

**13<sup>th</sup> April 2022**

To:	Town Mayor and all Members of the Biggleswade Joint Committee	
Town Councillors:	Cllr Madeline Russell (Vice Chair) Cllr M Knight Cllr M North Cllr H Ramsay	
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) Wilma Solomon (Head of Finance & Planning) Francesca Pridding (Interim Head of Finance & Planning)	
Central Bedfordshire Councillors:	Cllr Mark Foster (Chairman) Cllr Steve Dixon Cllr Dr Hayley Whitaker Cllr Ian Bond Cllr Tracey Stock	
CBC Officers:	Sarah Hughes (Community Engagement Manager) Beverley Gaynor (Place Delivery Programme Manager) Mark Eaton (Highways Assets Manager)	
	(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 **Thursday, 21<sup>st</sup> April 2022** 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**

#### **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.

#### **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).

#### **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.

#### **CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

To receive any matters of communication from the Chairman.

#### **MINUTES OF PREVIOUS MEETINGS**

To receive and approve as a correct record the minutes of the **Biggleswade Joint Committee Meeting** held on **20<sup>th</sup> January 2022 (attached)**.

#### **MATTERS ARISING**

From the minutes of the **Biggleswade Joint Committee Meeting** held on **20<sup>th</sup> January 2022**

### **PART B ECONOMY AND TOWN CENTRE IMPROVEMENTS**

Karim Hosseini and Isaac Lord will update on:

- Queen's Platinum Jubilee proposals
- Adopt-A-Street Biggleswade Initiative

Mark Eaton will update on:

- Highways Annual Plan 22/23 and local schemes

**PART C PLACE – KEY INFRASTRUCTURE PROJECT UPDATES**

Beverley Gaynor will update on the following Housing Infrastructure Fund projects:

- Sub-Station
- Transport Interchange
- Lindsell's Crossing HIF projects
- Garden Communities/ Biggleswade Moves Festival
- Stratton Business Park
- Biggleswade Library consultation

Cllr Russell will update on:

- Biggleswade Neighbourhood Plan Regulation 16 Examination in Public

Beverley Gaynor and Karim Hosseini will update on:

- Market Place Workshop planning meeting

**PART D - ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL**

**JOINT COMMITTEE WORKPLAN 2022/23**

For Members to consider the proposed work plan and meeting dates between 2022 – 23.

**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.*

**Schedule of future meetings:**

14<sup>th</sup> July 2022  
13<sup>th</sup> October 2022  
19<sup>th</sup> January 2023

**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, 20<sup>TH</sup> JANUARY 2022 at 14:30 PM**

Present:	<b>BTC:</b> Cllr M North, Cllr M Russell (Deputy Chairman), Cllr M Knight <b>CBC:</b> Cllr I Bond, Cllr T Stock, Cllr M Foster (Chairman) (via Zoom) <b>BTC Town Clerk &amp; Chief Executive:</b> Peter Tarrant <b>BTC Head of Governance &amp; Strategic Partnerships:</b> Karim Hosseini <b>BTC Head of Place Shaping &amp; Town Centre Management:</b> Philip Trupp <b>BTC Head of Finance &amp; Planning:</b> Wilhelmina Solomon <b>BTC Administrator</b> Karen Saunders
In Attendance (via Zoom):	<b>CBC Community Engagement Manager:</b> Sarah Hughes <b>CBC Head of Place Delivery:</b> Ingrid Hooley <b>CBC Highways Asset Manager:</b> Mark Eaton <b>CBC Programme Enabling Manager – Delivery:</b> Sarah Morgan <b>CBC Strategic Plan Partnership Manager –</b> Lynsey Hillman-Gamble
Members of the public:	<b>None</b>

Following a reminder to Meeting attendees that this is a formal meeting, the Deputy 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 to be filmed and to the use of those images and sound recordings. The Deputy Chair advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Deputy Chair asked everyone to mute their microphones when not speaking.

**PART A: ADMINISTRATION**

**APOLOGIES FOR ABSENCE**

Cllr Whittaker, Cllr S Dixon, Cllr Ramsay.

**DECLARATIONS OF INTEREST**

None.

## **PUBLIC OPEN SESSION**

None.

## **CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

Cllr Russell who chaired the meeting, stated that from a Central Bedfordshire Council point of view, the meeting would not be quorate if any decisions had to be made.

## **GARDEN COMMUNITIES**

Ms. Lynsey Hillman-Gamble, CBC Strategic Plan Partnership Manager, gave an update on the Garden Community Project and Stratton Business Park.

The Garden Community Project is progressing well and she wanted to give more information in relation to an energy strategy and biodiversity strategy. These strategies are being drafted and Ms. Hillman-Gamble would be happy to attend a future meeting to provide updates.

Regarding the engagement strategy in relation to the sustainable travel corridor, this has been postponed because of COVID restrictions as this is a 'festival' type event and people need to feel safe. This is now planned for March 2022 if the site promoters can attend.

In relation to Stratton Business Park there was a query on the future of the site and that CBC has no plans to extend the site, but they may have to re-visit this as part of the Local Plan review.

If there is a call for more sites, this would allow landowners and site promoters to submit planning applications in the future.

## **PLACE DELIVERY UPDATE**

Ingrid Hooley, CBC Head of Place Delivery, gave an update on the sub-station and stated that the planning application has been submitted and validated to CBC. Consultation is still on-going and comments are still being responded to.

The planned route for the transformers is being reviewed through the planning process as this requires a lot of land to accommodate the size of the transformers, they also require clear access and egress routes.

The planning consent has been received on Lindsells Bridge and there is a next stage agreement with Network Rail. Contracts for the design have been awarded to a company called Story and the Certificate of Title is being progressed by Network Rail.

Education projects from the 'have your say' consultation on education has been concluded and it will be discussed with Members to agree a final model and feasibility study for this school to conclude at the end of February 2022.

Cllr M Knight asked if subsequent documentation on the sub-station has been received as the original application on Central Beds portal was incomplete and if that meant that it would need to go through the consultation process again, or if the subsequent paperwork could be submitted mid consultation.

Ingrid Hooley, CBC Head of Place Delivery, confirmed that she would check the status of the paperwork and report back.

## **MINUTES OF THE PREVIOUS MEETINGS HELD ON 14<sup>TH</sup> OCTOBER 2021 AND RECONVENED TO 18<sup>TH</sup> NOVEMBER 2021**

Cllr M North – page 7 states that Cllr Bond commented that where CBC will be issuing a TRO for the bus layby on Church Street, CBC may wish to consider adding some additional parking spaces because it will become a one-way street – this already is a one-way street.

Cllr M North – page 8 references ‘Steppingley’ Hospital this should say ‘Biggleswade’ Hospital.

Subject to these amendments being made, the Minutes of the Biggleswade Joint Committee Meeting of the 14<sup>th</sup> October 2021 and 18<sup>th</sup> November 2021 were **APPROVED**.

### **MATTERS ARISING**

There were no matters arising from the Minutes of the Biggleswade Joint Committee Meeting of 14<sup>th</sup> October 2021 and 18<sup>th</sup> November 2021.

### **BIGGLESWADE NEIGHBOURHOOD PLAN**

Karim Hosseini, Head of Governance and Strategic Partnerships, gave an update and stated that the collation of the feedback during the Regulation 14 Consultation exercise had gone smoothly. The Town Council is at a stage where detailed changes from the feedback is being worked on.

Helen Calvert, Administration and HR Manager, confirmed that a draft Consultation Statement and Neighbourhood Plan Regulation 15 document would be presented to the Town Council meeting of 25<sup>th</sup> January 2022 for approval.

### **DOCTOR'S SURGERIES**

Karim Hosseini, Head of Governance and Strategic Partnerships, gave an update and stated that the two GP Surgeries in Biggleswade had been contacted (Ivel and Saffron Surgeries) to attend a meeting to establish if there is any assistance the Town Council can provide to alleviate the shortage of GP appointments which is causing problems for patients. Only one surgery has replied to date, meeting with them was delayed due to the recent government COVID restrictions and no response from either GP has been forthcoming. The Town Council will continue to engage with those surgeries to progress with this issue.

### **MARKETPLACE WORKSHOP**

Karim Hosseini, Head of Governance and Strategic Partnerships, said that a Place Shaping Workshop is being held on the 25<sup>th</sup> February 2022 with Ingrid Hooley and other CBC colleagues attending. Attendees will walk around the Market Square and align our vision and bring the plans up to date. This workshop will be open to all Town and Board Councillors and an invite will be sent to David Edwards from Place Make in Hitchin.

Discussions will take place on the highways issue around Century House and Hitchin Street as part of the Place Shaping Workshop.

### **ECONOMY AND TOWN CENTRE IMPROVEMENTS**

Wilma Solomon, Head of Finance and Planning, gave an update on progress with the Welcome Back Fund.

All available funding has now been spent apart from £1,860.00 which will bring the total spend to £32,000.00.

Cllr Pullinger asked if there was an update on the Omicron Hospitality and Leisure Grants as many businesses in Biggleswade were awaiting this - many other councils across the country had already started the application process and CBC had not opened theirs yet. Sarah Morgan, CBC Programme Enabling Manager – Delivery, said that they were still waiting on further guidance from Central Government but would keep us updated.

### **HIGHWAYS PROGRAMME FOR BIGGLESWADE**

Mark Eaton - CBC Highways Asset Manager, gave a presentation (attached) which outlined what programme items have been completed and what programme items are yet to take place on the highways work programme in this financial year and finish at the end of March 2022. Improvements are being looked at around the road islands and resurfacing on various streets being funded by Section 106.

There is an integrated transport scheme forming a one-way cycle contraflow on Lawrence Road programmed for January 2023. Mark Eaton was asked to make sure that he feeds back that Biggleswade Town Council want to be involved with the design consultation.

Concern was also raised about the flooding under the underpass on the A1 bypass and the erosion of the riverbank.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Peter Tarrant, Town Clerk & Chief Executive, advised that the Town Council are still engaging with members of the community regarding local issues through its regular Community Engagement meetings.

Items discussed on 6<sup>th</sup> December 2021 meeting included:

- The Christmas Light Switch On was well received, as was the Remembrance Sunday parade.
- Encouraging Members to continue to attend our meetings.
- Electric vehicle charging points plans.
- Members submitted suggestions on how the community could use the open spaces.

The next Community Engagement meeting is scheduled for 7<sup>th</sup> February 2022, with agenda items which the Members have asked for will cover the following:

- Neighbourhood Plan
- Queen's Jubilee

An invite to the next meeting on 7<sup>th</sup> February 2022 will be extended to Sarah Hughes at Central Bedfordshire Council.



**Agenda Item No. PART D**

REFERENCE	DESCRIPTION
<b>Purpose</b>	<ol style="list-style-type: none"> <li>1. To influence decisions and help shape initiatives and their delivery for the benefit of the whole town taking into account the needs of the town, customers, employees, residents, visitors, traders, property owners and developers.</li> <li>2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Committee</li> </ol>
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Help improve the economic, social, environmental and cultural vitality of the town</li> <li>2. Ensure a partnership and collaborative approach to achieve the delivery of town regeneration, including influencing Section 106 funding received for town improvements and community facilities.</li> <li>3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.</li> <li>4. The Committee will make decisions on any joint funding allocated to it.</li> <li>5. Influence and help shape strategies / plans that impact on the future viability of the town.</li> <li>6. Provide a forum for briefing Members of the Joint Committee on all key issues affecting the town, at the discretion of the Chairman and Vice Chairman.</li> <li>7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.</li> </ol>



**Agenda Item No. PART D**

	<p>8. Develop and maintain joint branding of communication, agendas and minutes.</p> <p>9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered</p> <p>10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.</p> <p>11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.</p> <p>12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.</p>
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**Agenda Item No. PART D**

**BIGGLESWADE JOINT COMMITTEE  
WORK PLAN 2022-2023**

Meeting Dates 2022/23	Work Plan 2022 – 23
<p><b>21<sup>st</sup> April 2022</b> <b>2:30pm</b></p>	<ul style="list-style-type: none"> <li>• Housing Infrastructure Fund Projects                             <ul style="list-style-type: none"> <li>○ Transport Interchange</li> <li>○ Lindsells crossing</li> <li>○ Sub-station</li> </ul> </li> <li>• Highways updates (including Active Travel Scheme)</li> <li>• Biggleswade Neighbourhood Plan</li> <li>• Garden Communities</li> <li>• Community Engagement</li> </ul>
<p><b>14<sup>th</sup> July 2022</b> <b>2:30pm</b></p>	<ul style="list-style-type: none"> <li>• Housing Infrastructure Fund Projects                             <ul style="list-style-type: none"> <li>○ Transport Interchange</li> <li>○ Lindsells crossing</li> <li>○ Sub-station</li> </ul> </li> <li>• Highways updates (including Active Travel Scheme)</li> <li>• Integrated Health and Care Hub</li> <li>• Schools for the Future</li> <li>• Garden Communities</li> <li>• S106 Funds – Planned Spend Project 22/23</li> <li>• Community Engagement</li> </ul>



**Agenda Item No. PART D**

<p><b>13<sup>th</sup> October 2022</b> <b>2:30pm</b></p>	<ul style="list-style-type: none"> <li>• Housing Infrastructure Fund Projects             <ul style="list-style-type: none"> <li>○ Transport Interchange</li> <li>○ Lindsells crossing</li> <li>○ Sub-station</li> </ul> </li> <li>• Highways updates (including Active Travel Scheme)</li> <li>• Garden Communities</li> <li>• Sustainable Transport Corridor</li> <li>• Stratton Business Park Planning Update</li> <li>• Community Engagement</li> </ul>
<p><b>19<sup>th</sup> January 2023</b> <b>2:30pm</b></p>	<ul style="list-style-type: none"> <li>• Housing Infrastructure Fund Projects             <ul style="list-style-type: none"> <li>○ Transport Interchange</li> <li>○ Lindsells crossing</li> <li>○ Sub-station</li> </ul> </li> <li>• Highways updates (including Active Travel Scheme)</li> <li>• Sustainable Transport Corridor</li> <li>• Integrated Health and Care Hub</li> <li>• Schools for the Future</li> <li>• Garden Communities</li> </ul>