

13th July 2023

To:	Town Mayor and all Members of the Biggleswade Joint Committee	
	Town Councillors:	Cllr M North Cllr S Patel Cllr M Russell Cllr C Thomas
	BTC Substitutes:	Cllr D Albone Cllr D Strachan
	BTC Officers:	Karim Hosseini (Head of Governance & Strategic Partnerships) Isaac Lord (Place Shaping Manager) Funda Gumush (Meetings Administrator)
	Central Bedfordshire Councillors:	Cllr Grant Fage Cllr Gareth Tranter Cllr Steven Watkins Cllr Hayley Whitaker
	CBC Substitutes:	Cllr Paul Daniels Cllr Paul How
	CBC Officers:	Sarah Hughes (Community Engagement Manager) Mark Eaton (Highways Asset Manager) Nick Shaw (Principal Project Manager – Infrastructure Delivery) 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 **13th July 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_Xu4hxbZKQOWKB_iCXN7INQ



4. ELECTION OF CHAIR

To elect a Chair for the Committee for one year.

5. ELECTION OF VICE CHAIR

To elect a Vice-Chair for the Committee for one year.

6. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **19th January 2023 (attached)**.

7. MATTERS ARISING

From the Minutes of the **Biggleswade, Joint Committee Meeting** held on **19th January 2023**.

8. JOINT COMMITTEE ARRANGEMENTS GOING FORWARD

Sarah Hughes to present on:

- a. An overview of the Joint Committee Terms of Reference.
- b. Confirm secretariat arrangements for 2023/24.

9. PART B - ECONOMY AND TOWN CENTRE UPDATES

None.

10. PART C - LOCAL INFRASTRUCTURE PROJECT UPDATES

- a. Transportation Interchange project – Nick Shaw
- b. Play Areas project - Karim Hosseini & Jonathan Woolley
- c. Drove Road Chapel project – Isaac Lord

11. PART D – COMMUNITY ENGAGEMENT UPDATES

- a. App-Bike: Biggleswade’s new cycle hire scheme- Charlotte Secker, Sustainability Team
- b. Play Streets - Lauren Chimes, Sustainability Team

12. ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL

None.

**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.*

13. DATE OF NEXT MEETING

The next Biggleswade Joint Committee Meeting is scheduled for:

- 12th October 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 19TH JANUARY at 14:30 PM**

Present:	BTC: Cllr M Russell (Deputy Chairman), Cllr H Ramsay, Cllr C Thomas CBC: Cllr M Foster (Chairman), Cllr I Bond, Cllr Dr. H Whitaker, Cllr T Stock BTC Head of Governance & Strategic Partnerships: Karim Hosseini BTC Place Shaping Manager: Isaac Lord BTC Meetings Administrator: Funda Gumush
In Attendance:	CBC Community Engagement Manager: Sarah Hughes (via zoom) CBC Senior Community Engagement Officer: Stephanie Bailey (via zoom) CBC Principal Highways Engineer: Shahidullan Tarakhel (via zoom) CBC Public Transport Manager: Adrian Hardy (via zoom)
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 was being filmed and by being present attendees were 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

1. APOLOGIES FOR ABSENCE

Cllr. S Dixon
Cllr. M North
Mr. P Tarrant

2. DECLARATIONS OF INTEREST

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

3. 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.

No member of the public was present.

4. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

a. Integrated Care Board

Cllr M Foster read out a letter from the Bedfordshire, Luton and Milton Keynes Integrated Care Board (ICB) regarding the decision by GP Partners at Ivel Medical Centre to resign their current contract providing GP primary care services.

Cllr Stock confirmed that CBC were committed to delivering for an Integrated Health and Care Hub for Biggleswade.

It was noted that that the local MP had taken up the matter at Prime Minister's Questions.

Members were aware that letters would be sent to residents in the following week.

5. MINUTES OF MEETINGS

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of 13th October 2022.

6. MATTERS ARISING

None.

7. MEETING DATES 2023

The next meeting date is the 6th of April.

8. PART B – ECONOMY AND TOWN CENTRE

a. Highways Programme for Biggleswade

CBC Principal Highways Engineer, Shahid Tarakhel presented the report on behalf of Mark Eaton. In the presentation Mr Tarakhel pointed out that there were 7 footway schemes, 5 of which had been completed. The Stratton Way footway scheme was set to begin and finish in February. The Sandpiper Close footway scheme however has been deferred until next year. Other footway schemes would be added for the following year.

Mr Tarakhel pointed out that all carriageway schemes were now completed. The new Highways Term Service Contract was awarded to Milestone Infrastructure Limited, who will be delivering next year's structural maintenance programme for CBC.

With reference to Biggleswade Market Square, the report showed that four trees would be felled from the market square. The species of the trees and the timeline of replanting will be decided upon by Biggleswade Town Council.

b. Market Square Trees

Cllr Russell noted that the Town Council had recently met on the matter and resolved that a long gap period should be implemented between the removal of the 4 trees, the ground around the trees being made safe and the replanting of the trees. Any new trees should be replanted after strategic discussions on Market Square vision with CBC.

Cllr Russell noted concern on behalf of the Biggleswade Town Council, that CBC would not be considering the bus route impact on the transport interchange until the new financial year.

Once this is ascertained and how the bus exit routes will impact the Town Square, then it will be easier to determine where and how many trees are replanted.

The matter of Market Square Trees would be taken up by Town Council at their next meeting on Tuesday 24th February 2023.

Joint Committee Members agreed with the proposed trees gapping timeline.

9. **PART C – KEY INFRASTRUCTURE PROJECT UPDATES**

a. **Transportation Interchange Project**

A written report was submitted by CBC's Principal Project Manager, Nick Shaw.

Speaking to the Committee, CBC's Public Transport Manager, Adrian Hardy, provided an update of how buses would use the transport interchange once completed.

Mr Hardy indicated that some of the bus routes were contracted by Central Bedfordshire Council whilst others operated on a commercial basis. He added that discussions would be held with the commercial operators as to their timetables.

Cllr Russell pointed out that the issue lay with buses exiting the town square due to their size especially on Market days. Furthermore, the layout of bus stops was an issue as the older members of the public would find it difficult to get a bus at the Interchange due to distance from the Market Square.

Responding to the comments, Mr Hardy confirmed that CBC also wanted the buses to remain in the High Street and from speaking with various residents, noted their serious concerns about buses being removed from the Town Centre.

Commenting on the report, Cllr Russell indicated that once the Interchange project is completed by the end of March 2023 it would be beneficial to meet with Mr Shaw to discuss the closure of the bus exit lane for Biggleswade.

Cllr Whitaker commented that CBC will need to look at assets such as Century House to discuss their future use. It would be beneficial to ask Beverly Gaynor from CBC Place Making as Century House fell under Ms Gaynor's remit.

b. **Play Areas Project**

BTC Head of Governance & Strategic Partnerships Karim Hosseini provided an update and indicated that the project at Franklins Recreation Ground play area began on Monday 16th January, noting that the majority of the play area is still open to the public.

Mr Hosseini pointed out that the work to remove existing play equipment was underway and digging for the new installations had begun. It was expected that the first suite of wooden equipment would be delivered by the end of January with the second suite of metal play equipment scheduled for mid-February 2023.

Mr Hosseini added that the new play equipment installation was expected to be completed by mid-March 2023.

c. **Drove Road Chapel Project**

Mr Hosseini explained that the Heras security fencing had been installed in November and that scaffolding was erected after this to provide access to the high-level works of the chapel.

Due to the cold weather however, scaffolding work was not finalised until the end of December. Mr Hosseini reiterated that this was a three-year project.

d. **Electricity Substation Project**

CBC Senior Community Engagement Officer, Stephanie Bailey presented on behalf of CBC Programme Manager David Fisher with regards to the Electricity Substation project. The report indicated that some delays had been experienced with the subcontractors but that works were largely on track.

e. **Lindsell's Bridge**

Ms Bailey presented the report on behalf of David Fisher and noted that the sale of land agreement for the bridge had now been signed. The programme of the works had been delayed and the intended bridge lift which was meant to take place at Christmas 2022 was cancelled. The ground-breaking ceremony was also thus cancelled.

The report continued that CBC were waiting for Network Rail's revised contingency programme to advise how extensive the works to the project's completion will be.

Cllr Bond indicated that the project was currently on hold to enable the widening of Furzenhall Road which would enable the cranes to bring replacement parts of the bridge.

10 PART D – COMMUNITY ENGAGEMENT

a. **King's Coronation Event**

BTC Place Shaping Manager Isaac Lord presented the report and noted that officers continued to review communications from the Royal website to understand guidance for the event as well as reviewing other Town and Parish Council's plans.

Mr Lord noted that some Councils were forgoing any celebrations considering the cost-of-living crisis, whilst others were putting up outdoor cinema screens, dedicating memorials, and holding 'bring and share' tea events in their Town Centre.

Quotes have been obtained for an open-air cinema screen which are more than £10,000 in all instances.

The initial budget discussed was an indicative £5,000, but this needed agreement of Town Council.

Mr Lord indicated that Officers will be producing a report with recommendations for the Town Centre Management committee meeting, on 21st February 2023.

b. **Remembrance Day Event**

Mr Lord speaking about the Remembrance Day Event in November 2022, noted that the event was a success with many positives to take away.

A wash-up meeting was held with key stakeholders and issues relating to road closures, order of parade and visibility of St John's Ambulance will be considered for November 2023.

Mr Lord thanked to the various teams in CBC that supported in making this happen safely, such as Streetworks, Highways and the SAG.

11. **ITEMS REQUESTING ATTENTION BY CENTRAL BEDFORDSHIRE COUNCIL**

None.

12. **DATE OF NEXT MEETING**

6th April 2023

Meeting Closed at 3.30pm

Town Joint Committees : Terms of Reference Final version

Purpose

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.
2. To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Town Joint Committee

Objectives

3. Help improve the economic, social, environmental and cultural vitality of the town
4. 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.
5. Opportunities to delegate funding decisions to the Town Joint Committees should be explored, such as Section 106 received to spend on community facilities.
6. The Town Joint Committee will make decisions on any joint funding allocated to it.
7. Influence and help shape strategies / plans that impact on the future viability of the town.
8. Provide a forum for briefing Members of the Town Joint Committee on all key issues affecting the town, at the discretion of the Chair and Vice Chair.
9. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.
10. Develop and maintain joint branding of communication, agendas and minutes.
11. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered
12. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.
13. Promote resilience by encouraging communities to do more for themselves and champion local solutions.
14. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.

Membership

15. Four Councillors from Central Bedfordshire Council and four Councillors from Biggleswade Town Council (Biggleswade Joint Committee).
16. Four Councillors from Central Bedfordshire Council and four Councillors from Houghton Regis Town Council (Houghton Regis Partnership Committee).
17. Five Councillors from Central Bedfordshire Council and five Councillors from Leighton-Linslade Town Council (Leighton-Linslade Partnership Committee).
18. Five Councillors from Central Bedfordshire Council and five Councillors from Dunstable Town Council (Dunstable Joint Committee).

Who must be elected representatives of the wards.

19. Two substitutes from each Council will be permitted to attend meetings as full Committee representatives. A Councillor who sits on both CBC and the Town Council can substitute. Central Bedfordshire Council Councillors shall not substitute a Town Councillor on the Town Joint Committee and vice versa.
20. Substitutes for Central Bedfordshire Council Members on the Town Joint Committee must be a ward councillor in the town in the first instance or if not available a substitute must be an Executive Member. Substitutes for the Town Council Members of the Town Joint Committee will be a ward town councillor
21. Members are appointed annually.
22. All Members of the Town Joint Committee should have the interests of the town as a priority, not their own wards.

Meetings and Quorum

23. At least 3 Members from each Council must be in attendance for the meeting to be quorate.
24. Meetings will be held a minimum of once per year and up to 4 per year and take place at venues in the area
25. The Town Joint Committee may also organise extra ordinary meetings at the discretion of the Chairman and Vice Chairman.
26. In addition to the Committee meetings, the Town Joint Committee can organise other forms of engagement to take place such as themed discussions / task and finish groups and community conferences, including joint meetings or events with other Town Joint Committees in Central Bedfordshire.
27. All meetings will be open to the public unless exempt items are discussed

Chair and Vice Chair

28. The Chair and Vice-Chair shall be appointed from and by the Joint Committee's core membership; each Council must be represented in either role.

29. The appointed Chair and Vice-Chair will hold their post for a period of one year , after which they may stand for re-election.
30. The Vice Chair will preside in the absence of the Chair. If neither is present, the Town Joint Committee members in attendance will appoint a Chair from amongst them for the duration of that meeting.
31. The Chair and Vice Chair will be responsible for the content of the Committee agendas and will allow committee members and other stakeholders to submit agenda topics which will be included unless the proposed agenda item is not relevant to the Purpose and/or Objectives of the Town Joint Committee.

Secretariat

32. Either Council can administer the Town Joint Committee, according to their own Standing Orders. The Town Joint Committee will decide annually which Council is to administer the Committee.
33. Agendas, minutes and press releases will be issued under joint branding.
34. The secretariat will prepare, monitor and keep up to date an annual work plan to set the broad direction and priorities for the Town Joint Committee.

Decision making arrangements

35. Only members of the Town Joint Committee can vote. Co-opted Members have no voting rights.
36. The Town Joint Committee will not have any decision-making powers regarding planning applications and will not seek to duplicate or hinder the work of Central Bedfordshire Council as the Local Planning Authority.
37. The Town Joint Committee will reach decisions by a simple majority. The Chairman will have the casting vote in the case of a tie.

Co-option

38. To support engagement with local stakeholders the Town Joint Committee can co-opt members from local representative groups, as appropriate up to a maximum of 15. Each co-opted Member will be able to engage fully in all discussions but will not have any voting rights. Co-opted members can be removed from the Committee and the decision to remove can either be taken by the whole Town Joint Committee or by joint agreement of the Chair and Vice-Chair, depending on each Town Joint Committee's preference.
39. The list of Co-opted Members should be reviewed annually, by the Town Joint Committee.

Governance

40. The Minutes and action log for the Town Joint Committee will be presented both to the relevant Town Council and to Central Bedfordshire Council. The detail of where this will be presented will be determined by both Councils and reported back to the Town Joint Committee.

October 2019

FINAL



Biggleswade
Joint Committee

Biggleswade Joint Committee

Introduction for New Members

Joint / Partnership Committees



- 4 Joint / Partnership Committees in Central Bedfordshire
- They are area based / locality focussed joint committees
- Member led, comprising Ward and Town Councillors - equal numbers
- A forum for Members (and other stakeholders) to discuss key issues affecting the town, (at the discretion of the Chair and Vice Chair)
- Referenced in CBC Constitution- Part 3D Delegations to Joint Committees

Purpose



- 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.
- To develop and encourage public participation and engagement and take into consideration the resident voice in the work of the Town Joint Committee.

Value



- Updates on CBC and BTC delivery in the locality
- Platform for sharing information mechanism opportunity to discuss / influence and shape proposals
- Updates and discussion on locally important e.g infrastructure projects
- Knowledge and insight, influence Community leadership
- Hub for wider stakeholder engagement and a joined up conversation

Review 2017-2019



- Led to a Single / Universal Terms of Reference
- CBC Member or Town Council Member can Chair
- Either CBC/ TC can clerk
- Opportunity to co-opt skills and interests
- Workplans

Workplan



Topics and projects discussed in the last couple of years include:

- Electricity Sub station
- Neighbourhood Plan
- Transport Interchange
- Town Centre
- Community Engagement / Events / Grant schemes
- Stratton Business Park
- Play area improvements
- Town events

Co-opted committee members



The Terms of Reference includes provision for up to 10 co-opted members

Opportunity to include other views , voices and expertise.

Vision 2023-2027



What does the Committee hope to achieve in the new administration?

How can it be used to best effect to shape and influence the direction of projects and initiatives within the community of Biggleswade?

Future work plan



To consider items to be factored into the Committee work plan – meetings quarterly:

October 2023

January 2024

April 2024

Central
Bedfordshire



Biggleswade Transport Interchange

Progress Report for the Biggleswade Joint Committee
July, 2023

Progress

- Public art has been installed
- Construction has been substantially completed
- Initial phase of bus testing undertaken
- Discussions regarding bus stop allocation and scheduling have taken place
- Site compound demobilised
- Traffic management measures taken away
- Snagging list identified and mostly completed
- Accommodation works completed on properties immediately adjacent to the interchange
- Final HE milestone achieved
- Meeting with design and build contractor to address defects and remedial works
- Watering of trees (thanks to BTC for assistance with this)



Look Ahead

- Remedial works agreed and implemented
 - Camber issues
 - Footway re-laid where weeds are penetrating
 - Rain garden re-seeded
- Public transport to have further discussions with operators to arrange registration of services, timings and bus stop allocation
- The remaining snagging items completed
 - light louvres
 - waiting restriction signage
 - NR station sign re-erected
 - Planter benches moved
- Waste bins provided
- Streetlighting nodes to be added to enable control of dimings and dimming of streetlights
- Commencement of services and opening ceremony

