



**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT  
COMMITTEE MEETING HELD ON TUESDAY 20<sup>th</sup> 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 12<sup>th</sup> 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 2<sup>nd</sup> 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 26<sup>th</sup> 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**