

**MINUTES OF A MEETING OF THE TOWN CENTRE MANAGEMENT COMMITTEE
HELD ON 29 SEPTEMBER 2015 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL
THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE**

Present:

Cllr Mrs M Russell (Chairman)
Cllr Mrs H Ramsay
Cllr M North
Cllr F Foster
Cllr M Foster
Cllr D Strachan
Cllr B Briars
Cllr B Rix (Vice Chairman)

Mr R McGregor – Town Clerk
Mrs J Durn – Minute Taker

Mr C Keeble – Market Superintendent (For item 6)

AGENDA

1. APOLOGIES

Cllr S Watkins, Cllr G Wilson, Cllr D Albone, Cllr I Bond

2. DECLARATION OF INTERESTS

- (a) Disclosable Pecuniary Interests in any agenda item - None declared
- (b) Non-pecuniary interests in any agenda item - None declared

3. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

There were no questions.

4. MINUTES OF MEETINGS

For members to receive the minutes of the TCM held on 18 August 2015.

Page 2, paragraph 6: Please insert the initial F for Cllr F Foster.

Following this amendment the Minutes will be signed by the Chairman as an accurate record.

5. MATTERS ARISING

Matters arising from the minutes of the TCM held on 18th August 2015.

Page 2: Regarding the question on item 8, page 8 of the Minutes of the previous TCM dated 2nd June 2015 in the Public Open Session; The Town Clerk will research this item.

Page 4, Item 6b: Biggleswade Town Market – parking difficulties: Cllr B Briars asked for an update. This will be covered under item 6b on the Agenda.

Page 5, item g: Cllr F Foster asked for an update on the request for a mini roundabout at the junction of Chambers Way/London Road. The Town Clerk reported that he has written to CBC but has not yet received a reply.

6. ITEMS FOR CONSIDERATION

a. Overview of Biggleswade Saturday Market

- i. Income for the 3 years ending 24th September 2015 (attached to the agenda).
- ii. Trader attendances 3 years ending 24th September 2015 (attached to the agenda).

The Chairman welcomed Mr Colin Keeble, Market Superintendent, to the Extraordinary TCM meeting which has been called in order to monitor the outcome of decisions taken at the previous TCM meeting held on the 18th August 2015.

Mr Keeble reported that he had implemented the new charges discussed at the previous meeting, prior to presentation at Council. These took effect from the 2nd August and have now been in operation for 5 weeks. During this period the Traders have increased from 5 to 11.

Questions were raised regarding advertising the rates to attract new traders. Mr Keeble said that the current increase has occurred through word of mouth. Mr Keeble and the Town Clerk will be meeting to discuss appropriate future advertising. The information will be posted on the Website and Facebook and consideration will be given to value of including an advertisement in the Central Beds Publication and local press.

Mr Keeble reported that a new bread stall has been introduced and is trading very successfully. The feedback from Traders on the new rates is that they are very happy with the reduction and Mr Keeble was pleased to report that the market has been kept buoyant and stable.

Although it was accepted that because of their nature the fresh produce stalls may finish early, concerns were expressed by Members that some other Traders, such as clothes and hardware, were leaving quite early in the afternoon.

It was suggested that there may be a case for Councillor's revisiting the market rules and regulations in order to become familiar with the procedures currently in place.

It was **RECOMMENDED** that we continue to monitor market performance and receive a further report at the next TCM.

It was **RECOMMENDED** that market Rules and regulations be placed on the next TCM Agenda.

b. Car Parking Management

The Chairman gave an overview of the background to this item, the result of which is the attached letter to the Town Clerk from Total Parking Solutions (TPS).

However, at the end of July this year, the Government introduced new legislation which will change the way that TPS manage the Council's car parks.

To allow TPS to manage the Town Council car parks they will have to use the Road Traffic Act 1984. BTC will now have to reinstate Parking Orders previously, and only recently, suspended. The Chairman suggested that Councillors research the RTA1984 document which is available on line, in order to gain a better understanding.

As a result of the new legislation BTC will need to review revised car parking management plans put forward by TPS. The Town Clerk has spoken to TPS to clarify that references to the Traffic Management Act (TMA) are incorrect and they will be using the Road Traffic Act 1984 which covers the Councils parking orders.

It was recommended that TPS be requested to revise their proposal to incorporate the RTA 1984. The Town Clerk will investigate the implications of a Merchant Bank Account which is required in order to provide online payments and PCN collection. Clarity is also required regarding the issuing of pay by phone, can you pay after the event).

It was **RECOMMENDED** that following receipt of the above information this item be taken forward to the next Council Meeting.

c. **Biggleswade Drum Clock**

Members considered quotations for the refurbishment of the Drum Clock.

It was **RECOMMENDED** to accept quote b): £3,600.00 No VAT.

d. **Rose Lane Disabled Ramp and Footpath**

Members were asked to consider quotations for a disabled ramp and footpath works.

It was **RECOMMENDED** to accept Quote 2: Disabled Access - £6,072.00 + VAT, and Concrete Edges £6,113.50.

7. **ITEMS FOR INFORMATION**

There are no items for information

8. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

There were no questions from members of the public.

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.

(11. A-Boards).

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.