



**MINUTES OF THE BIGGLESWADE TOWN CENTRE MANAGEMENT
COMMITTEE MEETING HELD ON TUESDAY 17th 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 run 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.
- 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 20th 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 Manager 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. **80th 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.

10. **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 13th 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 Albone 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.

11. **PUBLIC OPEN SESSION**

No one from the public wished to speak.

12. **EXEMPT**

None.

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