

2 June 2016

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Town Centre Management Committee** that will take place on **Tuesday 7 June 2016**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7.00 p.m.** 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**

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. (Members of the public 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 16 February 2016 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 16 February 2016.

6. **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. Market Rules and Regulations.

Following the Town Centre Management meeting 16<sup>th</sup> February 2016, a working group reviewed and amended the market rules and regulations. The working group also raised an action to find out if any legislation existed relating to busking.

No legislation exists relating to busking however the local authority may operate a licencing scheme, (CBC) do not operate a scheme.

Members are asked to consider the market rules and regulations attached and amended, highlighted in blue, (attached).

Members are asked to consider a draft code of conduct for buskers and street performers that could be incorporated into the market rules and regulations, (attached).

- iii. At the Town Centre Management meeting 16<sup>th</sup> 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 Madeline Russell, Mrs Hazel Ramsay, Frank Foster, George Wilson and Michael North.

It was **recommended** that this would be an Agenda item at the Town Centre Management meeting 7<sup>th</sup> June 2016.

b. **Rose Lane Car Park – Fencing**

Following the Town Centre Management meeting 16<sup>th</sup> February 2016, the Town Clerk was asked to obtain further quotations for Rose Lane car park fencing to include powder coating.

Members are asked to consider the following quotations;

a. £7,545.40

b. £10,668.00

c. £9,305.62

a. £8,462.00 powder coated b. £12,382.50 powder coated c. £10,934.46 powder coated

c. **Upgrade of Mobile CCTV Camera**

The Town Council owns a redeployable CCTV camera that is periodically moved to locations around Biggleswade to prevent crime and antisocial behaviour in the town. The camera is operated on the Town Council's behalf by Hertfordshire CCTV Partnership Ltd and is independent from the CCTV service provided by Central Bedfordshire Council. The current camera is increasing in age and in need of an upgrade to keep pace with technology and to enhance capability.

CBC has given approval for the use of £6,000.00 of S106 money that is earmarked specifically for CCTV in Biggleswade. These funds must be spent by 2017.

Hertfordshire CCTV Partnership Ltd has negotiated with suppliers to find competitive prices for its clients. Outline purchase costs for replacement with a redeployable multicam system are £5,300.00 to be met from S106 funds allocated to CCTV. The multicam system incorporates 2 lowlight and 1 infrared pan, tilt and zoom cameras, a 1Tb hard drive plus secure remote access capability. The annual SIM card cost is £310.00.

Members are asked to approve an upgrade to the current CCTV camera, using available S106 monies.

**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 question. (Members of the public 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.

**(Minutes 16<sup>th</sup> February 2016)**

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.