

10th October 2024

To:	Town Mayor and all Members of the Biggleswade Joint Committee	
Town Councillors:	Cllr M Russell (Deputy Chairman) Cllr D Albone Cllr G Barrett Cllr D Strachan	
BTC Substitutes:	Cllr C Thomas Cllr J Woodhead	
BTC Officers:	Peter Tarrant (Town Clerk & Chief Executive) Karim Hosseini (Head of Governance & Strategic Partnerships) Kathrine Chambers (Committee Clerk)	
Central Bedfordshire Councillors:	Cllr Gareth Tranter (Chairman) Cllr Grant Fage Cllr Steven Watkins Cllr Hayley Whitaker	
CBC Substitutes:	Cllr Paul Daniels Cllr Paul How	
CBC Officers:	Sarah Hughes (Community Engagement Manager) Beverly Gaynor (Place and Programme Management) Gareth Cheal (Head of Capital Delivery)	
Co-Opted Members:	Cliff Andrews (BRCC) Carole Birtwhistle (Community Safety Group) Samantha Conder (Community Safety Group) Nick Gurney (Biggleswade Scouting)	
	(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 **Tuesday 15th October 2024**, commencing at **7.00pm** at **The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL**. 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 and the Committee 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. CHAIRMAN'S ANNOUNCEMENTS

4. 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_ifbvhdmJQAGUewZd2zcR-w



5. UPDATES FROM CBC AND BTC COUNCILLORS

6. MINUTES OF PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Biggleswade Joint Committee meeting held on **Thursday 11th July 2024**.

7. MATTERS ARISING

From the Minutes of the Biggleswade Joint Committee Meeting held on **11th July 2024**.

8. OUTSTANDING ACTIONS

For Members to receive and consider the action log and ongoing issues list.

9. SCHOOL ORGANISATIONAL PLAN

For Members to receive and consider information from Gareth Cheal, Head of Capital Delivery.

There will be a 6-week consultation period, beginning the 23rd September (ending 11th November) that will focus on the 7 Policy Principles for School Organisation and Pupil Place Planning in schools in Central Bedfordshire.

10. TOWN CENTRE IMPROVEMENT – UKSPF

For Members to receive and consider an oral update from Beverley Gaynor and Karim Hosseini.

11. ROAD SAFETY

For Members to receive and consider information from Carole Birtwistle regarding road safety in Biggleswade.

12. HIGHWAYS TASK FORCE REPORT

For Members to consider the report presented to CBC Executive on 1st October 2024.

13. BJC WORKPLAN AND CBC EXEC & OSC FORWARD PLANS

For Members to receive and consider the forward plans for decision making and relevant items for BJC Workplan.

14. FUTURE MEETING DATES

For Members to indicate a preference between Tuesday and Thursday meetings going forward.

15. EXEMPT

(Co-option Process).
(Kings Reach Update).

16. DATE OF NEXT MEETING

The next Biggleswade Joint Committee Meeting is scheduled for:

- a. Thursday 16th January 2025.

**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.*

**MINUTES OF THE MEETING OF BIGGLESWADE JOINT COMMITTEE
HELD IN PERSON AND VIA ZOOM VIRTUAL MEETING AT THE ORCHARD CENTRE,
SULLIVAN COURT, ERLENSEE WAY, BIGGLESWADE, SG18 8SZ
ON THURSDAY 11TH JULY 2024 at 7.00 PM**

Present:	<p>BTC Members: Cllr M Russell (Deputy Chairman) Cllr D Albone Cllr G Barrett Cllr D Strachan Cllr C Thomas</p> <p>CBC Members: Cllr G Tranter (Chairman) Cllr H Whitaker Cllr G Fage Cllr P How (via Zoom)</p> <p>CBC Community Engagement Manager: Sarah Hughes.</p> <p>Co-opted Members: Cliff Andrews (BRCC) Samantha Conder (Community Safety Group) Nick Gurney (Biggleswade Scouting)</p> <p>BTC Town Clerk & Chief Executive: Peter Tarrant. BTC Head of Governance & Strategic Partnerships: Karim Hosseini. BTC Committee Clerk: Kathrine Chambers.</p>
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. ELECTION OF CHAIRMAN

Members **RESOLVED** that Cllr Gareth Tranter be elected as Chairman of the Biggleswade Joint Committee for the municipal year 2024/25.

2. ELECTION OF DEPUTY CHAIRMAN

Members **RESOLVED** that Cllr Madeline Russell be elected as Deputy Chairman of the Biggleswade Joint Committee for the municipal year 2024/25.

3. CONFIRMATION OF SECRETARIAT

Members **RESOLVED** that Biggleswade Town Council be elected as the Secretariat of the Biggleswade Joint Committee for the municipal year 2024/25.

4. APOLOGIES FOR ABSENCE

a. Carole Birtwhistle.

b. Remote Attendance

Cllr P How and Sarah Hughes.

5. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary Interests in any agenda item

None.

b. Non-pecuniary interests in any agenda item

None.

6. CHAIRMAN'S ANNOUNCEMENTS

a. Cllr Tranter acknowledged the ongoing need to evolve and improve joint committee, and how these discussions can be shared within CBC. The work taken to align discussions to strategic outcomes is beneficial but this can be improved.

b. CBC's public engagement on the Local Plan is due to start on 22nd July 2024, and Town Councillors have been informed. Cllr Tranter asked that the Town Council actively promote this as it influences planning for the next 10-15 years.

7. 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 one wished to speak.

8. UPDATES FROM CBC AND BTC COUNCILLORS

a. Cllr Whitaker noted that the Local Transport engagement survey is open and that CBC want to know the public's views on the transportation needs in their local area.

b. Cllr Whitaker also highlighted that concerns have been raised by residents about local taxi services (such as safety worries, overcharging, and dangerous driving). She noted that taxi licences can only be reviewed with sufficient evidence and that residents should email CBC if they have any issues.

Cllr Whitaker will distribute the relevant CBC email and information on taxi licensing to the Town Council, which can be shared with members of the public should they have any concerns.

- c. Cllr Tranter shared that the pedestrian lights on Saxon Drive and Chambers Lane are now working and that there was an emergency cut down of shrubbery on the roundabout at Foxglove Drive to increase visibility. He noted that there are discussions as to whether this shrubbery be permanently removed to reduce safety concerns. Cllr Albone noted that the shrubbery could be replaced by wildflowers which might be easier to manage.
- d. Cllr Tranter also noted that the paths down Saxon Drive are not being cut regularly because they sit between the schedules of the Highways team and the Environmental Services team. There will be an emergency cut booked shortly, but this must be resolved in the long-term.

Cllr Whitaker noted that this is an issue year-on-year and that it needs to be on the schedule. She suggested that this need could be negotiated with the Town Council and that the Public Realm Team could take on this responsibility so that these issues do not recur. Mr Tarrant confirmed that this could be a possibility with funding.

- e. Cllr Russell questioned whether there had been any progress regarding the traffic island on St Andrews Street, which remains a safety issue.

Cllr Whitaker noted that this would have to be part of the Annual Plan so this would not be possible until the 2025/26 municipal year. She noted that it would be beneficial to have an ongoing lists of concerns raised which can be provided to CBC when actions are not carried through.

- f. Cllr Russell noted that previous discussions suggested that Town Councils could feedback into Overview & Scrutiny meetings at CBC and asked whether this had progressed.

Sarah Hughes responded that discussions are ongoing to ensure there is a process for the views and outcomes at Joint Committees to feed into Overview and Scrutiny including a meeting with the Chairs and Vice Chairs of the JC's and O & S committees.

Cllr Tranter suggested that the Joint Committee agenda could be aligned with that of the Overview & Scrutiny Committee. Cllr Whitaker noted that this had been trialed but was not ultimately beneficial to discussion.

Cllr Barrett raised concerns that several actions and issues remain outstanding and that these are not received by Joint Committees Members for review. He suggested that these items should be shared within the agenda as a separate document. Cllr Russell responded by asking the Secretariat to pick out ongoing issues within recent agendas and share these with Ms Hughes and on the agenda. Mr Tarrant noted that there needs to be a balance between strategic escalation and clear responses from CBC.

- g. Members **RESOLVED** that co-opted members should be able to contribute within Item 8 alongside CBC and BTC Councillors. Cllr Tranter invited co-optees to introduce themselves and the organisations they represent.
 - i. Samatha Conder from the Community Safety Group noted that their organisation focuses on the welfare of the local community and any issues that exist within it. She noted that the group oversees Street Watch and Speed

Watch, alongside other events such as the upcoming Community Day at the Biggleswade Fire Station (1st September).

- ii. Nick Gurney from Biggleswade Scouting noted the organisation's work in developing young people. He is current working with the developers of the new electricity sub-station to develop a badge relating to power supply. His main interest focuses on the provision for young people within Biggleswade.
- iii. Cliff Andrews from the BRCC noted the initiatives hosted in partnership with the Town Council and with CBC, including the Good Neighbours Scheme, the Community Agent and "You Can Do IT" Digital Inclusion Project. He noted that he has been involved within environmental projects such as the Green Wheel, which will have its 10th anniversary in March 2025. Mr Andrews also reflected that there are updates scheduled for the Green Wheel which are funded, but works have not started yet.
- h. Members asked for further information regarding the Community Safety Group's work with fire safety. This will centre around their involvement in the Community Day and social media posts. Cllr Strachan noted that CBC Health & Safety could get involved in this. Ms Hughes was asked to investigate whether this involvement would be possible.

9. MINUTES OF PREVIOUS MEETINGS

- a. Page 8: Item 4b – Change "asked the Town Council" to "asked the Joint Committee".
- b. Page 12: Item 12 – Change "that criteria for making a site allocated..." to "criteria for allocating a site are not as stringent as for a planning application".

Members reviewed and **APPROVED** the Minutes of the Biggleswade Joint Committee Meeting of **Thursday 25th April 2024**, subject to changes being implemented.

10. MATTERS ARISING

- a. Page 8: Item 5d – Cllr Whitaker asked whether there was an update on the vandalised play equipment at Kitelands Recreation Ground. Mr Hosseini noted that this was irreparably damaged and that they are sourcing funding to replace it.

Cllr Russell also noted that there had been recent vandalism at Mill Lane Car Park, where the wall had been damaged. This was in the process of being repaired but will now have to be rebuilt.

Cllr Tranter asked whether Street Watch patrolled what they considered more vulnerable areas, such as construction sites. Mrs Conder noted that they do visit these sites, but that the streetlights in Kitelands rarely work which makes it less safe to patrol. Cllr Whitaker noted that Highways are responsible for these lights, but often debate it when contacted to fix them.

- b. Page 11: Item 11a – Cllr Russell repeated concerns about development of Lawnside School. She noted that local residents have received a letter from the contractors, instructing them not to park their cars there and if they do, any damage caused will not be held responsible by the contractors. Cllr Whitaker asked that this letter is forwarded to her, as she has also been contacted regarding resident concerns.

Cllr Strachan noted that he believes the contractors should not be able to preclude themselves from negligence and that they should be held responsible for any damages.

- c. Page 11: Item 11e – Cllr Whitaker noted that the new government has a strong emphasis on primary care and preventative care and are pushing the ICB to work with their goals. She hopes that this might invoke positive change in the future for Biggleswade’s healthcare.
- d. Page 13: Item 14c – Mr Andrews noted that he has only just received the co-option form from Officers and therefore could not submit it before the agenda was released. He noted that this will be submitted for the next Joint Committee.

11. TOWN PRIORITIES & S106 REPORT

Cllr Tranter asked whether the S106 report was shared with Members and they confirmed that this had not been received. He noted the importance of Councils utilising the funds available to them.

Members **RESOLVED** that the S106 report provided by Sarah Hughes be reworked and return to the agenda as a rolling agenda item for Biggleswade Joint Committee. BTC Members also asked that the report be provided in its current draft as financial planning for 2025/26 is already underway.

Cllr Tranter noted that the report is currently not online in the public domain. Mr Tarrant asked that a timeline for when it will be re-uploaded be provided by CBC Officers. Ms Hughes updated that Planning are working with IT to resolve issues so that the schedules can be available on the website

Members discussed the limits of the S106 report, which primarily focuses on town centres. Members highlighted that issues with the market square could be tackled with this funding, such as pavements and bus routes.

Mr Tarrant also noted that there has been an ongoing discussion between the Town Council and BTC about management versus ownership of Biggleswade Market Square. He highlighted that this has repeatedly been raised as a concern, especially when there are issues such as electrical safety, and that it requires a formalised agreement.

12. WORKPLAN

Ms Hughes highlighted that this should be reviewed at every Joint Committee and that the S106 should be included as a rolling item. She also noted the benefit of having themed discussions which lend themselves to the co-optees local knowledge.

Members noted that the Workplan was not representative of the discussion items on the current agenda. They noted that this should be included in future as recommended within the Workplan and that this requires regular reviewed to be inclusive of upcoming topics.

Cllr Barrett noted that there is no representation from other Joint Committees and how they function in relation to the Town and County Councils. He asked that this be provided within one of the upcoming agendas. Cllr Whitaker responded that Biggleswade Joint Committee is leading the way and that other Councils use this layout as a framework.

Members noted that the following items should be included as discussion items:

- Healthcare provision – primary & preventative care.
- Local Plan public engagement.
- Market square.
- Local provision & sports facilities.
- Two-tier education transition.

- Joint Committee relationships – what we can learn.
- Recreational open space strategy.
- Cultural strategy.
- Library strategy.
- Garden waste policy.
- Highways task & finish group.
- Parking services & enforcement strategy.
- Local transportation.
- Neighbourhood Plan (i.e. green infrastructure).

CLr Russell asked Ms Hughes and Mx Chambers to review discussions about the Executive Forward Plan and add these to the Work Plan where applicable.

14. EXEMPT

a. CO-OPTION PROCESS

Members **RESOLVED** to decline the co-option request.

b. UNUSED GREEN SPACE NEAR KINGS REACH

Members **RESOLVED** to note the report, the interaction between the two councils and to request that CBC Officers provide a full detailed account of the historical decisions and reasons taken regarding the land transfer to a private owner, providing the most recent owners' contact details.

15. DATE OF NEXT MEETING

The next meeting will be held on the **15th October 2024** and will take place at the Old Court House offices of Biggleswade Town Council at 7pm.

Meeting Closed at 8:22pm.

BIGGLESWADE TOWN COUNCIL 2024 ACTION ITEMS – BJC COMMITTEE				
Date	Item No.	Resolution	Progress	Action
18.01.2024	Item 5 Updates from CBC & BTC councillors	Market Square / Bus Lanes The following was AGREED : That Central Bedfordshire Councillors raise the Market Square bus arrangements with relevant executive Members. That Cllr Whitaker raise Market Square bus arrangements with Cllr Ford and report back at the next committee meeting. That Cllr Fage contact Nick Shaw on the Market Square bus arrangements and feedback at the next Committee meeting.	Complete	HW/GF
18.01.2024	Item 8 - UJK Shared Prosperity Fund	Item 8a It was AGREED that Cllr Tranter and How will produce a report surrounding S106 provision for the next Joint Committee meeting. The Head of Governance & Strategic Partnerships indicated it was also imperative to hold a meeting with the Highways department at Central Bedfordshire Council. Item 8b It was AGREED for Anna Bosworth to email material through to Karim Hosseini for Town Council promotion. It was AGREED for CBC to investigate action to be taken in improving Abbots Walk as it is currently in poor condition.	Complete	GT/PH/AB/KH
18.01.2024	Item 9 - CBC Forward Planning	It was AGREED to keep this as an agenda item for future Joint Committee meetings It was AGREED that Sarah Hughes produce a report for the next meeting with options. It was AGREED to look at CBC Plans for Assets at a future Joint Committee meeting. It was AGREED for Cllr Whitaker to investigate Public Space protection from anti-social behaviour and to provide information to the Town Council. It was AGREED to discuss S106 spending items at the next Joint Committee meeting.	Complete	SH / HW
18.01.2024	Item 10 - Biggleswade Strategic Town Priorities	It was unanimously AGREED to co-opt Carole Birtwhistle and Samantha Conder to the Biggleswade Joint Committee.	Complete	KC
18.01.2024	Item 12 - Exempt		Complete	KC/IKH
18.01.2024	Item 5a - Updates from CBC and BTC Councillors	Application forms to be sent to Rhiannon Burrows and Nick Gurney to allow them to co-opt into the Biggleswade Joint Committee	Complete	KC/IKH
25.04.2024	Updates from CBC and BTC Councillors	Item 5a - Updates from CBC and BTC Councillors Cllr. Russell asked for any update from CBC regarding the formal application for a safety island on St. Andrew's Street. Cllr. Whitaker asked that, as the acting lead for Highways, could she be copied into that email thread so that she can chase this with the relevant Officers.	Complete	KH/HW
25.04.2024	Matters arising	Item 7e - Matters Arising ((P9) Item 10 – Biggleswade Strategic Town Priorities) BTC Members reiterated its support for Biggleswade FC, who experienced issues regarding a site being identified on Land East but progress stalled. Cllr. Whitaker responded that CBC have a list of what's included in this application that she will share with Members.	Complete	KH/HW
25.04.2024	S106 Report	Item 10 - S106 Report Due to Cllr. Tranter being absent, Members agreed to place this on the next Joint Committee agenda. Cllr. Whitaker noted that the S106 from Land East has not changed, with the previous agreement being carried forward. She advised BTC Members and Officers to not wait until an application comes in, but rather work alongside CBC two years ahead of time. Members suggested that a list should be developed and shared regularly with CBC, including more allotment and cemetery space.	Complete	HW/KH
25.04.2024	CBC Forward Planning	Item 11b - CBC Forward Planning (Recreational Open Space Strategy) Cllr. Russell asked whether a draft document is available related to this project. Cllr. Hares confirmed that it is currently being drafted and will be reviewed by Overview & Strategy, before going to consultation. She confirmed that these could be shared with the group, which should be taken up by Karim Hosseini and Sarah Hughes.	Complete	KH/KC/SH
14 25.04.2024	CBC Forward Planning	Item 11g - CBC Forward Planning (Highways Task & Finish Group) Cllr. Whitaker explained that this is a cross-party group which looks at all elements surrounding highways, considering a different topic each meeting. The chairman's decision was to bring these to review all together in September 2024. Cllr. Russell noted that it would be beneficial to discuss this as a Joint Committee and could be brought onto the July agenda	Complete	KH/SH
			Complete	KH/SH/KC

25.04.2024	CBC Forward Planning	Item 11 - CBC Forward Planning (Parking Services & Enforcement Strategy) Cllr. Whitaker also highlighted that it would be beneficial to CBC to have discussions about which enforcement issues are the main priority, which the Town Council could feed into. Cllr. Russell agreed that this could be placed onto a TCM agenda in the future	Complete	KH/KC	22.05.24 - KC put this onto the agenda 18/06/24 - Sarah Hughes confirmed that this is not required on an agenda (BTC not consultees)
25.04.2024	Local Provision & Sports Facilities in Biggleswade	Item 13 - Local Provision & Sports Facilities in Biggleswade Members RESOLVED to: a. Urgently feed into the leisure strategy more broadly, with support expressed for Biggleswade FC and b. To explore options to extend near existing leisure facilities where land allows.	Complete		
25.04.2024	Local Provision & Sports Facilities in Biggleswade	Item 13 - Local Provision & Sports Facilities in Biggleswade Cllr. Whitaker also asked that the draft on leisure strategy be brought to Joint Committee to decide if it meets the criteria discussed by Members.	Complete	KH/SH/KC	22.05.24 - To be discussed with Sarah Hughes on 20th June. (agenda meeting) 20/06/24 Officers agreed that this can be discussed in matters arising
25.04.2024	Local Provision & Sports Facilities in Biggleswade	Item 13 - Local Provision & Sports Facilities in Biggleswade Sarah Hughes noted that there was a Topic Session for town and parish councils last year, which she could share a summary of with Members.	Complete	SH/KC	
25.04.2024	Local Provision & Sports Facilities in Biggleswade	Item 16 EXEMPT - Local Provision & Sports Facilities in Biggleswade Cllr. Whitaker also recalled a piece of land near Kings Reach which Members believe was set aside for a cricket ground, although this was never developed on. Members were unsure whether this was a potential option or if this had been disregarded in the planning application process. Cllr. Fage agreed to pursue with CBC Officers whether there is a S106. BTC Officers agreed to check the land registry to see who owns this land.	Complete	WC/KH	BTC Officers town wide football strategy report to PLOS committee 4th June.
11/07/2024	Updates from CBC and BTC Councillors	8b Local Tax Services Concerns Cllr Whitaker also highlighted that concerns have been raised by residents about local taxi services (such as safety worries, overcharging, and dangerous driving). She noted that taxi licenses can only be reviewed with sufficient evidence and that residents should email CBC if they have any issues. Cllr Whitaker will distribute the relevant CBC email and information on taxi licensing to the Town Council.	Complete	HW	
11/07/2024	Updates from CBC and BTC Councillors	8f Overview & Scrutiny Cllr Barrett raised concerns that several actions and issues remain outstanding and that these are not received by Joint Committee Members for review. He suggested that these items should be shared within the agenda as a separate document. Cllr Russell responded by asking the Secretariat to pick out ongoing issues within recent agendas and share these with Ms Hughes and on the agenda. Mr Tarrant noted that there needs to be a balance between strategic escalation and clear responses from CBC.	Complete	SH/KC	
11/07/2024	Updates from CBC and BTC Councillors	8e Traffic Island on St Andrews Street 8f Overview & Scrutiny Cllr Whitaker noted that this would have to be part of the Annual Plan so this would not be possible until the 2025/26 municipal year. She noted that it would be beneficial to have an ongoing lists of concerns raised which can be provided to CBC when actions are not carried through. *The Secretariat was asked to pick out ongoing issues within recent agendas and share it with Ms Hughes to distribute within the relevant teams in CBC. Mr Tarrant noted that there needs to be a balance between	Complete	SH/KC	S Lisa Scott Community Safety will provide information on how Community Safety work collaboratively with Fire Service and SH will follow up with H&S although they are an internally facing service. Next Community Action Day is in September. Bedfordshire Fire & Rescue Service are a responsible authority of the Community Safety Partnership so they are involved in all CSP meetings, meaning they are represented at CSP Executive, CSP Chairs Group (one that sits under exec) and CSP Tasking Group (monthly operational meetings) •They routinely support our community events, such as our action days usually attending them to engage with residents as well as offering fire safety checks •They are involved in all Domestic Abuse Death Related Reviews •Our team sits on their Drowning Prevention Advisory Group •They support us with cuckooing properties, they will provide secure arson proof letter boxes and carry out fire safety checks to provide some additional reassurance to the victim •We work closely with them on identifying abandoned buildings where there are fires, they will report all arsons to us and then we will help them to identify who owns the building, often CBC, and then working with colleagues in assets/housing to secure properties/garages etc
11/07/2024	Updates from CBC and BTC Councillors	8h Fire Safety Support Members asked for further information regarding the Community Safety Group's work with fire safety. This will centre around their involvement in the Community Day and social media posts. Cllr Strachan noted that CBC Health & Safety could get involved in this. Ms Hughes was asked to investigate whether this involvement could be possible.	Complete	SH	
11/07/2024	Matters arising	10b Lawnside School Development Page 11: Item 11a - Cllr Russell repeated concerns about development of Lawnside School. She noted that local residents have received a letter from the contractors, instructing them not to park their cars there and if they do, any damage caused will not be held responsible by the contractors. Cllr Whitaker asked that this letter is forwarded to her, as she has also been contacted regarding resident concerns.	Complete	MR/HW	

11/07/2024	Town Priorities & S106 Report	11 Town Priorities & S106 Report Members RESOLVED that the S106 report provided by Sarah Hughes be reworked and return to the agenda as a rolling agenda item for Biggleswade Joint Committee. BTC Members also asked that the report be provided in its current draft as financial planning for 2025/26 is already underway.	Complete	SH	03/09/2024 - Cllr Fage gave a point of contact to BTC to receive an updated copy. SH - sent to BTC on 14/8
11/07/2024	Work Plan	12 Work Plan Members noted that the following items should be included as discussion items (see minutes). Cllr Russell asked Ms Hughes and Mx Chambers to review discussions about the Executive Forward Plan and add these to the Work Plan where applicable.	Complete	SH/KC	
11/07/2024	Exempt	16a Co-option Process Members RESOLVED to decline the co-option-request from Esther Croft. Members also RESOLVED to invite Ms Croft to speak at an upcoming Joint Committee.	Complete	KC	Confirmed that Esther Croft could attend 16/01/2025.
11/07/2024	Exempt	16b Unused Green Space near Kings Reach Members RESOLVED to note the report, the interaction between the two councils and: -Request that CBC Officers provide a full detailed account of the historical decisions and reasons taken regarding the land transfer to a private owner, providing the most recent owners' contact details.	Progressing	SH	31/07/2024- BTC Officers have sent the report relating to this matter to CBC Officers. Andrew Davie SH emailed relevant colleagues on 12th July , 14th August , 19/9 requesting an update

Action items: 25

Completed: 24

Progressing: 1

96%

4%

Ongoing issues – Biggleswade Joint Committee:

Topic:	Dates:
Market Square / Bus Lanes	<p>13th July 2023:</p> <ul style="list-style-type: none"> • Cllr Albone asked whether the bus companies would be including the Market Square on their bus routes. • Cllr Whitaker responded that discussions with bus companies were ongoing, but the Market Square would continue to be on the routes. • Cllr Russell reiterated that the matter of buses in the Market Square had been discussed in Council and a proposal had been put to Highways for bus stops to be moved to the High Street rather than in the Square. <p>18th January 2024: The following was AGREED:</p> <ul style="list-style-type: none"> • That Central Bedfordshire Councillors raise the Market Square bus arrangements with relevant executive Members. • That Cllr Whitaker raise Market Square bus arrangements with Cllr Ford and report back at the next committee meeting. • That Cllr Fage contact Nick Shaw on the Market Square bus arrangements and feedback at the next Committee meeting. <p>25th April 2024:</p> <ul style="list-style-type: none"> • Members asked if only Biggleswade was being reviewed or the wider local area. • Cllr. Fage responded that funding has been allocated to investigate the bus stop, but there has been no further progress. Cllr. Whitaker added that this funding is from last year's budget and that she is pushing for this to be completed in Quarter One 2024/25.
Bus Interchange	<p>13th July 2023:</p> <ul style="list-style-type: none"> • Cllr Whitaker responded that CBC are still testing the interchange as it stands and tweaks were being made in collaboration with the bus companies. <p>12th October 2023</p> <ul style="list-style-type: none"> • P6 - Cllr North inquired if there were any developments with regards to the Bus Interchange. • Cllr Whitaker responding noted that a solution had been found with regards to the grounding of buses and a meeting would be taking place over the next week when more updates would be made. <p>18th January 2024:</p> <ul style="list-style-type: none"> • Cllr Whitaker provided an update on the bus interchange work. The remedial work is currently underway. Once the remedial work is completed, there will then be a retest with the buses. Subject to these tests going well the interchange will then open. <p>25th April 2024:</p> <ul style="list-style-type: none"> • Cllr. Fage noted contact with Officers surrounding the Bus Interchange. Herbert's Travel have been using this site, but they have just given notice. He highlighted that CBC Officers are working to ensure that this site is used.

Overgrown Shrubbery	<p>18th January 2024:</p> <ul style="list-style-type: none"> • Cllr Tranter provided an update on the overgrown shrubbery on Saxon Road and Chambers Way roundabouts. This was completed in late November 2023 and has now been scheduled into the cutting rotation. <p>11th July 2024:</p> <ul style="list-style-type: none"> • Cllr Tranter also noted that the paths down Saxon Drive are not being cut regularly because they sit between the schedules of the Highways team and the Environmental Services team. There will be an emergency cut booked in the following days, but this must be resolved in the long-term. • Cllr Whitaker noted that this is an issue year-on-year and that it needs to be on the schedule. She suggested that this need could be negotiated with the Town Council and that the Public Realm Team could take on this responsibility so that this issues stops recurring. Mr Tarrant confirmed that this could be a possibility with funding.
Working Streetlights	<p>18th January 2024:</p> <ul style="list-style-type: none"> • Members requested an update on the streetlights on Saxon Drive. • Cllr Tranter responded that initial works did take place on the lighting, but this only lasted a short period of time. The lights were then reinspected, and an issue was found with a private feed and damaged riser. Work to this has restored lighting on Baden Powell Way, but Saxon Drive remains unlit. The company are currently in the process of inspecting this again. <p>11th July 2024:</p> <ul style="list-style-type: none"> • Cllr Tranter shared that the pedestrian lights on Saxon Drive and Chambers Lane are now working and that that there was an emergency cut down of shrubbery on the roundabout at Foxglove Drive to increase visibility. He noted that the latter is in discussion as to whether this shrubbery be permanently removed to reduce safety concerns. Cllr Albone noted that this could be replaced by wildflowers which might be easier to manage. • Cllr Tranter asked whether Street Watch patrolled what they considered more vulnerable areas, such as construction sites. Mrs Conder noted that they do visit these sites, but that the streetlights in Kitelands rarely work which makes it less safe to patrol. Cllr Whitaker noted that Highways are responsible for these lights, but often debate it when contacted to fix them.
S106	<p>13th July 2023:</p> <ul style="list-style-type: none"> • Cllr Fage urged the Town Council to make sure they sought out any funding available from Section 106 where possible for the regeneration of play areas. <p>18th January 2024:</p> <ul style="list-style-type: none"> • It was AGREED that Cllrs Tranter and How will produce a report surrounding S106 provision for the next Joint Committee meeting. <p>25th April 2024:</p> <ul style="list-style-type: none"> • Due to Cllr. Tranter being absent, Members agreed to place this on the next Joint Committee agenda.

	<ul style="list-style-type: none"> • Cllr. Whitaker noted that the S106 from Land East has not changed, with the previous agreement being carried forwarded. She advised BTC Members and Officers to not wait until an application comes in, but rather work alongside CBC two years ahead of time. Members suggested that a list should be developed and shared regularly with CBC, including more allotment and cemetery space. <p>11th July 2024:</p> <ul style="list-style-type: none"> • Members RESOLVED that the S106 report provided by Sarah Hughes be reworked and return to the agenda as a rolling agenda item for Biggleswade Joint Committee. BTC Members also asked that the report be provided in its current draft as financial planning for 2025/26 is already underway. • Cllr Tranter noted that the report is currently not online for public domain. Mr Tarrant asked that a timeline for when it will be reuploaded be provided by CBC Officers. Ms Hughes noted that this is due to IT issues and that, once this is fixed, the documents will be reuploaded.
CBC Forward Planning	<p>18th January 2024:</p> <ul style="list-style-type: none"> • It was AGREED to keep this as an agenda item for future Joint Committee meetings. • It was AGREED that Sarah Hughes produce a report for the next meeting with options. • It was AGREED to look at CBC Plans for Assets at a future Joint Committee meeting. <p>25th April 2024: Cllr. Russell noted nine items (as below) that the Town Council could discuss:</p> <ul style="list-style-type: none"> • <i>Transition to two-tier education</i> • <i>Recreational Open Space Strategy</i> • <i>Cultural strategy</i> • <i>Library strategy</i> • <i>Health hubs & primary care</i> • <i>Garden waste policy review</i> • <i>Highways task & finish group</i> • <i>Parking services & enforcement strategy</i>
Biggleswade Strategic Town Priorities	<p>18th January 2024:</p> <ul style="list-style-type: none"> • It was agreed important to put a list together of priorities and to understand how BTC and CBC work to tie together different areas of the town. • It was AGREED to discuss S106 spending items at the next Joint Committee meeting. <p>25th April 2024:</p> <ul style="list-style-type: none"> • Members noted the discussion to create a priorities list for S106. The BTC Chairman confirmed that no progress has been made, but that this remains a high priority. • Cllr. Whitaker noted that there was interest from other town and parish councils to learn more about S106 and the ways they can influence it.

	<p>Cllr. Hares added that this can be mentioned at the Partnerships meeting to highlight how to evidence need.</p> <ul style="list-style-type: none"> • BTC Members reiterated its support for Biggleswade FC, who experienced issues regarding a site being identified on Land East but progress stalled. Cllr. Whitaker responded that CBC have a list of what's included in this application, that she will share with Members.
Leisure & Sports Provision	<p>25th April 2024:</p> <ul style="list-style-type: none"> • Members RESOLVED to: <ul style="list-style-type: none"> ○ Urgently feed into the leisure strategy more broadly, with support expressed for Biggleswade FC and ○ To explore options to extend near existing leisure facilities where land allows. • Cllr. Whitaker asked that the CBC draft on leisure strategy be brought to Joint Committee to decide if it meets the criteria discussed by Members. • Sarah Hughes noted that there was a Topic Session for town and parish councils last year, which she will share with Members after the meeting. <p>11th July 2024: Members RESOLVED to note the report, the interaction between the two councils and:</p> <ul style="list-style-type: none"> • Request that CBC Officers to provide a full detailed account of the historical decisions and reasons taken regarding the land transfer to a private owner, providing the most recent owners' contact details.
Safety Island – St Andrews Street	<p>25th April 2024:</p> <ul style="list-style-type: none"> • Cllr. Russell asked for any update from CBC regarding the formal application for a safety island on St. Andrew's Street. • Cllr. Whitaker asked that, as the acting lead for Highways, could she be copied into that email thread so that she can chase this with the relevant Officers. <p>11th July 2024:</p> <ul style="list-style-type: none"> • Cllr Russell questioned whether there had been any progress regarding the traffic island on St Andrews Street, which remains a safety issue. • Cllr Whitaker noted that this would have to be part of the Annual Plan so this would not be possible until the 2025/26 municipal year. She noted that it would be beneficial to have an ongoing lists of concerns raised which can be provided to CBC when actions are not carried through.
Healthcare	<p>11th July 2024:</p> <ul style="list-style-type: none"> • Cllr Whitaker noted that the new government has a strong emphasis on primary care and preventative care and are pushing the ICB to work with their goals. She hopes that this might invoke positive change in the future for Biggleswade's healthcare.

Road Safety – Comments from Carole Birtwistle, Community Safety Group

[Copied from email exchange 19/09 (1)].

1. Parking on the High Street/London Rd near the railway bridge: Blocking the pavements on double yellow lines; I saw a lad park there and get a haircut - did not have a blue badge on his van. The Shack also have vans parking outside their store.
2. Dangerous driving at the zebra crossings (near Stratton House Hotel, Shortmead Street, Station Road near the White Hart, and Potton Rd).
3. Poor performance of the BP Pulse EV chargers at the Baulk car park (currently only 2 of 8 sockets are working and BP Pulse do not seem to be in any rush to fix them – CBC own this car park).
4. Whether the 20 mile per hour zone for the town centre should be extended onto The Baulk and Chestnut Rd – a lot of people cross these roads going to the library, medical centre and schools and drivers do not seem willing to stop to allow them to continue to cross.
5. Parking issues on Drove Road at the south end – people say it's very difficult to access / exit their homes.
6. Need for a zebra crossing or lollypop person at the junction of Hitchmead Street and Drove Road – Have had kids wearing headphones step into the road without looking directly in front of my car.
7. Parking outside of any of the Biggleswade schools at start and end of the day.
8. Vehicles leaving The Baulk Car Park and turning right against the flow of the one way street.
9. When I cycle on the contra flow roads the oncoming traffic is not aware that cycles are allowed to go that way – This includes The Baulk in the mornings going to the station and Back Lane in the evenings going home.

[Copied from email exchange 19/09 (2)].

10. Yes these are all still current - to update you now we have **0 of 8** units working at the Baulk EV charging space and no response from CBC or BP Pulse on when they will be working again, I have done a FOI request as I was so frustrated by the lack of interest. My partner has done a linked in post about it with BP Pulse stating proudly that they have no news on it. I'm paying a membership fee to BP Pulse and my council tax has paid towards the installation but there seems to be no incentive to fix them, I'm probably going to cancel my membership!
11. One new issue, the residents of the new flats next to the Italian restaurant on Foundry Lane, have got a big arrow painted on their exit pointing to the right - see attached photo - but they often choose to leave to the left and then go past Aldi on Bonds Lane towards Station Rd. Foundry Lane is supposed to be a one way street and the staff at the restaurant were really concerned that their customers would not expect a car to approach them from this direction.

12. I've also seen more hideous pavement parking for example next to the car park at the White Horse Pub - car just left fully on the pavement whilst they visited City Point and then drove off the pavement onto the roundabout. It's no wonder the pavements are so uneven and dangerous to walk on if people are doing this. I raised this incident with the Police who said that it was CBC matter I sent photos to CBC with a time frame thinking there would be coverage on the CCTV page and they said they can only issue tickets if a traffic officer is present at the time of the incident. So no chance of action then!

Central Bedfordshire Council

01 October 2024

Executive

Task and Finish Group Highways

Report of:

Cllr Pat Hamill, Task and Finish Group Chair, pat.hamill@centralbedfordshire.gov.uk

Responsible Director:

Lorna Carver, Director of Place and Communities,
lorna.carver@centralbedfordshire.gov.uk

Purpose of this report

To provide Members with the outcome of the enquiry into Central Bedfordshire Council's Highways Services and recommendations made by the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATION(S)

The Executive is asked to consider the report and approve the recommendations, as set out in Appendix A and B.

Overview and Scrutiny Comments/Recommendations

1. The Sustainable Communities Overview and Scrutiny Committee considered the recommendations from the Highways Task Force at their meeting on 5 September 2024. The Committee fully supported the recommendations and now refer them to Executive for consideration.

Executive Summary

2. Please see report attached at Appendix 1.

Report of the Highways Task and Finish Group

3. Please see report attached at Appendix 1.

Options for Consideration

4. The Executive may accept all of the recommendations, accept specific recommendations and reject others, accept subject to alterations/amendments, or reject the recommendations.

Reason/s for decision

5. To support the improved delivery of Highways Maintenance services being undertaken by the Council.

Council priorities

6. The recommendations of the Task and Finish Group are aimed to support the Council's approach to the following as set out in [Central Bedfordshire Council Strategic Plan 2024-2028](#);
7. Being ambitious in its plans towards improving and maintaining the roads and travel network.
8. Ensuring the environmental, sustainability and climate resilience impact will be at the heart of all the Council's decision making.

Implications

8. Please see report attached at Appendix 1
9. Most of the recommendations are acceptable without any major implications to the service, as they are based on best practice and were developed with input from the Service. Some of the recommendations have already been actioned, such as number 7, and others will be actioned as BAU over time.
10. For recommendation 2 - That on a quarterly basis, a report on performance against identified KPIs from the Highways Maintenance Contract is brought to Sustainable Communities OSC for members to scrutinise. The recommendation from officers is that information on the contractual KPI's is provided to the Executive Member for Highways and presented to the Committee as part of their update.
11. Recommendation 12, in regard to increasing Highways Service's budgets, needs consideration in line with the Financial Implications described below and in the attached report at Appendix 1.

Legal Implications

12. All decisions taken by or on behalf the Council must:-
 - a. be within the legal powers of the Council;
 - b. comply with any statutory requirements;
 - c. be within the powers of the body or person exercising powers of behalf of the Council;

- d. be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules;
- e. be fully and properly informed;
- f. be properly motivated;
- g. be taken having regard to the Council's fiduciary duty to its taxpayers; and
- h. be reasonable and proper in all the circumstances.

Financial and Risk Implications

- 13. Please see report attached at Appendix 1

Equalities and Fairness Implications

- 14. Please see report attached at Appendix 1.

Biodiversity and Sustainability Implications

- 15. Please see report attached at Appendix 1

Conclusion and next steps

- 16. The Executive is asked to accept the report and support the recommendations .

Appendices

Appendix 1

Task and Finish Group – Highways – report to the Sustainable Communities Overview and Scrutiny Committee – 5 September 2024

Appendix A: Task and Finish Group findings to the Sustainable Communities Overview and Scrutiny Committee.

Appendix B: Recommendations from the Sustainable Communities Overview and Scrutiny Committee 5 September 2024

Background Papers

The following reports were considered previously;

[Minutes - Sustainable Communities OSC 29 June 2023](#)

[Scoping document - Sustainable Communities OSC 7 September 2023](#)

Report author:

Sharon Griffin, Scrutiny Policy Adviser
Sharon.griffin@centralbedfordshire.gov.uk

APPENDIX 1

Central Bedfordshire Council

05 September 2024

Sustainable Communities Overview and Scrutiny Committee

Task and Finish Group - Highways

Report of:

Cllr Pat Hamill, Task and Finish Group Chair, pat.hamill@centralbedfordshire.gov.uk

Responsible Director:

Lorna Carver, Director of Place and Communities,
lorna.carver@centralbedfordshire.gov.uk

Purpose of this report

To provide Members with the outcome of the enquiry into Central Bedfordshire Council's Highways Services commissioned by the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATION(S)

The Committee is asked to consider and agree the recommendations to Executive as set out in Appendix A of the report.

Executive Summary

1. At its meeting on the 29 June 2023, the Sustainable Communities Overview and Scrutiny Committee requested that a Task and Finish Group be convened to consider the Highways Maintenance Services being undertaken by the Council.
2. The Task and Finish Group arose as a number of Members wanted to gain a better understanding of Highways.
3. Following expressions of interest from Members, it was agreed that the membership of the Task and Finish Group would be Cllrs S Bongo, S Clinch, S Goodchild, P Hamill, S Owen, G Tranter and N Young.

4. The Committee agreed that the scope of the enquiry was as follows:-
 - a. To consider whether the Highways Maintenance service was operating as efficiently as resources allowed, whether it served the needs of Central Bedfordshire residents and to recommend any improvements.
 - b. To consider the Highway Asset Management Policy and Strategy, and associated Maintenance Plan and how these were applied when making decisions on which assets were included in the annual plan, and to make any recommendations to improve the understanding of these documents and the decision making process.
 - c. To consider the reactive and routine maintenance activity carried out by the Area Highways Team to include performance, response times and communication and to make any recommendations for improvements.
 - d. To consider the methods of communication and management of expectations of the Highways maintenance process with Members and residents and to make any recommendations for improvement.
 - e. To consider the use and integration of the Fix My Street software programme and existing reporting tools such as Central Management Systems (CMS) and to recommend any improvements.
 - f. To consider the user experience of the Fix My Street software programme and to make recommendations to improve the service.

Report of the Task and Finish Group

5. At their first meeting Members of the Highways Task and Finish Group were reminded of the scope of the enquiry.
6. Members agreed that future meetings would focus on the following areas. For ease, the remainder of this report has been structured around each of these areas:
 - Asset Management, Strategy and Policy
 - Routine and Reactive maintenance and Streetworks
 - Communication.
 - Fix my Street software
 - Traffic Improvements
7. Following each meeting, a number of findings were agreed which were collated and these can be found in Appendix A.

Asset Management, Strategy and Policy

8. During the second meeting, Members received an overview of Asset Management, Strategy and Policy, including how this informed decision making in conjunction with data collection and feedback from Fix My Street, and Members and residents.

9. Members were advised that the Highways Asset Management Strategy and Framework had previously been approved through Council and had been in place since 2017, and that the Highways Asset Management Plan was currently being developed and updated.
10. Officers explained that management of the vast network of over 1,400km of roads across Central Bedfordshire was undertaken through the Highways Asset Management Strategy, a strategic approach basing decisions on evidence provided by data. This approach helped to provide an understanding of the assets the Council had, to monitor performance and to determine the funding needed for Highways works.
11. Members were informed that Highways Maintenance Grant Funding provided a limited budget each year to maintain the network against the asset value and that it was the responsibility of the relevant Highway Authority to decide on how best to spend Department for Transport Maintenance Funding to fulfil its statutory duty under Section 41 of the Highways Act 1980.
12. The Task and Finish Group discussed various aspects of the Highways Service, including the size and allocation of budget, scheme costs, delivery time, the range and size of schemes, delivery mechanisms, decision making processes, the reporting of schemes and the tracking of progress.
13. Members agreed that they needed a greater understanding of the Highways Asset Management Framework, as well as the strategies and policies that were at the core of highway investment planning, budget allocation, the provision of highway and transportation services and the prioritisation of works.
14. The Task and Finish Group asked questions about operational management and reinstatement standards.

Routine and Reactive Maintenance

15. At the third meeting Members received an overview of Routine and Reactive Maintenance work carried out by the Area Teams, how this contributed to the overall programme of works, ensuring the asset functions, and how decisions were made using the Maintenance Plan.
16. Officers explained that the transport infrastructure was one of the most important assets owned by the Council and that being able to use the local transport network conveniently and safely was vital to residents, businesses and visitors.
17. There were four main areas of maintenance; carriageway, footway, public rights of way and cycle ways and the maintenance of the highway asset was managed in accordance with the principles of Best Value and risk-based assessment.
18. Members were aware that the main responsibility of the Highways Area Team was to ensure the safety of the operational highways network. This was achieved through the investigation of customer defects reported by Fix My Street, addressing concerns brought up by ward Members or town and parish councillors and resolving issues identified by other departments across the Council and during routine safety inspections.

Collaboration with other teams across the Council, such as Rights of Way was essential for the comprehensive maintenance of the highway's infrastructure.

19. Members noted that a Risk Matrix was used as part of the Network Maintenance Plan to prioritise schemes by classifying the degree of risk posed by identified defects, quantifying the probability of an incident occurring, and the level of severity of the harm or damage that would occur. This approach also ensured that the best value for money was achieved for the funding and resources available.
20. Planned, Cyclical and Reactive Maintenance were discussed, and examples of investigations, repairs and implemented programmes were provided for clarification purposes.

Streetworks

21. At the third meeting, Members also received an overview of the Streetworks Team and their function, what Streetworks was, and the powers held by the Council as a Local Authority, the Permit Scheme, consistency, communication and collaboration, and contribution to legislative change.
22. Members were informed that the primary role of the Streetworks Team was to uphold the Council's statutory network management duty to co-ordinate and proactively manage all activities that took place on the road network and ensure that any necessary disruption was minimised.
23. Members noted that there was a statutory requirement for all Streetworks sites to have a permit board showing the start and end date of the works, the company name and an emergency contact number. Additionally, it was also made clear that temporary traffic lights could be in operation even when workers were not on site. This was done in order to ensure safety during the completion of the work.
24. Officers advised that a programme of works was shared with partners, such as the Statutory Undertakers, to facilitate collaborative working, reduce the impact on work on the highway network and the environment and to better inform residents of the works on the road network.

Communication

25. During the fourth meeting Members received an overview of the Highways Service approach to communication with Members, stakeholders and residents and how day to day and planned works programmes were communicated.
26. Officers advised that through the Highways Communication Strategy, the aim was to communicate the programme of work such as the Annual Plan, individual schemes through the use of the Advanced Scheme Protocol, disruption to the network such as road closures, winter maintenance programme, consultations, sustainability initiatives and innovation.
27. Officers further advised that methods of communication were dependent on the audience and that this included Member briefing sessions, a Member Teams Channel, social and broadcast media, the reporting tool Fix My Street and the Council's website.

28. Members noted that the Service was becoming increasingly data led which enabled a greater understanding of concerns and areas for improvement from sources such as Members, stakeholders, customer enquiries and local surveys.
29. The Task Force was informed that customers were directed initially to a self-service portal on the Council's website or to create a report on Fix My Street following which their enquiry would be triaged to the relevant officer in the Highways Team.
30. It was noted that the Improvement Plan included the update of social media, an increase in campaign activity, the continuation of the review of the content on the Council's website, Member briefing sessions and Fix My Street upgrades.

Fix My Street software

31. During the fifth meeting Members received an overview of the Fix my Street software including the background and decision for using Fix My Street as the Highways reporting tool, the review of the current performance of the system, ongoing improvements and the next phase of the Improvement Plan.
32. Members were advised that the limitations of the previous system for reporting highways defects, and the lack of integration with other systems used by the Council, had led to the move to the Fix My Street reporting tool in 2021.
33. The benefits of using the Fix My Street reporting tool were explained. Such benefits included a fully Central Bedfordshire Council branded website, an App, three integrations, a dedicated support team by the system provider. In addition, there was the ability for changes to be made to the system in-house.
34. The meeting noted that the implementation of the Fix My Street reporting tool had resulted in a channel shift of around 15% of the number of defects reported online versus telephone reports as well as efficiencies both in officer time and financially. An improvement in response times had also been recorded.
35. Members were advised that improvements to the system included new data to allow closer monitoring of the status of reports, pin colours to reflect the different stages of a customer report, the production of a report for each quarter on potholes and the integration of processes with Environment, Housing and Rights of Way Teams.
36. Lastly, improvements were also being made to the responses to defects reported via Fix My Street in order to manage expectations and avoid misinterpretation. In addition, Fix My Street and JADU, the Council's in house case management system, were now connected which enabled reports to be tracked to completion.

Traffic Improvements

37. At the sixth meeting Members of the Task and Finish Group received an overview of traffic improvements including the data driven approach to road safety and how decisions were made on which schemes were progressed in the Annual Plan, speeding, speed indicator devices, communication, and collaboration.
38. Officers advised that the primary role of the Integrated Transport Team was to analyse, design, consult, construct, and monitor small scale transport schemes that provided a high value for money.

39. The Team received funding from the Department for Transport through the Integrated Transport Block.
40. The progressive move towards being data driven and decisions being made based on analysis and objective data, rather than relying solely on intuition or personal experience.
41. Enforcement of speed limits remained the responsibility of the police.
42. The meeting was advised that Speed Indicator Devices had proven to be a short-term positive intervention to influence driver awareness of speed limits. However, transitioning to the use of mobile infrastructure, combined with proactive deployment and analysis, offered a more cost effective and impactful solution at multiple locations.
43. The improvement of the Highways Network, the refinement of officer reporting procedures, and implementation of high-impact transport initiatives in key areas to optimise road safety.
44. Members were informed that the analysis of road accident data revealed areas of concern and potential interventions to tackle driver behaviour, which was crucial for maintaining road safety. Members felt that additional data such as driver, pedestrian, and resident experience, ward councillor feedback and insurance data about road traffic incidents should also be considered.
45. Members felt that there was a lack of focus on pedestrians and vulnerable road users in the Bedfordshire Road Safety Strategy and discussed how this could be addressed in conjunction with the development of the Central Bedfordshire Road Safety Policy.
46. The request for the process for petitions submitted to Traffic Management Meeting to include feedback on progression.

Key Performance Indicators (KPIs)

47. Whilst KPIs did not form part of the scope of the review it was noted by Members when considering their conclusions that a future report would be considered by the Overview and Scrutiny Committee in advance of which Officers clarified some aspects of the information that would be provided.
48. Officers clarified that there was a suite of 57 Key Performance Indicators agreed by the Executive aligned to the principles, priorities and outcomes of the Strategic Plan of which three were related to the Highways service. In addition, there were contractual Key Performance Indicators which were also reported on. However, these Key Performance Indicators were defined as being commercially sensitive and were therefore not available publicly.
49. Members were informed that there were other measures in place to monitor the performance of the Highways Service in addition to Key Performance Indicators.
50. Members were advised that key changes to the Highways Service during 2023/2024 included the mobilisation of a Term Service Contract with Milestone Infrastructure, and the delivery of over £23million of maintenance and improvement works.

51. Members noted that with regard to highways performance, assessments had been undertaken of operational management of the Highways Service in the form of the National Highways and Transport survey and Central Bedfordshire Council and Milestone internal Cultural Survey, and the Future Highways Research Group Independent Value for Money Assessment by Proving Services, and this was to be reported to the Committee in a separate report.
52. The Members suggested some recommendations (see appendix) to be considered by the Overview and Scrutiny Committee alongside the performance report they were scheduled to receive.

Reason/s for decision

53. To support the improved delivery of Highways Maintenance services being undertaken by the Council.

Council priorities

54. The recommendations of the Task and Finish Group are aimed to support the Council's approach to the following as set out in [Central Bedfordshire Council Strategic Plan 2024-2028](#);
55. Being ambitious in its plans towards improving and maintaining the roads and travel network.
56. Ensuring the environmental, sustainability and climate resilience impact will be at the heart of all the Council's decision making.

Corporate Implications

Legal Implications

57. There are no direct legal implications in relation to this report which requests that Scrutiny Committee review the findings of the Task and Finish Group and make recommendations to the Executive as appropriate. Should the Scrutiny Committee recommend the findings to the Executive, the report presented to the Executive Committee will set out any legal implications arising from those recommendations. Executive Committee may approve, amend, or reject the recommendations.
58. All decisions taken by or on behalf the Council must:-
 - a. be within the legal powers of the Council;
 - b. comply with any statutory requirements;
 - c. be within the powers of the body or person exercising powers of behalf of the Council;
 - d. be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules;
 - e. be fully and properly informed;
 - f. be properly motivated;
 - g. be taken having regard to the Council's fiduciary duty to its taxpayers; and
 - h. be reasonable and proper in all the circumstances.

Financial and Risk Implications

59. Whilst there are no immediate financial implications arising from this report, if the recommendations are agreed then any future enhancements to the Highways Service may give rise to an increase or decrease in costs for the service. Any such proposals should be reflected in the 2025/26 Medium Term Financial Plan, which will be developed throughout Autumn 2024 and early 2025. Any proposals to increase costs would need to be offset by savings elsewhere both in relation to 2024/25 and future years up to the end of the Medium Term Financial Plan period, given the Council's current financial position.

Equalities and Fairness Implications

60. Central Bedfordshire Council has a statutory duty to promote equality of opportunity and have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. There are no equalities implications relevant to this report.

Biodiversity and Sustainability Implications

61. The Council's adopted Sustainability Plan is based upon the broader definition of sustainability as defined by the UN Sustainable Development Goal. This underpins the Council's approach to sustainability and includes aspects such as building accountable and inclusive institutions at all levels.

Conclusion and next steps

62. The Sustainable Communities Overview and Scrutiny Committee is asked to consider and support the findings. The Committee can then recommend the findings to the Executive for their decision.
63. Subsequent to the agreement from Members of the Committee, the final report and recommendations will be submitted to the Executive for consideration of the findings of the Highways Task and Finish Group. The response from the Executive will be circulated to Members of the Sustainable Communities Overview and Scrutiny Committee.

Appendices

- Appendix A:** Task and Finish Group findings to the Sustainable Communities Overview and Scrutiny Committee

Background Papers

The following reports were considered previously

[Minutes - Sustainable Communities OSC 29 June 2023](#)

[Scoping document - Sustainable Communities OSC 7 September 2023](#)

Report author:

Sharon Griffin

Scrutiny Policy Adviser

Sharon.griffin@centralbedfordshire.gov.uk

Appendix A

Task and Finish Group recommendations to the Sustainable Communities Overview and Scrutiny Committee

1. That on an annual basis, a report is brought to Sustainable Communities Overview and Scrutiny Committee on the performance of Highways Services for Members to scrutinise.
2. That on a quarterly basis, a report on performance against identified KPIs from the Highways Maintenance Contract is brought to Sustainable Communities OSC for members to scrutinise.
3. That the Highway's Asset Management Strategy, Highway's Asset Management Policy, and Highway's Maintenance Plan be reviewed by officers and the resulting documents be reported to the Sustainable Communities Overview and Scrutiny Committee for comment in advance of Executive's decision to adopt.
4. That the Service continue with their programme of improvements to Fix My Street and ensure residents receive appropriate and adequate updates on the issues they report, in a timely manner.
5. That Ward Members be informed in relation to Emergency Utility works, as soon as practicable, to include information about timescales and traffic management arrangements that may have an impact on the network.
6. That further information be provided to Ward Councillors, Town and Parish Councils, on the process of reporting of local Highways issues and website content to allow self-service.
7. To ensure that contractors working on the highway adhere to legislative requirements, that fixed penalty notices and Section 74 overrun notices are issued, and levels are monitored monthly and reported at quarterly HAUC meetings with Statutory Undertakers. Consistent non-compliance to result in the issuance of an improvement notice and direct performance management by the Streetworks Team.
8. That co-ordination and impact assessments are undertaken prior to street works being authorised and a permit issued. It is recognised that the impact of road works can never be fully mitigated, however, we should commit to the monitoring of activities while they are in progress.
9. That, to ensure road work signs are set out as per legislative guidelines, these are sufficiently monitored by the Streetworks Inspectors.
10. That, where funding allows, temporary pothole repairs be made permanent if a length of road does not require resurfacing aiming for right first time with the appropriate materials.

- 11.** That the Service investigate opportunities to innovate and improve Highways practices.
- 12.** That, as part of the MTFP setting process, the Executive give consideration to increasing the Highways budget, which must be offset by financial efficiency savings elsewhere. Alternatively, additional, unbudgeted, external funding would need to be sourced to fund any budgetary increase. These parameters apply for both 2024/25 and future years of the MTFP period (2025/26 to 2028/29), given the Council's current financial position.
- 13.** That a review of traffic sensitive streets to be undertaken by the Streetworks team in accordance with National Guidance, including consultation with key stakeholders
- 14.** That the defect process set out in the New Roads and Street Works Act 1991 (NRSWA), Inspection Code of Practice and the 'Specification of the reinstatement of openings in highways' (SROH) are fully adhered to, with the Council undertaking a regular coring programme to assess the performance of Statutory Undertaker reinstatements.
- 15.** That the Service follow the Communication Strategy to ensure appropriate engagement and consultation is carried out for schemes where there is significant change to the highway network.
- 16.** That a number of tailored Member briefings be provided on an annual basis, in response to specific subjects and issues raised, and that any relevant information be circulated in advance of any briefings.
- 17.** That information about works that have been completed and the locations where gully cleaning had taken place be added to the website
- 18.** That the principles of the Bedfordshire Road Safety Strategy, along with local business intelligence and data, be used to develop Central Bedfordshire Council's Road Safety Plan, and this to be reported to the Sustainable Communities Overview and Scrutiny Committee for comment in advance of Executive decision to adopt.
- 19.** That business intelligence such as feedback from residents and Members, other information from stakeholder groups and highways data are to be the key drivers in decision making, scheme design and implementation. Works are to be prioritised based on need and cost/ benefit ratio.
- 20.** That the Service investigate the utilisation of more modern Automated Traffic Count and data collection tools for road users, to include pedestrians, cyclists and horse riders in future traffic assessments at appropriate locations.
- 21.** That the Service ensures that matters referred to Traffic Management Meetings are reported back to Ward Members and the lead petitioner in a timely manner.

Appendix B

Sustainable Communities Overview and Scrutiny Committee 5 September 2024

The Chair presented the report and provided the background to the work and focus of the task and finish group, thanking Cllr Young for instigating it and all the Cllrs and officers involved in its outcomes.

In light of the report, the scope of the review was clarified including those issues that were outside the remit of highways, such as pathways. Members were advised that the timelines for addressing issues may vary based on the specific problem and they subsequently emphasised the importance of following timelines and works detailed in the strategy and prioritising works based on severity and the available budget.

Members were advised that concerns relating to road sign maintenance could be logged via Fix my Street and they made suggestions to amend wording for clarity on job status and to make reference numbers available for tracking, which should be considered as part of Recommendation 4 within Appendix A.

In response to a query it was confirmed that the Group did not consider the Highways Annual Plan, but members stressed the importance of visibility and communication regarding the plan and its delivery, linked to performance. It was noted during the meeting this sharing of information as part of the annual report on Highways performance would be recommended by the Committee under a separate item.

RECOMMENDED:-

- 1. That all recommendations within the report be endorsed by the Committee.**
- 2. That software features within the Fix my Street App be reviewed to ensure clarity for users as detailed in recommendation 4 within the recommendations of the task and finish group.**

Biggleswade Joint Committee

17 October 2024

Forward Planning

Report of: Sarah Hughes, Community Engagement Manager

Purpose of this report

To highlight to the Joint Committee the forward plan of key decisions to be made by the Executive at Central Bedfordshire Council and the workplans for the Overview and Scrutiny Committees

RECOMMENDATIONS

The Joint Committee is asked to:

- 1. Note the report**

Introduction

1. The Forward Plan of key decisions to be made by the Executive at Central Bedfordshire Council is attached in Appendix A
2. The Agenda and Workplans for the Council's Overview and Scrutiny Committees for Sustainable Communities and for Social Care, Health and Housing are attached in Appendix B

Options for consideration if appropriate

3. The Joint Committee can review the Forward Plan and Workplans and identify if there is anything relevant to the purpose of the Joint Committee as set out in its Terms of Reference

Committee Priorities

4. The Terms of Reference of the Joint Committees are set out in Part 3D of the CBC Constitution and determine the purpose as :
 - 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

Conclusion and Next Steps

5. To identify items that might be added to the BJC workplan for further discussion so that the views of the Joint Committee can contribute to the decision making process.

Appendices

None

Appendix A: Executive Forward Plan

Appendix B: OSC Workplans

Appendix C BJC Workplan

Background Papers

None

Report author(s): Sarah Hughes

CBC Community Engagement Manager

Sarah.hughes@centralbedfordshire.gov.uk

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 November 2024 to 31 October 2025**

- 1) During the period from **1 November 2024 to 31 October 2025**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates*; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- *Savings are significant if they exceed £200,000 per annum (revenue) or £500,000 whole life cost (capital). Expenditure is significant if it exceeds, in respect of revenue contracts: (i) £300,000 per annum; and (ii) £1m total cost; or (iii) 5 years duration (including contract extension periods); or £750,000 financial commitment (capital).
- There are exceptions to these criteria which is set out in Part 2 Article 12 paragraph 1.3 in the Council’s Constitution. Specifically, expenditure which is identified in the approved Council revenue and capital budgets are not key decisions.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Councillor Adam Zerny	Leader of the Council
Councillor Mark Smith	Deputy Leader and Executive Member for Adult Social Care and Health
Councillor John Baker	Executive Member for Finance
Councillor Steve Owen	Executive Member for Children’s Services
Councillor Steven Watkins	Executive Member for Business, Housing and Public Assets
Councillor Tracey Wye	Executive Member for Sustainability and Climate Resilience

- 3) Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Senior Committee Services Officer, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.

- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
03 December 2024	21-Nov-24
07 January 2025	26-Dec-24
04 February 2025	23-Dec-24
01 April 2025	20-Feb-25

Central Bedfordshire Council
Forward Plan of Key Decisions

Key Decisions

Date of Publication: 19 September 2024

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Contact officer (method of comment and closing date)
1	Community facility land - Bidwell West	Purpose of the report is to request to update the Executive decision (June 2022) to allow the transfer of the land from the developer to the HR Community Development Charity for Community facility use and enable the Charity to secure and unlock investment from Funding partners to construct the Community facility.	3 December 2024	None	Open to the public	Executive Member for Business, Housing and Public Assets Contact Officer: Sarah Hughes, Community Engagement Manager Email: Sarah.Hughes@centralbedfordshire.gov.uk
2	School Organisation Plan 2025-30	The purpose of the report is to Review the results 'Have Your Say' consultation feedback, re principles and policies and to agree the plan following the review for the cluster data.	3 December 2024	Children's Services OSC - November 2024	Open to the public	Executive Member for Children's Services Contact Officer: Victoria Rollings, School Organisation Information Manager Email: Victoria.Rollings@centralbedfordshire.gov.uk
3	M1 – A6 Link Road - Land North of Luton	The purpose of the report will be to : 1. provide an update to Executive as to the progress made since this project was previously taken to Executive in June 2022 . 2. outline the current financial position 3. set out the likely next steps and relevant time limits	3 December 2024	None	Fully Exempt	Executive Member for Finance Contact Officer: Paul Mason, Chief Officer Infrastructure Delivery Email: Paul.Mason@centralbedfordshire.gov.uk

4	2024-25 Q2 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan. Members are asked to: • Review performance against the suite of performance indicators currently being used to help and support the monitoring of progress against the Strategic Plan. Reporting will enable Members to scrutinise performance and to ask officers to further investigate as appropriate.	3 December 2024	All OSCs - November 2024	Open to the public	Leader of the Council Contact Officer: Heather Price, Head of Strategy and Delivery Email: Heather.Price@centralbedfordshire.gov.uk
5	Admission Arrangements 2026/27	To seek approval for the Council's Admissions Arrangements for the academic year 2026/27 to ensure statutory requirements are met. The Council is the admissions authority for Community and Voluntary Controlled schools.	3 December 2024	Childrens Services OSC - January 2025	Open to the public	Executive Member for Children's Services Contact Officer: Admissions Manager
6	Quarterly Budget Monitoring Revenue Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	3 December 2024	All OSCs - TBC	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
7	Quarterly Budget Monitoring Capital Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	3 December 2024	All OSCs - TBC	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk

8	Quarterly Budget Monitoring Housing Revenue Account Q2 September 2024	The report sets out the forecast outturn financial position of the Housing Revenue Account for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget.	3 December 2024	All OSCs - TBC	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
9	Draft Revenue Budget and Medium Term Financial Plan 2025/26 – 2028/29	The report updates the Revenue Medium-Term Financial Plan (MTFP) approved by Council in February 2024 and proposes the draft Budget for 2025/26 as the basis for consultation.	3 December 2024	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
10	Draft Housing Revenue Account Budget and Business Plan 2025/26 – 2028/29	The report sets out the Draft Housing Revenue Account (HRA) Landlord Budget for 2025/26 and Business Plan for 2025/26 – 2028/29. It sets out proposals that make best use of the investment potential to deliver affordable housing, mitigate pressures in the Council's General Fund (GF), and align to the debt strategy in the context of long term Business Planning and Investment.	3 December 2024	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
11	Draft Capital Programme 2025/26 – 2028/29	The purpose of this report is to seek Executive agreement to the Draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2025/26 to 2028/29 for consultation and to facilitate effective financial management and planning. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	3 December 2024	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk

12	Disposal of land at Steppingley Road, Flitwick	To consider offers received in connection with the disposal of Steppingley Road.	3 December 2024		Part Exempt	Executive Member for Business, Housing and Public Assets Contact Officer: Liz Arden, Delivery Manager Email: liz.arden3@centrlabeledfords hire.gov.uk
13	Local Council Tax Support Scheme 2025/26	The Executive is asked to review the Local Council Tax Support scheme and recommend to Council the scheme for 2025/26.	7 January 2025	Full Council 2025, Corporate Resources OSC 2025	Open to the public	Executive Member for Finance Contact Officer: Gary Muskett, Assistant Director Revenues & Benefits. Email: Gary.Muskett@centralbedfordshire.gov.uk
14	Council Tax Empty Homes and Second Homes Premium	Review and comment on the proposal to levy the maximum level of premium for empty Homes as set out in the Levelling up and Regeneration Act 2023, with effect from 1 April 2025.	7 January 2025	Corporate Resources OSC, Full Council	Open to the public	Executive Member for Finance Contact Officer: Gary Muskett, Assistant Director, Revenues and Benefits Email: Gary.Muskett@centralbedfordshire.gov.uk
15	Treasury Management Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Policy for 2025/26.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk

16	Traded Services to Schools & Academies for non-statutory services 2025/26	This report requests Executive to recommend to Council the approval of the revised 2025/26 charges for Traded Services to Schools & Academies for non-statutory services.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
17	Investment Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Investment Strategy for 2025/26 to facilitate effective financial management and planning.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
18	Final Capital Programme 2025/26 – 2028/29	The purpose of this report is to seek Executive agreement to the Capital Programme for the Medium Term Financial Plan (MTFP) period 2025/26 to 2028/29 to facilitate effective financial management and planning. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
19	Final Revenue Budget and Medium Term Financial Plan 2025/26 – 2028/29	The report updates the Revenue Medium-Term Financial Plan (MTFP) approved by Council in February 2023 and proposes the Budget for 2025/26.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk

20	Final Housing Revenue Account Budget and Business Plan 2025/26 – 2028/29	The report sets out the Housing Revenue Account (HRA) Landlord Budget for 2025/26 and Business Plan for 2025/26 – 2028/29. It sets out proposals that make best use of the investment potential to deliver affordable housing, mitigate pressures in the Council's General Fund (GF), and align to the debt strategy in the context of long term Business Planning and Investment.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
21	Fees & Charges – April 2025 Changes	This report requests Executive to recommend to Council the approval of the revised Fees and Charges from April 2025, (predominately Social Care Health & Housing (SCHH))	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
22	Capital Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Capital Strategy for 2025/26 to facilitate effective financial management and planning.	4 February 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
23	Freight Strategy	To approve the Freight Strategy for adoption.	01 April 2025	Sustainable Communities OSC	Open to the public	Leader of the Council Contact Officer: Caroline Danby, Head of Strategic Growth Email: Caroline.Danby@centralbedfordshire.gov.uk

24	Quarterly Budget Monitoring Revenue Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	01 April 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
25	Quarterly Budget Monitoring Capital Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	01 April 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
26	Quarterly Budget Monitoring Housing Revenue Account Q3 December 2024	The report sets out the forecast outturn financial position of the Housing Revenue Account for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget.	01 April 2025	All OSCs -	Open to the public	Executive Member for Finance Contact Officer: Dennis Galvin, AD Finance and Procurement Email: Denis.Galvin@centralbedfordshire.gov.uk
27	2024-25 Q3 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan. Members are asked to: • Review performance against the suite of performance indicators currently being used to help and support the monitoring of progress against the Strategic Plan. Reporting will enable Members to scrutinise performance and to ask officers to further investigate as appropriate.	01 April 2025	All OSCs -	Open to the public	Leader of the Council Contact Officer: Heather Price, Head of Strategy and Delivery Email: Heather.Price@centralbedfordshire.gov.uk

Central Bedfordshire Council
Forward Plan of Key Decisions on Key Issues

For the Municipal Year 2023/24 the Forward Plan will be published on the following dates:

Period of Plan	Date of Publication
1 November 2024 - 31 October 2025	23rd September 2024
1 December 2024 - 30 November 2025	20th October 2024

Social Care Health and Housing Work Programme

Date of meeting	Title of Report/Decision	Reason for report	Main purpose presenting report to OSC	Lead member
11/11/2024	2024-25 Q2 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Briefing, Information or any other reason	Cllr J Baker Executive Member for Finance
11/11/2024	Quarterly Budget Monitoring Revenue, Capital and Housing Revenue Account (HRA) Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of September 2024 (Q2)	Performance (reviewing service or budgetary performance)	Cllr J Baker Executive Member for Finance
11/11/2024	Safeguarding Adults Board	To consider and comment on the achievements, challenges and plans going forward of the Safeguarding Adults Board for Bedford Borough and Central Bedfordshire Council and consider the effectiveness of the safeguarding adults arrangements across the two councils.	Briefing, Information or any other reason	Cllr M Smith Deputy Leader and Executive Member for Adult Social Care
11/11/2024	Housing Services, Tenant Involvement Strategy	The report is for information as part of the Council's new regulatory environment, with regards to our Landlord function. The Housing Services' recommended approach is to seek support, consideration and/or comment, and assurance from the Overview and Scrutiny committee prior to adoption of the strategy.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr M Smith Deputy Leader and Executive Member for Adult Social Care
13/01/2025	Draft Revenue Budget and Medium Term Financial Plan 2025/26 2028/29	The report updates the Revenue Medium-Term Financial Plan (MTFP) approved by Council in February 2024 and proposes the draft Budget for 2025/26 as the basis for consultation.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr J Baker Executive Member for Finance
13/01/2025	Draft Capital Programme 2025/26 2028/29	The purpose of this report is to seek Executive agreement to the Draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2025/26 to 2028/29 for consultation and to facilitate effective financial management and planning.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr J Baker Executive Member for Finance
13/01/2025	Draft Housing Revenue Account Budget and Business Plan 2025/26 2028/29	The report sets out the Draft Housing Revenue Account (HRA) Landlord Budget for 2025/26 and Business Plan for 2025/26 2028/29.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr J Baker Executive Member for Finance
13/01/2025	Fees & Charges April 2025 Changes	This report requests Executive to recommend to Council the approval of the revised Fees and Charges from April 2025, (predominately Social Care Health & Housing (SCHH))	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr J Baker Executive Member for Finance
14/04/2025	2024-25 Q3 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budgetary performance)	Cllr J Baker Executive Member for Finance
14/04/2025	Quarterly Budget Monitoring Revenue, Capital and Housing Revenue Account (HRA) Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial position of Revenue, Capital and the Housing Revenue Account for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget.	Performance (reviewing service or budgetary performance)	Cllr J Baker Executive Member for Finance

Item 13 Appendix B

Corporate Resources OSC work programme

Date of meeting	Title of Report/Decision	Reason for report	Main purpose presenting report to OSC	Lead member
05/11/2024	2024-25 Q2 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Quarterly Budget Monitoring Revenue Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Quarterly Budget Monitoring Capital Budget Monitoring Q2 September 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of September 2024 (Q2). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
05/11/2024	Council Tax Empty Homes and Second Homes Premium	Review and comment on the proposal to levy the maximum level of premium for empty Homes as set out in the Levelling up and Regeneration Act 2023, with effect from 1 April 2025	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
05/11/2024	Corporate Peer Challenge - Progress Report	As requested at CROSC in April, that an update on the implementation of the action plan from the Corporate Peer Challenge be provided to the Committee.	Performance (reviewing service or budget under-performance)	Leader of the Council and Chair of the Executive Cllr Adam Zerny
05/11/2024	Legal Services Update	To update Corporate Resources Overview & Scrutiny Committee on the delivery of legal services by Pathfinder Legal Services (PLS).	Briefing, Information or any other reason	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Revenue Budget and Medium Term Financial Plan 2025/26 2028/29	The report updates the Revenue Medium-Term Financial Plan (MTFP) approved by Council in February 2024 and proposes the draft Budget for 2025/26 as the basis for consultation.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Capital Programme 2025/26 2028/29	The purpose of this report is to seek Executive agreement to the Draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2025/26 to 2028/29 for consultation and to facilitate effective financial management and planning. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Draft Housing Revenue Account Budget and Business Plan 2025/26 2028/29	The report sets out the Draft Housing Revenue Account (HRA) Landlord Budget for 2025/26 and Business Plan for 2025/26 2028/29. It sets out proposals that make best use of the investment potential to deliver affordable housing, mitigate pressures in the Council's General Fund (GF), and align to the debt strategy in the context of long term Business Planning and investment.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Fees & Charges April 2025 Changes	This report requests Executive to recommend to Council the approval of the revised Fees and Charges from April 2025, (predominately Social Care Health & Housing (SCHH))	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker

09/01/2025	Traded Services to Schools & Academies for non-statutory services 2025/26	This report requests Executive to recommend to Council the approval of the revised 2025/26 charges for Traded Services to Schools & Academies for non-statutory services.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Capital Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Capital Strategy for 2025/26 to facilitate effective financial management and planning.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Investment Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Investment Strategy for 2025/26 to facilitate effective financial management and planning.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
09/01/2025	Treasury Management Strategy 2025/26	This report requests Executive to recommend to Council the approval of the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Policy for 2025/26.	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Executive Member for Finance Cllr John Baker
11/02/2025	2024-25 Q3 Corporate Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Cross Cutting Efficiencies	To provide the Committee with an update on the delivery of the Cross-Cutting organisational change programmes and associated efficiencies.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Revenue Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial revenue position for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Capital Budget Monitoring Q3 December 2024	The report sets out the forecast outturn financial position of the Capital Programme for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker
08/04/2025	Quarterly Budget Monitoring Housing Revenue Account Q3 December 2024	The report sets out the forecast outturn financial position of the Housing Revenue Account for 2024/25 as at the end of December 2024 (Q3). It sets out spend against the approved budget.	Performance (reviewing service or budget under-performance)	Executive Member for Finance Cllr John Baker

Appendix A – SC OSC Work Programme

Date of Meeting	Title of Report/Decision	Reason for Report	Main Purpose for Presenting Report to OSC	Lead Executive Member
07/11/2024	Q2 Performance Report	To update Members on corporate performance in context of the Council's Strategic Plan.	Performance (reviewing service or budget performance)	Cllr Adam Zerny, Leader of the Council
07/11/2024	Q2 Budget Monitoring Report	The report sets out the forecast outturn financial revenue and capital position for 2024/25 as at the end of September 2024 (Q2).	Performance (reviewing service or budget performance)	Cllr John Baker, Executive Member for Finance
07/11/2024	Update on Flooding following the Flood Risk Summit	To receive a report on flood mitigation following the flood risk summit held during the summer of 2024	Briefing, Information or any other reason	Cllr Tracey Wye, Executive Member for Sustainability and Climate Resilience
07/11/2024	Freight Strategy	To consider the Freight Strategy as part of the public consultation	Policy development (early review of a new or revised policy or decision before a final draft is produced)	Cllr John Baker, Executive Member for Finance
16/01/2025	Draft Capital Programme 2025-26/2028-29	To receive a report in relation to the draft Capital Programme	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr John Baker, Executive Member for Finance

16/01/2025	Draft Revenue Budget and MTFP 2025-26/2028-29	To receive a report in relation to the draft Revenue budget and MTFP	Scrutiny (review a final draft policy or decision immediately prior to the next Executive meeting)	Cllr John Baker, Executive Member for Finance
10/04/2025	Q3 Performance Monitoring Report	To receive a report in relation to Q3 performance	Performance (reviewing service or budget performance)	Cllr Adam Zerny, Leader of the Council
10/04/2025	Q3 Budget Monitoring Report – Revenue and Capital	To receive a report in relation to the Q3 budget	Performance (reviewing service or budget performance)	Cllr John Baker, Executive Member for Finance

Appendix B – Unscheduled Reports

Date of Meeting	Title of Report/Decision	Reason for Report	Main Purpose for Presenting Report to OSC
Date TBC	Parking Enforcement Strategy	To receive a report in relation to the parking enforcement strategy.	Policy development (early review of a new or revised policy or decision before a final draft is produced)
Date TBC	Construction Code review	The construction code was endorsed by the executive in 2019 . A decision to amend the code will be taken by the executive committee and the scrutiny committee asked to consider the draft proposals to amend the code.	Briefing, Information or any other reason
Date TBC	A comprehensive report from the Parking Services team.	To receive a report in relation to parking services.	Performance (reviewing service or budgetary performance)
Date TBC	UK Power Networks	An annual update from UKPN following its annual review of CBC's climate related policies after UKPN had conducted its annual review against Central Bedfordshire Council's climate related policies.	Briefing, Information or any other reason

Date TBC	Sustainable Modes of Transport to School (SMOTS)	To receive a report detailing SMOTS and school travel plans	Briefing, Information or any other reason
Date TBC	Leisure Management Contract	To consider the leisure management contract following year one of the new provider	Briefing, Information or any other reason



REFERENCE	DESCRIPTION
Purpose	<ol style="list-style-type: none">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 Committee
Objectives	<ol style="list-style-type: none">1. Help improve the economic, social, environmental and cultural vitality of the town2. 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.3. Opportunities to delegate funding decisions to the Committees should be explored, such as Section 106 received to spend on community facilities.4. The Committee will make decisions on any joint funding allocated to it.5. Influence and help shape strategies / plans that impact on the future viability of the town.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.7. Make recommendations on strategically significant projects to the relevant Council's decision-making committees, including Committees of the Town Council.



	<ol style="list-style-type: none">8. Develop and maintain joint branding of communication, agendas and minutes.9. To enable communities to discuss services and influence decisions at the local level as to how these services are delivered10. To provide a forum for two-way communication about public service delivery and the implementation and effectiveness of policies affecting the town.11. Promote resilience by encouraging communities to do more for themselves and champion local solutions.12. Consider the ways in which proposals and initiatives can help to advance equality of opportunity, eliminate discrimination and foster good relations.
--	--



BIGGLESWADE JOINT COMMITTEE WORK PLAN 2024 – 2025

Meeting Dates 24/25	Work Plan 2024-2025
11 th July 2024 7pm	<ul style="list-style-type: none">• Town Priorities & S106• Workplan• Election of Chairman and Vice Chairman• Unused Green Space near Kings Reach (Exempt)• Co-option (Exempt)• Local Provision & Sports Facilities in Biggleswade
15 th October 2024 7pm	<ul style="list-style-type: none">• Health provision• Road safety (Co-optee discussion)• Highways Task & Finish Group - report• Co-option• CBC / Town Council Forward Plans• S106 Funding• Kings Reach Update (Exempt)• School Organisational Plan• Town Centre Improvements - UKSPF



16th January 2024 7pm	<ul style="list-style-type: none">• Co-option and Induction• S106 funding• Recreational Open Space Strategy•
17th April 2024 7pm	<ul style="list-style-type: none">• Co-option and Induction• S106 funding



BIGGLESWADE JOINT COMMITTEE WORK PLAN 2024-2025

Unallocated topics 2024-2025

- Themed discussion e.g.
- Healthcare provision
- Market square
- Local provision & sports facilities
- Two-tier education
- Joint committee relationships
- Recreational open space strategy
- Cultural strategy
- Library strategy
- Garden waste strategy
- Highways task & finish group
- Parking services & enforcement strategy
- Local transportation
- S106 funding

