



**MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 6<sup>th</sup> OCTOBER 2020 AT 7.00PM**  
**VIA ZOOM WEBINAR**

**PRESENT:**

Cllr G Fage – Chairman  
Cllr M Knight – Vice Chairman  
Cllr D Albone  
Cllr I Bond  
Cllr R Pullinger  
Cllr M Russell  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr Peter Tarrant, Town Clerk and Chief Executive, BTC  
Mr Philip Truppin, Assistant Town Clerk, BTC  
Mr Simon Newton, Town Centre Operations Manager, BTC  
Mrs Kay Croft, Office Manager, BTC (Item 1-6b)  
Mrs Wendy Smith, President of RBL (Item 1-6a)  
Miss Helen Calvert, Meeting Administrator, BTC  
Members of Public – 4, including Cllr H Ramsay

**1. APOLOGIES FOR ABSENCE**

Cllr M North.

**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**

There were no questions from Members of the Public.

**4. MINUTES OF MEETING**

Members received and approved the Minutes of the Town Centre Management Meeting held on Tuesday 4<sup>th</sup> February 2020.

**5. MATTERS ARISING**

Matters arising from the Minutes of the Town Centre Management meeting held on Tuesday 4<sup>th</sup> February 2020.

Members sought an update on a potential taxi rank (Item 5). It was noted that Sam Caldbeck, Programme Manager at Central Bedfordshire Council, will be attending the Council meeting on 27<sup>th</sup> October 2020 to discuss the Transport Interchange Hub. The Transport Interchange Hub will impact the future of Century House and the layout of the Market Square; the location of the taxi rank can then be considered.

Members wished to discuss the use of the Market Square for a teenage market at a future Town Centre Management Meeting (Item 7b).

## 6. **ITEMS FOR CONSIDERATION**

### a. **Remembrance Sunday**

Members welcomed Wendy Smith, President of The Royal British Legion, to the meeting.

Members thanked the Office Manager for the informative report.

The Office Manager informed Members of the alternative, scaled-down service that is currently being organised in order to meet social distancing measures. It was noted that the Office Manager is currently looking into how best to monitor crowds to meet social distancing measures.

Members were informed that the Safety Advisory Group (SAG) at Central Bedfordshire Council approve of the arrangements.

Members thanked Wendy Smith and Kay Croft for their efforts in organising this event.

### b. **Christmas Event**

Members thanked the Office Manager for the informative report.

Members agreed that we should not be holding our usual Christmas event under the current COVID-19 restrictions. Members expressed a preference for automated entertainment.

It was noted that £25k has been allocated in the budget for the Christmas event, with £18k already committed by an existing contract with Lamps and Tubes Illuminations Ltd.

Members suggested the following ideas for the Christmas event:

- To hold a Santa's grotto with social distancing.
- To display a laser light show over 2/3 evenings.
- To livestream the event on YouTube.
- To place food stalls around the Market Square.
- To hold a children's treasure hunt involving businesses in the Market Square.
- To display month-long automated entertainment in the Market Square.

It was **RESOLVED** to establish a Working Group to agree on the arrangements for the Christmas event.

It was **AGREED** for the Working Group to be attended by Cllr Knight, Cllr G Fage, Cllr Pullinger, the Town Clerk, the Town Centre Operations Manager and the Office Manager. A verbal report and recommendation to be given at the 27<sup>th</sup> October Council meeting.

c. **A-Boards Policy**

Members thanked the Town Centre Operations Manager for the informative report.

Members were informed that the Town Centre Operations Manager has delivered the application form and policy document to a number of local businesses. It was noted that businesses are aware of the legislation and of the adjustments that need to be made.

Members **NOTED** the recommendations of the report.

d. **BTC Operated Carparks**

The Assistant Town Clerk updated Members on progress in implementing the Parking Orders.

The Assistant Town Clerk has been in contact with Emily Hirst, Senior Technical Officer at Central Bedfordshire Council. Members were informed that a consultation would need to be completed in order to alter the Parking Orders. The consultation would notify statutory consultees and would last 21 days. Central Bedfordshire Council would provide draft provisional notices that match the Town Council's policy.

Members thanked the Assistant Town Clerk on his perseverance on moving this matter forward. Cllr Bond requested that he be copied into any further correspondence.

It was **AGREED** for the Assistant Town Clerk to share a Gantt chart for this work once further information has been finalised by Central Bedfordshire Council.

e. **Markets**

Members thanked the Town Centre Operations Manager for the informative report.

It was **RESOLVED** to complete a draft of the market strategy before proceeding.

It was **RESOLVED** to establish a Working Group of both Members and Officers, and for this Working Group to be chaired by an Officer. The Working Group would be attended by Cllr Knight, Cllr Pullinger, Cllr Russell, Cllr Bond and Cllr G Fage.

7. **ITEMS FOR INFORMATION**

a. **Street Furniture**

The Town Clerk & Chief Executive informed Members of the refurbishment of the Town Centre benches.

It was noted that the refurbishment works would be completed by an external contractor as there is not capacity within the Public Realm Team. Three quotes will be received by the end of this week and the work is expected to be completed by the end of December 2020. There is £5k set aside from S106 monies for this work which is believed to be sufficient to cover the cost.

It was **RESOLVED** for the Town Clerk to approve a quote on the basis that the quote is under the value of £5k. The Town Clerk will provide an update at a future Town Centre Management meeting on the quotes that were considered and the quote that was agreed.

It was **AGREED** that a specification would need to be in place and shared with Members and that a schedule of works should be completed for all furniture.

b. **Public Conveniences**

Members thanked the Town Centre Operations Manager for the informative report.

Members noted that the public toilets within Century House are in need of renewal and repair.

Members questioned whether Central Bedfordshire Council should be funding part of this work. It was noted that we took over ownership of the public toilets and therefore we are responsible for their upkeep.

Members **NOTED** the report.

8. **PUBLIC OPEN SESSION**

Cllr Ramsay requested that that we ensure that A-Boards are kept close to the shop fronts and that we review the bollards surrounding White Hart Car Park.

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. CCTV)**

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.