

**Title: Minutes of the LOP Steering Group**

**Date: 2<sup>nd</sup> June 2025**

**Time: 12:00 – 13:00**

**Location: Microsoft Teams**

**Present:**

**Steve Tomlinson (ST) – LCR/Network Rail (NR)**

**Chloe Watson (CW) – LCR/Network Rail (NR)**

**Melaine McGuiness (MG) - Bedford Borough Council (BBC)**

**Carolyn Barnes (CB) - Bedford Borough Council (BBC)**

**Eleanor Karklas (EK) - Bedford Borough Council (BBC)**

**Margaret Birtles (MB) - Bedford Borough Council (BBC)**

**Paul Pace (PP) – Bedford Borough Council (BBC)**

**Caroline Dubben (CD) - Homes England (HE)**

**Rupert Waters (RW) – East West Rail (EWR)**

**Zach Wilcox (ZW) – Mott MacDonald (MM)**

**Apologies:**

**Sam Fox – Bedford Borough Council (BBC)**

**Sian Carter (SC) - Homes England (HE)**

### **1. Updates from all parties**

**(ST) – Meeting held with EWR and hospital sites. Ford End Road (North Side) landowner (Applicant) to discuss comments on planning from NR and EWR. Procurement process started internally with NR.**

### **Actions**

**(RW/ZW/ST) - Meeting to be held with EWR, BBC and NR to discuss hospital site**

**(PP) – To confirm the possibility of further fundings for the LOP as noted within the Task Agreement**

**(PP) - Task Agreement to be reviewed and agreed within BBC once new post has commenced**

## **2. Updates on MoU and Task Agreements**

Note - EWR confirmed that all documents have been sent over to legal team

Note – NR confirmed that all documents have been sent over to legal team

### **Actions**

(BBC) – To share documents with legal team

(HE) – To share documents with legal team

## **3. Terms of Reference**

Note – All parties agreed that NR to chair and provide secretariat role

Note – HE confirmed no further comments on ToR

Note- Terms of reference to be signed by 13<sup>th</sup> June 2025.

### **Actions**

(CW) – To update the Terms of Reference with Steering Group comments.

(ST/CW) – To confirm and agree programme

(BBC) – To discuss internally ToR and agree comments with Sam Fox and Paul Pace

(BBC) – Meeting to be held with NR and Paul Pace and John to discuss LOP, ToR and provide overall updates

## **4. AOB and Next Steps**

(BBC) – To agree and sign off scope internally

### **Actions**

(NR) – To commence procurement for the LOP

(BBC) – To confirm if Volterra report can be published

### **Next Meetings**

Update meeting on 13<sup>th</sup> June with BBC and NR

Steering Group Meeting Monday 7<sup>th</sup> July