



**MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE MEETING  
HELD ON TUESDAY 7 NOVEMBER 2017 AT 7.00PM  
AT BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,  
BIGGLESWADE**

**PRESENT:**

Cllr M Foster (Chairman)  
Cllr M Russell (Vice Chairman)  
Cllr D Albone  
Cllr B Briars  
Cllr G Fage  
Cllr F Foster  
Cllr M North  
Cllr D Strachan

Mr R McGregor, Biggleswade Town Clerk  
Mrs H Hammond, Meeting Administrator

Members of Public – 1  
BTC Member of staff – 0

**1. APOLOGIES FOR ABSENCE**

Cllr I Bond

**ABSENT**

Cllr J Medlock  
Cllr S Patel

**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 - None

**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 no questions.

**4. MINUTES OF MEETINGS**

- a.** Members received the Minutes of the Town Centre Management meeting held on 15 August 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Re: Page 2, 6a, paragraph 5, 'Fairfield Way' should read 'Fairfield Road'  
Following these amendments, the Minutes were approved.

## 5. **MATTERS ARISING**

- a. Matters arising from the Minutes of the Town Centre Management meeting held on 15 August 2017.

There were no matters arising.

## 6. **ITEMS FOR CONSIDERATION**

### a. **Street Naming and Numbering**

Correspondence was received from Central Bedfordshire Council seeking an additional street name for Stratton Business Park, London Road, Biggleswade.

Cllr D Albone suggested the names of British-associated WW2 beaches, with the names Juno, Sword and Gold favoured in that order.

It was **RESOLVED** to put forward three names, Juno, Sword and Gold with a preference for Juno.

### b. **Access to Biggleswade Railway Station**

Attached correspondence from the office of Alistair Burt MP highlighted the next opportunity to bid for funding for step free access to Biggleswade Railway Station. The Town Council agreed that this matter be discussed at the next meeting of the Biggleswade Joint Committee in November 2017.

Members were asked to consider the attachment and any response the TCM Committee would like to go forward to the BJC Committee in November 2017.

It was **RESOLVED** to refer to the decision of the Town Council, that the matter is placed on the next Biggleswade Joint Committee (BJC) agenda.

### c. **Food Markets**

The French Market held on the 26 and 27 October was well received, with comments about the music contributing to the overall success of the event. Cllr F Foster encouraged the use of music at markets going forward.

Cllr M Russell raised an issue reported to her by traders in Victoria Place. She was told that the market vans being parked in White Hart car park, significantly reduced trade to the nail bar and clothes store in the area on those days. She suggested that all market vans should be parked in St Andrews Street car park at future events.

Following the recent Italian and French Markets, various comments were raised by members of the public around the timings of the markets. A further Market is taking place on the 16 and 17 November (Flavours of the World) and as a result of the comments, it is intended to run the market into the evening as a trial.

The question was also raised, (could the markets not incorporate the weekend). As we know we have the Chartered Market on a Saturday, Members are asked to consider if future additional markets could run over a Sunday and a Monday.

Members discussed expanding the Saturday charter market so that it moved towards the Iceland supermarket in future. They also discussed obtaining statistics for the markets e.g. footfall.

It was **RESOLVED** that a trial would take place on additional markets taking place over a Sunday and Monday.

## **7. ITEMS FOR INFORMATION**

### **a. Monthly Food Festival**

Members supported the concept of a monthly food festival, and discussed the need to get the message across to the public that in order for the markets to succeed, people need to support the traders by turning out to events, ensuring that trade is sufficient for the markets to want to return. In turn this will increase the likelihood of other markets wanting to come to the town and make Biggleswade a destination for food markets. The French Market was cited as a model of good practice.

Members raised no objection in principle to the idea of a monthly food festival.

The Festival is now unlikely to take place until the new year.

This item was **NOTED**.

### **b. Teenage Markets**

Originally poor feedback was received from the Charter Market traders, but they are now interested in getting involved and seeing the Teenage Market run alongside the Charter Market.

Members were keen that the market should not end up as a bric-a-brac market and some limit on this should be applied. Members felt that performers should be encouraged to attend the market so that there is music playing whilst the market is on.

As well as North Herts College, contact should be made with Bedford College and with the upper schools in the area.

The next Teenage Market is set to take place in December 2017, discussions are being held with North Herts College to see if they would be interested in attending the market, as part of their teaching retail course.

This item was **NOTED**.

### **c. Town Centre Decluttering**

No further update was given at this time.

This item was **NOTED**, with a request it be followed up at the BJC.

### **d. Rural Match Funding**

The Town Council agreed to the footway scheme and the match funding has been sent off. No update at this time has been provided about the mini roundabout at Chambers Way and London Road.

This item was **NOTED**, with a request it will be followed up at the BJC.

### **e. Defibrillator**

Cllr D Strachan asked about the requirement to have a licence to connect the defibrillator to the power supply. The Town Clerk assured Cllr D Strachan that everything was being done to progress obtaining the licence.

The Town Council are currently awaiting a licence from CBC before any work to fit the defibrillator can begin.

This item was **NOTED**, with a request the licence is chased up at the BJC.

**f. Christmas Lights – Christmas Fair**

Works on the Christmas Fair are well underway:

- the lighting contractor has started putting up the lights
- the sound system is booked
- food stalls booked
- schools are mostly on board
- Father Christmas is booked
- choral society and salvation army are booked

Cllr M Russell queried why the funfair was in the White Hart car park at the Christmas Fair. The Town Clerk stated that it was done to address a health and safety concern that too many people would be on the market square otherwise. Cllr D Albone requested that only small rides, with no strobe lighting or loud music should be allowed in that area, with members agreeing.

Discussions are taking place regarding moving the fun fair into the White Hart car park and a notice will go out to Traders regarding the programme of events for the day.

An e-mail will also be sent out asking for Councillor volunteers to help out on the day.

This item was **NOTED**, with a request that any funfair rides in the White Hart car park are small with particular care being taken around noise and lighting.

**g. Streetlights**

Unfortunately, BTC are waiting for UKPN to re-connect various streetlights in Biggleswade. Following a meeting between UKPN and the Contractor it was confirmed these were to be reinstated Saturday 28 October and due to an emergency, they had to deal with, did not take place. It has been now been confirmed that UKPN will carry out works on 4 November.

We are aware that it is becoming increasingly difficult for the Contractor to replace existing light bulbs as they are not easy to get hold of. Also, the lights are getting too hot and are automatically cooling down to then re-light which is one of the causes why the street lights are not working all the time. Therefore, the Council will need to consider changing all the old type light bulbs with new LED lights.

The Contractor is continually checking the lights that are not working and BTC are regularly in contact with them. A meeting has been arranged with the Town Clerk and Contractor next week to discuss the way forward and to consider the report of works done/to be done together with all the costings.

The Town Clerk gave an update on the current position regarding outstanding works and audit of all Town Council street lights.

This item was **NOTED** and the Town Clerk gave an update on the current position regarding outstanding works and audit of all Town Council street lights. The Town Clerk acknowledged that there had been problems accessing lights such as those situated on footpaths and had suggested to the contractors that the use of a scissor lift would help in these instances.

## 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.

Mrs Holbert spoke on behalf of several groups that met in the Labour Hall in Crab Lane (e.g. WEA), to complain about the lack of enforced parking restrictions on the Chestnut Avenue car park. She also stated that she was attending of behalf of 24 small businesses, all who have no on-street parking. The car park is full for most of the day, restricting access for businesses. In addition, residents of Brigham Gardens without garages are finding that they cannot park.

She fears that the area will end up in a similar situation as the area near the junction of the High Street and Shortmead Street, where shops struggle due to lack of parking for customers.

Mrs Holbert would like to see the parking restrictions enforced.

This item was **NOTED**

## 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. Car Parking Management Proposals

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.

