



Ref: Agenda/TCM – 15th July 2025

10th July 2025

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 15th July 2025** 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. S Patel (Chairman)
Cllr. G Barrett (Deputy Chairman)
Cllr. M Foster
Cllr. M Knight
Cllr. M North
Cllr. A Skilton
Cllr. D Strachan
Cllr. C Thomas
Cllr. J Woodhead (Ex-officio Member)
Cllr. D Albone (Ex-officio Member)

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.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

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

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

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_8NzpwkpcQo24CSQTSjMZdA

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

- a. None.

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 15th April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Town Centre Management Committee Meeting held on **15th April 2025**.

9. ITEMS FOR CONSIDERATION

a. Parking Update

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

b. Run the Wade

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

c. Twinning Update

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

d. Renaming the Town Centre Management Committee to the Town Management Committee

For Members to receive and consider a motion from Cllr. S Patel. The motion is as follows:

Biggleswade has expanded significantly in recent years, and it continues to grow. We are no longer just managing a traditional town centre – we now have thriving communities in areas like King’s Reach, Saxon Gate, Pottton Road and beyond.

Calling the committee “Town Centre Management” makes it sound like we’re only focusing on the middle of town, when in reality the work of the committee supports the whole of Biggleswade.

To reflect this, I propose we rename the committee to the “Town Management Committee”. This better represents what we do and shows that we are working for the benefit of the whole town, not just the centre.

If agreed, I ask that we update all council paperwork, agendas, and the website to reflect the new name.

10. ITEMS FOR INFORMATION

a. Business Forum Update

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

b. Events Update

For Members to note a written update from the Deputy Administration & HR Manager.

c. **Banking Provision Update**

Members requested that this be a standing item on the TCM agenda.

At the TCM meeting held on 15th April, Members received an update from the Town Clerk & Chief Executive. Since this meeting there has been no further information received from Cash Access UK.

Banking provision will be discussed further at the upcoming Business Forum on 25th July 2025.

d. **Biggleswade in Bloom – Best Garden in Biggleswade Competition**

Cllr. S Patel is proposing that Biggleswade Town Council launch a Biggleswade Garden Competition. Once a formal motion is submitted, it will be circulated to Members and included on the next TCM agenda as an item for Members to consider.

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_8NzpwkpcQo24CSQTSjMZdA

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.

(Exempt minutes of the Town Centre Management Committee Meeting 15th April 2025).

(Vision 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 15th APRIL 2025 AT 7.00PM AT BIGGLESWADE TOWN
COUNCIL OFFICES
THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL

PRESENT:

Cllr. J. Woodhead (Chairman)
Cllr. S. Patel (Deputy Chairman)
Cllr. D. Albone
Cllr. M. Foster (ex-officio voting Member)
Cllr. P. Guilcher
Cllr. A. Skilton
Cllr. C. Thomas

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr I Campbell – Community Development Manager
Miss A Green – Committee Clerk
Ms H Calvert - Administration & HR Manager

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

a. Cllr Agnew, Cllr Barrett, Cllr Knight, Cllr North, Cllr Strachan.

b. NO APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

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

None.

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

None.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. PUBLIC OPEN SESSION

Mr Harjit Nandha, Postmaster at Bonds Lane Post Office

Mr Nandha addressed the Council to voice his disappointment, over Cash Access UK's decision to reject the Council's application for a Banking Hub in Biggleswade. He stated that, to his understanding, the planned closure of Lloyds Bank in November could increase Biggleswade's chances of receiving further banking provision. Mr Nandha encouraged the Council to persist in its efforts to secure a Banking Hub for Biggleswade, emphasising that the Council has the support of himself and the Bonds Lane Post Office.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

None.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. A typographical error was noted under the Present section of the minutes —"Cllr North" should include a full stop after "Cllr."

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on **Tuesday 18th February.**

8. MATTERS ARISING

P9: Typographical error noted under the public open session section of the minutes. Anna Franklin's pronouns are incorrect and should be updated to "they" rather than "she."

9. ITEMS FOR CONSIDERATION

- a. **Banking Provision Update**

Members requested that this item be a standing item on the TCM agenda.

The Town Clerk & Chief Executive provided Members with an update on developments regarding banking provision. In conjunction to his update, he asked Members to review the supplementary documentation provided: The Cash Access Process document and the assessment conducted by Cash Access UK. He noted that when Cash Access conducted the assessment Lloyds Bank was excluded as a resource.

He highlighted that Cash Access UK had determined, there are already cash services in the area within one mile in an urban location and three miles in a rural location which are suitable for the needs of consumers and small businesses.

The Town Clerk & Chief Executive noted that BTC could continue with plans to submit another request to Cash Access once Lloyds closes. But given Cash Access's criteria and that Lloyds Bank was excluded as a resource in the original assessment further requests for a Banking Hub do not appear to have the potential for a positive outcome.

Members questioned whether Cash Access had considered the rural inter-land in their assessment.

The Town Clerk & Chief Executive responded he will ask them and attempt to convince them to look at the Town from a larger perspective.

Members suggested Officers upload the Cash Access Process document and the assessment conducted by Cash Access UK to the website.

Members **NOTED** the update.

b. **Business Forum Event**

The Community Development Manager outlined the report to Members.

The Town Clerk & Chief Executive highlighted the success of last year's event and noted that Officers are making an effort to engage with big businesses that are in the circumference of the town and see if they are prepared to contribute towards the day.

Members expressed that they too believed the event had been well received and they were pleased to see it will be being held again.

Members noted that the recommendation is for the Committee to endorse the report and approve the event; however, the event is already proceeding, rendering the Committee's role more of a formality, as events have effectively overtaken the decision-making process.

Members asked that the recommendation be reworded to:

"For Members to note the report and agree to enable Officers to progress the event planning and issue invitations to all attendees based on the information provided to the Committee."

Members **AGREED** to the recommendations subject to Members amended wording.

c. **Bigg Eats Trader Selection Process**

Cllr Patel proposed that the Council requests that the organisers of Bigg Eats publish their selection criteria and ensure that all traders are provided with feedback and support where necessary, so all Biggleswade businesses have equal opportunity to participate and engage with the event. He explained that a particular trader had raised grievances, leading him to make the motion.

The Community Development Manager explained that Bigg Eats' selection criteria's primary focus is whether a business can operate food services from a vehicle, as the event is designed for food trucks and mobile traders. While there is limited provision for ground-based gazebos, these are intended for vendors offering items such as sweets and other non-hot food options.

Members noted that it is not widely known that the event is for mobile traders and asked whether this criterion could be relaxed.

Officers responded that Bigg Eats is hosted by an outside contractor in partnership with BTC so while officers can encourage, they cannot guarantee.

Members asked for the following:

- For Officers to circulate Bigg Eats selection criteria to Members.
- For Officers to add the Bigg Eats selection criteria to the website.

Members suggested that the proposal be amended to the following:

“That the Council requests the organisers of Bigg Eats to publicly publish their selection criteria and request that all traders are provided with formal feedback and support where necessary.”

Members **RESOLVED** to accept the motion subject to the amended wording.

d. **UKSPF Cultural Events Programme update - WadeFest**

The Community Development Manager outlined the report to Members. He emphasised that the WadeFest committee has been responsible for securing external funding this year.

The Town Clerk & Chief Executive noted the previous success of the event.

Cllr Knight raised the following questions:

1. The “WadeFest Management Committee” spent over £10k+ of public money but the structure and accountability remains opaque. Who serves on the “WadeFest Management Committee,” who is the Chair, and how were Committee members selected?

Officers responded as follows: “Papers giving an overview of the cultural events programme and broad funding were presented by Officers at TCM on 24th February 2024, Full Council on 9th July 2024, and Joint Committee on 11th July 2024 and 15th October 2024. A further written report was presented to TCM on 18th February 2025. As the cultural events were externally designed and delivered by the Community, BTC had no input into the programming other than ensuring it remained true to the national guidance. Danii Reales is the Chairman, Simon Bailes is the vice Chairman. Each voluntary venue was represented at the committee. As the committee is entirely voluntary, there is no selection process as per national guidance.”

2. Did anyone from BTC serve on the WadeFest Management Committee?

Officers responded as follows: “External governance was the responsibility of the voluntary WadeFest Organising Management Committee in accordance with national guidelines which allow for voluntary work and participation. The Community Development Manager attended some meetings in a supportive and national guidance capacity. CBC approved the governance arrangement.”

3. What role did BTC play in securing the funding?

Officers responded as follows: “BTC was alerted to and encouraged by CBC to apply for UKSPF funding and successfully received £29,000 of UKSPF funding of which £10,200 was allocated to the voluntary WadeFest Organising Management Committee as part of the wider cultural events programme. This was all approved by CBC. The schedule of wider cultural events activities was agreed with TCM and CBC. There were approximately twenty cultural events planned and being delivered over the year.”

4. How were venues selected? It appears that five or more town centre music venues weren't invited to participate and there was no transparent selection process. Why not?

Officers responded as follows: "CBC provided UKSPF confirmation of funding in September 2024 which was halfway into the financial year. In October and November 2024, the Community Development Manager initiated a series of conversations with local business to understand levels of interest, and this included discussion at Pub Watch, held at the Conservative Club. Zero interest was evidenced at the time by all attendees. Responsibility was then taken over by the voluntary WadeFest Organising Management Committee itself in part derived from the BIG group consortium of independent arts and cultural venues in town."

Members expressed that the event was welcomed by the Committee, and they were happy to see that the event was not BTC's direct financial responsibility.

Members asked for the following:

- That the WadeFest organisers be encouraged to engage with a wider range of local businesses for support and participation.
- That Officers update the WadeFest poster, incorporating the BTC colours where relevant.
- That the wording of the recommendation be revised to: "That Members authorise Officers to collaborate with WadeFest organisers to support the development of the event into an annual, community-led initiative."
- That the wording of the recommendation be revised to: "That the Committee request Officers advise WadeFest on the benefits of forming a legal entity to manage future events."

The Town Clerk & Chief Executive stated that Officers would circulate the responses to Cllr Knight's full list of questions, as he believes the information provided would be beneficial for Members to see.

Members **RESOLVED** to the recommendations as follows:

- That Members authorise Officers to collaborate with WadeFest organisers to support the development of the event into an annual, community-led initiative.
- That the Committee request Officers advise WadeFest on the benefits of forming a legal entity to manage future events.

e. **Jones' 5K Run 2025**

The Community Development Manager outlined the report to Members.

Members expressed their support for the event.

Members **AGREED** to acknowledge and welcome the initiative of 'Jones' Fitness' in bringing this event to the town and recognise the assistance being offered by BTC to safely enable this event.

f. Car Parking Provision

The Head of Governance & Strategic Partnerships outlined the report to Members.

Members thanked Officers for the report. They voiced concerns over the proposed use of a pay by QR codes option, in BTC car parks. Members noted that there has been a rise of phishing scams in connection to QR codes and would like Officers to provide more information on them before the Committee agree to implement QR codes in future.

Members expressed that they felt Central Bedfordshire's (CBC) response in connection to flooding in Rose Lane car park is unacceptable and asked that Officers continue to challenge CBC.

The Town Clerk & Chief Executive noted that Officers have provided clear evidence to CBC connected to the issue of flooding within the Rose Lane Car Park. He suggested that for the time being there are two things that BTC can do:

- Members **RESOLVED** that Officers to write to Cllr Zerny to escalate the matter.
- Members **RESOLVED** that Officers regularly flush the system.

Members asked that the car parking provision within BTC car parks reflect the need of residents and not just aim to achieve the national guidance minimum.

Members **AGREED** to the recommendations as follows:

- Officers to make the proposed changes to disabled parking and blue badge provision subject to funding.
- Focus wider improvements on two car parks each year, starting on Chestnut Avenue and White Hart.
- Officers to source additional S106 funding from CBC for thirteen new signs and the QR code pay by App option with the contractor.
- Officers be requested to write to Cllr Zerny to escalate the Rose Lane Car Park matter.
- Officers be tasked with regularly flushing Rose Lane Car Park in an effort to mitigate the flooding.

g. Advertising and Sponsorship Policy

The Community Development Manager presented the report to Members.

Members noted that on page 33, at the bottom under point (f), the policy does not reference items such as vaping products. This was not raised as a proposed change, but simply as an observation.

Members also suggested it would be helpful to include a list of locations where different types of signage can be advertised, especially if BTC intends to offer advertising space. This would provide useful guidance for potential advertisers.

Additionally, Members observed that the policy references only seven of the Equality Act's protected characteristics. Members recommended that all nine protected characteristics be included, along with the relevant legislative references and corresponding dates.

Members **AGREED** to adopt the proposed new policy outlined in Appendix A, subject to amendments, and once adopted, to allow Officers to pursue agreements with external organisations.

10. ITEMS FOR INFORMATION

- a. None.

11. PUBLIC OPEN SESSION

- a. No one from the public wished to speak.

Members **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

12. EXEMPT

- a. **Market Place Report**

Members discussed the report by the Head of Governance & Strategic Partnerships and **AGREED** to bring back to future meeting

The Chairman closed the meeting at **20:19**

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee Meeting 15th July 2025
Item 9a: Parking Update

Implications of Recommendations

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

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Following a 2023 CCS platform procurement exercise, Officers have implemented a long car parking machines project to replace all aged parking machines which completed in March 2025. After a successful trial period which verified that all new machines worked well, there have been recurring software issues, primarily due to the town having poor telecoms signal strength. Officers have been in communication with the Flowbird UK Managing Director to resolve the recurring issues.

In April 2025 Officers conducted an audit of all car parks spaces and disability parking bays with a view to relining parking bays and designating more and larger disabled access parking spaces. A report with recommendations went to the February TCM Committee and was resolved.

Summary

Currently with the new car parking machines, software, and system in place, customers can pay by cash, debit, or credit card. There is no pay-by-app or website option yet in place, which means that the Town Council offer is behind that of other local authorities.

Officers recently met with Flowbird which proposed free installation of a new “RingGo” system. This works by mobile phone app and is operated independent of the existing parking machines, and is operated by a subsidiary of Flowbird, the Town Council’s mainstream parking system supplier. The RingGo system (see appendix A for information) provides a parallel system for the Town Council, and Officers are minded to introduce the system subject to Members’ views by September.

The Ringo system would be installed free of charge, separate free RingGo pay by app signs would be provided and installed on existing shared Town Council car park signage. Importantly, **the RingGo system does not use QR codes to avoid potential fraud**, and has no moving parts, so it would be reliable and resilient. The Ringo system would apply a twenty pence service fee per transaction on the Town Council, which is equivalent to the separate Flowbird payment card fee. The assumption is that a significant proportion of car park users would opt to pay by phone app or website, thus reducing the proportion of users paying by card on the Flowbird system, as the options would be either pay by card on the machines (Flowbird) or pay by app (RingGo).

A significant uptake of the RingGo pay by app option would importantly address the potential future failure of parking machines, as if machines did not work for any reason, users could still pay for parking by app or website. This Ringo option would hence help the Town Council to better mitigate any potential loss of income.

Officers are currently undergoing training to gain formal accreditation to write Traffic Regulation Orders (TRO) and will be able to make changes to the current TRO, including for the RingGo pay by app system.

Recommendation:

For Members to note that the current Flowbird payments offer is partial, and to agree to enable Officers to implement the RingGo pay by app option.

Ian Campbell
Community Development Manager

Appendices:

Appendix A: RingGo pay by app system Information.

Appendix B: RingGo Ltd. Pricing Document (Available via SharePoint).

Appendix C: RingGo Ltd. Service Definition Document (Available via SharePoint).

Appendix D: RingGo Ltd. 2025 Direct awarding on G-Cloud 14 TD (Available via SharePoint).

Appendix A

Sent: 14 April 2025 09:45

Subject: RingGo Implementation for Biggleswade Town Council

Thank you Karim,

This time on Wednesday works well for me. However, noting that you need something for your meeting tomorrow, I can make some time early tomorrow morning to go through your requirements in more detail via phone call, if that's preferable.

I'll try and give as much context on our service, procurement, and pricing as much as I can here, too. Essentially, we work on an 'end user pricing' basis (similar to other technology-based services such as Uber Eats and Deliveroo), where we generate our revenue from end-users directly, rather than you as the parking operator. Our revenue is generated by a convenience fee applied to motorists (per transaction) and optional SMS fees (which motorists are not opted into by default, and can opt in and opt out of at any time). Neither of these have any cost implications for the Council.

The only cost to the Council for RingGo – including implementation and setup, signage, training, ongoing dedicated account management, UK-based Customer Care support for motorists, enforcement integration, 24/7/365 support from our UK Technical Helpdesk and 24/7/365 access to our Insight data reporting platform – is a small banking commission to cover the cost of us providing banking and merchant acquiring services. We would remit your revenue directly into your bank account on a monthly basis, and can deduct the banking commission at source before remitting, minimising admin effort required.

The quickest, easiest (and fully compliant) way to procure RingGo is via the Crown Commercial Service's G-Cloud 14 framework. Please see [here](#) for our listing on G-Cloud, where our offering and pricing are fully transparent and publicly viewable. I have also attached our pricing document, service definition document – which gives you an overview of the RingGo service – and G-Cloud buyer's guide – which takes you through the process and benefits of procuring via G-Cloud – to this email. The most popular pricing option on the attached pricing document is Option 2, which is the option that gives the lowest cost for the Council.

If the Council wishes to procure RingGo via the fully compliant G-Cloud 14 framework, our 'end-user pricing' commercials, as displayed on our G-Cloud Option 2 listing, would be a 20p convenience/service fee per transaction and an optional 10p SMS fee (applied to each non-mandatory SMS notification opted into) charge to end-users. We would provide our

merchant acquiring (banking) service to you at 2.5% of the processed parking tariff revenue (so not applied to any convenience fee or SMS fees paid by motorists), to cover our banking/merchant acquiring costs. This would be the only cost incurred by the Council to implement the RingGo service.

It is important to note that convenience fees are not applied to free sessions (1hr or 2hr free parking periods in Biggleswade) so these remain free for motorists. Only if a motorist extends their parking into a paid session would a convenience fee apply.

I appreciate that's a lot of information for one email! I'll be away from my laptop today, but if you have any questions, please send them over and I can get to them this evening, or tomorrow morning before your meeting.

RingGo Ltd.

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 15th July 2025
Item 9b: Run the Wade

Implications of Recommendations

Corporate Strategy: HEALTH AND WELLBEING: A Healthy Town: The Town Council will: Promote walking and cycling.

Finance: Event part funded under UKSPF.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Subject to SAG and TRO consultation.

Background

Working in partnership with Jones' Fitness, Officers enabled the very successful delivery of the second Run the Wade 5-kilometre half marathon on Sunday 25th May. The event made full use of the UKSPF programme community equipment library assets, and the number of participants at nearly 500 was twice last year's number.

Summary

The run was a great success and passed off without incident. There was only one minor injury dealt with by St John Ambulance volunteers. The event culminated with music and entertainment at Jones' Café and Gym to celebrate the conclusion of the full UKSPF cultural events programme. Given the turnout and popularity, it is anticipated that this could become a twice-yearly event.

Having secured the entire SAG process and Traffic Regulation Orders process, the Town Council contributed two staff, a vehicle and some infrastructure resources towards the safe operation on the day. Starting at 6.00am Officers worked to 2.00pm.

The doubling of runner numbers caused minor traffic disruption crossing St. Andrews Street and Teal Road at the crossing with Mill Lane. Outbound the phalanx took a couple of minutes to cross safely under supervision but on the return, unlike last year where they came back in dribs and drabs with gaps to wave batches of cars through, this time the stream was almost constant, and traffic backed up despite best efforts.

The run also started twenty minutes late because of a delay caused by a sudden heavy downpour. Next time, Officers should consider a 'traffic light' system (i.e. lollipops) to create a complete stop of traffic in both directions on Teal Road while the runners cross, as this would be safer and probably quicker and less complicated. The route chosen was deemed by SAG to be the safest and to cause the least amount of disruption.

Recommendations

That Members:

- Note the success and growth of the Run the Wade event and the partnership working.
- Support turning the event into two events per annum (spring and autumn) to maximise health and wellbeing.
- Encourage wider participation and broadening the appeal.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee Meeting 15th July 2025
Item 9c: Twinning Update

Implications of Recommendations

Corporate Strategy: ECONOMY: A Vibrant Town: To work collaboratively to develop an arts, culture and tourism strategy which recognises the unique heritage and culture of the town and publicise events through an annual calendar.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Biggleswade recently celebrated a quarter of a century of twinning with our German partner, Stadt of Erlensee, and representatives of BTC visited Erlensee to mark the occasion. In return, we welcomed representatives from Erlensee to Biggleswade to join us in our Victory Day celebrations commemorating the end of hostilities following the Second World War.

More recently, Biggleswade Town Council was approached by two neighbouring French towns - Bailly and Noisy le Roi - who expressed interest in forming a twinning relationship. As a result of these early discussions, the Mayors of both towns, along with their colleagues, attended Biggleswade's Victory Day celebrations.

Summary

A full programme was arranged for the weekend surrounding the Saturday 5th July Victory Day celebrations. The aim was to entertain and inform our German and French guests, to reciprocate the hospitality shown to Members during the recent visit to Erlensee marking the 25th anniversary of our twinning partnership, and to introduce potential French partners to the town.

An informal gathering took place at The Crown (Wetherspoons) on the evening of Friday 4th July 2025, where guests were welcomed in a reserved small bar for food, drinks, and conversation. A more formal dinner was held at Stratton House Hotel on Saturday evening.

The Ivel Sprinter minibus was hired for a visit to Jordan's Mill on Saturday morning. In the early afternoon, guests toured the Market Square and some local businesses, followed later by a minibus tour of Biggleswade's surrounding areas.

Recommendations:

That Members note the programme of events and;

- Meet with the delegations from Erlensee, Bailly le Roi, and Noisy;
- Explore, research and develop potential formal twinning links with Bailly and Noisy;
- Enable members, Officers and Citizens to participate in developing international twinning activities.

Ian Campbell
Community Development Manager

BIGGLESWADE TOWN COUNCIL
Town Centre Management Committee Meeting 15th July 2025
Item 10a: Business Forum Event

Implications of Recommendations

Corporate Strategy: ECONOMY: A Thriving Town: The Town Council will 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, develop a Place Shaping Strategy for the town, and work with Central Bedfordshire Council to identify potential opportunities for economic investment.

reach groups.

Finance: Not applicable

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Following the success of the previous Biggleswade Business Conference Event held on 7th October 2024, it was decided to make this a six-monthly event to gain momentum for supporting local business and improve the town's economy. The fast pace of growth, change and development affords the opportunity for businesses to share ideas and aspirations for shaping the future of Biggleswade.

Summary

Preparations are well advanced for the event to be held at the Orchard Centre on the morning of Friday 25th July 2025. Invitations and an agenda (see appendix A) have been circulated to all business contacts by email and there have been 25 acceptances received as of the 25th of June.

BTC Officers have been collaborating with CBC colleagues on this event. Officers have secured collaboration from several speakers including the MP, the Mayor and the Chair of TCM, invited speakers from major developers, two award winning local businesses, one for innovation and one for export success, and a speaker from the social economy sector.

Recommendation

That Members note the event's importance, and the progress achieved to date.

Ian Campbell
Community Development Manager

Appendix A: Business Conference Event Agenda.



BIGGLESWADE BUSINESS FORUM

25TH JULY 2025
10:00 AM - 13:00 PM

**THE ORCHARD
COMMUNITY CENTRE,
BIGGLESWADE, SG18 8SZ**

FORUM OBJECTIVES:

For all delegates to;

1. Understand the local and wider business context.
2. Identify opportunities for growth and change.
3. Tap into appropriate business support information sources.
4. Connect with other businesses and organisations to promote the town and wider surroundings as an excellent place to invest and do business.

9:30AM

Arrival, registration and networking

10:00AM

Welcome and introduction (Town Mayor)

10:10AM

Business in Bedfordshire, including presentations from;

1. Garth McKenzie - CBC Business Employment & Skills Officer
2. Richard Fuller, MP for North Bedfordshire
3. Andrew Munro, Managing Director - Smith Myers Communications Ltd
4. Jonathan Dawes, Head of Planning - Tritax Symmetry
5. Debbie Lee, Managing Director - Social Enterprise East of England

10:25AM

11:00AM

Break and networking



BIGGLESWADE BUSINESS FORUM

11:10AM

Delegates nominated by Facilitators into four groups to each discuss;

- **Group one:** The business case for a new banking hub in town
- **Group two:** What do local businesses need to effectively consolidate and sustainably grow? Training and skills, career paths and apprenticeships
- **Group three:** How can the Town Council support Town Centre markets and businesses?
- **Group four:** The evolving geography of Biggleswade, along with future development needs and potential changes to national governance boundaries.

11:45PM

Nominated person from each group to provide a summary of their group's discussion to all attendees

12:00PM

Panel discussion on 'Business development and support' (CBC business team, Richard Fuller, Tritax Symmetry, Smith Myers, SEEE), questions & answers. (Facilitated by the Chairman of the Town Centre Management Committee)

12:45PM

Emerging actions and close (Town Mayor)

INVITED PANELISTS:

- Biggleswade Town Council
- CBC Business Team & Partners
- Businesses within Biggleswade
- A number of large companies based in Bedfordshire and the East of England

BIGGLESWADE TOWN COUNCIL
Town Centre Management (TCM) Committee 15th July 2025
Item 10b: Update on Upcoming Events

Implications of Recommendations

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

Finance: Funds to be sourced from existing budgets (Approved by RFO & Deputy RFO).

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Members will be aware; Officers have been working to increase the footfall to the Market Square and put Biggleswade on the map with different and exciting events.

The Deputy Administration and HR Manager presented a report to the Town Centre Management Committee on 29th October 2024, where information to various event ideas was provided and which the TCM Committee were happy with.

The report outlines events which have taken place and provides information for further upcoming events.

Summary

The first Easter Egg Hunt was held on Saturday 19th April 2025 at Franklin's Recreation Ground. The event was a huge success and featured a Punch & Judy Show as well as a Peter Rabbit mascot and an Easter Egg Hunt for the children. Officers will be looking to hold a similar event for the next year.

On Saturday 5th of July, a Victory Day event which encompassed the 80th Anniversary of Victory Europe and Victory Japan was held in the Market Square.

The event was a huge success with performances by local schools and groups, traders and vendors other than the regular Charter Market and another visit by Punch & Judy.

Upcoming Events

Below is a list of events planned for the rest of the year. These also include charitable Mayoral events planned for the year ahead. A further report will come to TCM Committee in October to brief on events planned for 2026.

- Flea Market - Date: 6th September 2025
- Mayor's Charity Quiz Night – Date: mid-September 2025 (TBC)
- Remembrance Sunday – Date: 9th November 2025
- Christmas Fair & Light Switch-on – Date: 28th November 2025
- Reindeer in the Square – Date: 14th December 2025
- Mayor's Charity Turkish Night – Date: February 2026 (TBC)
- Mayor's Civic Service – Date: 22nd March 2026

Recommendations

For Members to note the report.

Funda Gumush
Deputy Administration & HR Manager

