



**BIGGLESWADE JOINT COMMITTEE MEETING**  
**MINUTES OF MEETING HELD ON WEDNESDAY 25 JANUARY 2017**  
**10.00am - IN ROOM PH15**  
**AT CENTRAL BEDFORDSHIRE COUNCIL**  
**PRIORY HOUSE, MONKS WALK, CHICKSANDS, SHEFFORD**

**PRESENT:**

Cllr M Jones	Deputy Leader CBC (Chair)
Cllr D Albone	BTC
Cllr B Briars	BTC
Cllr D Lawrence	CBC
Cllr Mrs J Lawrence	CBC
Mr P Fraser	CBC Head of Partnerships, CEYS
Cllr Mrs M Russell	BTC
Cllr Mrs H Ramsay	BTC
Mr M Thomas	Biggleswade Chamber of Trade
Mr R McGregor	Town Clerk, Biggleswade Town Council
Mrs J Durn	Administrator, BTC

Also Present:

Mr P Mason	CBC Highways - for Item 7 & 8
Mr P Salmon	CBC Highways - for Item 7 & 8
Mr S Caldbeck	CBC Regeneration Programme Manager - for Item 11

Member of Public - 1

**1. APOLOGIES FOR ABSENCE**

Cllr T Woodward.

**2. DECLARATIONS OF INTEREST**

To receive from Members any declarations and the nature in relation to:

- (a) Disclosable Pecuniary interests in any agenda item - none
- (b) Non-Pecuniary interests in any agenda item - none

**3. MEMBERS QUESTIONS**

To receive questions from Members on items not already included on the Agenda.

There were no Members questions.

#### **4. MINUTES OF PREVIOUS MEETING**

Members received and approved the Minutes of the BJC held on 26 October 2016.

#### **5. MATTERS ARISING**

Matters arising from the Minutes of the BJC held on 26 October 2016.

Page 3, item, 6: Commuter Parking: Cllr Mrs M Russell asked if there was a date for implementation yet.

Members were informed that the work is ongoing; Engineers are currently setting out signs, and road liners are in place. A communication plan is being drawn up so that everyone in the town can be kept both informed and updated of the situation.

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

- The Chairman has received an email from Michael Williams regarding the situation with the bridge. He informs us that there are still difficulties in gaining possession, however this month he is expecting half the temporary barriers to come down. This work is painfully slow but the safety of the parapets is of paramount importance and continues to be a concern.
- Further to the concerns voiced at the last meeting regarding planning issues, the Chairman has obtained information which shows the calculations used to determine planning needs and provision of services such as doctors and schools. This information will be circulated to Members. The Chairman will invite Mr Victor Wan, CBC Schools Planning Officer, to attend the next BJC, in order to address issues from Members.

#### **7. CROSSING POTTON ROAD**

CBC Officer – Paul Mason/Mr P Salmon

A plan was circulated covering Potton Road, Devon Drive. Mr Mason reported that the pinch point is currently being investigated and is still under review.

The Town Clerk pointed out that it was stressed by BTC at the time of planning that a pelican crossing is most definitely required due to close proximity of the school, and he will circulate his email confirming this point.

**ACTION:** The Chairman asked for this to be investigated.

## **8. EASTERN RELIEF ROAD SIGNAGE**

CBC Officer – Paul Mason/Mr P Salmon

Ringway Jacobs have completed this project, and the work has now been signed off. A meeting has been held with the developers, who have agreed to help with other signage, with the aim of completing this by the end of the financial year.

Members voiced various concerns, particularly regarding haulage lorries appearing not to be using the relief road. Mr Mason reported that these issues are being addressed. CBC is currently working in partnership with Ordnance Survey, Google maps and the in-car Satnav Company responsible for country-wide Satnavs. However, the fact that the road is not yet adopted has led to delays.

With regard to the Local Transport Plan, there is a TMM (Traffic Management meeting) on 28 February 2017, with Cllr B Spurr, where CBC will look to ratify this work. Biggleswade is on the Agenda. Written reports containing recommendations for the one-way system to remain, with some amendments to parking and double yellow lines, plus designs for cycle routes will be published prior to the meeting.

However, CBC will not be recommending that the Baulk leaving Drove Road, Lawrence Road and Drove Road remain one-way and will be presenting evidence to support this recommendation. This area has received the most public comments/objections to reversal.

CBC has received requests for 20+ traffic calming speed humps, and have identified several areas where traffic calming and additional signage can be placed, which would create a chicane effect and hopefully deter some of the heavy goods lorries.

## **9. BONDS LANE – SECTION 215 NOTICE**

Sam Caldbeck explained that a section 215 notice is about looking at the appearance of a structure/site, and section 77/78 is the notice that covers dangerous structures. For example, if a wall is thought to be dangerous then this notice will give power to the Council to remove the wall.

The Town Clerk voiced concerns that trees are actually growing out of the wall in question, and that the speed sign is obstructed. This has also been assessed by Gary Baldwin (CBC Principal Traffic Manager), Ringway Jacobs representatives, and Nick Shaw (CBC Sustainable Transport Officer).

**ACTION:** Sam Caldbeck will arrange for a colleague to assess the situation in Bonds Lane. If it is deemed to be dangerous then he would expect immediate action.

## **10. TOWN CENTRE IMPROVEMENTS**

It was reported that Mr Marcel Coiffait, CBC Director of Community Services, and Mr Jason Longhurst, CBC Director of Regeneration and Business Support, are working together to put forward an action plan. Members are invited to attend an informal meeting being held at CBC offices on 7 March 2017, at 11.00am, when these plans will be presented.

Decluttering:

A Site visit/walk-about took place before Christmas (Mr R Mcgregor, Cllr Mrs M Russell, and Ringway Jacobs representatives) to look at opportunities to declutter the High Street.

Engineers have produced an Assets Register which is currently being assessed. A Report will be produced in approximately 3-4 weeks, which will then be put to Council.

Cllr Mrs M Russell stressed that BTC had made it plain that if the costings were more than the budget available, then please come and discuss this with the Town Council as they may wish to contribute.

Cllr D Albone asked for reassurance of safety issues with regard to the removal of various fixtures. Mr Mason said that Ringway Jacobs would carry out a Risk Assessment in compliance with required safety policy criteria.

## **11. DEVELOPMENT MAP**

CBC Officer – Samuel Caldbeck

Following a request at the previous meeting by Cllr D Lawrence, Sam Caldbeck has produced a development map for information purposes (circulated to Members) showing work in progress, work that is on-going, and work that is proposed in Biggleswade town. Once the development strategy process is further along, it will create further sites, such as Extra Care sites at Saxon Way for example, and will be updated to include these. Sam will email a further map (Biggleswade Growth Map) to Members showing everything in more detail.

If Members have any comments or questions, please email Sam for clarification.

## 12. NOTES OF AN INFORMAL MEETING OF THE BJC

Cllr Maurice Jones invited Jason Longhurst to respond to the two documents previously circulated by the Town Council: "A Commercial Overview of the Town Centre", and "Revitalising the High Street". A copy of the discussion notes is attached to this Agenda.

The meeting produced three action points, and Members asked that action point 2 be amended to read "Implementation of the Commuter Parking Strategy".

Sam Caldbeck circulated a Project brief for the Commission of Consultancy support to Central Bedfordshire Council, and took the Members through the purpose of the Project which is "To provide an evidence and market informed strategy for ensuring the long-term health and financial viability of Biggleswade Town Centre.

Sam Caldbeck would like to take away an actual view on this project. He took the Members through the "Objectives of the Commission", and invited comments.

Members would like the parking restrictions lifted to a more realistic three-hour limit, as people are being put off by the parking problems.

**ACTION:** Go forward with Sam Caldbeck's brief, and Paul Mason will look at changing parking times as a short-term measure. Sam Caldbeck and Jason Longhurst to hold a discussion on the longer-term issues raised.

## 13. FEEDBACK ON JOINT COMMITTEE REVIEW

CBC Officer – Peter Fraser

Peter Fraser gave an update on the Joint Committee Review, a report of which is attached to the Agenda.

The next stage is a much broader and bigger piece of work. Peter is preparing a paper on how we can work closer, and one immediate decision is to review the Terms of Reference. The intention is to try and bring the decision-making process forward and closer to communities, so for example, when it comes to Council they know that the weight of this Committee is behind them.

**ACTION:** Cllr Maurice Jones – to issue a joint press release with CBC/BTC, giving a positive press article on the future of Biggleswade.

## 14. PUBLIC OPEN SESSION

Gordon Campley, Church Elder, Saxon Drive representative: Mr Campley had no questions for the Committee, but would like advice on another subject from Cllr D Lawrence after the meeting.

**15. DATES OF NEXT MEETINGS**

Wednesday 26 April 2017  
Tuesday 11 July 2017  
Wednesday 25 October 2017  
Wednesday 24 January (2018)  
Thursday 26 April (2018)

Meeting concluded 12.42pm