



# TERMS OF REFERENCE TOWN CENTRE MANAGEMENT

Approved by Council: August 2016

10 Members of the Authority

**Quorum = 3**

**Meetings:** Meetings will take place at least quarterly in February, May, August and November.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<b>1. All delegated functions as set out in the Terms of Reference and Delegation of Council</b>	Committee
<b>2. Markets</b>	
2.1. To operate all markets under Food Act 1984 s50-61 & Biggleswade Market Rights.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee within policy &amp; budget</li> <li>• Operational management to Town Clerk</li> </ul>
2.2. To advise Council on the protection of the market rights.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
2.3. To advise Council on the Market Policy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
2.4. To work in partnership to provide additional markets including farmers' markets and charity markets and to promote related events as determined by Council.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee within policy &amp; budget</li> <li>• Operational management to Town Clerk</li> </ul>
2.5. To determine discretions under the Markets Policy.	<ul style="list-style-type: none"> <li>• Town Clerk up to £50</li> <li>• Committee above this limit</li> </ul>
<b>3. Community Safety</b>	
3.1. Power to install & maintain CCTV equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> <li>• Management and maintenance of Town CCTV to Committee within Budget</li> </ul>
3.2. To support initiatives of the Community Safety/Crime Reduction Partnership.	<ul style="list-style-type: none"> <li>• Committee/ Town Clerk in accordance with Council direction.</li> </ul>
3.3. To lobby for road safety improvement schemes.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.4. To liaise with the Police Authority & Constabulary.	<ul style="list-style-type: none"> <li>• Committee to respond to consultations</li> </ul>
3.5. To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders.	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> <li>• Town Clerk for operational matter</li> </ul>
<b>4. Bus Shelters</b>	
4.1. Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Power to make contribution, within budget to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
<b>5. Clocks</b>	
5.1. Power to provide public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Power to make contribution, within budget to Committee</li> </ul>

<p><b>6. Public Realm &amp; Public Facilities</b></p> <p>6.1. Provision of litter receptacles, Litter Act 1983, S5 &amp; 6.</p> <p>6.2. Provision and maintenance of street furniture and signs.</p> <p>6.3. Matters relating to street cleaning, litter, fly posting and graffiti.  Fixed penalty notices for littering, graffiti &amp; fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods &amp; Environment Act 2005.</p> <p>6.4. Power to provide public conveniences, Public Health Act 1936, s87.</p> <p>6.5. Power to provide baths &amp; washhouses under Secs 221, 222, 223 &amp; 227 of Public Health Act 1936.</p> <p>6.6. Power to maintain, repair, protect &amp; alter war Memorials; War Memorials (Local authorities Powers) Act 1923 S11 as extended by Local Government Act 1948 S133.</p> <p>6.7. To promote and support floral and planting Initiatives, Local Government Act 1972. s 144.</p> <p>6.8. Winter Maintenance and salt bins under the Council's control.</p> <p>6.9. Chemical Weeding in the Town Centre and areas under the Committee's control.</p> <p>6.10 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144.</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Strategic overview within budget to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Strategic overview within budget to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Committee within budget &amp; policy</li> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> <li>• Committee under the direction of Council</li> <li>• Operational Management to Town Clerk</li> <li>• Committee under the direction of Council</li> <li>• Operational management to Town Clerk</li> <li>• Committee under the direction of Council</li> <li>• Operational management to Town Clerk</li> <li>• Committee under the direction of Council</li> <li>• Operational management to Town Clerk</li> </ul>
<p><b>7. Highways &amp; Transport</b></p> <p>7.1. Power to maintain footpaths &amp; bridleways.</p> <p>7.2. Powers to provide parking places for vehicles &amp; cycles. Improve off street parking &amp; on street parking enforcement.</p> <p>7.3. Power to enter into agreement as to dedication &amp; Widening.</p> <p>7.4. Power to provide roadside seats &amp; shelters.</p> <p>7.5. Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.</p> <p>7.6. Power to provide traffic signs and other objects or devices warning of danger.</p> <p>7.7. Power to plant trees and lay grass verges and to maintain them.</p>	<ul style="list-style-type: none"> <li>• Committee within Council policy</li> <li>• Committee within policy &amp; budget to manage and maintain.</li> <li>• Town Clerk for operational management, hiring &amp; leases</li> <li>• Committee for Parking Strategy, improvements and development</li> <li>• Committee within Council policy</li> <li>• Committee to provide &amp; maintain within budget</li> <li>• Town Clerk for operational management</li> <li>• Committee within budget &amp; Council policy</li> <li>• Committee</li> <li>• Committee for provision and maintenance</li> <li>• Town Clerk for operational management</li> </ul>

7.8.	Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29.	<ul style="list-style-type: none"> <li>• Committee within policy budget</li> </ul>
7.10.	To support approved community transport schemes.	<ul style="list-style-type: none"> <li>• Committee under the direction of Council</li> <li>• Grants to Finance &amp; Policy Committee</li> </ul>
7.11.	Power to erect flagpoles in highway highways Act 1980, s 144.	<ul style="list-style-type: none"> <li>• Committee within policy &amp; budget</li> </ul>
<b>8.</b>	<b>Street Lighting</b>	
8.1.	Power to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27.	<ul style="list-style-type: none"> <li>• Committee within Council policy for provision and maintenance</li> <li>• Town Clerk for operational management</li> </ul>
<b>9.</b>	<b>Environmental &amp; Public Health</b>	
9.1.	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk</li> </ul>
9.2.	Power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> <li>• Power to Committee</li> </ul>
9.3.	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue.	<ul style="list-style-type: none"> <li>• Petitions to Committee</li> <li>• Town Clerk in other cases</li> </ul>
9.4.	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk in consultation with Chairman in cases of urgency</li> </ul>
9.5.	Waste & recycling.	<ul style="list-style-type: none"> <li>• Strategic overview to Committee</li> <li>• Operational management to Town Clerk.</li> </ul>
<b>10.</b>	<b>Environment</b>	
10.1.	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> <li>• Committee under the direction of Council</li> <li>• Town Clerk for operational matters</li> </ul>
10.2.	Conservation of the built & natural environment.	<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Operational management to Town Clerk</li> </ul>
10.3.	To approve & action Environmental Audits.	<ul style="list-style-type: none"> <li>• Committee within budget</li> <li>• Town Clerk to initiate audit</li> </ul>
10.4.	To promote environmental awareness.	<ul style="list-style-type: none"> <li>• Committee to approve programme within budget</li> <li>•</li> </ul>
10.5.	To lead on sustainability and transition for the Town.	<ul style="list-style-type: none"> <li>• Committee within budget</li> </ul>
<b>11.</b>	<b>Personal Health</b>	
11.1.	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> </ul>
11.2.	To improve access to services which can contribute to Health.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> </ul>
11.3.	To promote healthy living.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> </ul>
11.4.	Contribute to the development of and co-ordination of NHS services.	<ul style="list-style-type: none"> <li>• Committee for strategic overview</li> <li>• Town Clerk for operational management</li> </ul>

<p><b>12. Economic Wellbeing &amp; Tourism</b></p> <p>12.1. To promote the economic wellbeing of the Town through partnership with the business and community sectors.</p> <p>12.2. To promote tourism within the Town and power to encourage visitors.</p> <p>12.3. To promote regeneration in the Town.</p> <p>12.4. To lobby for sufficient high quality employment sites in the Town &amp; support initiatives promoting inward investment.</p> <p>12.5. To support skills &amp; training for local businesses.</p> <p>12.6. Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144.</p> <p>12.7. To lead on the Market Town initiatives.</p>	<ul style="list-style-type: none"> <li>• Committee within Policy and Budget</li> <li>• Town Clerk for operational management</li>   <li>• Committee within Policy and Budget</li> <li>• Town Clerk for operational management</li>   <li>• Committee within Policy and Budget</li> <li>• Town Clerk for operational management</li>   <li>• Committee under the direction of Council</li>   <li>• Committee</li>   <li>• Committee within budget</li> <li>• Operational management to Town Clerk</li>   <li>• Committee within budget</li> <li>• Operational management to Town Clerk</li> </ul>
<p><b>13. Heritage</b></p> <p>13.1. To directly or indirectly conserve the cultural heritage of the Town.</p> <p>13.2. To manage, preserve &amp; promote the use of the Town's historic records, artefacts &amp; treasures, Local Government (Records) Act 1962, ss1 and 4.</p> <p>13.3. To support any heritage centre or museums in the Town.</p>	<ul style="list-style-type: none"> <li>• Strategic overview to Committee within budget &amp; policy</li> <li>• Operational Management to Town Clerk</li>   <li>• Strategic overview to Committee within budget &amp; policy</li> <li>• Operational Management to Town Clerk</li>   <li>• Strategic overview to Committee within budget &amp; policy</li> <li>• Operational Management to Town Clerk</li> </ul>
<p><b>14. Entertainment &amp; the Arts</b></p> <p>14.1. Power to provide entertainment and support of the arts, Local Government Act 1972, S145.</p>	<ul style="list-style-type: none"> <li>• Strategic Management to Committee for land or buildings within their remit, within budget &amp; policy</li> <li>• Town Clerk for Operational management</li> </ul>