



Ref: Agenda/TCM-21082018

16 August 2018

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the **Town Centre Management Committee** that will take place on **Tuesday 21st August 2018**, 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

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Central Bedfordshire Council County Library, Biggleswade
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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 H Ramsay
Cllr F Foster
Cllr M North
Cllr S Patel
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. **MINUTES OF MEETINGS**

- a. For Members to receive the minutes of the Town Centre Management meeting held on Tuesday 5 June 2018 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. **MATTERS ARISING**

- a. Matters arising from the minutes of the Town Centre Management meeting held on Tuesday 5 June 2018.

6. **ITEMS FOR CONSIDERATION**

- a. There are no items for consideration.

7. **ITEMS FOR INFORMATION**

a. **A Boards**

At the Town Centre Management meeting 5th June 2018,

It was **RESOLVED** that a Working Group will meet to review the A Board policy document on 28 June 2018 at 2.00pm. Members of the Working Group were: Cllr M Russell, Cllr F Foster, Cllr M Foster, Cllr B Briars and Cllr G Fage.

The document has been reviewed, further work on the document is required, it was agreed that implementation of the policy should wait until the The Town Centre Operations Manager has been appointed.

b. **Deliveries to Wetherspoons**

At the Town Centre Management meeting 5th June 2018 Members agreed that although it was easier for kegs to be delivered at the front, the other many deliveries should use the Church Street entrance to help alleviate the hold up of traffic in the High Street. The Town Clerk will take this back to CBC.

This matter has been reported back to CBC.

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.

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

9. **EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

10a Parking Matters - Street Lights Upgrade – Market Layout and Management

10b Street Lighting upgrade

10c Market Layout and Management

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 05 JUNE 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 S Patel
Cllr H Ramsay
Cllr M Russell (Vice Chairman)
Cllr D Strachan

Mr R McGregor, Town Clerk
Mr M Thorn, Deputy Town Clerk
Mrs J Durn, Meeting Administrator

Members of Public – 38, including one member of staff

1. APOLOGIES FOR ABSENCE

Cllr M North

ABSENT

Cllr P Sheldon

2. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – None
- (b)** Non-Pecuniary interests in any agenda item – Cllr G Fage - item 6a, Cllr S Patel – item 7c.

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.

There were many comments from members of the public regarding Agenda item 6a: Car Parking Management. These comments have been noted and this issue will be brought to the next Council Meeting on Tuesday 12 May for further discussion.

4. MINUTES OF MEETINGS

- a.** Members received and approved the Minutes of the Town Centre Management meeting held on 20 February 2018 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 20 February 2018.

There were no matters arising.

6. **ITEMS FOR CONSIDERATION**

a. **Car Parking Management**

Having declared a non-pecuniary interest, Cllr Fage left the meeting during this discussion and returned after the resolution had been made.

Members felt that in the light of public comment there was a need to reconsider the fees. The public comments have all been noted and will be brought to full Council for further discussion on 12 June 2018, when we will then be in a position to discuss implementation.

It was **RESOLVED** to defer this item to the Council Meeting on 12 July 2018.

7. **ITEMS FOR INFORMATION**

Street Lights Upgrade and Maintenance

Cllr Watkins reported that CBC are keen to work with BTC to get the works cleared before the winter. Cllr Watkins will continue to keep us updated.

b. **Deliveries to Wetherspoons**

Members agreed that although it was easier for kegs to be delivered at the front, the other many deliveries should use the Church Street entrance to help alleviate the hold up of traffic in the High Street. The Town Clerk will take this back to CBC.

c. **A Boards**

Members of the Working Group were agreed as follows:

Cllr M Russell
Cllr F Foster
Cllr M Foster
Cllr B Briars
Cllr G Fage

It was **RESOLVED** that the Working Group will meet to review the A Board policy document on 28 June 2018 at 2.00pm.

d. **Vermin Control – CBC Compound**

The Deputy Clerk reported that CBC have now cleared the site and provided new reinforced lockable bins, which will be cleared regularly.

e. **Defibrillator**

The licence for the Defibrillator has now been received and the device will now be installed.

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.

Public comments continued on the parking issue. These comments were added to the notes made at the previous Public Open Session, and will be included in the considerations at the next Council Meeting.

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 Market Matters)

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