



Ref: Agenda/TCM-06102020

1<sup>st</sup> October 2020

Dear Sir/Madam

Members of the **Town Centre Management Committee** are hereby summoned to the meeting on Tuesday 6<sup>th</sup> October 2020 via Virtual access, commencing at 7.00 p.m. in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Tarrant', written over a horizontal line.

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\\_SkLN5tkSQNmdwV\\_1YCbdNg](https://zoom.us/webinar/register/WN_SkLN5tkSQNmdwV_1YCbdNg)**

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. **MINUTES OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management meeting held on **Tuesday 4<sup>th</sup> February 2020** 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 4<sup>th</sup> February 2020**.

### 6. **ITEMS FOR CONSIDERATION**

#### a. **Remembrance Sunday**

Wendy Smith from the Royal British Legion and the TCOM/Office Manager will provide a written update on how the parade might be organised this year. Officers will share the project plan.

#### b. **Christmas Event**

The Office Manager and TCOM will present a written report describing how far the planning for this event has progressed and will share the project plan.

#### c. **A- Boards Policy**

The TCOM will provide a written report on the implementation of the A - Boards policy.

#### d. **BTC Operated Carparks**

The Assistant Town Clerk will provide an oral report on the progress of the parking orders.

#### e. **Markets**

The Committee will consider the formation of a Working Group to determine how the Council might fundamentally transform its Saturday and Tuesday markets.

### 7. **ITEMS FOR INFORMATION**

#### a. **Street Furniture**

The Works Manager will present a written report on how the refurbishment of the thirty-six benches in the Town Centre will be organised to include indicative costings.

b. **Public Conveniences**

The TCOM will provide a written report on the condition of the toilets in the Market Square and how they will be refurbished to include indicative costings.

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.

Please register in advance for this webinar:

**[https://zoom.us/webinar/register/WN\\_SkLN5tkSQNmdwV\\_1YCbDNq](https://zoom.us/webinar/register/WN_SkLN5tkSQNmdwV_1YCbDNq)**

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. CCTV)**

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 04 FEBRUARY 2020 AT 7.00PM**  
**AT BIGGLESWADE TOWN COUNCIL,**  
**THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE**

**PRESENT:**

Cllr M North – Chairman  
Cllr G Fage – Vice Chairman  
Cllr D Albone  
Cllr I Bond  
Cllr F Foster  
Cllr M Knight  
Cllr R Pullinger  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas

Mr P Truppin, Acting Clerk  
Mr S Newton, BTC Town Centre Operations Manager  
Mrs L Ayres, Minutes Administrator  
Members of Public – 1

**1. APOLOGIES FOR ABSENCE**

Cllr J Woodhead.

**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 – Cllr G Fage 6a

**3. PUBLIC OPEN SESSION**

There were no questions from Members of the Public.

**4. MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received and approved the Minutes of the Town Centre Management Meeting held on **Tuesday 5<sup>th</sup> November 2019**.

Cllr F Foster asked for Cllr H Ramsay be taken off the minutes as she is no longer a Member of TCM – Noted.

## 5. MATTERS ARISING

Matters arising from the Minutes of the Town Centre Management meeting held on **Tuesday, 5<sup>th</sup> November 2019**.

Item 8a – Cllr Fage raised concerns regarding potential Taxi rank. This was taken forward to Biggleswade Joint Committee. Cllr Fage has discussed this with Cllr S Watkins, and although was not discussed at the last BJC, this will be on the agenda for the next meeting. Hopefully there will also be representatives from CBC Highways to be able to take this forward.

Cllr Russell will make contact with Cllr Watkins and Sarah Hughes to put this onto the next agenda.

## 6. ITEMS FOR CONSIDERATION

### a. BTC Operated Car Parks

Cllr Fage referred to page 21 of the benchmarking report compiled by People & Places which highlighted that Biggleswade provide 37% Long stay Spaces (over 4 hours) as opposed to the National average of 54 % of towns a similar size to Biggleswade.

Discussions on revision to Schedule 1 of the Parking Places Order – Length of Stay:

Mill Lane, St Andrews, Dan Albone & Rose Lane free time to be increased to 2 hrs, with White Hart & Chestnut Ave remaining at 1 hr free.

Dan Albone max stay time to be increased to allow 10hrs, effectively meaning that someone could pay for 10hrs (increase payment to £5.00) and stay for 24hrs. Saturdays to be unrestricted. Proposed Cllr North, Seconded Cllr Russell.

Amendment by Cllr Fage to the above proposal of increasing max stay in Mill Lane & St Andrews from 3hrs to 4hrs– 7 for, 0 against, 2 abstentions – **motion carried**.

Further amendment increases free time to 3hrs, proposed by Cllr Knight, seconded by Cllr Pullinger – Voted 4 for, 5 against – **Original motion and amendment carried**.

Following car park usage survey on BTC operated Car Parks on a Saturday, it was agreed that suspension of Saturday parking restrictions remain in force until such time as the Parking Orders are changed to show that enforceable hours are Monday to Friday, 8am-6pm, with Saturday, Sunday & Bank Holidays being free all day. Voted 7 for, 2 against, 0 abstentions – **motion carried**.

Cllr Knight has requested that if recommendations are agreed at the next Full Council meeting, that the Acting Town Clerk give a clear indication of when these changes will come into force.

It was **RECOMENDED** to approve the updated Schedule 1 of the Parking Places Order – Length of Stay at the next Full Council Meeting 10<sup>th</sup> March 2020.

## 7. ITEMS FOR INFORMATION

### a. A Boards & Temporary Street Furniture Policy & Application Form

Cllr Russell asked that the agreed document and application form be uploaded onto Sharepoint so that Councillors can see the approved documentation. TCOM to upload these.

The Policy will come into force 1<sup>st</sup> April 2020.

### b. TCOM Report

The Chairman thanked TCOM for his comprehensive report.

Cllr Russell asked about the de-cluttering report. Not sure if this is still valid as it was agreed a long time ago. Cllr Russell has asked if a copy of this can be made available for councillors to look at. TCOM will upload the document to Sharepoint once he has received this from CBC.

Cllr Strachan asked about the Teenage Market and would we be holding another one. TCOM pointed out that BTC had signed up to 3 years. The first year was not well attended, last year we did not hold one and there are no plans to do one this year. However, TCOM did state that this is something he is working on with the Market Superintendent in future years, along with the changes to our Charter Market.

## 8. PUBLIC OPEN SESSION

There were no questions from Members of the Public

## 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.

### **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.

## BIGGLESWADE TOWN COUNCIL

### Report to Town Centre Management Committee Tuesday 6<sup>th</sup> October 2020

#### Report Title - Remembrance Sunday Update 2020

##### **Implications of Recommendations**

**Corporate Strategy:** None

**Finance:** Small budget to be agreed by Town Clerk

**Equality:** None

**Environment:** None

**Community Safety:** To meet the Council's responsibilities by ensuring that the Remembrance Sunday Service operates safely and within the latest Government guidelines in relation to Covid-19

##### **Background**

This report has been created following Members request at the 25th September 2020 TCM Agenda setting meeting. They asked for an update on the arrangements for Remembrance Sunday under the current and constantly changing COVID-19 situation.

##### **Introduction**

In the previous meeting, held virtually, it was agreed that a Remembrance Sunday service would go ahead but in a more scaled down way than we have done in the past. There will not be any troops, a very small March with the Sea Cadets Band one leader plus 3 cadets, the President of the RBL, and Councillors. They will march down Station Road towards Market Place. The Mayor, President of the RBL, RA, Sea Cadets will lay wreaths during the service, any further wreath laying can be done after the service, whilst observing social distancing. There will be no choir or hymns, just a short service, Roll of Honour, last post and raising and lowering of the flags, The Lord's Prayer and the National Anthem.

##### **Summary**

All the Event paperwork has been completed via CBC Safety Advisory Group and the relevant risk assessments, particularly in relation to Covid-19, will be completed and shared shortly. Due to the pandemic, no Order of Service will be produced, just a crib sheet provided to the major participants.

##### **Recommendation**

To note the content of this report.

Kay Croft  
Office Manager

**BIGGLESWADE TOWN COUNCIL**

**Report to Town Centre Management Committee  
Tuesday 6<sup>th</sup> October 2020**

**Report Title - Christmas Event Update 2020**

**Implications of Recommendations**

**Corporate Strategy:** None

**Finance:** To be funded by Christmas Event Budget

**Equality:** None

**Environment:** None

**Community Safety:** To meet the Council's responsibilities by ensuring that the Christmas Fair operates safely and within the latest Government guidelines in relation to Covid-19

**Background**

This report has been created following Members request at the 25th September 2020 TCM agenda setting meeting. They asked for an update on the arrangements for the Christmas Fair under the constantly changing COVID-19 situation.

**Introduction**

At a previous meeting, held virtually, it was agreed that the Fair would go ahead but not in the comprehensive way it has been done in the past. The fair will take place from 4pm until 8pm and there will be no count-down to the light switch on, this will be done behind the scenes as the event starts. There will be no stalls except some food vendors spaced appropriately. Councillors suggested a light show to make the fair more of an event and it was briefly discussed that we should have a competition of sorts to incorporate local business.

**Summary**

All the Event paperwork has been completed via CBC Safety Advisory Group and the relevant risk assessments, particularly in relation to Covid-19, will be completed and shared shortly. Attached are the suggestions made by JAP Sounds with regards to the light show and provision of a large screen in the same position as the trailer usually sits. On this could be shown previously recorded performances from local schools or groups. A Christmassy film could also be shown but this would incur extra cost. JAP Sounds normally provide the sound system so this is a replacement offering due to the current situation. The Christmas lights are to be provided as per the current contract. Interest from food vendors has been slow with three currently interested, an exercise to attract more is currently underway. Members have expressed a desire for further activities in the build up to the Christmas Fair. Members are requested to note that £25,000 of the Christmas Budget has already been committed. Any further spend will be on top of the Indicative Budget.

**Recommendations**

To note the content of this report.

Members will need to give Officers advice on a stretched programme and will be required to sign off any additional budget.

Kay Croft  
Office Manager





JAP SOUND LIMITED

**24 September 20**

Biggleswade town council Christmas lights on proposal

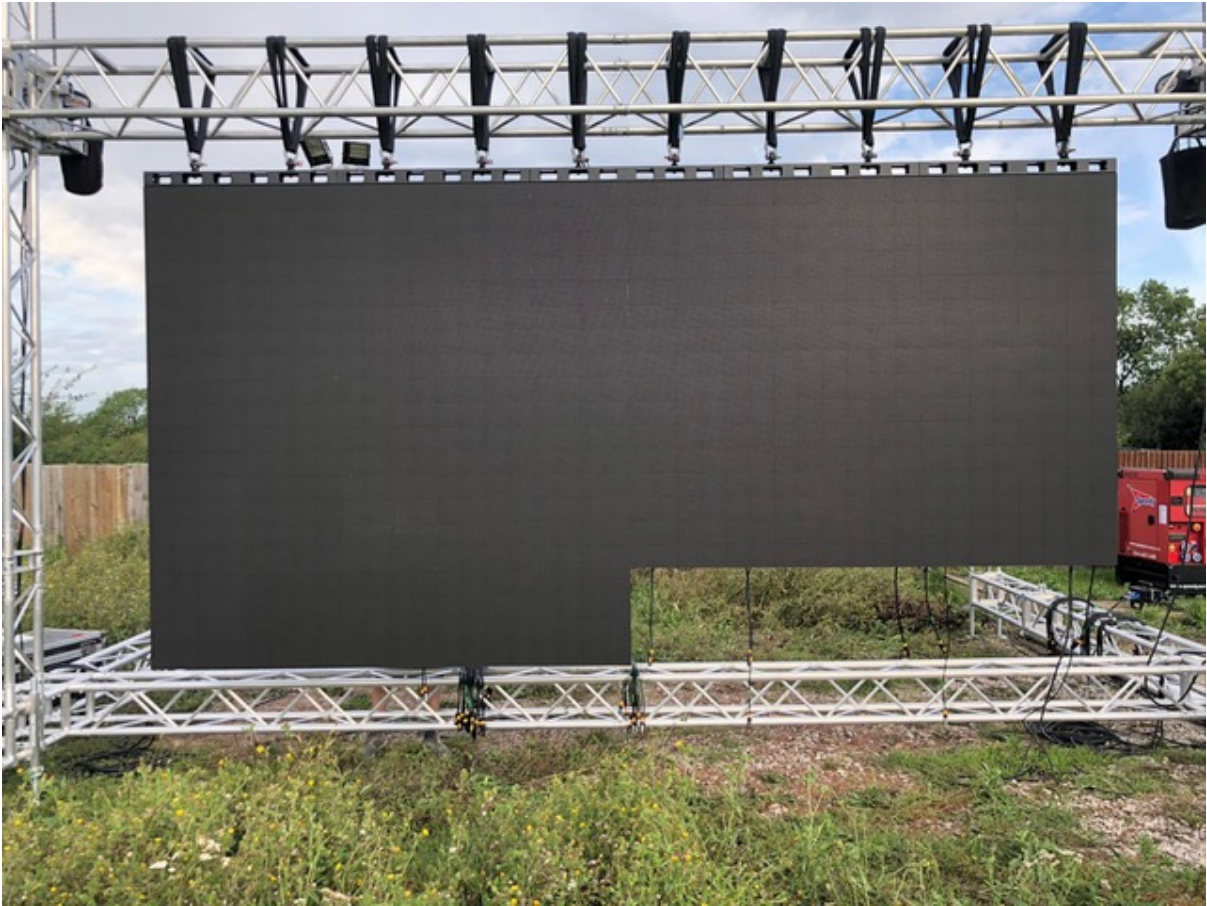
The proposal for the running of the Christmas lights on walk through will consist of Christmas themed video content with the schools that normally perform on stage to be virtually produced via JAP Sound production team. Via the schools recording the performances that would usually be performed live and sending the footage to the JAP sound team. The recordings would need to be recorded in the school halls or outside in a safe environment ie playground etc with social distancing measures. Once the JAP Sound team has all of the performances we would edit them so that on the day the performances would be played on the video wall with song audio added to the show files so that all of the performances can be shown throughout the day over the duration of the walk through. There will be delayed low level sound at the control hub where FOH is usually positioned, and low level FOH PA where the video wall is to be erected at a height of 8m which will enable the screen to be viewed from a long distance away, which will also accommodate for social distancing. We would also have the facility with this setup to promote Biggleswade businesses throughout the walkthrough or in between the school showings. It would also be nice to invite the church and other performers that have played in the previous years to be included in the virtual playback. This can quite simply be done with their mobile devices and then the content can be forwarded onto us for mastering, we can also include a virtual mayors speech if required.

As well as this JAP Sound will also supply a light show for people passing by the town center at the time, which will all be programmed on the day by the lighting technician.

CHRISTMAS EVENT IMAGES



CHRISTMAS EVENT IMAGES



CHRISTMAS EVENT IMAGES

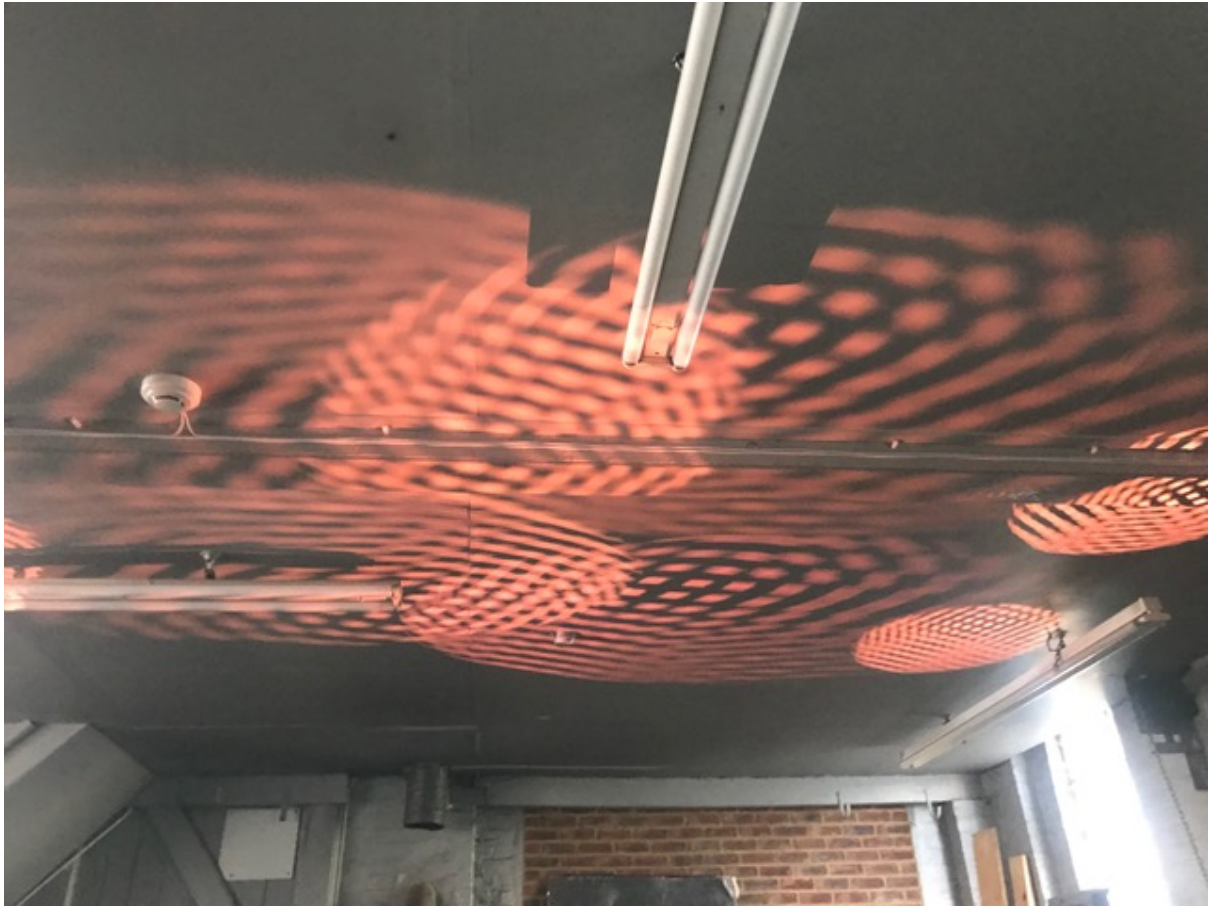




CHRISTMAS EVENT IMAGES



CHRISTMAS EVENT IMAGES



## BIGGLESWADE TOWN COUNCIL

### Report to Town Centre Management Committee Tuesday 6<sup>th</sup> October 2020

#### Report Title - A-Boards and Temporary Street Furniture Policy Update

##### **Implications of Recommendations**

**Corporate Strategy:** In accordance with stated policy

**Finance:** None

**Equality:** None

**Environment:** None

**Community Safety:** Ensuring that the Town Centre is safe to walk around

##### **Background**

This report is written to inform Members of the implementation of the A-Boards & Temporary Street Furniture Policy agreed by Council in December 2019.

##### **Introduction**

It was intended that the A-Boards Policy that was adopted, go live on 1<sup>st</sup> March 2020. The policy document, application form and covering letter were sent out to businesses that would fall directly under this policy.

With COVID-19 starting to have a marked impact upon town centre businesses, an operational decision was made to hold of the implementation of this policy. Many of the businesses that would have made an application under the policy were forced to close when government legislation was introduced. It was decided that we would wait a suitable time for businesses to return as restrictions were eased, to give them time to adjust to the new ways of running their businesses. As Members will see from walking around the town centre, some businesses have not returned/re-opened yet.

Over the past couple of weeks, the policy document and application form has been delivered to the majority of the businesses that would require a licence under the policy.

The new live date for starting the policy is now 1<sup>st</sup> November 2020. This gives businesses time to make an application and for this to be ratified and agreed by BTC and a licence be sent to the business that has applied.

##### **Summary**

As stated above, the policy implementation was put on hold due to COVID-19 whilst many businesses were closed. A significant hold off period was decided to enable premises time to adjust to the new ways of operating their business.

The new 'Go Live' date is now set as 1<sup>st</sup> November 2020.

A Gantt chart showing the timeline accompanies this report.

##### **Recommendation**

For Members to note the content of this report and the timeline schedule.

Simon Newton  
Town Centre Operations Manager

### Gantt Chart A Boards Implementation

Task Name	Responsible Person	Deadline	Duration	Oct-20	Nov-20	Dec-20	Jan-21
<b>Ensure all businesses have A Boards Policy</b>	Simon Newton	13-Oct-20	1 week				
Business applications come in for consideration	Simon Newton	31-Oct-20	1 month				
A Boards Policy 'Goes Live'	Simon Newton	30-Nov-20	1 month				
Observation and Enforcement ongoing	Simon Newton	31-Dec-20	Ongoing				



## BIGGLESWADE TOWN COUNCIL

### Report to Town Centre Management Committee Tuesday 6<sup>th</sup> October 2020 Report Title - Charter Market Update

#### Implications of Recommendations

**Corporate Strategy:** A comprehensive Market Strategy & Business Plan

**Finance:** Potential cost implications

**Equality:** None

**Environment:** None

**Community Safety:** To ensure that our Markets are operated safely for all stakeholders

#### Background

This report is based upon the current state of our Charter Market, and the way forward to making the markets a destination point for the Town and how to attract customers and traders alike.

#### Introduction

Prior to COVID-19, nationally there has been a decline in the viability of the High Streets, and in particular, the Markets industry.

It was agreed in July 2019 that a new market layout be put in place to start the transformation of our markets and turn Biggleswade into a destination, with a reputation for excellence and a fantastic shopping experience. For this to happen, we as a council need to have a clear and defined strategy to move forward in a progressive way.

With the current COVID-19 pandemic, we have had to alter the layout slightly, to ensure that social distancing measures are adhered to, along with the provision of Hand Sanitisation stations at each of the four entry points to the market. A COVID-19 checklist has been completed by all our regular traders to evidence that they have conducted their own COVID-19 specific risk assessment. All new traders will be expected to fill the same checklist in whilst we remain during this situation.

All, except 3, of the existing Saturday traders prior to lockdown on 23<sup>rd</sup> March 2020 have traded. Five new traders have joined, which has added to the existing trader offer.

The Tuesday market will open again on 13<sup>th</sup> October 2020, having sought clarification and agreement with CBC Parking to use the first 2 sets of triple (north side) parking bays so that there is a safe set up of the market on the pedestrianised area, adhere to social distancing, and not obstruct the existing businesses from adhering to their own social distancing measures.

A comprehensive Market Strategy is in progress and will be shared via a working group of Officers and Members to discuss. The end product will be the formation of a comprehensive document that will cover the following:

- Overall Strategy
- Financial, incl Business Plan
- Operational, incorporating our current Market Policy
- Marketing & Communications
- Regulatory requirements
- Staffing
- Traders
- Customer focus

## **Summary**

The Tuesday Market to recommence on Market Square, utilising the first six northside parking bays on Market Place as required on Tuesday 13<sup>th</sup> October 2020.

A comprehensive Market Strategy be devised to enable the growth and viability of all our markets to ensure that we offer an exciting, inviting and welcoming which in turn will facilitate the formation of a reputable shopping experience.

A timeline of the process accompanies this report.

## **Recommendations**

For Members to note that the Tuesday market will recommence on 13<sup>th</sup> October 2020.

Once a draft Market Strategy and Plan has been developed, a working group be set up involving Officers and Members to finalise the Strategy and then present this at a future Town Centre Management Committee meeting.

Simon Newton  
Town Centre Operations Manager

### Gantt Chart Charter Market Timeline

Task Name	Responsible Person	Deadline	Duration	Oct-20	Nov-20	Dec-20	Jan-21
<b>Restart of Tuesday Market</b>	Simon Newton Colin Keeble	13-Oct-20	1 week				
Devise Market Strategy & Business Plan	Simon Newton	31-Oct-20	1 month				
Working Group to ratify written Strategy & Business Plan	Simon Newton	30-Nov-20	2 months				
All paperwork to go to Council to consider adoption of Strategy	Simon Newton	15-Dec-20	2.5 months				
Proposal to go to F&GP for 2021/2022 Budget	Simon Newton	31-Jan-21	3.5 months				

**BIGGLESWADE TOWN COUNCIL**

**Report to Town Centre Management Committee  
Tuesday 6<sup>th</sup> October 2020**

**Report Title - Town Centre Street Furniture**

**Implications of Recommendations**

**Corporate Strategy:** None

**Finance:** £5,000.00 of S106 money has been ringfenced for this by CBC

**Equality:** None

**Environment:** This is in keeping with enhancing the Town Centre

**Community Safety:** None

**Background**

The report is based upon concerns that some Members have raised regarding the poor state of the thirty-six benches situated around the town centre. These are CBC assets and permission has been granted for BTC to take on the refurbishment of these benches.

**Introduction**

As part of Central Bedfordshire Council's Decluttering Programme and Town Centre Improvement Scheme, these benches were identified as needing refurbishment. Five thousand pounds has been set aside for Biggleswade Town Council as part of Section 106 funds to get the benches refurbished.

**Summary**

There is not the capacity in the Public Realm Team to carry out this work. Three quotes will be sourced against a specification. Once the quotes are acquired, the Works Manager and Town Clerk will review them and make a decision. The quotes should be received by the end of next week with the aim of completing the work by the end of December 2020.

**Recommendation**

The recommendation is to source an external Contractor to refurbish the benches.

Bob Catchpole  
Works Manager October 2020

## BIGGLESWADE TOWN COUNCIL

### Report to Town Centre Management Committee Tuesday 6<sup>th</sup> October 2020 Report Title - Public Conveniences, Century House Update

#### **Implications of Recommendations**

**Corporate Strategy:** In accordance with aim to develop the Council's potential

**Finance:** Potential cost implications

**Equality:** None

**Environment:** None

**Community Safety:** Safer and cleaner Public Conveniences

#### **Background**

This report is based upon the current condition of the Public Conveniences and the need to decide whether a refurbishment is required.

The existing units have been in place since Century House was built, with many repairs done throughout the years.

There have been discussions over the past couple of years about the continual deterioration in the condition of the aged systems that are currently in place.

#### **Introduction**

##### **Male & Female Toilets**

There are three toilet cubicles (maintained by our Property Maintenance Operative) and 2 Wall mounted electronic handwash/drier (serviced and maintained by Wallgate Ltd) in both the male & female toilets.

The current stainless-steel toilets are coming towards the end of their serviceable life, with seats and lids having been removed over the years due to being broken. Replacements have been difficult to source as the units are not manufactured anymore. There have been issues with the push button flushing system as we have been unable to source replacements.

The cisterns for all the toilets are accessed behind the walls to prevent malicious damage by someone sitting or standing on them and coming off the walls.

The wall mounted handwash/driers have recently been serviced and are in working order, however there are signs that individuals have tried to prize open the fronts of the units and could cause damage to others if sharp edges appear. There were also signs of items being stuffed/hidden at the sides, where fingers could get in (this is a potential storage space for illicit substances).

##### **Disabled Toilet**

The Disabled toilet was adapted over 10 years ago and would have been done to meet the required standards at the time. There is a boiler that is used to provide running hot water to the sink, which is fully accessible for anyone who uses this facility, however this should ideally not be accessible by the public due to Health and Safety reasons, and the temperature can be adjusted by anyone with knowledge of this; again another Health and safety issue.

## **Baby Change**

The Baby Change area has cubicle, with a toilet like those in the male and female toilets. Although the toilet itself is in good working order, the flushing mechanism requires replacing as it is not working efficiently.

The sink is out of action requiring replacing, as again, this is stainless steel and the taps require replacement due to the mixer tap seizing.

The heater bar above the change unit requires replacing as it may not meet safety requirements now.

## **Summary**

As highlighted above, there is an urgent need for the Public Conveniences to be modernised to meet with Health, Safety and Welfare requirements. A specification of works required will be drawn up. Once this has been done then a minimum of three companies will be requested to give quotes based upon the specification document that will be drawn up.

Timeline chart accompanies this report.

## **Recommendation**

Members are asked to note the content of this report.

Simon Newton  
Town Centre Operations Manager

### Gantt Chart Public Conveniences Timeline

Task Name	Responsible Person	Deadline	Duration	Oct-20	Nov-20	Dec-20	Jan-21
<b>Specifications for complete renovation of Public conveniences</b>	Simon Newton	13-Oct-20	1 week				
Quotes obtained for above specifications	Simon Newton	31-Oct-20	1 month				
Report and quotes to go to F&GP for Consideration	Simon Newton	17-Nov-20	2 months				
Recommendations of F&GP to go to Council	Simon Newton	24-Nov-20	2 months				