

4. **MINUTES OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management meeting held on 20 February 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. **MATTERS ARISING**

- a. Matters arising from the minutes of the Town Centre Management meeting held on Tuesday 20 February 2018.

6. **ITEMS FOR CONSIDERATION**

a. **Car Parking Management**

Members are asked to consider the attached report.

7. **ITEMS FOR INFORMATION**

a. **Street Lights Upgrade & Maintenance**

To receive an update.

b. **Deliveries to Wetherspoons**

To receive an update.

c. **A Boards**

To agree a date for the working group to meet and carry out a review of the policy document.

d. **Vermin Control – CBC Compound.**

To receive an update.

e. **Defibrillator**

A licence to attach to the defibrillator to Century House was confirmed on the 18th May 2018, arrangements are being made to have the defibrillator installed.

8. **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.

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.**

9. **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.

(10a Market Matters)

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 TOWN CENTRE MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 20 FEBRUARY 2018 AT 7.00PM
AT BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,
BIGGLESWADE

PRESENT:

Cllr M Foster (Chairman)
Cllr M Russell (Vice Chairman)
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr I Bond
Cllr J Medlock
Cllr M North
Cllr P Sheldon
Cllr D Strachan

Mr M Thorn, Deputy Town Clerk
Mrs H Hammond, Meeting Administrator

Members of Public – 3

1. APOLOGIES FOR ABSENCE

Cllr D Albone

ABSENT

Cllr S Patel

2. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary interests in any agenda item – Cllr P Sheldon and Cllr J Medlock (both as traders), item 6d (A-boards)
- (b)** Non-Pecuniary interests in any agenda item - Cllr J Medlock, item 6d (Market Layout and Management)

3. 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.

Peter Bennett asked about the status of streetlighting in Fairfield Road as he had seen no progress in over one and half years to fix the broken lights. Cllr M Foster pointed out that a report had been written about Biggleswade streetlight issues and this was to be discussed later in the meeting (item 6a).

4. MINUTES OF MEETINGS

- a.** Members received and approved the Minutes of the Town Centre Management meeting held on 7 November 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. **MATTERS ARISING**

- a. Matters arising from the Minutes of the Town Centre Management meeting held on 7 November 2017:

Re: item 7b, Cllr D Strachan asked when the next Teenage Market was going to be, with the Deputy Town Clerk replying that it was scheduled for Saturday 14th April 2018.

Cllr D Strachan also asked about the status of the defibrillator (item 7e). The Deputy Town Clerk stated that there had been no progress on this since the last meeting. Cllr J Medlock wanted the Town Council and Members to know that Surfin Café have a defibrillator of their own. This information will be passed on to the Town Clerk.

6. **ITEMS FOR CONSIDERATION**

a. **Street Lighting Upgrade & Maintenance**

Members considered a report on the condition of Town Council owned street lights. The estimated cost of the works to bring lighting stock up to adoptable standards is in the region of £170,000.

Cllr I Bond stated that one of the main issues has been the need to UK Power Networks (UKPN) to reconnect the power supply and so he asked if it was possible for the Town Council to commission this work instead of waiting for UKPN to do this. Members discussed setting up a working group to look at the issues in more detail and breaking down the work required by area. A date of 15 March (2.30pm) was set for the first meeting.

It was **RESOLVED** to establish a Working Group to look at prioritising the works, the tender process and funding, and for the Working Group to report directly to the Town Council.

b. **Market Layout & Management**

Members discussed the current market situation and were shown photographs taken by Cllr M Russell to support some of the points made, most notably:

- The main market square looked mainly empty on market days, with a large part of the market not covered by market stalls
- Vans are left in the area when the market is on
- Some cars appear to be left overnight on market street
- The area near Iceland is underutilised
- Some traders expand from their pitches e.g. selling from the floor
- Some regular traders are not adhering to the market rules
- The market looks generally untidy
- The market hours are 8-4pm but most traders leave before 2pm

Cllr F Foster also spoke about his recent conversations with a trader where the trader had raised the following points with regard to the market set up:

- Erecting the stalls can be an issue when cars are left overnight (he assumes from The Crown hotel) in the market area. Market trader allocated parking would help to solve this problem
- Having the Teenage Market run separately in the White Hart car park, meant that traders did not benefit from this event.
- Market traders have had no consultation with Councillors and feel that feedback is not getting back to the Council
- It would be beneficial to have better signage for the markets e.g. Town Council sponsored roundabouts advertising the Saturday charter market.

Members had further discussion about the issues that the market faced and possible solutions including one from Cllr J Medlock suggesting that advertising cones could be placed over bollards to make people more aware of upcoming markets and Cllr B Briars commenting that the Parking Order may well solve some of the problems experienced so far.

In summary, although the market fee has been reduced by half, this had had little effect on improving the market experience to date and therefore Members considered the layout and management of the Saturday market.

It was **RESOLVED** as follows:

1. That the market should be contained on the Market Square to allow Market Street to remain open.
2. That traders selling from vans should park across bays on the north side of Market Street, facing into the square.
3. (This would still allow parking on the south side of Market Street and on the north by the War Memorial).
4. That no trader should be accepted without a stall – no selling from the pavement.
5. That traders should not be allowed to expand from the pitch(es) they have paid for.
6. That no vans should be allowed to remain on the Market Square except those being properly used to sell from.
7. That the formal hours for the market should be changed to be:
All stalls to be set up by 8am
Stalls to remain until 2pm
8. That a review of these changes should be carried after a period of 6 months.

c. Deliveries to Wetherspoons

This matter was deferred to a future meeting to allow for the continuation of dialog with Wetherspoons.

d. A Boards

Having declared a pecuniary interest in this item, both Cllr J Medlock and Cllr P Sheldon left the room, whilst this item was being discussed.

Cllr M North pointed out that the document was put together a number of years ago but that it had never been fully implemented. Members agreed that the detail of the policy needed to be carefully thought through and warranted further discussion around such items as:

- The need to take into account in the policy, the requirements of blind and partially sighted people
- The annual licence fee itself – is this seen as a tax on traders, and is it too high?
- What constitutes an A board (e.g. are other items on the highway covered by the policy, such as statues or fridges, as seen in town)?
- Will vendors be charged to get their boards back if they do not comply with the policy?
- Ensuring that boards are not tied to street furniture
- Under the annual licence fee, the draft policy states 'up to 10 tables' – the number of tables and size of tables, needs consideration.
- Permitted hours – maybe there needs to be time constraints around the display of A boards e.g. up to 11pm.
- Who owns the policy and where does the A board policy fit in with the mobile catering policy document presented?

Members considered the A Board Policy and felt that the document needed a full review. It was **RESOLVED** to form a working group to review the A Board Policy document.

Cllr J Medlock and Cllr P Sheldon returned to the Chamber after the above resolution had been made.

7. ITEMS FOR INFORMATION

a. Vermin Control – CBC Compound

Members **NOTED** the vermin issue in the CBC Compound of Century House, also pointing out that there is an issue with bins left in Bonds Lane. Cllr D Strachan requested that the Town Clerk chase up the requirement to remove the bins from the highway in Bonds Lane.

8. 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.

Peter Newlands, a regular market trader, commented on the Town Council's proposals outlined in item 6b. He expressed his reservations about some of the discussion but agreed in principle to the market being moved off the road and onto the market square.

Richard Philp asked if the broken streetlights at Fairfield Road could be put to the top of the waiting list for streetlight repairs, as he felt that this was an accident waiting to happen.

9. EXEMPT ITEMS

There were no exempt items.

BIGGLESWADE TOWN COUNCIL

**Report to Town Centre Management Committee Tuesday 6th June 2018
Car Park Management**

Implications of Recommendations

Corporate Strategy: Stimulating new growth within the town.

Finance: Ongoing costs of leasing, maintaining and managing car parks to be recouped from car park receipts.

Equality: Choice of parking machines is DDA compliant.

Environment: Proposed machines use renewable energy.

Introduction

The preparations for the management of the Town Council's car parks is well under way and an update on progress of orders, software development, installations, etc. is attached to this report.

Parking Permits

Following a period of public consultation, fees for parking permits were approved by Town Council for the following car parks:

Dan Albone Car Park: Worker Permits.

St Andrew's Street Car Park: Resident and Market Trader Permits.

Rose Lane Car Park: Resident, Worker and Market Trader Permits.

1 Month: £40.00

3 Months: £75.00

6 Months: £120.00

12 Months: £225.00

The availability of parking permits will need to be publicised in advance of implementation.

Implementation Date

With installations and testing due to be completed by mid-June, an implementation date for managing the car parks is anticipated for 1st July 2018.

Recommendations

- 1) It is recommended that notices publicising parking permits are posted at the car parks, in local papers and online, as well as letters being hand delivered to businesses in the town centre and to residents of Rose Lane.
- 2) It is recommended for car park management in line with Parking Orders should commence 1st July 2018.

Rob McGregor
Town Clerk
29th May 2018

Mike Thorn
Deputy Town Clerk

Update on Biggleswade Off Street Parking Management as at 29th May 2018

Please note progress with implementation of parking management as follows:

Car Park Ticket Machines

- Software specification has been agreed and programming completed to meet requirements of Parking Order specific to each site.
- Tariff and instruction labels have been designed and confirmed for each machine.
- Scheduled date for shipment of ticket machines from manufacturer in France is 4 June 2018.
- Secure keys received for each machine.
- Base plates are being installed week commencing 28 May 2018 in preparation of delivery of ticket machines.
- Card Payment facilities applied for and confirmed.

Signage

- Car park location signs and tariff signs have been designed, ordered and received.
- Posts are being installed week commencing 28 May 2018.
- Signage to be installed onto posts to coincide with ticket machine installations.

Bollards

- Bollards have been ordered and received. Installations week commencing 28 May 2018.

Car Park Tickets

- Tickets ordered and received to meet software and printing requirements.

Parking Permits

- Permit designs confirmed, printed and received.
- Permit holders ordered and received.
- Details of parking permit allocations to be confirmed.
- Parking permit scheme to be advertised.

Parking Management

- Central Bedfordshire Council officers have been advised of timescales to prepare for managing off street parking.

Surface Repairs and Line Markings

- Dan Albone Car Park – surface repairs and line markings complete.
- Rose Lane Car Park – additional lining for motorcycle bays to be completed. Gullies to be cleared.
- Chestnut Ave and White Hart Car Parks: Markings due to be refreshed. Gullies to be cleared.

Implementation

- Proposed date for implementation is 1st July 2018 subject to completion of works and confirmation of publicising parking permits.