


19th January 2023

To:	Town Mayor and all Members of the Biggleswade Joint Committee	
Town Councillors:	Cllr Madeline Russell (Vice Chair) Cllr M North Cllr H Ramsay Cllr C Thomas	
BTC Substitutes:	Cllr D Albone Cllr R Pullinger	
BTC Officers:	Peter Tarrant (Town Clerk & Chief Executive) Karim Hosseini (Head of Governance & Strategic Partnerships) Isaac Lord (Place Shaping Manager) Funda Gumush (Meetings Administrator)	
Central Bedfordshire Councillors:	Cllr Mark Foster (Chairman) Cllr Steve Dixon Cllr Dr Hayley Whitaker Cllr Ian Bond	
CBC Officers:	Sarah Hughes (Community Engagement Manager) Stephanie Bailey (Senior Community Engagement Officer) Nick Shaw (Principal Project Manager – Infrastructure Delivery) Mark Eaton (Highways Assets Manager) Shahidullah Tarakhel (Principal Highways Engineer)	
	(Copies to other Town Councillors for information)	

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Biggleswade Joint Committee** to be held on **19th January 2023**, commencing at **14:30 pm** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade**. Central Bedfordshire Council Officers will attend the meeting via Zoom in line with current Central Bedfordshire corporate practice.



Peter Tarrant
Town Clerk & Chief Executive

**THIS MEETING MAY BE
RECORDED***

AGENDA

PART A – ADMINISTRATION

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

2. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

3. PUBLIC OPEN SESSION (3 minutes per person; maximum 15 minutes)

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each speaker will be allowed (one) **three-minute** slot.

Members of the public who wish to join this meeting should register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_78PTxNiqQNuvoJ3L4tCuNQ



4. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

To receive any matters of communication from the Chairman.

5. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **13th October 2022 (attached)**.

6. MATTERS ARISING

From the Minutes of the **Biggleswade, Joint Committee Meeting** held on **13th October 2022**.

7. MEETING DATES 2023

- New Meeting dates to be decided for dates going forward for 2023/2024. The next meeting is on **6th April 2023**.

8. PART B – ECONOMY AND TOWN CENTRE

- Mark Eaton to present on:
 - I) Highways Programme for Biggleswade including update (including Saffron Road closure and Lawrence Road).
 - II) Planned Structural Maintenance Schemes for Biggleswade 2023/2024.
- Market Square Trees

9. PART C – LOCAL INFRASTRUCTURE PROJECT UPDATES

- Transportation Interchange project – written report from Nick Shaw and Adrian Hardy will be attending to update on bus routes.
- Play Areas project - Karim Hosseini
- Drove Road Chapel project - Karim Hosseini
- Electricity Substation project – report sent in by David Fisher
- Lindsell's Bridge – report sent in by David Fisher

10. PART D Community Engagement

- King's Coronation Event - 6th May 2023 - Isaac Lord.
- Remembrance Day Event - Isaac Lord.

11. ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL

**Committee Members receive all documentation.
Papers available to other Councillors upon request.**

**Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member, officer or member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not within the Council's control.*

12. DATE OF NEXT MEETING

The next Biggleswade Joint Committee Meeting is scheduled for:

- 6th April 2023 – (note this meeting will be taking place during the pre-election period)

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT
BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD COURT HOUSE
4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL
ON THURSDAY 13TH OCTOBER 2022 at 14:30 PM**

Present:	BTC: Cllr M North, Cllr M Russell (Deputy Chairman), Cllr H Ramsay, Cllr M North, Cllr C Thomas (via zoom) CBC: Cllr I Bond, Cllr Dr. H Whitaker, Cllr T Stock, Cllr M Foster (Chairman) BTC Town Clerk & Chief Executive: Peter Tarrant BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Finance Manager: Rob Youngs BTC Place Shaping Manager: Isaac Lord BTC Administrator: Karen Saunders
In Attendance:	CBC Community Engagement Manager: Sarah Hughes CBC Senior Community Engagement Officer: Stephanie Bailey CBC Highways Asset Manager: Mark Eaton (via zoom) CBC (Principal Project Manager – Infrastructure Delivery) Nick Shaw CBC (Principal Highways Engineer) – Shahidullah Tarakhel BTC Cllr M Knight
Members of the public:	None

Following a reminder to Meeting attendees that this is a formal meeting, the Chair advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chair advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chair asked everyone to mute their microphones when not speaking.

PART A - ADMINISTRATION

APOLOGIES FOR ABSENCE

Cllr. Steve Dixon

DECLARATIONS OF INTEREST

- (a) Disclosable Pecuniary Interests in any agenda item – None declared.
- (b) Non-pecuniary interests in any agenda item – Cllr Mark Foster – Sorrell Gardens

PUBLIC OPEN SESSION

To adjourn for a period of 15 minutes to allow members of the public to put questions or to address the Committee, through the Chairman, pertaining to items listed on the Agenda. Each speaker to be allocated a 3-minute speaking slot.

None.

CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

The Chairman advised the Committee that an item called 'cluster' relating to schools, will be consulted upon in the near future.

This will take into account the relocation of Ivel Valley School to a new site on land east of Biggleswade and the closure of the Older Persons Day Care Centre and relocation to Sorrell Gardens.

Sarah Hughes confirmed that there would be events planned at strategic times for local people so they can fully understand what the proposals are.

MINUTES OF MEETINGS

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of 14th July 2022.

MATTERS ARISING

Page 2 – Cllr Russell stated that drawings of Lawrence Road will be going to consultation in the near future.

PART B – ECONOMY AND TOWN CENTRE

HIGHWAYS UPDATES

Shahidullah Tarakhel was unable to attend.

Mark Eaton gave an update in Shahidullah's absence. A presentation was given which showed where we are with footway resurfacing within this financial year, and what is still outstanding.

Mark indicated that a new schedule of works would be available in January 2023, this takes into account all footpaths around the area not just Biggleswade and work will depend on a priority and risk factor.

Mark gave an overview of how the priority and risk is assessed on each path/road using a points system.

Cllr Russell asked if an update could be given at the next Joint Committee.

Cllr Dr Whitaker asked if the street lighting could be looked at in some areas as there are a few actions still within the 'fix my street' portal.

Biggleswade S106 Fund Allocation

Sarah Hughes updated Members on the S106 Fund Allocation.

A presentation was given by Sarah explaining how the fund is managed and what it is used for and how her role helps secure money for communities and village halls.

The presentation gave information of all section 106 funding which was agreed for our parish.

Sarah was thanked for her presentation and making it easy to understand.

Public Works Loan Application

Karim Hosseini gave Members an update of where we are with the Public Works Loan. The loan has now been approved by the Department For Levelling Up.

Karim thanked all officers involved for their help. An update was given of how the Public Works Loan will be used in year one:

- Play area improvements at Franklins Recreation Area.
- Drove Road Chapel improvements.
- The Town Council Asset Project.

The timelines for commencement of the projects will be November 2022. The completion will be in phases up to March 2023.

We are at the selection process for the development of the Play Area Project and will be making our final selection very shortly.

Cllr Dr Whitaker asked if the consultation paper was available to view. The Town Clerk & Chief Executive, Peter Tarrant, responded that consultation had already taken place and he would seek advice as to how much information we can share.

Orchard Community Centre Update

Isaac Lord thanked Sarah Hughes for the funding on modernising the Orchard Centre and allowing them to move to a more self-sufficient model which will see an online booking system and re-deployment and addition of the CCTV cameras into more prominent areas. There is currently £1,500 left in the budget which will go towards equipment which will make the Orchard more inclusive and attractive to hirers.

PART C – KEY INFRASTRUCTURE PROJECT UPDATES

Sub-Station

Sarah Hughes gave an update in her colleague's absence.

The planning conditions should be discharged soon, the road widening should commence shortly and the draft re-cycling and recovery strategy has been agreed.

Lindsell's Crossing

The landscaping consultation is due to end on the 27th October. The contractor is on site.

Cllr Russell updated the Committee that a discussion had taken place with the Council and an objection in regard to the discharge of condition 3.

Cllr Dr Whitaker agreed that the plan does not work in its current state.

Transport Interchange

Nick Shaw updated the Committee with regards to the interchange.

Some buildings have already been demolished – ducting and cabling have been incorporated underground.

The logistics with other contractors is working well and they are all joining up together.

Cllr Russell asked if Nick could update us on the road closure on Saffron Road scheduled to start on 20th October 2022.

Nick said that they would put in two-way traffic lights from Saffron Court to Foundry Lane.

Cllr North asked if there was any contingency for residents parking on Saffron Road whilst this work took place. Nick informed the Group that resident parking would not be affected.

Neighbourhood Plan Referendum

It was noted that residents of Biggleswade approved the Neighbourhood Plan at referendum. Although the turnout was low, 83% voted in approval of the Neighbourhood Plan being adopted.

Work Plan

Sarah Hughes updated the Committee on the Work Plan for the next meeting in January 2023:

- Housing Infrastructure Fund Projects
- Interchange
- Lindsell's Crossing
- Sub-station
- Education Project
- Highways Scheme 2023/2024
- Garden Communities – Sustainable Transport Corridor
- Community Engagement Group update

Cllr Russell requested an agenda item for discussion with regards to the bus routes around the town given the work happening with the transport interchange.

Cllr Russell also asked if the Local Plan could be added to discuss which areas of the plan would be reviewed.

Nick Shaw stated that discussing the bus routes in January would be too early as work will not be commissioned in until April 2023 which falls within the next financial year.

Cllr Mark Foster will pick up with Sarah Hughes and other officers at Central Beds Council on whether there will be sufficient information for it to be added to the agenda for the next meeting.

Sarah Hughes gave an update on the Community Asset Grant Scheme application and explained that there was £200K in the budget of which bids of £700K was received.

After going through a rigorous process, Biggleswade Theatre was awarded £24,000 which is good news.

Cllr Dr Whitaker asked if paper copies of agenda's could only be given to members who request them.

Date of Next Meeting

19th January 2023

Central
Bedfordshire



Biggleswade Transport Interchange

Progress Report for the Biggleswade Joint Committee
January, 2023

Progress

In the last four weeks the following activities have been undertaken:

- Works on retaining wall base, and place retaining wall sections
- Install tree-pit crates within the interchange area on the Northern Footway.
- Infill of well on site and concrete cap
- Provide update on traffic management provisions for Jan 2023, Weekly updates by GT to Streetworks. Closure of Saffron Road booked for 9th January 2023 with Streetworks.
- Site shut down for Christmas 2022. 21st of December 2022 to 3rd January 2023
- Interface meetings with NR to discuss adjacent schemes, (Network Rails AFA scheme, Govia Thameslink toilet project)
- Bi-weekly meetings with NR on interface with project continuing (design and construction)
- BT fibre broadband cables were diverted on 4th December. Overhead Poles removed on 14th December



Retaining wall installation



Tree-pit crates installation



Drainage works

Look Ahead

During the next four weeks the following activities are anticipated:

- Complete works on retaining wall and place retaining wall sections, and backfill
- Install ducting in the interchange
- Install tree-pit crates within the interchange area central section.
- Lay sub-base in main interchange area
- Lay kerbs to interchange
- Surfacing of interchange base and binder to allow temporary turning area
- Commencement of works in Saffron Road junction to complete drainage connections

Social Value Activities

- Bedford College – Offer of 2 work experience placements – total of 80 hours (40hours per person) – dates to be confirmed
- Biggleswade Job Centre Careers Fair – attendance at the careers fair in November at the local library – interviewed 11 people and subsequently supported 4 individuals on CV writing
- Local Schools – contacted Stratton Upper School, Edward Peake and Biggleswade Academy to enquire about careers fair opportunities

Traffic Management

Timings	Traffic Management Information	Work Details
All Phases: Now until 31 st March, 2023	No waiting and restricted parking on Station Road from the railway station forecourt to 9 Station Road (both sides), and Saffron Road from the junction with Station Road to Biggleswade Town Council Offices.	<i>Working space for all on street works</i>
Phase 1: Interchange Area Now until 31 st March, 2023	Station Road carriageway lanes narrowed Restriction on parking and a no waiting order in place on Station Road to the junction with Saffron Road.	<i>Construction of the area adjacent to the interchange</i>
Phase 2: Station Road 9 th January to 13 th Feb, 2023	Palace Street reopens with a new road layout - right turn only at its exit. Saffron Road is closed at junction with Station Road. Diversion via Station Road, Bonds Lane and Foundry Lane	<i>Gully and drainage connections in the junction</i>
Phase 3: Station Road (Western side) 14 th February to 13 th March, 2023	Closure of the Station Road footway opposite the new interchange. The pedestrian route will be through the rear concourse of the new interchange.	<i>Replace kerbs and footway and eastern half of the zebra crossing</i>
Phase 4: Station Road (Eastern side) 14 th March to 24 th March, 2023	Closure of the footway from 13 Station Road to the railway station forecourt.	<i>Replace kerbs and footway and western half of the zebra crossing</i>
Phase 5: Resurfacing 14 th March to 24 th March, 2023	Full closure from 4 Station Road to the end of highway heading South. Closure of Palace Street from 10 Palace Street to the junction with Saffron Road. Closure of Saffron Road from the junction with Station Road to Biggleswade Town Council offices.	<i>Road resurfacing works</i>

Communications

- Information to outline the traffic management measures which will be in place to enable the safe construction of the scheme and maintain access to the railway station hand delivered to residents adjacent to the works 15th December 2022 (*attached below*).
- Details of traffic management measures posted on social media channels



Biggleswade Transport Interchange



Construction works traffic management update - December 2022

Work is continuing to create the new transport interchange next to Biggleswade railway station.

As part of the safe construction of the scheme, there will be measures in place to manage traffic in the area. As work progresses through the construction phases of the project, the traffic management measures will need to change. The table below indicates when we expect the traffic management to be in place and what these will consist of.

We apologise for any inconvenience that this may cause. We will do our utmost to keep any disruption to a minimum while the construction works take place.

More information about the scheme and the Biggleswade Masterplan is available at www.centralbedfordshire.gov.uk/biggleswade

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Phase 3: Station Road (Western side)	Closure of the Station Road footway opposite the new interchange.	<i>Replace kerbs and footway and eastern</i>

14 th February to 13 th March, 2023	The pedestrian route will be through the rear concourse of the new interchange.	<i>half of the zebra crossing</i>
Phase 4: Station Road (Eastern side) 14 th March to 24 th March, 2023	Closure of the footway from 13 Station Road to the railway station forecourt.	<i>Replace kerbs and footway and western half of the zebra crossing</i>
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Note: These dates provided are indicative and may be subject to change. We will provide updates if there are any alterations to the traffic management measures or their timings.

Closure of Saffron Road/Palace Street Diversion Plan

9th January to 13th February, 2023

