



MINUTES OF THE TOWN CENTRE MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 15 AUGUST 2017 AT 7.00PM
AT BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD,
BIGGLESWADE

PRESENT:

Cllr M Foster (Chairman)
Cllr Mrs M Russell (Vice Chairman)
Cllr I Bond
Cllr B Briars
Cllr F Foster
Cllr J Medlock
Cllr M North
Cllr S Patel
Cllr D Strachan

Mr R McGregor, Biggleswade Town Clerk
Mrs J Durn, Meeting Administrator

Members of Public – None
BTC Member of staff – 1

1. APOLOGIES FOR ABSENCE

Cllr D Albone

ABSENT

Cllr J Medlock

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. INVITED SPEAKER

There was no invited speaker.

5. **MINUTES OF MEETINGS**

- a. Members received the Minutes of the Town Centre Management meeting held on Tuesday 6 June 2017 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Item 3, (typing error) Paragraph 5, to read “Retailers” instead of “Retainers”, and Item 7b to include the line: “This information was NOTED”.

Following these amendments the Minutes were approved.

6. **MATTERS ARISING**

- a. Matters arising from the Minutes of the Town Centre Management meeting held on Tuesday 6 June 2017.

Cllr D Strachan asked for an update regarding Item 7a, Petition from Town Centre Retailers.

This meeting has been set for 23 August and the item will be covered in more detail under Agenda Item 7d. (Meeting with Businesses and COT)

Cllr Mrs M Russell asked for an update regarding Item 8b, Street Light Audit:

The Town Clerk has spoken to CBC regarding the work required on street lights. The original BTC contract was with CBC Highways; however, CBC Highways are not keen to undertake this work themselves, (either for BTC or other Parishes) and have advised the Clerk to contact Peacocks, as an alternative service company. Work is currently ongoing and is being undertaken by Peacocks, although some of this has been delayed due to timescales from the Utility companies in providing services to Fairfield Road.

A full Audit will be carried out and the situation will be reviewed at the next TCM Meeting.

Cllr S Patel asked for an update regarding Item 8b, Food Festival:

The Town Clerk said that unfortunately all vendors who would normally participate in this type of event are booked up well in advance. Therefore, work is currently on-going in order to plan for a Food Festival event in 2018.

7. **ITEMS FOR CONSIDERATION**

- a. **Defibrillator**

Biggleswade Carnival Committee have purchased a defibrillator and have looked at various sites on which the defibrillator could be placed.

The chosen site in terms of its location, (closeness to the Town Centre), is Century House. Central Bedfordshire Council have been contacted and have agreed that the defibrillator can be placed on Century House.

Members discussed the placing and connection of the defibrillator. It was **RECOMMENDED** that there is **NO OBJECTION** to providing an electricity supply for this purpose.

b. Monthly Food Festival

A proposal has been received to hold a food event on the Market Square, Biggleswade one Friday monthly. Full details listed in the Agenda

Members discussed the proposal in detail. It was **RECOMMENDED** that there is **NO OBJECTION** in principle to this idea, provided that dates do not coincide with events already taking place, such as the Christmas Fair and “Black Friday” events.

However, the Council would require copies of all relevant paperwork, such as food hygiene certificates, and insurance certificates; together with assurances that vendors would be responsible for removal of their own waste, in line with the procedures followed by the Markets.

c. Other Markets

Members considered the Report on Other Markets (attached to the Agenda).

It was **NOTED** that this is an excellent and informative Report, and **RECOMMENDED** that work on the suggested projects continues. This information is welcomed and supported by the Members.

d. Teenage Market

Members considered the Report (attached to the Agenda) containing an update on the Teenage Market and proposed insurance costs.

It was **RECOMMENDED** that the Town Clerk contact local insurers to obtain alternative adequate insurance quotations for this event, with particular reference to the safety of street performers, who will obviously be young people. Costs will then be taken to the F&GP Committee for consideration.

The Clerk reported that work on this event is ongoing. Cllr D Strachan suggested that local schools are contacted separately and well in advance of the event; as well as the usual advertising methods of website and facebook. He would also like more clarity on the website as he had difficulty in locating our area in a general search for information.

8. ITEMS FOR INFORMATION

a. Town Centre Decluttering

There is no update at this time.

b. Rural Match Funding

There is no update at this time.

c. Christmas Lights – Christmas Fair

It was **NOTED** that the Christmas Lights switch on and Christmas Fair will take place on Friday 24th November 2017. This event has been a great success for the Council. The current contract for lights ends this year, and new quotations will be requested.

d. Meeting with Businesses and Chamber of Trade (COT)

A provisional date for this meeting is in the diary for 23rd August 2017, and the COT have informed us that invitations will be sent out.

Cllr Mrs M Russell is disappointed that the meeting has been changed from its original date of 9 August, as she will be unable to attend on the 23rd. Council have not yet received an invitation.

This is a crucial meeting, and it was our understanding that this is a meeting to get Landlords, Retailers, COT and BTC Members around the table to discuss how to take forward the important issue of revitalising trade in the town.

9. 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.

10. 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.

- 11a. Parking Order.
- 11b. Parking Enforcement.
- 11c. Valuation.

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.

1 1. **EXEMPT**

a. **Parking Orders**

b. **Parking Enforcement**

c. **Land Valuation**