

Ref: Agenda/TCM-07062016

14 July 2016

Dear Sir/Madam

All Members of the **Town Centre Management Committee** are hereby summoned to a meeting that will take place on **Tuesday 19 July 2016**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing after the F & GP Meeting at **7.00 pm** in order to transact the under mentioned items of business.

Yours faithfully



Rob D McGregor
Town Clerk

Distribution: All Town Councillors
Notice Boards (2)
Central Bedfordshire Council
The Editor, Biggleswade Advertiser
Bedfordshire Constabulary
The Editor, Bedfordshire on Sunday
County Library, Biggleswade
The Editor, Biggleswade Comet

AGENDA

1. **APOLOGIES FOR ABSENCE**

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. **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.

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.

4. **INVITED SPEAKER**

Sally Williams - to give a presentation on the High Street Improvement Scheme.

5. **MINUTES OF MEETINGS**

- a. For members to receive the minutes of the Town Centre Management meeting held on 7 June 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

6. MATTERS ARISING

- a. Matters arising from the minutes of the Town Centre Management meeting held on 7 June 2016.

7. ITEMS FOR CONSIDERATION

a. Biggleswade Market

- i. Update on the Saturday Market (statistics attached).

Members are asked to review the latest statistics for the Saturday Market and the 6 month reduced fee policy that is currently in place.

- ii. Update on the Tuesday Market (statistics attached).

Members are asked to review the latest statistics for the Tuesday Market and the 6 month reduced fee policy that is currently in place.

- iii. At the Town Centre Management meeting 16th February 2016, Cllr F Foster proposed that consideration be given to Biggleswade Market including a Car Boot section to attract more shoppers by utilising unused spaces on the Market Square, possibly using the spaces outside the White Hart.

Despite some reservations it was agreed that this idea could be looked at by the Working Group that will be set up to discuss the market rules and regulations. The working group consisted of Cllrs Mrs Hazel Ramsay, Mrs Madeline Russell, Frank Foster and Michael North.

Following a meeting of the Working Group on 12 July 2016, Members were asked to consider deferring a decision on incorporating a Car Boot section to the Market to allow time to review the impact on the Market of the bridge re-opening.

b. Market Town Regeneration Fund – High Street Improvement Scheme

Members are asked to consider whether to support a High Street Improvement Scheme proposed by Central Bedfordshire Council as part of the Market Town Regeneration Fund.

The scheme is a £1m project to be delivered by Central Bedfordshire Council in partnership with up to eleven Town Councils and is expected to run from July 2016 to March 2018. The aim is to revitalise market town high streets by providing a range of physical high street improvements and local business enhancements.

Further information is attached to this agenda, including:

- Guidance Notes for Town Councils
- Draft Contract
- Draft Memorandum of Understanding
- Draft Guidance Notes and Application Form for Businesses

c. Christmas Fair

Members are asked to consider a Working Group to discuss and recommend arrangements for a Christmas Fair.

d. **Christmas Lights**

Members are asked to consider a Working Group to discuss and recommend arrangements for the Christmas Lights.

e. **Delegation Agreement and Terms of Reference**

Members are asked to consider a delegation agreement and revised terms of reference that reflect the proposed delegation agreement.

f. **Farmers' Market**

To consider incorporating craft stalls with the farmer's market, to try and revive the farmers market.

8. **ITEMS FOR INFORMATION**

a. **Market Trade News – Advertising**

To inform members that an advertisement was placed in Market Trader News June, July and August 2016.

(June example attached).

9. **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.

10. **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.

There are no exempt items.

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.