



Ref: Agenda/TCM-01122020

26<sup>th</sup> November 2020

Dear Sir/Madam

Members of the **Town Centre Management Committee** are hereby summoned to the meeting on Tuesday 1<sup>st</sup> December 2020 via Virtual access, commencing at 7.00 p.m. in order to transact the under mentioned items of business.

Yours faithfully

Peter Tarrant  
Town Clerk & Chief Executive

Distribution: Notice board  
Committee Members:

Cllr G Fage     **(Chair)**  
Cllr M Knight   **(Vice Chair)**  
Cllr D Albone  
Cllr I Bond  
Cllr M North  
Cllr R Pullinger  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

## 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.

Please register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_ULfssnR8Sx-2Km4ID-AXWQ](https://zoom.us/webinar/register/WN_ULfssnR8Sx-2Km4ID-AXWQ)

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** – None

5. **MINUTES OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management meeting held on **Tuesday 6<sup>th</sup> October 2020** 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 **Tuesday 6<sup>th</sup> October 2020.**

7. **ITEMS FOR CONSIDERATION**

a. **Town Centre Events**

For Members to consider a preliminary list of medium/large scale Town Centre events for 2021 as well as to agree how to proceed with this list and to discuss the possibility of a Working Group to oversee delivery.

8. **ITEMS FOR INFORMATION**

a. **Christmas Offering**

- (i) To receive a list of scheduled events across the Christmas period including confirmed dates with expanded market, Santa's Grotto and musicians.  
(ii) Members to provide feedback on the light display.  
(iii) To receive a written update on the communications / promotion plan for the Christmas offering.

b. **Parking Orders**

To receive a verbal update from the Assistant Clerk, to review draft artwork for new parking signage and to consider a GANTT chart on the plan for implementation.

c. **Market Working Group**

The Town Centre Operations Manager to provide a verbal update on the outcomes of the Working Group meeting and the agreed next steps. The GANTT chart to accompany this updated.

d. **A-Boards**

To receive a verbal update on the implementation of the A-Boards policy.

e. **Street Furniture**

To receive a verbal update and schedule for the bench refurbishment project.

f. **Public Conveniences**

To receive a verbal update on progress with defining the requirements for upgrades to the Town Centre public conveniences.

g. **CCTV**

To receive a verbal update from the Chairman.

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.

Please register in advance for this webinar:

**[https://zoom.us/webinar/register/WN\\_ULfssnR8Sx-2Km4ID-AXWQ](https://zoom.us/webinar/register/WN_ULfssnR8Sx-2Km4ID-AXWQ)**

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.

(None)

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 6<sup>th</sup> OCTOBER 2020 AT 7.00PM**  
**VIA VIRTUAL ACCESS**

**PRESENT:**

Cllr G Fage – Chairman  
Cllr M Knight – Vice Chairman  
Cllr D Albone  
Cllr I Bond  
Cllr R  
Pullinger  
Cllr M Russell  
Cllr D  
Strachan  
Cllr C  
Thomas  
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk and Chief Executive, BTC  
Mr Philip Truppin, Assistant Town Clerk, BTC  
Mr Simon Newton, Town Centre Operations Manager, BTC  
Mrs Kay Croft, Office Manager, BTC (Item 1-6b)  
Mrs Wendy Smith, President of RBL (Item 1-6a)  
Miss Helen Calvert, Meeting Administrator, BTC  
Members of Public – 4, including Cllr H Ramsay

**1. APOLOGIES FOR ABSENCE**

Cllr M North

**2. DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item – None
- (b) Non-Pecuniary interests in any agenda item – None

**3. PUBLIC OPEN SESSION**

There were no questions from members of the Public.

**4. MINUTES OF MEETING**

Members received and approved the Minutes of the Town Centre Management Meeting held on Tuesday 4<sup>th</sup> February 2020.

## 5. **MATTERS ARISING**

Matters arising from the Minutes of the Town Centre Management meeting held on Tuesday 4<sup>th</sup> February 2020.

Members sought an update on a potential taxi rank (Item 5). It was noted that Sam Caldbeck, Programme Manager at Central Bedfordshire Council, will be attending the Council meeting on 27<sup>th</sup> October 2020 to discuss the Transport Interchange Hub. The Transport Interchange Hub will impact the future of Century House and the layout of the Market Square; the location of the taxi rank can then be considered.

Members wished to discuss the use of the Market Square for a teenage market at a future Town Centre Management Meeting (Item 7b).

## 6. **ITEMS FOR CONSIDERATION**

### a. **Remembrance Sunday**

Members welcomed Wendy Smith, President of The Royal British Legion, to the meeting.

Members thanked the Office Manager for the informative report.

The Office Manager informed Members of the alternative; scaled-down service that is currently being organised in order to meet social distancing measures. It was noted that the Office Manager is currently looking into how best to monitor crowds to meet social distancing measures.

Members were informed that the Safety Advisory Group (SAG) at Central Bedfordshire Council approve of the arrangements.

Members thanked Wendy Smith and Kay Croft for their efforts in organising this event.

### b. **Christmas Event**

Members thanked the Office Manager for the informative report.

Members agreed that we should not be holding our usual Christmas event under the current COVID-19 restrictions. Members expressed a preference for automated entertainment.

It was noted that £25k has been allocated in the budget for the Christmas event, with £18k already committed by an existing contract with Lamps and Tubes Illuminations Ltd.

Members suggested the following ideas for the Christmas event:

- To hold a Santa's grotto with social distancing.
- To display a laser light show over 2/3 evenings.
- To livestream the event on YouTube.
- To place food stalls around the Market Square.
- To hold a children's treasure hunt involving businesses in the Market Square.
- To display month-long automated entertainment in the Market Square.

It was **RESOLVED** to establish a Working Group to agree on the arrangements for the Christmas event.

It was **AGREED** for the Working Group to be attended by Cllr Knight, Cllr G Fage, Cllr Pullinger, the Town Clerk, the Town Centre Operations Manager and the Office Manager.  
A

verbal report and recommendation to be given at the 27<sup>th</sup> October Council meeting.

c. **A-Boards Policy**

Members thanked the Town Centre Operations Manager for the informative report.

Members were informed that the Town Centre Operations Manager has delivered the application form and policy document to a number of local businesses. It was noted that businesses are aware of the legislation and of the adjustments that need to be made.

Members **NOTED** the recommendations of the report.

d. **BTC Operated Carparks**

The Assistant Town Clerk updated Members on progress in implementing the Parking Orders.

The Assistant Town Clerk has been in contact with Emily Hirst, Senior Technical Officer at Central Bedfordshire Council. Members were informed that a consultation would need to be completed in order to alter the Parking Orders. The consultation would notify statutory consultees and would last 21 days. Central Bedfordshire Council would provide draft provisional notices that match the Town Council's policy.

Members thanked the Assistant Town Clerk on his perseverance on moving this matter forward. Cllr Bond requested that he be copied into any further correspondence.

It was **AGREED** for the Assistant Town Clerk to share a Gantt chart for this work once further information has been finalised by Central Bedfordshire Council.

e. **Markets**

Members thanked the Town Centre Operations Manager for the informative report.

It was **RESOLVED** to complete a draft of the market strategy before proceeding.

It was **RESOLVED** to establish a Working Group of both Members and Officers, and for this Working Group to be chaired by an Officer. The Working Group would be attended by Cllr Knight, Cllr Pullinger, Cllr Russell, Cllr Bond and Cllr G Fage.

7. **ITEMS FOR INFORMATION**

a. **Street Furniture**

The Town Clerk informed Members of the refurbishment of the Town Centre benches.

It was noted that the refurbishment works would be completed by an external contractor as there is not capacity within the Public Realm Team. Three quotes will be received by the end of this week and the work is expected to be completed by the end of December 2020. There is £5k set aside from S106 monies for this work which is believed to be sufficient to cover the cost.

It was **RESOLVED** for the Town Clerk to approve a quote on the basis that the quote is under the value of £5k. The Town Clerk will provide an update at a future Town Centre Management meeting on the quotes that were considered and the quote that was agreed.

It was **AGREED** that a specification would need to be in place and shared with Members and that a schedule of works should be completed for all furniture.

b. **Public Conveniences**

Members thanked the Town Centre Operations Manager for the informative report.

Members noted that the public toilets within Century House are in need of renewal and repair.

Members questioned whether Central Bedfordshire Council should be funding part of this work. It was noted that we took over ownership of the public toilets and therefore we are responsible for their upkeep.

Members **NOTED** the report.

8. **PUBLIC OPEN SESSION**

Cllr Ramsay requested that that we ensure that A-Boards are kept close to the shop fronts and that we review the bollards surrounding White Hart Car Park.

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.

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.

10a. **CCTV**

Members noted that the CCTV cameras are in need of upgrading.

It was questioned whether S106 monies could be used for this upgrade. The Town Centre Operations Manager advised that this was possible, particularly if done alongside a radio link system. This would further deter criminal activity within the Town and not just the Town Centre.

It was **RESOLVED** for the Crime Working group to meet and confirm the strategy before an upgrade is discussed. The strategy will then be presented at a future Council meeting.

It was **AGREED** for a Gantt chart to be created for this work.

It was **AGREED** to discuss the strategy at a future Joint Committee meeting.

**BIGGLESWADE TOWN COUNCIL**  
**Report to Town Centre Management Committee Meeting**  
**Tuesday 1<sup>st</sup> December 2020**  
**Town Centre Events 2021-2022**

<p><b>Implications of Recommendations</b>  <b>Corporate Strategy:</b> None  <b>Finance:</b> To be sourced by the £15,000 budget for Town Centre Events  <b>Equality:</b> None  <b>Environment:</b> None  <b>Community Safety:</b> Coronavirus restrictions may still be in place</p>
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**Background**

This report has been created to give an overview of events provisionally planned throughout the 2021/2022 budget. A more comprehensive report and breakdown of the events calendar will be provided at the February Town Centre Management meeting for consideration.

**Introduction**

The following table lists all the events that are provisionally planned for the next financial year:

Date	Event	Description	Notes
2/4/21	Good Friday Open Air Service	Held by Churches Together at the War Memorial	No cost to BTC
	Street Food Heroes	Held on Market Square 4-9pm	TBC
3/4/21	Easter Saturday 'fun for all'	Held within the Charter Market, will include children's Competition, street entertainment and food stalls	TBD
1/5/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
2/5/21	Delayed VE/VJ Day	Celebrations to mark the 75 <sup>th</sup> anniversary of Victory in Europe and Japan	TBD
May 21	Love Your Local Market campaign	Fortnight campaign at the end of May to promote markets industry nationally. Events to include attractions and incorporated within Tues and Sat markets	
4/6/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
Jun 21	Carnival	Organised by Carnival Committee, may require BTC support	TBC
Jun 21	Carnival Duck Race	Organised by Carnival Committee, may require BTC support	TBC
2/7/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
July 21	Made in the Wade	Local Craft Fair held on Market Square. Run independently however some support may be required by BTC	TBC
6/8/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
Aug 21	Beer and Music Festival	Held on Market Square running early afternoon to Late evening. Held in conjunction with local music venues and acts	TBD
3/9/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
1/10/21	Street Food Heroes	Held on Market Square 4-8pm	TBC
Nov 21	Christmas Lights Switch On	Event to run as normal, however with added attractions throughout the month of December	TBD
Dec 21	Made in the Wade	Local Christmas Craft Fair held on Market Square. Run independently however some support may be required by BTC	TBC



## **Summary**

There are many events being organised throughout the year, with more yet to be confirmed, including visiting Food markets and the potential for an outdoor cinema in a suitable location.

A more detailed report will be made available at the February 2021 TCM committee meeting.

## **Recommendation**

There is no recommendation.

Simon Newton  
Town Centre Operations Manager

**BIGGLESWADE TOWN COUNCIL**  
**Report to Town Centre Management Committee Meeting**  
**Tuesday 1<sup>st</sup> December 2020**  
**Christmas Offering**

**Implications of Recommendations**

**Corporate Strategy:** None

**Finance:** None

**Equality:** None

**Environment:** None

**Community Safety:** None

## **Background**

This report follows on from the full Council meeting on 10<sup>th</sup> November 2020. The following content highlights our overall 'Christmas offer' to Biggleswade in what has been a very challenging year as a consequence of the virus.

## **Introduction**

### Christmas Lights 'Switch On' and Laser Light Show

Due to still being in the 2nd National Lockdown, the Town Centre Christmas lights and tree will be turned on the evening of Friday 4th December. The laser light show has also been moved slightly, with the initial dates of 27th and 28th November now being moved to Thursday 23rd December and Friday 24th December. JAP Sound suggested the change of dates as the first two showings will still be within the National lockdown. This means that we will have the last light show performance on Christmas Eve.

### Santa's Grotto

This is on course, with sides to define the grotto being made to attach to one of our 3 x 4.5m gazebos. This is printed inside and out depicting a Christmas log cabin. It is made of durable material so that it is easy to clean, as well as being suitable to use for future years and easily stored.

### Live Music

Two musicians have been booked for 5th and 12th December and awaiting confirmation from Stotfold Salvation Army Band to be available for 19th December 2020.

### Christmas Stars

These will be done again this year and will be made available from the markets on Tuesday and Saturdays, as well as the Council office once this is re-opened, throughout December. All donations will go to the Mayor's Charity as with previous years.

### Children's Christmas competition

This will take the form of a 'treasure hunt' around the Town Centre, with support from our local independent businesses. There will be something that the children will have to look for in shop windows and write this down on a competition entry form. These entry forms will be available at all our markets and the Council offices right up to Christmas. The winners will then be drawn out of a box, at a date to be confirmed.

## Christmas Stalls

Several requests have been received from craft people wanting to have a stall at our markets. Three stalls have confirmed, with another 4, possibly 5 stalls interested. The TCOM will give a further verbal update to Members at TCM meeting.

## Promotion of Christmas Offering

This will be done using our Website and Social Media platforms, as well as posters being displayed around the Town Centre and surrounding localities. These communications will also be shared by several other organisations who will support in the promotion of our Christmas Offering using newsletters, social media platforms and linking to BTC website on their own web pages.

## Summary

With the National Lockdown being in place until 2nd of December 2020, it has been necessary to alter some areas of our Christmas offering. This offering may be subject to further alterations dependent upon which Tier Central Bedfordshire falls into when this is decided Thursday 26th November 2020.

Once this decision is made, hopefully our non-essential traders will also be able to return to Biggleswade as they have not been able to do so due to the restrictions in place.

## Recommendation

There are no recommendations.

Members are asked to note the operational aspects of this report.

Simon Newton  
Town Centre Operations Manager

## Parking Enforcement

Task Name	Organisation	Deadline	Duration	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
Temporary non enforcement of Parking Regulations	CBC	31-Dec-20	2 months					
New parking charges implementation	BTC	01-Dec-20						
Statutory Notice of new Parking Times	CBC	02-Dec-20	1 month					
Notice to be posted in all car parks	BTC	04-Dec-20	1 month					
End of final consultation period on Parking Times		01-Jan-21	1 month					
Review of comments on consultation		14-Jan-21	2 weeks					
Sealing of Order	BTC	14-Jan-21	2 weeks					
New Regulations into operation	BTC/CBC	01-Feb-21						

Task Name	Responsible Person	Deadline	Duration	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
<b>Part 1 - Introduction &amp; Context</b>																					
Why markets are important	Simon Newton	30-Nov-20	1 month																		
Why a Strategy is needed for Biggleswade	Simon Newton	30-Nov-20	1 month																		
Market definitions	Simon Newton	30-Nov-20	1 month																		
Vision for markets in Biggleswade	Working Group	30-Nov-20	1 month																		
Strategy aims and objectives - 'world café' principle	Simon Newton	30-Nov-20	1 month																		
Strategy Process	Simon Newton	30-Nov-20	1 month																		
Consultation to define gaps	Working Group	30-Nov-20	1 month																		
'Good Practice' - Visit markets highlighted in last 3 years GBM awards	Working Group	31-Dec-20	2 months																		
<b>Part 2 - Research Findings</b>																					
Legal Framework and how markets are governed	Simon Newton	30-Nov-20	1 month																		
Biggleswade markets - established, managed and operating now	Simon Newton	30-Nov-20	1 month																		
<b>Part 3 - Moving forward</b>																					
Opportunities and recommendations from public/user surveys	Simon Newton	31-Jan-21	3 months																		
Themes - specific recommendations for existing markets	Simon Newton	28-Feb-21	4months																		
Market management - future of market management best practice	Simon Newton	28-Feb-21	4months																		
Branding - What identifies Biggleswade Markets	Simon Newton	28-Feb-21	4months																		
Promotion of Brand and Markets	Simon Newton	28-Feb-21	4months																		
Current location - is it right for the future? - SWOT analysis	Simon Newton	30-Nov-20	1 month																		
Optimising space what is in the way?	Simon Newton	31-Dec-20	2 months																		
Ideas and suggestions of new markets - public/user surveys	Working Group	28-Feb-21	4 months																		
<b>Part 4 - Background</b>																					
Detailed information on market strategic influences	Simon Newton	30-Nov-20	1 month																		
Key results from public consultation exercise - surveys	Simon Newton	28-Feb-21	4 months																		
Information on markets no longer operated by BTC	Simon Newton	30-Nov-20	1 month																		
Information on street trading - how is it governed	Simon Newton	30-Nov-20	1 month																		
Information on Pedlars Act - how is it governed	Simon Newton	30-Nov-20	1 month																		
<b>Annex 1 - BTC Markets Policy</b>																					
Rules and regulations - National Legislation and Local Policy	Simon Newton	Complete	Complete																		
Markets Policy adopted July 2020	Full Council	Complete	Complete																		
Policy to be reviewed annually	Simon/TCM	Jul-21																			
<b>Annex 2 - Market Rights and Royal Charter Policy</b>																					
Policy devised to protect BTC Market Rights	Simon Newton	31-Dec-20	2 months																		
Policy to encompass Royal Charter	Simon Newton	31-Dec-20	2 months																		
TCM Agenda for consideration	Simon Newton	Jan-21	3 months																		
Full Council for adoption	Simon Newton	Jan-21	3 months																		
BTC adopt Part 3 of Food Act and publish in classifieds	Simon Newton	28-Feb-21	4 months																		
<b>Annex 3 - Market licence agreement with external Market operators</b>																					
Devise SLA between BTC and external market operators	Simon and Peter	31-Dec-20	2 months																		
Devise plan of external markets (complement Town Centre events)	Simon Newton	31-Dec-20	2 months																		
Customer base - identified as priority (market surveys)	Working Group	28-Feb-21	4 months																		
Listen to customer feedback (Survey after event/market)	Working Group	28-Feb-21	4 months																		