

**MINUTES OF A MEETING OF THE TOWN CENTRE MANAGEMENT COMMITTEE HELD ON 20 AUGUST 2013 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE**

**Present:** Cllr Mrs M Russell (Chair), Cllr I Bond, Cllr Mrs H Ramsay, Cllr D Albone, Cllr B Rix, Cllr R Skinner, Rob McGregor – Town Clerk  
Michaela Beckwith – Apprentice Administrator  
Sam Vernon- Biggleswade Chronicle  
Members of the Public - 7

**1. APOLOGIES**

Apologies were received from Cllr T Woodward and Cllr S Watkins

**2. DECLARATION OF INTERESTS**

(a) Disclosable pecuniary interests in any agenda item – none declared

(b) Non- pecuniary interests in any agenda item – non declared

**3. PUBLIC OPEN SESSION**

MOP 1 congratulated Town Council of the purchase of Rose Lane Car Park and said that coloured Christmas lights would be good, but that Town Council shouldn't buy the Current Christmas lights scheme.

**4. MINUTES OF MEETINGS**

a. Members received and approved the minutes of the Off Street Car Parking meeting held on 4 June 2013.

**5. MATTERS ARISING**

a. From the Off Street Car Parking meeting held on 4 June 2013

Cllr Mrs H Ramsay asked if there was any news with regards to ALDI car park signs.

The Town Clerk said that ALDI has changed the sign but in the wrong car park.

**6. ITEMS FOR CONSIDERATION**

**a. Christmas Lights 2013 - 2014**

Members are asked to consider various options for the 2013 – 2014 Christmas lighting scheme.

- i. To consider the purchase of the existing scheme.
- ii. To maintain the existing display as per the three year contract. (Contract details Attached).
- iii. To consider festoons for the areas identified at the 30<sup>th</sup> April 2013 meeting, (quotes attached).
- iv. To consider decorations to additional lamp columns.
- v. To consider a change to the lamp decorations displayed in 2012 – 2013. (Sheet attached).

It was **RECOMMENDED:** not to purchase the existing scheme; to maintain the existing display as per the three year contract; to approve the quotation for festoons; White Hart car park to Rose Lane, Hitchin Street to Mill Lane, Century House to the Nat West bank; no additional lights on lamp columns; to change the lamp column decorations displayed in 2012 -2013 with Ref 170012 or Ref 170010; Red lights on the Christmas Tree and to consult with Lamps & Tubes on the colour of the festoons.

**b. SUN STREET & ST JOHNS STREET – BIGGLESWADE**

At the O.S.C.P meeting 30<sup>th</sup> April 2013 the Committee were asked to look at the congestion in Sun Street & St Johns Street in Biggleswade; with a view to the possible introduction of a one-way system.

It was **RECOMMENDED** that Town Council request CBC investigate a one-way system.

The Town Council **approved** this recommendation at the Annual Statutory meeting 14<sup>th</sup> May 2014.

Correspondence has been received from Councillor Brian Spurr, Executive Member, Central Bedfordshire Council, (correspondence attached).

David Bowie, Head of Service - Traffic Management, Central Bedfordshire Council has obtained a Quotation to carry out the necessary traffic survey's required to model a possible one way system; Mr. Bowie has indicated that his budget will not cover the cost of the surveys and asks if the Town Council would be in a position to fund the same, (survey attached).

Cllr Mrs M Russell gave an overview of the current position.

Members considered the funding and timing of the survey; issues around the possible future increase of traffic from developments to the East of Biggleswade and inclusion of the scheme in the L.A.T.P.

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It was **RECOMMENDED** that the Town Clerk enquire with CBC to find out if this project can be funded jointly by C.B.C and the Town Council or to include the scheme in the next L.A.T.P.

**c. BIGGLESWADE MARKETS - IMPROVEMENTS**

The Town Council currently erects market stalls at their Saturday market; the number of stalls erected can vary; the cost of erecting the stalls remains at the same level each week.

Stalls are erected and on occasions traders do not turn up leaving the stall empty and at a cost to the Town Council.

The market would have more flexibility if traders were to provide their own stalls.

The weekly Charity Stall could be accommodated with a pop up stall and table, which are currently being investigated.

Traders at the Tuesday markets provide their own stalls.

The monthly farmers market averages between nine and twelve stalls erected by the Town Councils full time staff.

Members were asked to consider that all current and future traders at the Town Council Saturday and Tuesday markets provide their own stalls, should they wish to trade on the Town Councils Markets. It is envisaged; subject to members that this would be phased in over a six month period.

Cllr Mrs M Russell informed members of the current costs involved in erecting the stalls for the Saturday market.

It was **RECOMMENDED** to stop using the existing stalls; to be phased in over the next six months; to purchase 12 pop up stalls to provide for the Farmers' market and the Saturday Charity stall and all current and future traders will have to provide their own stalls.

**d. BIGGLESWADE CCTV meeting 15.08.13**

Members received an update following the CCTV meeting held on 15 August 2013.

It was **RECOMMENDED** that Town Council ensure that Biggleswade CCTV is included on the next Joint Committee agenda and that a letter be written to CBC to reiterate the Town Councils previously agreed position that monitoring of the cameras should be carried out along the A1 Corridor.

**e PROPOSED NEW CAR PARK - BONDS LANE – FOUNDRY LANE**

Members have received a letter from; Southfield Hathaway Properties LTD, in response to a letter sent by the Town Clerk on 8<sup>th</sup> July 2013,(letter attached).

Evans Dodd's Solicitors has confirmed that they are acting on behalf of Southfield Hathaway Properties Ltd (letter attached)

For members to receive an update on the proposed development & car park; Bonds Lane - Foundry Lane, Biggleswade.

Cllr Mrs M Russell informed members of the revised drawings for the car park and the letter received from Evans Dodd solicitors.

Cllr B Rix raised concern on the open ended commitment regarding the legal fees.

Members were informed that should they write to agree to start negotiations, that the response to member's letter would then inform members of the likely legal fees.

Cllr Mrs M Russell asked members to approve the suspension of standing orders to allow Martin Thomas from the Chamber of Trade to update members, (standing orders were suspended at 7.45pm).

Mr M Thomas informed members that any rent for the car park would be gauged on the number of parking spaces.

Mr M Thomas explained that the revised plan for the car park (1305/P/001/B) had come about after initial discussions with Central Bedfordshire Council, planning department.

The entrance and exits to the car park have been widened and the service yard provided can also service shops in the market square.

Pavements to the front of the complex have been widened; the second floor has an office for the use of the store and the third floor will have an open top in line with the surrounding properties.

It is estimated that the complex will provide around 257 parking spaces.

The developer wishes to work with Croft Kitchen to make sure the complex is sympathetic to the surrounding properties.

Mr M Thomas highlighted the importance of reversing Hitchin Street and informed members of the large on - going petition regarding this issue.

Mr M Thomas informed members that Chamber of Trade is happy with what has been achieved working with the Town Council.

(Standing Order were reinstated at 8.08pm).

It was **RECOMMENDED** that Town Council write to Evans Dodd solicitors and acknowledge they would like to enter into negotiations to lease the proposed car park; to ask for an estimate of the legal fees and cost of the lease.

f. **COMMUTER PARKING - TENNYSON AVENUE, CHAUCER DRIVE, DICKENS COURT & DELLS LANE**

Members received correspondence from a resident of Tennyson Avenue, (attached); the resident is asking members that in view of the ever escalating level of parking in the areas highlighted above, could they urge members to raise again with CBC this issue on resident's behalf.

Residents have sent numerous letters to CBC and requested what they believe to be the most cost effective solution, supported by the Town Council, for a 1-2 hour parking restriction.

Members are asked to consider this request.

Cllr Mrs M Russell informed members that the Council are aware of the issues, had discussed these issues on numerous occasions and had always supported residents.

T.R.O already applied for in part of Dells lane would be implemented in the next two to three weeks.

Council had put forward a bid for match funding for various T.R.O in Biggleswade to include Chaucer Drive, Dickens Court, Tennyson Avenue and part of Dells Lane, but had to remove these from the bidding process in favour of two larger schemes.

Members felt that a one hour restriction should resolve the current situation.

It was **RECOMMENDED** that the Town Council should fund the cost of a T.R.O to introduce 1 hour restricted parking in areas identified as problem areas off Dells Lane.

## **7. ITEMS FOR INFORMATION**

### **a. BIGGLESWADE TRANSPORT STRATEGY**

Members received an update on the Biggleswade Transport strategy.

A complete parking survey has been carried out by outside Consultants and the results are expected to be fed back by the end of August. Following this a Stakeholder workshop will take place in the Town Council Offices and members will be invited to attend.

## **8. PUBLIC OPEN SESSION**

MOP 1 thanked members for their support and asked members to look at the areas that will need to be covered by a T.R.O.

C.B.C should look at park and ride.

MOP 2 said he is concerned about a lamppost with a road sign that the street cleaner has knocked down, eight weeks is a long time for the lamp to be reinstated.

The Town Clerk said that he was dealing with the issue only today the 20<sup>th</sup> August 2013.

Mop 3 Park and ride won't work as people are too lazy.

Mop 4 thanked members for the T.R.O and urged that this should include a ban on parking on the corners of Tennyson Avenue.

The L.A.T.P is crucial and Council were asked to get this on the agenda to look at before 2014.

Mop 5 raised concerns around the crossing on Shortmead Street.

## **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.

Agenda Items - (10a & 10b – Contracts).

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.