

Ref: Agenda/TCM180815

12 August 2015

Dear Sir or Madam

I hereby give notice that a meeting of the **Town Centre Management Committee** will take place on **Tuesday 18 August 2015**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7pm in order to transact the undermentioned items of business.

Yours faithfully

Cllr Mrs M Russell
Chairman

Distribution:

Committee Members:

Cllr D Albone	Cllr I Bond
Cllr B Briars	Cllr F Foster
Cllr M Foster	Cllr M North
Cllr Mrs H Ramsay	Cllr B Rix (Vice Chair)
Cllr Mrs M Russell (Chair)	Cllr D Strachan
Cllr S Watkins	Cllr G Wilson

All Town Councillors
Bedfordshire Police
Notice Boards (2)

Town Clerk
Biggleswade Library
Bedfordshire Advertiser

Central Bedfordshire Council
Biggleswade Chronicle

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

- (a) Disclosable Pecuniary Interests in any agenda item.
- (b) Non-pecuniary interests in any agenda item.

3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

4. MINUTES OF MEETINGS

For members to receive the minutes of the TCM held on 2nd June 2015.

5. MATTERS ARISING

Matters arising from the minutes of the TCM held on 2nd June 2015.

6. ITEMS FOR CONSIDERATION

a. Overview of Biggleswade Saturday Market

- i. Income for the 3 years ending 31st March 2015, (attached).
- ii. Trader attendance 3 years ending 31st March 2015, (attached).
- iii. Market Consultation.

The Market Superintendent will be present at the meeting to answer questions.

b. Car Parking Management

To consider the management of Town Council car parks.

c. Dan Albone Car Park – Lease

Following the Town Centre Management meeting 2nd June 2015 where members **RECOMMENDED** to take the matter of the lease forward with the Town Council's solicitor, a revised draft lease for Dan Albone car park is now available for consideration. (attached to the agenda).

d. Biggleswade Drum Clock

Members are asked to consider quotations for the refurbishment of the Drum Clock.

- a. £4,850.00 + £505.00 + Vat
- b. Quotation not received.

e. Biggleswade Christmas Lights

Members are asked to consider quotations for the Biggleswade Christmas lighting display. The quotations are based on a three-year contract. (copies of the Quotations are attached to this agenda).

Quote 1.

Total Hire Cost

	2015	2016	2017
On Order 50%	£ 6,893.41	£ 6,893.41	£ 6,893.41
1st Sept 25%	£ 3,446.71	£ 3,446.71	£ 3,446.71
1st Dec 25%	£ 3,446.71	£ 3,446.71	£ 3,446.71
Total	£13,786.83	£13,786.83	£13,786.83

Quote 2.

Year 1 Costs - Grand Total £14,489.00.

Year 2 Costs - Grand Total £14,489.00.

Year 3 Costs - Grand Total £14,489.00.

f. Biggleswade Christmas Fair

To nominate Councillors for a task group to assist with the Christmas Fair.

g. Mini Roundabout – Chambers Way & London Road Junction

Cllr F. Foster has requested that the Committee discuss the possibility of the installation of a mini roundabout at the junction of Chambers Way/ and London Road Junction.

h. Height Restriction Barrier – Rose Lane

Members are asked to consider quotations for the purchase of a Height restriction Barrier for Rose Lane Car Park.

At the Town Council meeting on 25th June 2015, it was **RESOLVED** that a full set of quotations are obtained for a disabled ramp, improvement works to the footpath and a height restriction barrier.

Quote 1. - £1,800.00 + Vat + £395 delivery, 7m width, 2.1m height.

Quote 2. - £1,617.00 + Vat + free delivery, 7m width, 2.1m height.

Quote 3. - £887.00 + Vat + £ 235 delivery, 7m width, 2.1m height.

i. Rose Lane – Disabled Ramp and Footpath

At the Town Council meeting 25th June 2015, it was **RESOLVED** that a full set of quotations are obtained for a disabled ramp, improvement works to the footpath and a height restriction barrier.

Members are asked to consider quotations for the disabled ramp and footpath works.

Quote 1. - Disabled Access - £ 6,568.00 + vat. Footpath - £6,437.00 + vat.

Quote 2. - Disabled Access - £ 6,072.00 + vat. Footpath - £5,786.00 + vat.

j. Correspondence from a Trader on the Tuesday Market

Members are asked to consider a letter from a trader on the Tuesday Market, (Letter attached).

The Rules of the market on disputes are as follows;

All Traders are advised to comply with the lawful requests of the Market Superintendent and should if aggrieved record in a proper manner in writing to the Market Superintendent.

Any failure to resolve the dispute should be taken up with the Town Clerk where the aggrieved person and his/her representative will be given the opportunity to discuss the issue.

No approach shall be made to any elected Councillors until these procedures have been fulfilled.

In the event that any grievance relating to these regulations cannot be resolved by either the Market Superintendent or the Town Clerk, the trader may put their grievance in writing to the Chairman of the Town Centre Management Committee who will raise the matter at the next available meeting of the Committee or the next available meeting of the Council.

The decision of the Committee or the Council will be final and binding on all matters.

7. ITEMS FOR INFORMATION

There are no items for information.

8. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

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. Land Purchase).

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.