



Ref: Agenda/TCM-06112018

1 November 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 6th November 2018**, 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. MINUTES OF MEETINGS

- a. For Members to receive 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.

5. MATTERS ARISING

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

6. ITEMS FOR CONSIDERATION

a. Off Street Parking – Update

Members are asked to consider an interim progress report on car park management.

b. Commuter Parking

Members are asked to consider commuter parking. This matter was deferred to the TCM Committee from the Town Council meeting of 23rd October 2018. Correspondence has also since been received on this matter from a rail user, and is attached to this agenda.

c. White Hart Car Park

Members are asked to consider a request from Greene King regarding The White Hart Car Park as follows:

It has come to our attention that the public car park at the front of the White Hart Public House, Market Square, Biggleswade has been renamed “The White Hart Car Park”.

This causing confusion as customers believe the car park belongs to the White Hart. The car park used to be called the Market Square Car Park. Please can the signage be amended to remove the name of the White Hart from the signage.

7. ITEMS FOR INFORMATION

a. Street Lighting Update

To receive an update on the handover of the street lights to CBC.

b. A Boards

The Town Clerk will arrange a working group meeting now that the TCOM is in place.

c. Market Layout and Management

The Town Clerk will arrange a working group meeting now that the TCOM is in place.

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.

(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 21 AUGUST 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 H Ramsay
Cllr M Russell (Vice Chairman)
Cllr P Sheldon
Cllr D Strachan

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

Members of Public – 1

1. APOLOGIES FOR ABSENCE

Cllr M North, Cllr S Patel

ABSENT

2. DECLARATIONS OF INTEREST

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

- (a)** Disclosable Pecuniary interests in any agenda item – Cllr P Sheldon, item 7a.
- (b)** Non-Pecuniary interests in any agenda item – Cllr G Fage – Exempt 10a.

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 05 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 05 June 2018.

Cllr Strachan requested an update on Item 6d, Vermin Control: Has this problem been eliminated?

The Town Clerk reported that this issue seems to be under control. CBC are currently renewing the Pest Control contract.

6. **ITEMS FOR CONSIDERATION**

There were no items for consideration.

7. **ITEMS FOR INFORMATION**

a. **A Boards**

The Working Group met on 28 June 2018 to review the A Board Policy document. BTC are currently advertising a position to recruit a Town Centre Operations Manager. It was decided to take this subject forward once this position is filled, as this is one of the Town Centre issues that will be under the remit of the new Manager.

b. **Deliveries to Wetherspoons**

The Town Clerk has requested that deliveries other than kegs should use the Church Street entrance to help alleviate the hold up of traffic in the High Street.

This information was **NOTED**.

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.

There were no questions.

9. **EXEMPT ITEMS**

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

- a. *Parking Matters*
- b. *Street Lighting Upgrade*
- c. *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.

BIGGLESWADE TOWN COUNCIL

Town Centre Management Committee Tuesday 6th November 2018 Car Park Management – Progress Report

Implications of Recommendations

Corporate Strategy: Stimulating new growth within the town.

Finance: Ongoing costs of leasing, maintaining and managing car parks to be recouped from car park receipts.

Equality: Choice of parking machines is DDA compliant.

Environment: Proposed machines use renewable energy.

Introduction

The preparations for the management of the Town Council's car parks are complete. This is a progress report and a full review will be carried out January 2019.

At the time of this report the parking management arrangements have been in operation for just three months. Initial data (attached) shows that the daily use of car parks is increasing each month. Town centre users are beginning to get used to being able to park for short and medium length stays in the town centre to access retail and other service centres. Meanwhile town centre workers and nearby residents have been able to apply for parking permits.

Parking Permits Issued

- Rose Lane car park 143 spaces: 110 permits issued (39 residents plus 71 workers).
- St Andrews Street car park 37 spaces: 9 resident permits issued.
- Dan Albone car park 59 spaces: 15 worker permits issued.
- Permits are still being issued.

One-Hour Free Parking

Almost 21,000 free tickets have been issued in the first three months of operation. The number of one-hour free parking spaces claimed across all car parks has shown continual growth. Of the 8,351 Pay and Display tickets issued in August, 5,827 or 69.8% were issued for one hour free parking. In October, of the 10,418 tickets issued, 7,958 or 76.4% were for one-hour free.

Daily Usage (Pay & Display and Free Parking)

Average daily usage across all car parks has increased from 309 stays per day in August to 385 stays per day in October, peaking at 537 transactions on a single day in October.

Significant gains have been made at Chestnut Avenue Car Park (31 spaces) and White Hart Car Park (16 spaces). Whereas previously these car parks had typically been occupied for long stay use, the daily usage or churn in these car parks is now far greater.

- White Hart Car Park average daily usage has increased from 81 to 101 stays per day, peaking at 146 transactions in a single day in October.
- Chestnut Avenue Car Park average daily usage has increased from 94 to 123 stays per day, peaking at 171 transactions in a single day in October.

Recommendations

1. No action required - carry out the full review in January 2019.

Rob McGregor
Town Clerk
1st November 2018

Mike Thorn
Deputy Town Clerk

Biggleswade Town Council

**Car Park Usage - Pay and Display
1/8/18 to 31/10/2018**

SPACES	Mill Lane	St Andrews	Dan Albone	Chestnut Avenue	Rose Lane	White Hart	All
Spaces	19	37	59	31	143	16	305
Permits issued as at 29/10/18	0	9	15	0	110	0	134
Pemit Factor	50%	0	4.5	7.5	0	55	67
Available Spaces	19	32.5	51.5	31	88	16	238

*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	2,193	8,351
Sept	689	1,034	694	2,884	1,667	2,540	9,508
Oct	772	1,089	758	3,328	1,728	2,743	10,418
Daily Average Transactions							
Aug	21.9	32.6	28.2	94.3	51.2	81.2	309.3
Sept	27.6	41.4	27.8	115.4	66.7	101.6	380.3
Oct	28.6	40.3	28.1	123.3	64.0	101.6	385.9

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	27.1	14.8	82.1	15.7	137.1	35.1
Sept	36.3	31.8	13.5	93.0	18.9	158.8	39.9
Oct	40.6	33.5	14.7	107.4	19.6	171.4	43.8
Daily Avg Tran's/space							
Aug	1.15	1.00	0.55	3.04	0.58	5.08	1.30
Sept	1.45	1.27	0.54	3.72	0.76	6.35	1.60
Oct	1.50	1.24	0.55	3.98	0.73	6.35	1.62

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
	1,266	543	5,591	20,877	28,277

% 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%
	4.5%	1.9%	19.8%	73.8%	100.0%

From:

Sent: 30 October 2018 13:16

To: DG-Enquiries <enquiries@biggleswadetowncouncil.gov.uk>

Subject: Station Carpark today

Hi,

I am writing for the second time regarding the train station car park.

I arrived today at 8.15 to catch the 8.30 train but it was full.

I would usually try to catch the 8.08 train but as I am visiting my friend in hospital in Hammersmith this afternoon I decided to get to work a little later.

Bearing in mind, I have avoided working in the London office (Which I am officially based at) for months because of the bad train service.

Finally the train service is sorted (ish) and then the council decide to take away Rose Lane car park and cause a massive problem for me in being able to park at the station which I always have done.

Today I started trying to find a residential road to park, but the one I knew of now has double yellow lines everywhere.

I didn't want to anger any local residents as I would be late back, so my last option was to drive to Stevenage. Luckily I believe it is half term there this week so there were 28 spaces in the long term car park.

I have a four year old daughter and struggle daily to juggle getting parents to take her to school and get out of the house on time myself; leaving earlier to ensure a car parking space just isn't possible. It seems it is now full by 8am or earlier.

I don't think you've really thought about the extreme stress you are putting people under.

I need to get to work, so do we all. We aren't all people that have moved here from London, I have lived in Potton for nearly all of my 38 years and my office was moved to London.

We don't all have blessed lives, my Father has just been diagnosed with Dementia which puts an added strain on the juggling of getting to work and childcare. I just want to illustrate to any of you that may have the same opinions of commuters that some of the residents of Biggleswade seem to have. That we all shop at Waitrose and have a fantastic flouncy time travelling to London.

Far from it.

I also suffer from anxiety and this situation has only worsened things for me. I now have no idea how I can guarantee getting to the London office.

Please let me know of any secret car parks that may have missed my attention, or, do the decent thing and until such a time that you have a plan for the growing number of commuters being lured to Biggleswade by empty promises about fantastic rail services without mentioning the lack of parking, reverse the new restrictions or at least have an open ended time on some of the car parks. People will pay to use them, I always paid to park but now I can't.

With thanks and a heavy sigh,