in other towns nationwide, where significant reductions in crimes such as shop lifting, and alcohol related disorder have been seen. It encourages and enables businesses to work together to fight crime. The police support the scheme and have radios linked to it. The radios are monitored by the CCTV operators at Central Bedfordshire Council's CCTV Control Room in Dunstable. CCTV Operators are immediately able to relay information to the police using a dedicated telephone link to the force control room in Kempston and can call for support if needed. In areas covered by CCTV cameras the operators can monitor events as they happen and can display live images to the police in the force control room. The radio link is often seen as a lifeline to get back up in difficult situations, particularly if there are limited numbers of staff in a shop or pub. Because the link is on permanent "talk through" all users can talk to each other to warn of possible offenders in the area and to stop alleged offenders from entering premises thereby preventing crime and disorder. I have already had good reports from shops on how it has helped reduce shoplifting.

For the next stage, we are trying to form a Shopwatch. I have attached details.

We are actively promoting this with retailers and wondered if there is any way in which you can support us and help promote our first meeting.

If you would like further details, please do not hesitate to contact me.

Kind Regards

Jacqui Blake

Safer Business Officer  
Safer Communities & Partnership Team - Community Safety, Parking & Programmes



Bedfordshire Police  
Compassionate | Courageous | Inclusive | Professional | Proud

## Biggleswade ShopWatch Group



Central  
Bedfordshire  
Council

Dear Manager

We are setting up a new ShopWatch group here in Biggleswade.

As a member of the Shopwatch group you will be invited to our meetings and upon signing an Information Sharing Agreement, you will receive updated information regarding current prolific shoplifters.

It is a forum to discuss any issues or concerns you have. We have representation from Central Bedfordshire Council and Bedfordshire Police and are hoping that local independent traders and big brands will join and attend monthly meetings.

Our first meeting will be on **Monday 26<sup>th</sup> February 1000 – 1130, at The Biggleswade Conservative Club**

Please email [Community.Safety@centralbedfordshire.gov.uk](mailto:Community.Safety@centralbedfordshire.gov.uk) to confirm your attendance. If you forward your email contact details, you will be added to the distribution list and will get updates.

We look forward to hearing from you.

Jacqui Blake, Safer Business Officer for Central Bedfordshire Council and PCSO Ann Jeeves for Bedfordshire Police.

