



Ref: Agenda/TCM-19022019

14 February 2019

Dear Sir/Madam

All Members of the Committee are hereby summoned to the **Town Centre Management Committee** meeting that will take place on **Tuesday 19th February 2019**, at the offices of **Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7.00 p.m.** to transact the under mentioned items of business.

Yours faithfully

Rob D McGregor
Town Clerk

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Committee Members: Cllr M Foster (Chair)
Cllr M Russell (Vice Chair)
Cllr D Albone
Cllr I Bond
Cllr B Briars
Cllr G Fage
Cllr F Foster
Cllr M North
Cllr S Patel
Cllr H Ramsay
Cllr P Sheldon
Cllr D Strachan

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

Sarah Jewell – Best Bar None

To receive an Introduction on Best Bar None, what its about, how it will work in Biggleswade, with a request that the Town Council host an awards evening for those businesses that are successful in gaining the National Award of excellence.

5. MINUTES OF MEETINGS

- a. For Members to receive the minutes of the Town Centre Management meeting held on 6th November 2018 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 6th November 2018.

7. ITEMS FOR CONSIDERATION

a. Letter from a Property Owner – Biggleswade Market Square

Members are asked to consider the attached letter and plans.

b. Future High Street Fund

To consider a report on the future high street fund, (attached).

c. A Boards Tables and Chairs

Members are asked to consider the revised policy, (attached).

d. Grimsey Visit - 6 February 2019

Bill Grimsey and his team visited Biggleswade on the 6th February 2019 to guide the neighbourhood plan group with aspects of the plan.

Bill Grimsey and his team carried out a review of High streets in 2013 and produced the Grimsey review 1. In 2018 Bill Grimsey and his team carried out a second review, Grimsey review 2.

Detail from the visit will assist in the production of the Biggleswade neighbourhood plan, based around the Town Centre elements of the plan.

Some of the detail from the visit should also be consider by the TCM committee.

(The notes attached provide some objectives, ideas and observations).

e. National Association of British Markets

For members to consider a request from the TCOM that the Town Council become members of NABMA. Information on the organisation and membership fees, (attached).

f. Car Park Data from 01/08/18 – 31/01/19

For members to consider the car park data (attached).

8. ITEMS FOR INFORMATION

a. Biggleswade Railway Station Car Park – Proposed Works - Update

At the Town Council meeting 22nd January 2019, discussions took place on the proposed works to Biggleswade railway station car park and a request from a TCM working group that the Town Council relax the parking restrictions for a period of three days, while the works are taking place. The proposed work will provide an additional 40 parking bays at Biggleswade railway station car park.

The Town Council resolved to relax the parking restrictions while the works take place, that provision is made to protect existing permit holder's spaces, that the relaxation of restrictions will not apply to Chestnut Avenue and White Hart car parks.

A meeting took place on the on 6 February 2019 at 1.30 pm to discuss the proposed works. The works will take place in around four weeks time, (date to be provided). The works will take place over a Thursday, Friday, Saturday and Sunday. The works will include a re-design of the car park and parking bays, removing the grass area to the rear of the car park and a complete resurface and white lining. It is anticipated that this will provide an additional 55 to 56 parking spaces.

The dates for the proposed works will be advertised by the rail companies and the Town Council.

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.



**MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 6 NOVEMBER 2018 AT 7.00PM
AT BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,
BIGGLESWADE**

PRESENT:

- Cllr M Foster (Chairman)
- Cllr D Albone
- Cllr I Bond
- Cllr B Briars
- Cllr G Fage
- Cllr F Foster
- Cllr M North
- Cllr P Sheldon
- Cllr D Strachan

- Mr M Thorn, Deputy Town Clerk
- Mr S Newton, Town Centre Operations Manager
- Miss Helen Calvert, Meeting Administrator

Members of Public – 6, including Mr Bacon, Mr Corey Albone, Cllr L Fage, Dr Hayley Whitaker

1. APOLOGIES FOR ABSENCE

Cllr H Ramsay, Cllr M Russell

ABSENT

Cllr S Patel

Members welcomed Simon Newton to the meeting and into his new role as Town Centre Operations Manager for Biggleswade.

2. DECLARATIONS OF INTEREST

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

- (a) Disclosable Pecuniary interests in any agenda item – Item 7b – Cllr Sheldon
- (b) Non-Pecuniary interests in any agenda item – Item 6a & 6b Cllr G Fage

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.

Dr Hayley Whitaker presented data of Biggleswade commuters as promised at the Council Meeting on 23rd October 2018. The data displayed some of the following information:

- 31.4% of commuters parking at Biggleswade Station live more than two miles away from Biggleswade Station. The data showed that the further away from Biggleswade Station the more likely you are to drive.
- 79% of people using Biggleswade Station use the station as it is the closest one to where they live.
- 19.4% of people using Biggleswade Station spend money in Biggleswade everyday as a result.

The data has been sent to Biggleswade Town Council's Town Clerk and Alistair Burt.

Dr Whitaker questioned the data sent by Biggleswade Town Clerk relating to the number of transactions as a vast majority of these are one-hour tickets and so do not give an accurate representation of the occupancy of BTC car parks.

Dr Whitaker informed members of the following:

- Concerns were also raised by several commuters, the majority of those female, on the safety of now having to walk further in the dark to their cars as a direct result of being unable to park at Biggleswade Station.
- A number of commuters commented that they would happily travel via public transport to Biggleswade Station if there was a reliable bus service. This would alleviate the number of cars that wish to park at Biggleswade Station.
- Cycling to Biggleswade Station is also an issue as there are very few spaces to leave bikes outside the station.
- As a result of being unable to park at Biggleswade Station commuters are now parking on residential streets within Biggleswade. This is causing a problem for a number of Biggleswade residents who are now leaving traffic cones outside of their driveways.

Dr Whitaker proposed to members that the Car Parking Regulations should be relaxed to allow commuters to park in BTC car parks.

Corey Albone made the following points in relation to the Car Parking Regulations:

- 180 people have signed a petition to change the Biggleswade Car Parking Order
- 75% of spaces in BTC car parks are unoccupied as a result of the Car Parking Order.
- Residential streets have been affected as commuters are now using these streets to park their vehicles.
- 560 people park at Biggleswade Station per day.

Corey Albone proposed the following action to be taken:

- A temporary relaxation of rules in BTC car parks.
- Those with a permit can pay daily if they struggle financially to pay the permit charge in a lump sum.
- That we collaborate to put together an alternative plan for parking in Biggleswade. Corey Albone was happy to work with Councillors and BTC staff on putting together an alternative arrangement.

4. MINUTES OF MEETINGS

- a. Members reviewed the Minutes of the Town Centre Management meeting held on 21 August 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Item 3: it was noted that the draft minutes need to be corrected as there were no questions from members of the public.

The Minutes of the Town Centre Management meeting held on 21 August 2018 were **APPROVED** with the alterations to Item 3.

5. MATTERS ARISING

- a. Matters arising from the Minutes of the Town Centre Management meeting held on 21 August 2018.

Members asked for an update on Item 7b, Deliveries to Wetherspoons. There was no further update to report.

6. ITEMS FOR CONSIDERATION

a. Off Street Parking - Update

Members considered an interim progress report on car park management.

It was noted that the statistics presented contained limited information and hopefully more information will become available as data accumulates in time.

Members were grateful for the work of Dr Whitaker in presenting data of Biggleswade Station commuters.

Members of the public were reminded that the necessary data had been compiled and reviewed by BTC ahead of putting into place the current Car Parking Order. The charges in BTC car parks aids in covering the cost of the lease that BTC pay to continue management. The regulations have made it possible for residents of Biggleswade and those visiting Biggleswade to shop to park in our BTC car parks where they previously were unable/found it difficult to do so.

It was suggested that we put together a Working Group to review the data and make recommendations.

Members raised the following points for future consideration:

- Concerns were raised on changing the Car Parking Regulations which may make our car parks less accessible for shoppers as we approach a busy retail period.
- Some businesses within Biggleswade have seen a reduction in turnover since the Car Parking regulations came into force on 1st August 2018.
- It was deemed beneficial to look into providing a more reliable bus service for commuters.
- It was agreed that the scheme is working in terms of allowing shoppers to park in the Biggleswade Town Centre but suggested that the free hour could be reviewed. Input was welcomed from Simon Newton, Town Centre Operations Manager.
- It was felt that Network Rail could help to alleviate the issue by building a two-storey car park for commuters.
- It was requested that a Working Group should be put together as a matter of urgency.

It was **RESOLVED** to hold a Working Group to review the information currently available. The following members wished to attend the Working Group: Cllr M Foster, Cllr D Albone, Cllr I Bond, Cllr B Briars, Cllr G Fage, Cllr F Foster, Cllr M North, Cllr P Sheldon. It is intended for a further meeting of the working group once 6 months data has been collected and to report back to Town Centre Management Committee with any recommendations.

b. Commuter Parking

Members considered correspondence from Alistair Burt MP and a rail user regarding commuter parking.

It was **RECOMMENDED** that we reply to Alistair Burt, thanking him for his letter and explaining that a review of car parks will be carried out after 6 months of operation. Also, that alternative options continue to be explored however the rail operators could do more to support commuters. Also, to note that any changes to usage of Rose Lane car park would only be a short-term solution due to the length of the current lease.

It was **RECOMMENDED** to reply to correspondence from the Potton resident, noting the concerns and advising that car park usage would be reviewed after 6 months operation.

c. White Hart Car Park

Members considered a request from Greene King to change the name of the White Hart Car Park. It was **RESOLVED** to respond to Greene King that the car park has been known as the White Hart Car Park for many years and it is not intended to change the name or the signage.

7. ITEMS FOR INFORMATION

a. Street Lighting Update

Members **NOTED** that work is still underway.

b. A Boards

Members **NOTED** the update.

c. Market Layout and Management

Members **NOTED** the update.

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.

Dr Whitaker wished for conversations regarding commuter parking to not be adversely against commuters. It was noted that Dr Whitaker had been in contact with Adam Turney at Central Bedfordshire Council who explained that CBC would welcome looking into additional car parking in Biggleswade if BTC could provide evidence of there not being enough spaces in BTC car parks. The current Car Parking Regulations mean that BTC Car Parks are underutilised.

EMR – the Deputy Town Clerk informed members that Town Clerk had made contact but there has yet to be a response.

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.

There were 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.

DRAFT

Dear Sirs,

We purchased the property at 20/21 Market Square Biggleswade and obtained a planning consent from the local authority for the upper floors to be converted to form 9 self-contained apartments. We attach a copy of the planning consent. After considerable investment in the town, building work is now almost complete and this has been carried out without disruption to the town centre or its traffic. Whilst we expect the majority of the new residents to access and egress the accommodation on foot there will be cycle and vehicular traffic.

We are aware of the Tuesday and Saturday Biggleswade Town Centre Market and would request a slight amendment to the existing Saturday road closer to benefit our new residents should they need to use their cars during the 8:00 – 16:00 period. We respectfully request the amendment be made as shown in green on the attached drawing. We also attach the general Geodesys drawing depicting the whole local area. We acknowledge this area is 'One Way' for the majority of the week but if a suitable amendment could be made this could be beneficial to both the new residents and emergency services.

In support of our application we would draw your attention to the following points:

- 1 We have a Planning consent to which the Town Council were Consultees. We have no conditions restricting access or egress to the parking area.
- 2 Plans were issued for planning detailing the car park to the rear of the building.
- 3 There will not be any 'visitor' spaces so any vehicles using the route will solely be the occupants.
- 4 There are considerable restrictions on local car parking in the surrounding streets implemented due to the quantity of car owners using the town centre. This would be exacerbated if our residents were required to park elsewhere if they were anticipating the need to use a vehicle on a Saturday and access to the on site parking prevented.
- 5 The market has sufficient space, without the area hatched and shaded green on the plan, for all the existing stalls and for future potential growth if necessary.
- 6 Allows a specific and uninterrupted route for emergency vehicles should they be needed for the shops or other town centre residences on a Saturday.
- 7 We would be prepared to make a payment to the town council to cover their costs and make recompense for any other reasonable costs incurred to implement this change.

We hope you find our proposal reasonable, helpful to the new residents and causes minimal disruption to the market whilst also providing vehicular access in the event of an emergency. Should you wish to meet to discuss the issue we are prepared to do so at your request.

We thank you for your consideration and we look forward to your early response.

Kind regards
Ian

Ian Saunders
For Foxberry Developments Limited



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Date: 23/02/17 Scale: 1:1000 Map Centre: 51 9051.244520 Title: G2186128-3

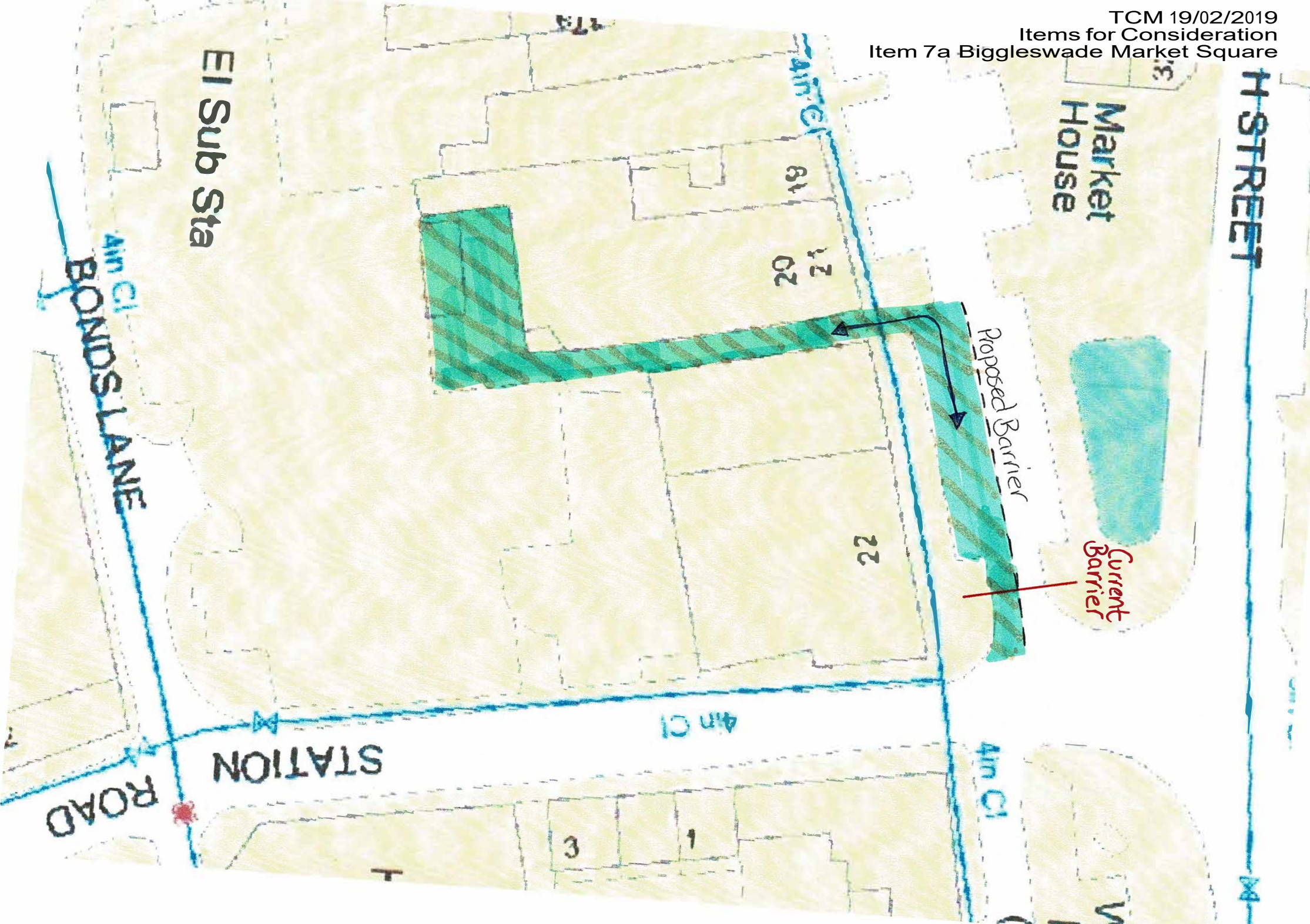
COMMERCIALDW

DRAINAGE AND WATER ENQUIRY

Water Main (Potable)			Hydrant
Decommissioned Water			Fitting
Water Main (Raw)			



This plan is provided by Anglian Water pursuant to its obligations under the Water Industry Act 1991 sections 198 or 199. It must be used in conjunction with any search results attached. The information on this plan is based on data currently recorded but position must be regarded as approximate. Service pipes, private sewers and drains are generally not shown. Users of this map are strongly advised to commission their own survey of the area shown on the plan before carrying out any works. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever, including liability for negligence, is accepted by Anglian Water for any error or inaccuracy or omission, including the failure to accurately record, or record at all, the location of any water main, discharge pipe, sewer or disposal main or any item of apparatus. This information is valid for the date printed. This plan is produced by Anglian Water Services Limited (c) Crown copyright and database rights 2017 Ordnance Survey 100022432. This map is to be used for the purposes of viewing the location of Anglian Water plant only. Any other uses of the map data or further copies is not permitted. This notice is not intended to exclude or restrict liability for death or personal injury resulting from negligence.



H STREET

Market House

Proposed Barrier

Current Barrier

EI Sub Sta

BONDS LANE

STATION ROAD

17

12

22

3

1

2

13

17

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BIGGLESWADE TOWN COUNCIL

Report to Town Centre Management Committee 19 February 2019 Future High Street Fund

Implications of Recommendations

Corporate Strategy: Building the success of a sustainable Biggleswade.

Finance: High Street Fund.

Equality: Work with others to ensure we have a healthy community.

Environment: Take a proactive role in managing the conservation area and listed buildings.

Background

In the 2018 Autumn Budget, Government announced £675M to support investment in high streets and town centres through the Future High Street Fund.

The Fund, which is aimed at ensuring high streets are fit for the future, was launched just after Christmas, with details being provided on the application process and fund criteria. The deadline for Expressions of Interest (EOI) for the first round is 22 March 2019, with a further round anticipated in 2020.

The Fund requires that principal authorities only put forward a single, transformative submission covering one high street or town centre in the area, or if a sufficiently robust strategic business case is made, then the Ministry for Housing, Communities and Local Government (MHCLG) may consider applications which deliver interventions across a number of locations.

More details about the Future High Street Fund can be found at

<https://www.gov.uk/government/publications/future-high-streets-fund/future-high-street-fund>.

Introduction

- A £675m **Future High Streets Fund**, to support local areas in England to invest in town centre infrastructure, including to increase access to high streets and support redevelopment and densification around high streets. The Fund will also support the regeneration of heritage high streets (up to £55m of the overall Fund).
- Supporting local leadership with a **High Streets Taskforce**, giving high streets and town centres expert advice to adapt and thrive. This will provide hands-on support to local areas to develop data-driven innovative strategies and connect local areas to relevant experts
- A **planning consultation** to help support change on the high street. This will aim to make it easier for high streets to adapt for the future, with a wider range of retail, residential and other uses. A second consultation will be published after Budget, including how to support the more effective use of tools such as Compulsory Purchase Orders and Local Development Orders.
- Piloting a **register of empty commercial properties** to support wider regeneration of our high streets and town centres.
- Launching an **'Open Doors' pilot** in five town centres to bring empty properties back into use by matching landlords of vacant premises with local community groups looking for space.

Item 7b TCM 190219

Currently the criteria against which submissions will be judged is not clear. The resource implications in developing a robust, evidenced and co-funded EOI that is under-pinned by comprehensive stakeholder engagement within a relatively short timescale is significant.

Central Bedfordshire Council does not propose to submit an EOI in round 1, but rather will look to develop proposals for round 2. At which point the criteria should be clearer. They believe this will allow time to engage all interested stakeholders, identify and assess options, that will give a greater probability of success and meaningful interventions being taken forward.

Central Bedfordshire Council are committed to working collaboratively with Town Council's and stakeholders who are interested in exploring this opportunity. Interests should be registered with Stephen Mooring, Head of Place Delivery at stephen.mooring@centralbedfordshire.gov.uk, by the end of February 2019.

Recommendations:

1. To Register and interest with CBC by the end of February 2019.
2. To work on a submission with Central Bedfordshire Council and stakeholders for round 2 of the fund.

Rob McGregor
Town Clerk



Code of Practice for the Operation of Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment

This Code of Practice is based in good practice and is designed to help those seeking permission from the Highway Authority, through Biggleswade Town Council in granting a licence to trade and/or advertise on the public highway. Each application will be considered, taking into account its individual circumstances.

This Code of Practice covers Establishments who wish to trade and/or advertise from the Public Highway, owned and managed by the Highway Authority. All the same procedures and rules apply, in the manner of consideration to the other users in the same area who are not using the Establishment.

The aim of the Code of Practice is to ensure that Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment are established in appropriate locations, are well designed/maintained and are managed so as to enhance the environment of the town centre or any other location for the benefit of all.

Licensing for all locations and style of establishment will depend on such factors as:

- Location
- Available space and other licence holders in the location
- Street furniture
- Anything else that the Council deems reasonable and practicable
- No intention to sell Alcohol from the Public Highway

A prime consideration will be the availability of sufficient trading space (pavement or highway location) to accommodate, without causing obstruction to other highway user, i.e. normal vehicle or pedestrian flows.

The needs of all other users such as street cleaning machines, vehicular access, emergency service, special events, etc. will also be taken into account.

A highway can be defined as a way over which the public have right of passage, be it on foot or otherwise, and it is an offence to wilfully obstruct such passage. The 'Highway Act 1980' has powers to deal with obstruction on the highway and will be used by Biggleswade Town Council under delegated agreement by Central Bedfordshire Council if it deems necessary.

Biggleswade Town Council has been given authority to act on behalf of Central Bedfordshire (Highway Authority) to grant permission for the placement of street furniture, advertising equipment or retail display equipment on the highway under powers contained within the 'Highways Act 1980'.

It must be noted that under the same Act, Biggleswade Town Council under delegated agreement from Central Bedfordshire Council can withdraw any agreed location by serving notice to the licence holder; Central Bedfordshire also has the authority to close trading areas, such as public Lay-Bys if essential maintenance is required at that location. The licence holder will be notified in writing at least one week prior to works starting. They will not be responsible for any loss of earnings whilst this work is carried out.

Size and Layout



If a licence is granted a marked area will be defined within the trading location and the licence holder will have the sole use of the marked area. In pedestrianized areas a clear pedestrian route should be maintained for those walking past the site to ensure that most pedestrians and particularly those with visual impairment can maintain a suitable route. This should be a minimum of 2m.

If tables and chairs are to be used, then a licence must be sought and an inspection for the suitability of the tables and chairs will be carried out. The layout of the tables, chairs, access points and means of enclosures needs to be considered. It is important that the layout of these areas does not provide any obstruction or inconvenience to customers with disabilities.

Any licence granted will include a plan showing the agreed dimensions and layout of the trading area.

The initial licence will be granted for one year and the site monitored before a renewal is considered for any licence in subsequent years.

The Council may request a CRB before issuing any licence.

A copy of the plan and licence must be available at the premises for inspection on request.

Definitions

To aid in ensuring that businesses apply for the correct areas of the licence, definitions are as follows:

Description	Defined as
Free Standing Tables	Tables that are not permanently fixed to ground or structure and suitable height and design to enable wheelchair users to sit at.
Chairs	Four legged structure with seat and back, with or without arms
Retail Display Equipment	Free standing, moveable structure that is not permanently fixed to ground or structure, and used to display goods for sale. This includes refrigeration/freezer units, shelving units
Portable Railings	Non-permanent free standing structure used to cordon off an area
Umbrellas	Non-permanent free standing
'A' Boards	Free standing advertising boards
Advertising Equipment	Manequins, Statues, Flower Planters, Miniature bushes/trees, Sculptures

Furniture

Reasonable quality seating and tables are expected. A mixture of furniture is not recommended and would normally be rejected as a proposal as uniformity is essential in maintaining a pleasant streetscape. The materials and colours should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use, both for dining and navigation, this should also be considered for buggies, prams and mobile scooters. (Picnic type benches are not suitable for people with disabilities and would be rejected; a site visit may be required).

The use of parasols/umbrellas, if proposed, should be considered as part of the overall design along with their locations, material and colour. In areas that are particularly plagued with birds then the use of umbrellas or another form of cover may be essential for the licence to be granted.



Environmental Implications

The approved trading area must be kept clean and litter free by the operator who should ensure that litter does not stray into neighbouring areas, especially if this is the public highway. Periodic checks will be carried out to ensure this and a warning system will be deployed, with the result being a loss of trading licence.

It will be the responsibility of the Holder(s) to ensure that all litter is picked up at the end of each working day.

Requirements for Submission of Applications

All applications should be accompanied by sketch plans (photo's preferred as well as plan) of the area to be used, along with dimensions of area, width of footpath and number of tables and chairs to be installed for which the licence is sought



Approved Fee Structure and Standard Conditions

In respect of Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment Proposals

Fee Structure

Annual Licence Fee (Part A)	
'A' Board/Advertising Equipment	£50.00
Retail Display Equipment	£50.00
Portable Railings/Umbrella	£50.00
Up to 10 tables	£250
Over 10 tables	To be agreed with the Town Council
Other use of public highway	To be agreed with the Town Council
Application for Licence (Part B)	
'A' Board/Advertising Equipment	£30.00
Retail Display Equipment	£30.00
Portable Railings/Umbrella	£30.00
Up to 10 tables	£60.00
Over 10 tables	By agreement with the Town Council
Other use of public highway	By agreement with the Town Council

1. Permitted hours, between 08.00am and 11.00pm, unless otherwise indicated and agreed.
 Permitted days – All week
 Duration of permission – 12 months from date of issue
 Permitted location as shown highlighted on attached drawing
 Permitted furniture or equipment – Tables, chairs and umbrellas etc.
2. The holder(s) of this Permission shall not exercise privileges granted by this Permission otherwise than strictly in accordance with this Permission.
3. The holder(s) shall produce this Permission on demand when so required by a Police Officer or a duly authorised Officer of Central Bedfordshire Council or Biggleswade Town Council.
4. The holder(s) shall return this Permission to the Offices of the Town Clerk at The Old Court House, 4 Saffron Road, Biggleswade, immediately on revocation of this Permission.
5. (a) The holder(s) shall not cause any unnecessary obstruction of the highways or danger to persons using it and shall not permit persons to gather so as to cause a nuisance or annoyance or danger to any persons lawfully using the highway.
 (b) The holder(s) shall ensure by the means of signage of a type to be approved by The Town Clerk that the permitted furniture or equipment is placed and remains within the permitted boundary at all times and shall inform the customers accordingly and shall immediately replace within the permitted boundary any furniture or equipment placed outside of the boundary by their customers.



- (c) The holder(s) shall ensure, as reasonably possible, that customers who purchase food or drink for consumption on the premises shall not consume such items outside of the permitted boundary.
- (d) The holder(s) shall ensure that a copy of these conditions is at all times on prominent display somewhere within the permitted boundary or if this is not possible, they are available on request
6. The holder(s) shall ensure that adequate supervision by means of waiter/waitress service is provided over the permitted boundary at all times of operation in order to comply fully with these conditions.
 7. The holder(s) shall not suffer or permit any music playing, music reproduction or sound amplification apparatus or any musical instruments, radio or television receiving sets whilst exercising privileges granted by this permission, unless a suitable entertainments licence has been applied for and granted.
 8. The holder(s) shall not make any excavations or indentations of any descriptions whatsoever in the surface of the highway or place or fix any equipment of any descriptions in the said surface.
 9. The holder(s) shall (if required) before exercising the privilege granted by the permission place removable physical barriers within the perimeter of the boundary highlighted in the attached plan to the satisfaction of the Officer of Biggleswade Town Council and shall ensure that such barriers are removed at the end of each daily period of use and at the expiry, surrender or revocation of this permission.
 10. The holder(s) shall not use the highway for any other purpose whatsoever nor at any time other than during permitted hours, other than lawfully passing or repassing there over as (a) member(s) of the public.
 11. The holder(s) shall not place on the highway any furniture or equipment or advertisement other than is permitted by the Council and must maintain the same in a clean and tidy condition and not place them so as to obstruct the entrance to or exit from any premises.
 12. The permission is a permission granted under Section 115E of the Highways Act 1980 and the holder(s) shall comply with and obtain all other necessary statutory consents and approvals required in connection with the exercise of a refreshment facility on the said highway and comply with the provisions of all such consents and approvals and all statutes and other obligations imposed by law with regards to the provision, maintenance and operation of the refreshment facility.
 13. Notwithstanding the specific requirements in Condition 5 above, the holder(s) shall not do or suffer anything to be done in or on the highway which in the opinion of Biggleswade Town Council, may be or become a danger, nuisance or annoyance to or cause damage or inconvenience to the said Council or the owners or occupiers of any adjacent or neighbouring premises or to members of the public.
 14. The holder(s) shall not assign underlet or part with and interest or possession given by this Permission or any part thereof but the holder(s) may surrender at any time.
 15. The holder(s) shall observe and comply with any directions in relation to the use of the highway given The Town Clerk for the time being of the Council.
 16. The holder(s) shall maintain the boundary shown on the plan attached to this Permission and the immediately adjacent area in a clean and tidy condition during the permitted hours and shall leave the same clean and tidy condition and unobstructed at the end of each daily period of use and on revocation or surrender of this Permission.
 17. The holder(s) shall remove all furniture or equipment, litter bin or other articles placed on the highway in accordance with this Permission at the end of each daily period of use and at the expiry, surrender or revocation of this Permission.



18. The holder(s) shall indemnify and save harmless the Council and their agents, servants and workmen from the against all proceedings, claims, damages, costs or expenses in respect of any injury (including personal injury) or damage which may be sustained by the Council or any person or persons, body or company whatever arising out of or in any way connected with the provision or use of facilities under the Permission (save where the injury, damage or loss is attributable to the negligence of the Council). The holder(s) shall inform the council of any defects to the highway likely to cause injury within five days of the defect appearing.
19. The holder(s) shall suspend the operation of any permission granted at the request of Biggleswade Town Council for the time being of the Council to enable any street works to be carried out on or near the permitted location.
20. This Permission may be revoked in writing by the Council at any time and the Council shall not in any circumstance whatsoever be liable to pay any compensation or refund any fees to the holder(s) in respect of such revocation.
21. Nothing herein contained shall be constructed as the granting or purported by the Council of any tenancy under the Landlord and Tenant Act 1954, or any permission under the Town and Country Planning Act 1990 or any statutory modification or re-enactment thereof for the time being in force.
22. This permission shall tenure for a period of three (1) years from the date of issue subject to the requirements of conditions 19 and 20 above.
23. All Permission Holders shall have and maintain a proper insurance policy against public liability and third-party risks. A minimum insurance cover of £5 million (five million pounds) shall be obtained by the Permission Holder and shall cover the use/positioning of Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment under their control. The insurance certificate or cover note shall be produced before the Consent is issued and at any other time during the currency of the Permission on demand.
24. At all times the Permission Holder shall comply with all statutes, statutory instruments and bylaws currently in force. Particular attention shall be paid to the requirements of the Health and Safety at Work Act 1974, the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966, the Shops Act 1950, the Food Safety Act 1990 and the Environmental Protection Act 1990.

NON-COMPLIANCE with any Condition of this Permission resulting in any complaint to the Council and/or the police will render the holder(s) liable to a written notice under Section 115k of the Highways Act 1980 and failure to comply with any such notice immediately AND ANY SUBSEQUENT breach or non-compliance as aforesaid shall render the holder(s) liable to a written notice under Condition 18 hereof REVOKING this permission forthwith (see attached notes).

Notes:

1. Section 115K of the Highways Act 1980, provides as follows: -
 - (1) If it appears to a Council that a person to whom they have granted a Permission under Section 115E of this Act has committed any breach of the terms of that Permission, they may serve a notice on him requiring him to take such steps to remedy the breach as are specified in the notice within such time as is so specified.
 - (2) If a person whom a notice is served under sub-section (1) of this Act fails to comply with the notice, the Council may take steps themselves.
 - (3) Where a Council have incurred expenses in the exercise of the power conferred on them by sub-section (2) of this Act, those expenses, together with interest at such reasonable rate as the Council may determine from the date of service of a notice of demand for the expenses,



may be recovered by the Council from the person on who the notice under sub-section (91) of this Act was served.

2. Failure to comply with any Condition of the Permission and/or the issuing of any Notice under conditions 5 or 22 hereof will require the Council to consider whether any subsequent Permissions should be granted to the holder(s) of this Permission.
3. Any notice hereunder shall be deemed to be sufficiently served if handed to holder personally or left addressed to him at the address given on page 1 of the attachment Permission.



APPLICATION FOR THE GRANT OF A LICENCE FOR THE ERECTION AND USE OF A FACILITY (Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment)

Please ensure that you have read the relevant Policy before completing this application form.

I/We apply under the provisions of the Highways Act for an authorisation to use part of the Highway for **Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment** to be sited. (Please complete a separate application for each location if you wish to be considered for more than one).

I/We submit the following particulars:

1	a	Full Name(s) (Block Capitals)		
	b	Trading Name (if any) (Block Capitals)		
2	a	Address		
	b	Telephone Number	Office	
				Mobile
c	Email <i>(By providing email address, the Council will accept this as confirmation that you are willing to receive information electronically and may decide to use this as it sees fit)</i>			
3		Please give details and provide a marked map to identify the full area of the proposed highway (Map must be at least 1:200 Scale)	Description	Quantity
			Tables & Chairs (1+4)	
			Portable Railings	
			Umbrellas/Parasols	
4		Description of the nature of the refreshments to be provided		
5		Please give details of any of the following and provide a marked map to identify location: (Map must be at least 1:200 Scale) <i>(please refer to definitions table on page 2)</i>	Sizes	Quantity
			Portable Advertising Board	
			Advertising Equipment	
			Retail Display Equipment	
6		Proposed days & times of operating the highways element of the business you are applying for:	Days of the Week i.e. Mon-Fri, Mon-Sat, Mon-Sun	Times
			Free Standing Tables & Chairs	
			Portable Railings	
			Free Standing Umbrellas/Parasols	



		Advertising Boards		
		Advertising Equipment		
		Retail Display Equipment		
7		Types of Tables, Chairs, Retail Display Equipment, Portable Railings, Umbrellas/Parasols, & Advertising Boards/Equipment to be placed on the Highway (please enclose a photograph of the said structures, along with the person/s who will normally operate the business.		
8		Address of premises used for storage/accommodation of all said structures applied for.		
9		Will you be the sole operator(s) of the Free-Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment?	Yes	No
		If "NO", how often will you operate the above structures?		
10		If you answered "NO" to question 9, please give details of the person(s) who will operate the structures (incl Date of Birth)		
11	a	Do you have Public Liability Insurance in the sum of £10,000,000.00? (absolute minimum £5,000,000.00)	Yes	No
	b	If "YES", please enclose a copy of the Policy		
	c	If "NO", give details of any Public Liability Insurance you presently have and indicate whether you would be willing to obtain £5,000,000.00 Public Liability Insurance. Without the minimum level of Public Liability Insurance, we will not proceed with your application.		
12	a	Are your business/premises registered with Central Bedfordshire Council for food handling purposes?	YES	NO
	b	If "YES", please give date of registration and Registration Reference Number	Date	Reference Number



13	a	Have you ever held a Table & Chairs/Portable A Board consent in Central Bedfordshire/Biggleswade Town Council before?	YES	NO
	b	If the answer to 13(a) is "YES", please give details (e.g. dates, times and areas involved in the business)		
14	a	Have you had a Highways Tables & Chairs business in any other Town/City?	YES	NO
	b	If "YES", please give details including reference number, if applicable, name of authority and dates of consent.		
15		Please give any other details you wish to be considered in respect of your application.		



I/We declare that I am/ we are not under 18 years of age and I/ we clarify that, to the best of my/ our knowledge and belief, the above particulars are correct.

Fee of £..... accompanies this application. (Cheques made payable to Biggleswade Town Council).

Please sign here Date.....

Name (please print)



**PROCEDURE FOR THE GRANT OF A LICENCE FOR THE ERECTION AND USE OF A FACILITY
(Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas
& Advertising Boards/Equipment)
UNDER SECTION 115 (E-K) OF THE HIGHWAYS ACT 1980**

HIGHWAYS ACT 1980

General Information

Biggleswade Town Council under delegated agreement by Central Bedfordshire Council recognises the importance of ensuring that the Licensing of tables and chairs and portable advertising boards on the highway is carefully controlled.

It is particularly important because pedestrians in general can be put at risk if adequate measures are not considered at application or certain conditions are not put in place. Additionally, people with impaired vision, mobility difficulties and pushing prams can be seriously disadvantaged.

Central Bedfordshire Council as the Local Authority has legal powers to grant permission, require payment, set conditions with each application, decline an application and enforce as necessary.

The standard amount being such charges as will reimburse the Council their reasonable expenses in connection with granting the permission.

Legislative Background

Section 115E of the Highways Act 1980 gives the Local Authority the power to grant to a person permission to erect and use a facility (tables and chairs) (portable advertising board) on a walkway.

Section 115F of the Highways Act 1980 gives the Local Authority the power to require the payment of such reasonable charges for the grant of a permission issued under section 115E of the 1980 Act.

Section 115F of the Highways Act 1980 additionally gives the Local Authority the power to impose such conditions as may be necessary.

Section 115G details the consultation process that is required to be undertaken in respect of an application for the grant of a licence under section 115E of the 1980 Act.

Schedule 4 of the Local Government (Miscellaneous provisions) Act 1982 (the Act) gives Councils the power (but no duty) to designate specific areas within their administrative boundaries as either:

A prohibited street – A street in which street trading is prohibited.

A licence street – A street in which street trading is prohibited without a licence granted by the council.

A consent street – A street in which street trading is prohibited without the consent of the council.

Street trading is defined as 'selling, exposing or offering for sale any article (including a living thing) in a street.'

The term 'street' includes 'any road, footway, beach or other area to which the public have access without payment'. Any person street trading without a valid Consent commits a criminal offence.

Central Bedfordshire Council has designated all streets within its authority as Consent Streets, with the exception of a few streets, which will be Prohibited streets on safety grounds. A list of these are available on request.



The fact that a trader has a licence to have **Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment** outside his business or lease to occupy the land, or has some other form of consent e.g. planning consent or a licence under the Licencing Act 2003, will not override the requirement to obtain a Consent where the trading amounts to street trading.

It will also not remove the obligation, on the café/restaurant, to comply with any other legal requirements e.g. holding a current food hygiene certificates nor override the duty to comply with the general law concerning e.g. trespass (the landowner's permission to occupy the land must be obtained), highways, planning, licencing, health and safety, nuisance, waste disposal requirements, etc.

The presence of the equipment must not be erected or positioned in such a manner as to:

- (a) Impede the safe passage of vehicles, cyclists or pedestrians along the public highway
- (b) Prevent access to bus stops, taxi ranks or other frontages
- (c) Cover any signs or markings relevant to the highway
- (d) Obscure any signs especially on or near junctions
- (e) Obscure the visibility of highway users on or near junctions
- (f) Prevent access to any service covers or apparatus
- (g) Be placed on or near to tactile paving and dropped kerbs (used for access)
- (h) Be permanent fixtures or involve excavation of, or fixing to, the highway, which must be left entirely undisturbed.

The Council reserves the right to alter, amend or revoke these conditions at any time during the Licence Period.

"The Licensee shall indemnify the council and keep it indemnified from and against all liabilities arising directly out of or in connection with the placing of [] on the public highway by the Licensee".

Exemptions

The following are exempt for the purposes of this policy:

- A) Placing of tables and chairs in a market or fair the right to hold which was acquired by virtue of a grant (including a presumed grant) or acquired or established by virtue of an enactment or order.
- B) Placing of tables and chairs in a trunk road picnic area provided by the Secretary of State under section 112 of the Highways Act 1980.
- C) The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway.
- D) The operation of facilities for the recreation or refreshment under Part VIIA of the Highways Act 1980.
- E) The doing of anything authorised by regulations made under section 5 of the Police, factories etc. (Miscellaneous Provisions) Act 1916.



Equal Opportunities Statement

Central Bedfordshire Council is committed to promoting equality, equal opportunities and eradicating racism in the workplace by removing direct and indirect discrimination on the grounds of:

- Age
- Gender or transgender identity
- Race, colour, national or ethnic origin
- Disability
- Religious belief, non-belief, or other belief
- Sexual orientation

Size and Layout

All applications for the grant of licence for **Free Standing Tables, Chairs, Retail Display Equipment, Portable Railings/Umbrellas & Advertising Boards/Equipment** should relate to an existing café, public house, catering establishment or other business.

The layout of the tables, chairs, access points and means of enclosure needs to be considered and should not normally extend beyond the frontage of its own premises. Waist high posts and ropes, solid elements near to ground level which are detectable by a stick, are suggestions as one method to give clear warning to all.

It is important that the layout of these areas does not provide any obstructions or inconvenience to customers with disabilities and particularly that space is left between tables and chairs for wheelchair access. This should be ideally 2m, with a minimum of 1.8m.

Emergency exits from the premises or adjacent buildings must not be obstructed by the placing of the tables and chairs.

If toilet facilities do not meet the requirements necessary for wheelchair access, then this must be made clear and a sign displayed so people are made fully aware.

Any licence granted will include a plan showing the agreed dimensions and layout of the tables and chairs and must be available at the premises for inspection on request.

Furniture

Reasonable quality seating and tables are expected. A mixture of furniture is not recommended and would normally be rejected as a proposal as uniformity is essential in maintaining a pleasant streetscape.

The materials and colours should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use, both for dining and navigation, this should also be considered for buggies and prams.

The use of umbrellas/parasols, if proposed should be considered as part of the overall design along with their locations, material and colour.

In areas that are particularly plagued with birds then the use of umbrellas or another form of over may be essential for the licence to be granted.



All parasols or any other form of covering should be positioned so it will not overhang the agreed boundary as this could cause danger to passing pedestrians.

Consultation

As part of an application for the grant of licence for tables and chairs, Umbrellas & parasols or Free-standing railings, officers from Biggleswade Town Council will undertake the following consultation:

- Public notice placed in local newspaper
- Notice prominently displayed in vicinity of premises or site
- Consultation letters sent to occupiers/users of premises that might be materially affected by the granting of the licence.
- Biggleswade Town Council – Town Centre Management Committee
- Biggleswade Town Council – Full Council
- Central Bedfordshire – Food safety team (in respect of food hygiene matters where applicable)
- Bedfordshire Emergency Services (Police, Fire and Rescue Service)

And a period of 21 days will be allowed for those consulted to respond and for any comments to be taken into consideration before deciding the application.

No consultation will be required for Portable Advertising Boards/Equipment or Retail Display Equipment, however, selective consultation and advice with the Town Centre Operations Manager will be sought and taken into consideration on the final decision.

Please note the Planning Regulations when considering the type of banner that may be used at your tables and chairs and/or Portable Advertising Board establishment.

<http://www.communities.gov.uk/publications/planningandbuilding/outdooradvertisements>

New Application

Any person wishing to apply for the grant of a licence tables and chairs must submit a completed application form to:

Town Clerk
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Bedfordshire
SG18 8DL

town.clerk@biggleswadetowncouncil.gov.uk

Each completed application must be accompanied by:

- The fee
- A copy of a map of at least 1:200 scale, clearly marked in red to identify the proposed site boundary.
- Confirmation that adequate levels of third party and public liability insurance (minimum £5 million) is or will be in place during the licence period.



On receipt of the completed application form, an acknowledgement will be sent to applicant.

An officer may visit the applicant and inspect the premises which the applicant intends to place his tables and chairs.

Fees and Costs Associated with Each Application

The fee for the grant of a licence is made up of two parts:

Annual Licence Fee (Part A)

Part A – A standard fee based on the number of tables and chairs or portable advertising boards being applied for, and represents the reasonable annual charge required for the annual administration and enforcement of the licence.

'A' Board/Advertising Equipment	£50.00
Retail Display Equipment	£50.00
Portable Railings/Umbrella	£50.00
Up to 10 tables	£250
Over 10 tables	To be agreed with the Town Council
Other use of public highway	To be agreed with the Town Council

Application for Licence (Part B)

Part B – A supplementary charge is made to cover the reasonable costs of the consultation process that has to be undertaken in respect of a new application.

'A' Board/Advertising Equipment	£30.00
Retail Display Equipment	£30.00
Portable Railings/Umbrella	£30.00
Up to 10 tables	£60.00
Over 10 tables	By agreement with the Town Council
Other use of public highway	By agreement with the Town Council

Renewal of Licence

There is a standard renewal fee based on the number of tables and chairs covered by the licence.

All renewal charges are the same as in **Part A**.

Variation of a Licence

There are two standard variation fees. One for applications where there is no requirement for consultation and the other where the nature of the variation means that a consultation exercise is required.

No consultation required = £0.00



Consultation required = £20.00

General

All fee levels are set in accordance with the provisions of Section 115 of the Highway Act 1980 and Biggleswade Town Council's Charging Policy.

Fee levels will be reviewed on an annual basis.

Determining the Application

The Council will normally seek to grant a licence for tables and chairs, unless in its opinion:

- There would be a significant effect on road safety from the sitting of tables and chairs
- There are concerns over the recorded level of personal injury accidents in the vicinity of the premises
- There would be a significant effect on the road safety from the siting of tables and chairs
- There would be a significant loss of amenity caused by traffic, noise, rubbish, possible vermin infestation, odour or fumes
- There is already adequate provision in the vicinity of the premise
- The placing of tables and chairs obstructs either pedestrian or vehicular access, or places pedestrians in danger
- The placing of tables and chairs obstructs the safe passage of users of the footway ensuring a minimum available footway width of 1.2m after placing of the tables and chairs
- Adverse comments have been received as part of the consultation process
- Agreement cannot be reached between Biggleswade Town Council and the applicant as to the position, size or method of demarcation of the licenced area or the number of tables and chairs to be sited within the licenced area.
- A relevant objection has been received to the granting of the licence

Should an application be considered for refusal, there is no automatic right to appeal, however, the applicant will be given an opportunity to make representation in writing to Biggleswade Town Council.

Conditions

The following conditions will be applied to every licence granted under the above Act:

This licence is granted in accordance with compliance with the advice given in the guidance notes issued at the time of application.



The tables and chairs placed on the highway after the granting of a licence must be in accordance with the details and plans provided at the time of the application, No charges are permitted without prior approval of the Council.

All tables and chairs authorised by the licence must be removed by midnight on the day the licence expires unless a renewal licence has been applied for and granted. Renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.

The Licensee shall maintain a public liability insurance policy up to the value of £10 million (minimum £5 million) against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common law in respect of the placing and maintain of the tables and chairs on the highway or their removal there from.

The Licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times. Under your duty of care you must ensure that any waste produced is handled safely and in accordance with the law. You must keep all waste safe, prevent it from escaping from your control and ensure that it is only handled or dealt with by persons that are authorised to deal with it.

The Licensee may be suspended where necessary to allow highway maintenance and any other necessary remedial work to be carried out at the location covered by the licence. A reasonable period of notice will be given to the licensee where possible. The Council will not be liable for any loss of earnings arising out of suspension of a licence.

Any umbrellas provided must not protrude beyond the designated boundary of the licence area. They shall be kept in good condition so as not to detract from the appearance of the street.

The placing of speakers or any other equipment for the amplification of music within the licenced area is strictly prohibited unless authorised by a premise licence issued under the Licensing Act 2003. Any such authorised music must not cause a nuisance or annoyance to others.

Any sales of alcohol within the licenced area must be authorised by a premise licence issued under the Licensing Act 2003. Areas of alcohol consumption only must be included on the premise licence.

Any material alteration to the Means of Escape, which affects people using the Means of Escape, inside or in the immediate vicinity outside the premises must not be recorded in the premises' Fire Risk Assessment as a significant finding. Control measures should be put in place to reduce risk within the area as well as recording them. A review of the hazards and risks should be ongoing throughout the period the premises are in use.

Facilities provided in accordance with the licence are for seated customers only. Vertical consumption of food and drink is prohibited and the designated area must be used solely for the purpose of consumption of refreshments.

No additional charge shall be made to customers for the use of the tables and chairs within the licenced area.

The licensee may only use the land for the placing of tables and chairs in the course of his business only during the hours permitted by the licence and only within the defined area applied for.

The use of the land is personal to the licensee only.

The licensee may only use the land for the purpose of consuming refreshments in connection with the business only and not for any other purpose whatsoever.

No tables and chairs or barriers may be placed in the area until a licence has been granted.



No other items may be placed on the highway within the licenced area other than that approved in accordance with the application and the licence when granted.

The licence is granted for a period of 12 months. This licence will not be renewed automatically. Compliance with the terms of conditions of any previous licence will be taken into account at any application for renewal. The Council reserves the right to refuse renewal applications where appropriate.

The licensee is responsible for carrying out the reinstatement of the highway in the event of any damage to the highway occurring as a result of the activity. The permanent surface reinstatement shall be carried out to the satisfaction of the Council.

The licence is issued to the applicant only and is not transferable.

These conditions may be varied where appropriate to reflect any changes in local circumstances.

The fee is for the administration and grant of the licence. No refunds will be made in the event of a surrender of the licence before expiry.

Enforcement

Failure to obtain an appropriate licence or failure to comply with the conditions attached to a licence under Section 115E of this Act may result in a notice being served on the licensee requiring him to take steps to remedy the breach as soon as practical but with 7 days of the notice.

Bill Grimsey's Visit to Biggleswade 6th February 2019 – Notes

Key Objective:

Build a forward vision for the future – be ambitious. Include long term vision to 20 years ahead.

Ideas:

- Build complete retail experience
- Increasing desire/demand for Fresh Food outlets
- Increasing need for Electric Vehicle Charging Points (EVCP)
- Trend moving from traditional retail to café culture
- Events draw visitors and add to their experience
- Technology will advance to change retail experience and offer

Observations;

- Lack of green space in Town Centre – need to clear sites to create green space to add to leisure experience.
- Empty/struggling buildings on periphery of town centre to return to residential, focusing retail/service offer in heart of town centre.
- library / tech centre / town centre hub
- Empty Banks (NatWest/HSBC): repurpose for residential and use as markers for extent of formal town centre.
- Aldi plus derelict site: Demolish and use site for health service hub plus accessible town centre accommodation for elderly
- Town Centre Signage: need good signage and waymarking to bring visitors in and direct them to key points.
- Events: Must have events!
- Parking: Recommend 2-hour free parking (need to look at complete offer - note 2-hour free off-street parking works in conjunction with 30 minutes on street parking).
- Electric vehicles: Provide EVCPs to encourage these drivers into town centre.
- WIFI: Free WIFI to encourage visitors to stay in town centre, engage with businesses.

Data

- Need to understand demographic needs
- What makes people come into Biggleswade or go elsewhere?
- Provide online/ecommerce offer to independent town centre traders
- Employ Business Development Officer or Team to develop commercial interest in town centre
- Consider health needs – bring health services and elderly people's accommodation into town centre
- Consider young mums – big consumers! Need pram friendly access and breast-feeding locations
- Need survey of shops, businesses, ownership
- Need data for evidence when developing future and bidding for funds
- Acquire big data from ONS and commercial stats (e.g. from eBay, etc via CBC)
- Use software, e.g. Mosaic tool BUT need a capable person to extract and analyse

- Get up to date data and review regularly
- Need to interpret in conjunction with local knowledge

Marketing

- Tell the story of Biggleswade – Ivel Bicycle etc
- Publish regular news stories about individual businesses

Energy

- Electric Vehicle Charging Points (EVCP)
- Sustainable energy
- Green
- Younger consumers more sensitive to sustainable issues

This has been brought to the Town Centre Management Meeting (19/02/2019) for consideration of becoming official members of the National Association of British Market Authorities (NABMA)

For over 100 years NABMA has served the interests of its members and in recent years it has increased its profile, particularly on the national stage by working with Government to secure recognition for markets in a number of major policy areas.

In particular NABMA has secured a reference to markets in the Government's Planning Policy Framework and also secured major recognition for markets in the

Mary Portas report which led to the Love Your Local Market Campaign. Such has been the success of Love Your Local Market that it has become the single biggest market event ever promoted.

While working on the national stage, NABMA also cooperates with other organisations which play an important role in securing the future of markets.

NABMA is a special interest group within the Local Government Association and works closely with the Association of Town Centre Management, National Market Traders Federation, and the National Association of Local Councils, to share agendas and develop partnership working.

NABMA has worked hard to improve the quality of member services and our priority is to raise the standards in markets management. With this in mind NABMA, in partnership with the Institute of Place Management and Manchester Metropolitan University, has launched the Diploma in Markets Administration. This gives Market Officers the opportunity of having an accredited and professional qualification that can provide a background in the essential elements of markets administration.

The work of NABMA is underpinned by a structure which provides for a Service Level Agreement with Oswestry Town Council. This SLA provides administrative and financial support and also a base for NABMA. NABMA's Officers work on a consultancy basis and the Officer Team is headed by a Chief Executive, supplemented by other Officers who operate in policy and training areas.

NABMA is primarily a local authority based organisation but we welcome membership applications from private and commercial operators and local and community groups together with organisations seeking to establish markets.

The scale of membership subscriptions set out below reflect local authority rates but private, commercial, local and community organisations should refer to the information below the subscription bandings to determine the appropriate rate for them.

Membership Fees

Unitary/Metropolitan Authorities – £795.00 + VAT

District Councils – £636.00 + VAT

Town & Parish Councils – £318.00 + VAT (Biggleswade Town Council falls in this category)

Private market operators will pay the appropriate fee, based on the above subscription bandings, depending on the size of the company's operation. If the operation involves more than 200 stalls then it will come into the Unitary/Metropolitan banding, if more than 100 stalls it will come into the District Council banding and anything under that will comprise the Town and Parish Councils banding.

Other organisations running markets, such as social enterprise groups, traders co-operatives, or interested parties will be entitled to apply for membership at the Town and Parish Council subscription rate.

As a NABMA Member, you will receive exclusive access to all our documentation including:

Data Protection & GDPR	Diagnostic Health Check Tool
Trading Standards & Manchester Markets	Traders Safety Plan
Market Licence	Bomb & Evacuation
Incident Reporting Form	Officers & Property Management
Fire Risk	Digital High Street Reports

Toolkits	Good Practice
Getting Started	Performance Templates
A Modern Markets Rights Policy	Balance of Trade
Market Code of Conduct	Casual Trader
Trader Applications	Trader Holiday Form
Termination Form	Lease Agreement
Tenancy at Will	Rules for a Stall Licence
The Great British Market Awards	Markets Licensing
Consumer Rights Act	Market Byelaws
Trader Registration Categories	Temporary Traffic Regulation Order
Trader Rent Negotiations	Markets User Survey
Cash Collection Procedure	Event Management Plan
Market Non User Survey	Market Awards Booklet
Supporting Market Operators	

TCM 19/02/2019
Items for Consideration
Item 11f Car Park Usage

Biggleswade Town Council

Car Park Usage - Pay and Display Tickets Issued
1/8/18 to 31/01/19

TOTALS	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
	1	2	3	4	5+6	7		
Income	Days	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	27	£ 350.55	£ 571.10	£ 416.40	£ 852.50	£ 1,734.60	£ -	£ 3,925.15
Sept	25	£ 328.60	£ 608.70	£ 293.30	£ 825.60	£ 1,666.25	£ -	£ 3,722.45
Oct	27	£ 333.60	£ 627.65	£ 301.20	£ 811.00	£ 1,796.05	£ -	£ 3,869.50
Nov	26	£ 393.55	£ 643.60	£ 244.35	£ 850.40	£ 1,811.25	£ -	£ 3,943.15
Dec*	23	£ 447.90	£ 633.80	£ 238.10	£ 815.45	£ 1,797.30	£ -	£ 3,932.55
Jan	25	£ 369.60	£ 624.30	£ 232.20	£ 863.20	£ 1,523.45	£ -	£ 3,612.75
Feb								
Mar								
Totals	153	£ 2,223.80	£ 3,709.15	£ 1,725.55	£ 5,018.15	£ 10,328.90	£ -	£ 23,005.55

Daily Average Income	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
Aug	27	£ 12.98	£ 21.15	£ 15.42	£ 31.57	£ 64.24	£ -	£ 145.38
Sept	25	£ 13.14	£ 24.35	£ 11.73	£ 33.02	£ 66.65	£ -	£ 148.90
Oct	27	£ 12.36	£ 23.25	£ 11.16	£ 30.04	£ 66.52	£ -	£ 143.31
Nov	26	£ 15.14	£ 24.75	£ 9.40	£ 32.71	£ 69.66	£ -	£ 151.66
Dec	23	£ 19.47	£ 27.56	£ 10.35	£ 35.45	£ 78.14	£ -	£ 170.98
Jan	25	£ 14.78	£ 24.97	£ 9.29	£ 34.53	£ 60.94	£ -	£ 144.51
Feb								
Mar								
Daily Average	153	£ 14.53	£ 24.24	£ 11.28	£ 32.80	£ 67.51	£ -	£ 150.36

Transactions	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
Aug	27	590	880	761	2,545	1,382	2,193	8,351
Sept	25	689	1,034	694	2,884	1,667	2,540	9,508
Oct	27	772	1,089	758	3,328	1,728	2,743	10,418
Nov	26	705	1,104	611	3,287	1,879	2,230	9,816
Dec	23	869	1,142	583	2,678	1,719	2,754	9,745
Jan	25	741	1,051	676	3,340	1,507	2,655	9,970
Feb								
Mar								
Totals	153	4,366	6,300	4,083	18,062	9,882	15,115	57,808

Daily Average Transactions	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
Aug	27	21.9	32.6	28.2	94.3	51.2	81.2	309.3
Sept	25	27.6	41.4	27.8	115.4	66.7	101.6	380.3
Oct	27	28.6	40.3	28.1	123.3	64.0	101.6	385.9
Nov	26	27.1	42.5	23.5	126.4	72.3	85.8	377.5
Dec	23	37.8	49.7	25.3	116.4	74.7	119.7	423.7
Jan	25	29.6	42.0	27.0	133.6	60.3	106.2	398.8
Feb								
Mar								
Daily Average	153	28.5	41.2	26.7	118.1	64.6	98.8	377.8

Total Stay Duration	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
Aug	27	2374	3056	2020	4405	5145	2794	19,794
Sept	25	2934	3902	1419	4698	4843	3209	21,005
Oct	27	2667	4000	2316	5049	5249	3416	22,697
Nov	26	2205	3754	1157	4740	5208	2423	19,487
Dec	23	2534	3706	1689	4577	5535	3000	21,041
Jan	25	2475	3464	1590	5038	4875	2830	20,272
Feb								
Mar								
Totals	153	15,189	21,882	10,191	28,507	30,855	17,672	124,296

Daily Average Total Stay Duration	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All	
Aug	27	88	113	75	163	191	103	733
Sept	25	117	156	57	188	194	128	840
Oct	27	99	148	86	187	194	127	841
Nov	26	85	144	45	182	200	93	750
Dec	23	110	161	73	199	241	130	915
Jan	25	99	139	64	202	195	113	811
Feb								
Mar								
Daily Average	153	99	143	67	186	202	116	812

Daily Average is by chargeable days each month
Income includes VAT

Permit Adjustment	1	2	3	4	5+6	7	All	
Spaces	19	37	59	31	143	16	305	
Permits	15/01/2019	0	8	14	0	117	0	139
Factor	50%	0	4	7	0	58.5	0	69.5
Available Spaces	19	33	52	31	84.5	16	235.5	

PER SPACE	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Income per space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	£ 18.45	£ 17.31	£ 8.01	£ 27.50	£ 20.53	£ -	£ 16.67
Sept	£ 17.29	£ 18.45	£ 5.64	£ 26.63	£ 19.72	£ -	£ 15.81
Oct	£ 17.56	£ 19.02	£ 5.79	£ 26.16	£ 21.26	£ -	£ 16.43
Nov	£ 20.71	£ 19.50	£ 4.70	£ 27.43	£ 21.43	£ -	£ 16.74
Dec	£ 23.57	£ 19.21	£ 4.58	£ 26.30	£ 21.27	£ -	£ 16.70
Jan	£ 19.45	£ 18.92	£ 4.47	£ 27.85	£ 18.03	£ -	£ 15.34
Feb							
Mar							
Totals	£ 117.04	£ 112.40	£ 33.18	£ 161.88	£ 122.24	£ -	£ 97.69

Daily Avg Income/space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	£ 0.68	£ 0.64	£ 0.30	£ 1.02	£ 0.76	£ -	£ 0.62
Sept	£ 0.69	£ 0.74	£ 0.23	£ 1.07	£ 0.79	£ -	£ 0.63
Oct	£ 0.65	£ 0.70	£ 0.21	£ 0.97	£ 0.79	£ -	£ 0.61
Nov	£ 0.80	£ 0.75	£ 0.18	£ 1.06	£ 0.82	£ -	£ 0.64
Dec	£ 1.02	£ 0.84	£ 0.20	£ 1.14	£ 0.92	£ -	£ 0.73
Jan	£ 0.78	£ 0.76	£ 0.18	£ 1.11	£ 0.72	£ -	£ 0.61
Feb							
Mar							
Daily Avg/space	£ 0.76	£ 0.73	£ 0.22	£ 1.06	£ 0.80	£ 0.00	£ 0.64

Transactions/space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	31.1	26.7	14.6	82.1	16.4	137.1	35.5
Sept	36.3	31.3	13.3	93.0	19.7	158.8	40.4
Oct	40.6	33.0	14.6	107.4	20.4	171.4	44.2
Nov	37.1	33.5	11.8	106.0	22.2	139.4	41.7
Dec	45.7	34.6	11.2	86.4	20.3	172.1	41.4
Jan	39.0	31.8	13.0	107.7	17.8	165.9	42.3
Feb							
Mar							
Totals	229.8	190.9	78.5	582.6	116.9	944.7	245.5

Daily Avg Tran's/space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	1.15	0.99	0.54	3.04	0.61	5.08	1.31
Sept	1.45	1.25	0.53	3.72	0.79	6.35	1.61
Oct	1.50	1.22	0.54	3.98	0.76	6.35	1.64
Nov	1.43	1.29	0.45	4.08	0.86	5.36	1.60
Dec	1.99	1.50	0.49	3.76	0.88	7.48	1.80
Jan	1.56	1.27	0.52	4.31	0.71	6.64	1.69
Feb							
Mar							
Daily Avg/space	1.50	1.25	0.51	3.81	0.76	6.17	1.60

Total Stay Dur'n/space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	124.9	92.6	38.8	142.1	60.9	174.6	84.1
Sept	154.4	118.2	27.3	151.5	57.3	200.6	89.2
Oct	140.4	121.2	44.5	162.9	62.1	213.5	96.4
Nov	116.1	113.8	22.3	152.9	61.6	151.4	82.7
Dec	133.4	112.3	32.5	147.6	65.5	187.5	89.3
Jan	130.3	105.0	30.6	162.5	57.7	176.9	86.1
Feb							
Mar							
Totals	799.4	663.1	196.0	919.6	365.1	1104.5	527.8

Daily Avg Total Stay Dur'n/space	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Aug	4.63	3.43	1.44	5.26	2.26	6.47	3.11
Sept	6.18	4.73	1.09	6.06	2.29	8.02	3.57
Oct	5.20	4.49	1.65	6.03	2.30	7.91	3.57
Nov	4.46	4.38	0.86	5.88	2.37	5.82	3.18
Dec	5.80	4.88	1.41	6.42	2.85	8.15	3.88
Jan	5.21	4.20	1.22	6.50	2.31	7.08	3.44
Feb							
Mar							
Daily Avg/space	5.2	4.3	1.3	6.0	2.4	7.2	3.4

Permit Factor adjusts proportion of permit holders that are expected to occupy available spaces

Car Park Usage - Pay and Display Tickets Issued

Item 7f Car Park Data from 01/08/2018 - 31/01/2019

1/8/18 to 31/01/19

Payment Means

Income						
	Contactless	Chip & Pin	Coin	Free	Total	
Aug-18	£ 632.00	£ 427.50	£ 2,865.65	£ -	£ 3,925.15	
Sep-18	£ 659.50	£ 259.00	£ 2,803.95	£ -	£ 3,722.45	
Oct-18	£ 900.50	£ 288.50	£ 2,680.50	£ -	£ 3,869.50	
Nov-18	£ 889.50	£ 364.00	£ 2,689.65	£ -	£ 3,943.15	
Dec-18	£ 868.50	£ 289.50	£ 2,774.55	£ -	£ 3,932.55	
Jan-19	£ 868.00	£ 292.00	£ 2,452.75	£ -	£ 3,612.75	
Feb-19						
Mar-19						
Totals	£ 4,818.00	£ 1,920.50	£ 16,267.05	£ -	£ 23,005.55	

Transactions					
	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	367	235	1922	5827	8351
Sep-18	382	148	1886	7092	9508
Oct-18	517	160	1783	7958	10418
Nov-18	513	208	1814	7281	9816
Dec-18	509	169	1924	7143	9745
Jan-19	508	167	1712	7583	9970
Feb-19					
Mar-19					
Totals	2796	1087	11041	42884	57808

Stay Duration					
	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	1584	1120	7284	9809	19797
Sep-18	1769	538	7026	11573	20906
Oct-18	2377	746	6640	12935	22698
Nov-18	2192	897	6738	9660	19487
Dec-18	2404	798	7227	10612	21041
Jan-19	2341	774	6355	10803	20273
Feb-19					
Mar-19					
Totals	12667	4873	41270	65392	124202

% Income By Payment Mean					
	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	16.1%	10.9%	73.0%	0.0%	100%
Sep-18	17.7%	7.0%	75.3%	0.0%	100%
Oct-18	23.3%	7.5%	69.3%	0.0%	100%
Nov-18	22.6%	9.2%	68.2%	0.0%	100%
Dec-18	22.1%	7.4%	70.6%	0.0%	100%
Jan-19	24.0%	8.1%	67.9%	0.0%	100%
Feb-19					
Mar-19					
Average	20.9%	8.3%	70.7%	0.0%	100%

% Transactions By Payment Mean					
	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	4.4%	2.8%	23.0%	69.8%	100%
Sep-18	4.0%	1.6%	19.8%	74.6%	100%
Oct-18	5.0%	1.5%	17.1%	76.4%	100%
Nov-18	5.2%	2.1%	18.5%	74.2%	100%
Dec-18	5.2%	1.7%	19.7%	73.3%	100%
Jan-19	5.1%	1.7%	17.2%	76.1%	100%
Feb-19					
Mar-19					
Average	4.8%	1.9%	19.1%	74.2%	100%

% Stay Duration By Payment Mean					
	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	8.0%	5.7%	36.8%	49.5%	100%
Sep-18	8.5%	2.6%	33.6%	55.4%	100%
Oct-18	10.5%	3.3%	29.3%	57.0%	100%
Nov-18	11.2%	4.6%	34.6%	49.6%	100%
Dec-18	11.4%	3.8%	34.3%	50.4%	100%
Jan-19	11.5%	3.8%	31.3%	53.3%	100%
Feb-19					
Mar-19					
Average	10.2%	3.9%	33.2%	52.6%	100%

Car Park Usage - Pay and Display Tickets Issued
1/8/18 to 31/01/19Item 7f Car Park Data from
01/08/2018 - 31/01/2019

SPACES	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Spaces		19	37	59	31	143	305
Permits in Use	15/01/2019	0	8	14	0	117	139
Permit Factor	50%	0	4	7	0	58.5	69.5
Available Spaces		19	33	52	31	84.5	235.5

Permit Factor adjusts proportion of permit holders that are expected to occupy available spaces

Available Spaces represents the number of spaces not expected to be occupied by permit holders

TRANSACTIONS	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Transactions							
Aug		590	880	761	2,545	1,382	8,351
Sept		689	1,034	694	2,884	1,667	9,508
Oct		772	1,089	758	3,328	1,728	10,418
Nov		705	1,104	611	3,287	1,879	9,816
Dec		869	1,142	583	2,678	1,719	9,745
Jan		741	1,051	676	3,340	1,507	9,970
Daily Average Transactions							
Aug		21.9	32.6	28.2	94.3	51.2	309.3
Sept		27.6	41.4	27.8	115.4	66.7	380.3
Oct		28.6	40.3	28.1	123.3	64.0	385.9
Nov		27.1	42.5	23.5	126.4	72.3	377.5
Dec		37.8	49.7	25.3	116.4	74.7	423.7
Jan		29.6	42.0	27.0	133.6	60.3	398.8

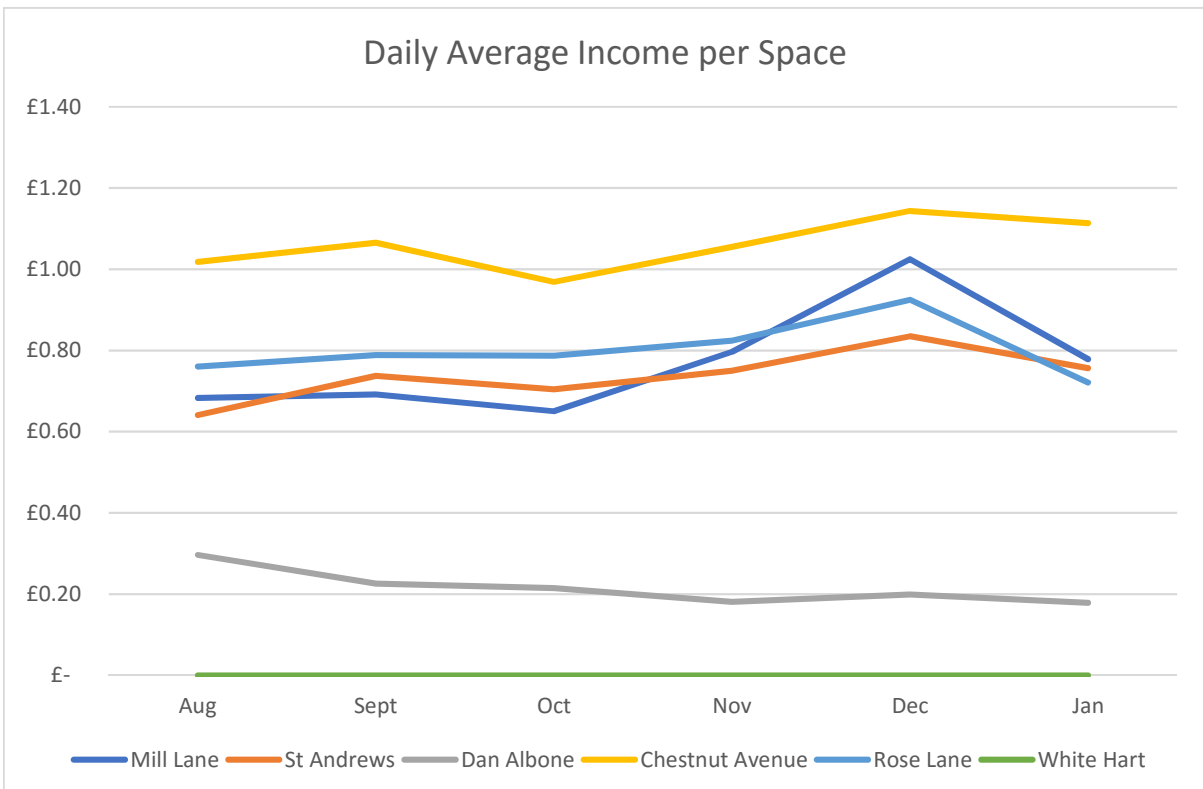
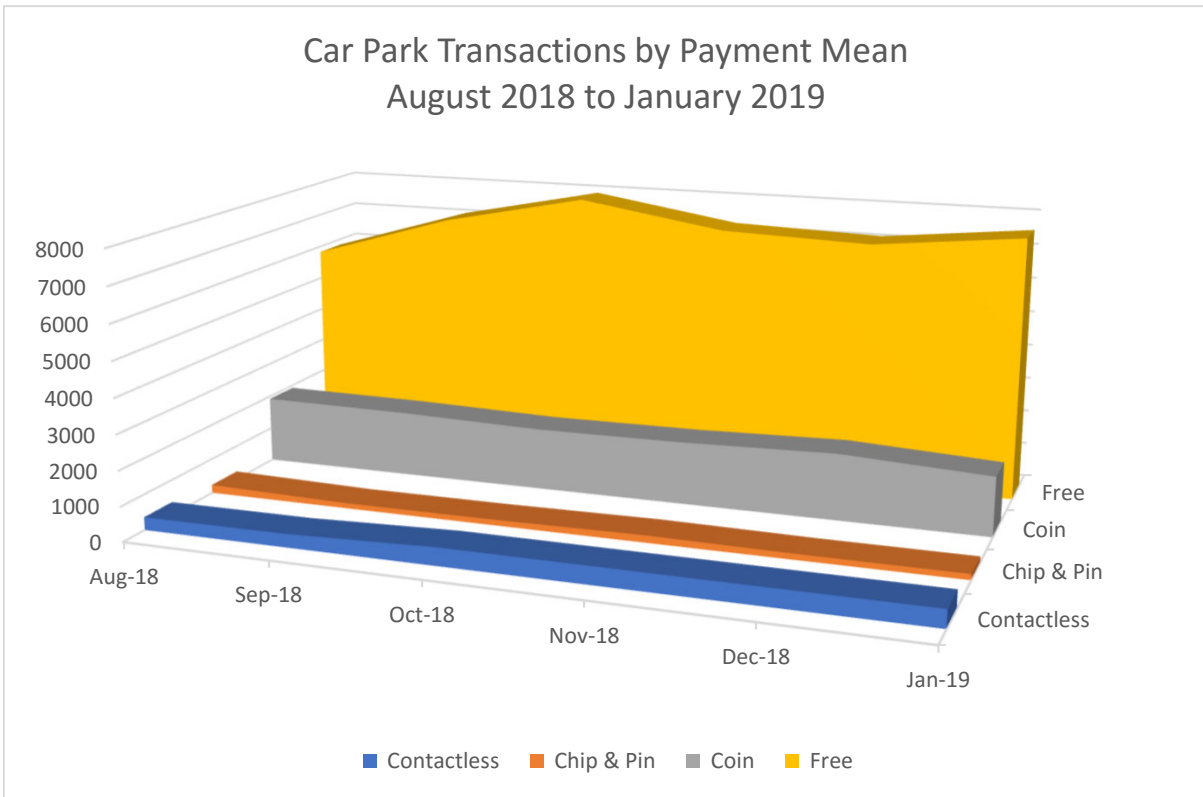
Daily Average is by chargeable days each month

PER SPACE	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Monthly Transactions/space							
Aug		31.1	26.7	14.6	82.1	16.4	35.5
Sept		36.3	31.3	13.3	93.0	19.7	40.4
Oct		40.6	33.0	14.6	107.4	20.4	44.2
Nov		37.1	33.5	11.8	106.0	22.2	41.7
Dec		45.7	34.6	11.2	86.4	20.3	41.4
Jan		39.0	31.8	13.0	107.7	17.8	42.3
Daily Avg Tran's/space							
Aug		1.15	0.99	0.54	3.04	0.61	1.31
Sept		1.45	1.25	0.53	3.72	0.79	1.61
Oct		1.50	1.22	0.54	3.98	0.76	1.64
Nov		1.43	1.29	0.45	4.08	0.86	1.60
Dec		1.99	1.50	0.49	3.76	0.88	1.80
Jan		1.56	1.27	0.52	4.31	0.71	1.69

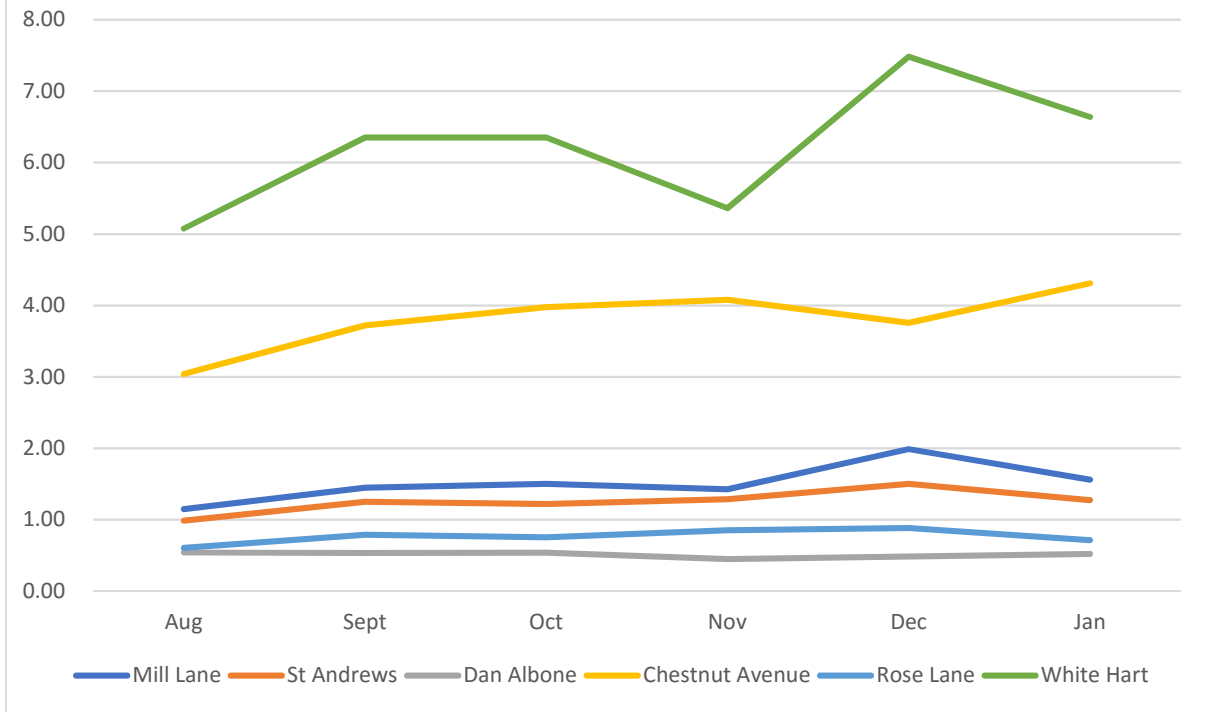
TRANSACTIONS BY PAYMENT MEAN INCLUDING FREE TICKETS

Transactions	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	367	235	1,922	5,827	8,351
Sep-18	382	148	1,886	7,092	9,508
Oct-18	517	160	1,783	7,958	10,418
Nov-18	513	208	1,814	7,281	9,816
Dec-18	509	169	1,924	7,143	9,745
Jan-19	508	167	1,712	7,583	9,970
	2,796	1,087	11,041	42,884	57,808

% Transactions By Payment Mean	Contactless	Chip & Pin	Coin	Free	Total
Aug-18	4.4%	2.8%	23.0%	69.8%	100%
Sep-18	4.0%	1.6%	19.8%	74.6%	100%
Oct-18	5.0%	1.5%	17.1%	76.4%	100%
Nov-18	5.2%	2.1%	18.5%	74.2%	100%
Dec-18	5.2%	1.7%	19.7%	73.3%	100%
Jan-19	5.1%	1.7%	17.2%	76.1%	100%
	4.8%	1.9%	19.1%	74.2%	100.0%



Daily Average Transactions per Space



Daily Average Total Stay per Space (Hours)

