



Ref: Agenda/PLOS-01/02/2022

27<sup>th</sup> January 2022

Dear Sir/Madam

All Members of the Public Land and Open Spaces Committee are hereby summoned to the **Public Land and Open Spaces Meeting** that will take place on **Tuesday 1<sup>st</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade commencing at 7:00pm, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to read "Peter Tarrant", written over a horizontal line.

Peter Tarrant  
Town Clerk & Chief Executive

Distribution:	Committee Members	Press
	Notice Boards	

Committee Members:

Cllr F Foster (Chairman)  
Cllr C Thomas (Vice Chairman)  
Cllr K Brown  
Cllr G Fage  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr M Russell  
Cllr D Strachan  
Cllr R Pullinger

## **AGENDA**

### **1. APOLOGIES**

### **2. DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item
- (b) Non-Pecuniary interests in any agenda item

### **3. PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this Agenda.

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_mlif3Ju3TeCDBrohh7JFRA](https://us06web.zoom.us/webinar/register/WN_mlif3Ju3TeCDBrohh7JFRA)**

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**.

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

- a. For Members to receive the approved minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 28<sup>th</sup> September 2021**.

### **5. MATTERS ARISING**

- a. From the minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 28<sup>th</sup> September 2021**.

### **6. ITEMS FOR CONSIDERATION**

#### **a. Play Areas Strategy**

##### **i. YEAR ZERO - 2021/22**

Members are reminded of the report to Council on 11<sup>th</sup> January 2022 which confirmed a Section 106 amount of £5.5k available for the following purposes:

##### **i.i. Buttercup Mead**

For Members to consider a report with attachments by the Head of Governance & Strategic Partnerships for the regeneration of Buttercup Mead into a landscaped seating area.

##### **ii. YEAR ONE - 2022/23**

It was **RESOLVED** at the Council Meeting held on 11<sup>th</sup> January 2022 that the Public Land and Open Spaces Committee will give guidance around the operational deployment of the £122k year-one budget.

##### **ii.i Updating and Refurbishing of Two Smaller Play Areas**

For Members to consider an oral update from the Public Realm Manager on the identified two smaller play areas (Poppyfield 1 and Playfield Close). Current and future drawings are attached to this agenda.

ii.ii **Franklins Play/Recreation Area**

For Members to consider an oral update from the Public Realm Manager and the Head of Governance & Strategic Partnerships. Current and future drawings are attached to this agenda. Officers will develop a Gantt chart and project plan for this play area ahead of year one.

7. **ITEMS FOR INFORMATION**

a. **Jubilee Recreation Area**

For Members to receive an oral update from the Head of Governance & Strategic Partnerships and the Public Realm Manager on an action plan for year one.

b. **Allotment Storage Building**

For Members to receive an oral update from the Town Clerk & Chief Executive.

c. **Allotment Track Improvement and Maintenance**

For Members to receive an oral update from the Town Clerk & Chief Executive.

d. **Allotment Directional Signage**

For Members to receive an oral update from the Public Realm Manager.

e. **Wildflower Meadow**

For Members to receive an oral update from the Town Clerk & Chief Executive and the Public Realm Manager.

f. **Apollo Gardens Play area and Financial Settlement**

For Members to receive an oral update from the Head of Governance and Strategic Partnerships.

g. **Future Adoption of Play Areas**

For Members to receive an oral update from the Head of Governance and Strategic Partnerships.

h. **Tree Inventory**

For Members to receive an oral update from the Public Realm Manager.

i. **Drove Road Cemetery/Chapel**

For Members to receive an oral update from the Town Clerk & Chief Executive and the Head of Governance & Strategic partnerships on progress.

## 8. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions. (Members of the public will be allowed **one three-minute slot**).

Please register in advance for this webinar:

**[https://us06web.zoom.us/webinar/register/WN\\_mlif3Ju3TeCDBrohh7JFRA](https://us06web.zoom.us/webinar/register/WN_mlif3Ju3TeCDBrohh7JFRA)**

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**.

## 9. **EXEMPT ITEM**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

None.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE PUBLIC LAND AND OPEN SPACES  
COMMITTEE MEETING HELD ON TUESDAY 28<sup>TH</sup> SEPTEMBER  
2021 AT 7.00 PM AT BIGGLESWADE TOWN COUNCIL,  
SAFFRON ROAD, BIGGLESWADE**



**PRESENT:**

Cllr F Foster (Chair)  
Cllr C Thomas (Vice Chair)  
Cllr K Brown  
Cllr G Fage  
Cllr M Foster  
Cllr M Knight  
Cllr D Strachan  
Cllr R Pullinger  
Cllr I Bond (Non Committee Member)

Mr P Tarrant, Town Clerk & Chief Executive Mr P Truppin, Assistant Town Clerk, Mr K Hosseini, Head of Governance & Strategic Partnerships, Mr J Woolley, Deputy Public Realm Manager, Ms K Saunders, Administrator, Mrs A Dennis, BTC Meeting Administrator.

Members of the public – None

**1. APOLOGIES**

Cllr M Russell.

**ABSENT**

None.

**2. DECLARATION OF INTERESTS**

**a. Disclosable Pecuniary Interests in any agenda item**

None.

**b. Non-pecuniary interests in any agenda item**

None.

**3. PUBLIC OPEN SESSION**

There were no members of the public present.

**4. MINUTES AND RECOMMENDATIONS OF MEETING**

- a. Members **APPROVED** the Minutes of the Public Lands and Open Spaces Committee Meeting held on the 8<sup>th</sup> June 2021 subject to the correction of the title Assistant Town Clerk for Philip Truppin.

## 5. **MATTERS ARISING**

Members thanked the Public Realm Team for the excellent display of the flower beds and hanging baskets this year.

## 6. **ITEMS FOR CONSIDERATION**

### a. **Allotment Storage Building**

The Public Realm Manager gave Members an oral update on the allotment storage building. The Allotment Association has been consulted. Consideration is still given to a solution. This will either be a semi/permanent storage option. A further report will follow.

### b. **Allotment Track Improvements & Maintenance**

The Public Realm Manager gave an oral update on the allotment track improvements and maintenance. Although the required certification to use “road planing’s” from Ringway Jacobs (RJ) has been obtained, access to the site with the normal large lorries used for this purpose is not possible. Although negotiations with Ringway Jacobs (RJ) will continue, alternative track surfacing materials from builders’ merchants and other sources including those to be suggested by Cllr I Bond will be investigated. A further report will follow.

### c. **Additional Allotments and the Wildflower Meadow**

The Public Realm Manager gave Members an oral update on additional allotments and the Wildflower Meadow. The Town Council is in consultation with Central Bedfordshire in an effort to extend the current allotment offer and one possible solution is to allocate a portion of the Wildflower Meadow. There is a significant waiting list for new allotment plots. Other green spaces are also being explored. A further report will follow.

### d. **Allotment Plot Maintenance Issues**

A small number of allotments are overgrown and a number of invoices remain unpaid. A final letter will be sent out to all interested parties with a clear end date. If allotment holders do not respond appropriately then their agreement will be terminated by the Council.

In addition the broader policy will be reviewed to ensure all contractual conditions are properly reflected.

### e. **Allotment Directional Signage**

The Public Realm Manager gave the Members an oral update on allotment directional signage. The Town Council is in the process of providing new directional signage and will in time renumber the plots. Any new numbers will take into consideration an allowance for half plots. All signage will be branded. A further report will follow.

### f. **Apollo Gardens Play Area Adoption and Financial Settlement**

The Head of Governance and Strategic Partnerships gave Members an oral update on the Apollo Gardens play area. There has been a considerable delay in the adoption of this site. Consultations continue with a representative of Central Bedfordshire Council. Consideration will also have to be given to the S106 agreement that existed at the time. This work should be considered as a high priority. A further report will follow.

g. **Future Adoption of Play Areas**

The Head of Governance and Strategic Partnerships gave Members an oral update on the future adoption of play areas. A clear policy and process needs to be determined so as to maximise the opportunities for adoption.

There are a further nine play areas under consideration that are currently managed by developers. A further report will follow.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

There were no members of the public present.

9. **EXEMPT ITEMS**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolved** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

(10a. Play Area Improvements)  
(10b. Tree Inventory)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

## 10. **EXEMPT ITEMS**

### a. **Play Area Improvements**

The Public Realm Manager is qualified to inspect the play equipment and has significant experience in regard to the design and layout of play areas. This experience is invaluable in determining whether equipment is safe and fit for purpose. Any equipment that does not pass safety tests is immediately removed and either repaired or replaced.

The Public Realm Manager and the Head of Governance and Strategic Partnerships conducted an extensive inspection of all the play areas including Berkley Square, Brunel Drive, Buttercup Mead, Fairfield Road, Foxglove Drive, Franklins Recreational ground, Lilac Grove, Playfield Close, Poppyfields 1, Poppyfields 2, Stratton Way, Watkin Walk play areas.

There is significant improvement required in a number of play areas. It is the Council's intention to create stimulating environments for children, adults, and residents with special educational needs.

Importantly all of Biggleswade Town Council owned play areas and equipment are safe from a health and safety compliance perspective.

The following items were **RESOLVED**:

1. The Public Realm team would inspect existing equipment to determine whether it can be preserved or enhanced to extend its life.
2. Officers would send a letter to consult residents at Buttercup Mead regarding potential play area closure.
3. Officers would determine priorities and potential growth areas focussing on providing a solution for at least two play areas.
4. Officers will work with Members to create a draft strategic plan setting out the vision and how this will be applied to existing play areas.

### b. **Tree Inventory**

This matter was not discussed, to be carried over to the next meeting.

Meeting closed at 9:10 pm



**S106**  
**BIGGLESWADE TOWN COUNCIL**  
**Report to PLOS Committee 1<sup>st</sup> February 2022**  
**Buttercup Mead Consultation**

**Implications of Recommendations**

**Corporate Strategy:** The Buttercup Mead play area regeneration is a first component of the wider Biggleswade Town Council Play Areas Project.

**Finance:** This work is covered by the Section 106 funding, outside of the funding sought by the play areas project.

**Equality:** Local neighbours have been consulted using hand delivered correspondence.

**Environment:** Proposed light landscaping work will deliver long term sustainable benefits.

**Community Safety:** Seating will be installed; worn-out play equipment will be removed to improve overall safety and ambience.

**Background**

Biggleswade Town Council has developed a milestone Play Areas Project outline for its sixteen play areas. The first component of the project is to look at Buttercup Mead with fresh eyes to ensure the Town council delivers the best for its residents and visitors. Past inspection reports for Buttercup Mead concluded that existing play equipment is safe for use. However, the conclusion was that due to its small size and proximity to other play areas, Buttercup Mead should be regenerated into an attractive seating area with light landscaping.

It is important to note that any work to Buttercup Mead be concluded to deliver positive outcomes for all local residents and visitors, given that this project is sequenced at the beginning of the wider project.

**Summary**

Officers hand delivered a resident's consultation letter (copy attached with this report) to 54 households in the Buttercup Mead estate from 9<sup>th</sup> November 2021. The letter detailed the proposal to convert the existing play area into an attractive seating area. The consultation ran until its close on 6<sup>th</sup> December 2021.

Officers received two emailed responses from residents. Both responses generally agreed that the play area was tired and required regeneration or change. Respondents queried what the regeneration would entail and what the long-term future of the area would be, especially regarding landscaping, plants selected, and ongoing maintenance requirements. Officers undertook to provide residents with a drawing of the area (attached with this report) highlighting the landscaping, seating and blending methods deployed. The latter action remains outstanding subject to PLOS Committee decision.

The timeline is subject to Officers securing the Section 106 funding (£5.5k) from Central Bedfordshire Council (CBC). Three separate quotes for Buttercup Mead are being gathered which will determine the cost element.

**Recommendations**

- For Members to consider and agree to the proposed Buttercup Mead seating area plan and note the pressing timeline for Officers to secure the Section 106 funding for this plan from CBC.
- For Officers to submit to CBC the three quotes for Buttercup Mead.
- For Members to agree that the work should begin as soon as possible.

Karim Hosseini  
**Head of Governance & Strategic Partnerships**

Jonathan Woolley  
**Public Realm Manager**



# BIGGLESWADE TOWN COUNCIL

The Old Court House

4 Saffron Road . Biggleswade . Beds SG18 8DL

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e-mail: [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk)

Our Ref: KH/JW/PlayArea

Date: 9<sup>th</sup> November 2021

Residents of Buttercup Mead Estate

By Hand:

Dear Sir/Madam,

## **Buttercup Mead Estate Play Area, Biggleswade**

The Town Council carries out regular inspections to ensure that its play areas are fully compliant with all current health and safety regulations. This is consistent with the Town Council focus on national good practice guidelines for play areas to ensure they are vibrant and inviting places for their users.

As per a strategic play areas review of all play areas within the Town Council span of control, the Town Council recently inspected the play area at Buttercup Mead. The play area was found to be safe and fully compliant with existing health and safety regulations.

The Town Council has recently completed a Neighbourhood Plan public consultation which sought Biggleswade resident and business feedback on the key proposals set out in the plan. The Town Council is developing a play areas strategy and part of this work has highlighted the fact that Buttercup Mead play area is under utilised and although safe, has little scope for improvement. As an example, the hopscotch area will require corrective work which will be expensive. Public funds could thus be diverted to other play areas in the immediate vicinity and a short distance away.

This letter is seeking your feedback on the Town Council's intention to close the Buttercup Mead play area in the coming months, thus returning the immediate play area to a more natural and sustainable environment in the medium term. The Town Council will focus on growing and improving the multiple play areas in the immediate vicinity of Buttercup Mead. These include the Chambers way and other play areas, where the Town Council intends to deliver excellent play area facilities in the medium term, including through the installation of new play equipment, technological solutions, and wider sustainability environment applications.

The Town Council is looking forward to hearing from you by Monday 6<sup>th</sup> December 2021. The council will use your valued feedback to help determine the future of the above play area, as well as shape the wider play areas improvements it is delivering to the town.

You can contact us on the telephone number shown above. Alternatively please write to us at [enquiries@biggleswadetowncouncil.gov.uk](mailto:enquiries@biggleswadetowncouncil.gov.uk)

Yours faithfully,

Mr Karim Hosseini

Head of Governance and Strategic Partnerships

Biggleswade Town Council

Old Court House

4 Saffron Road

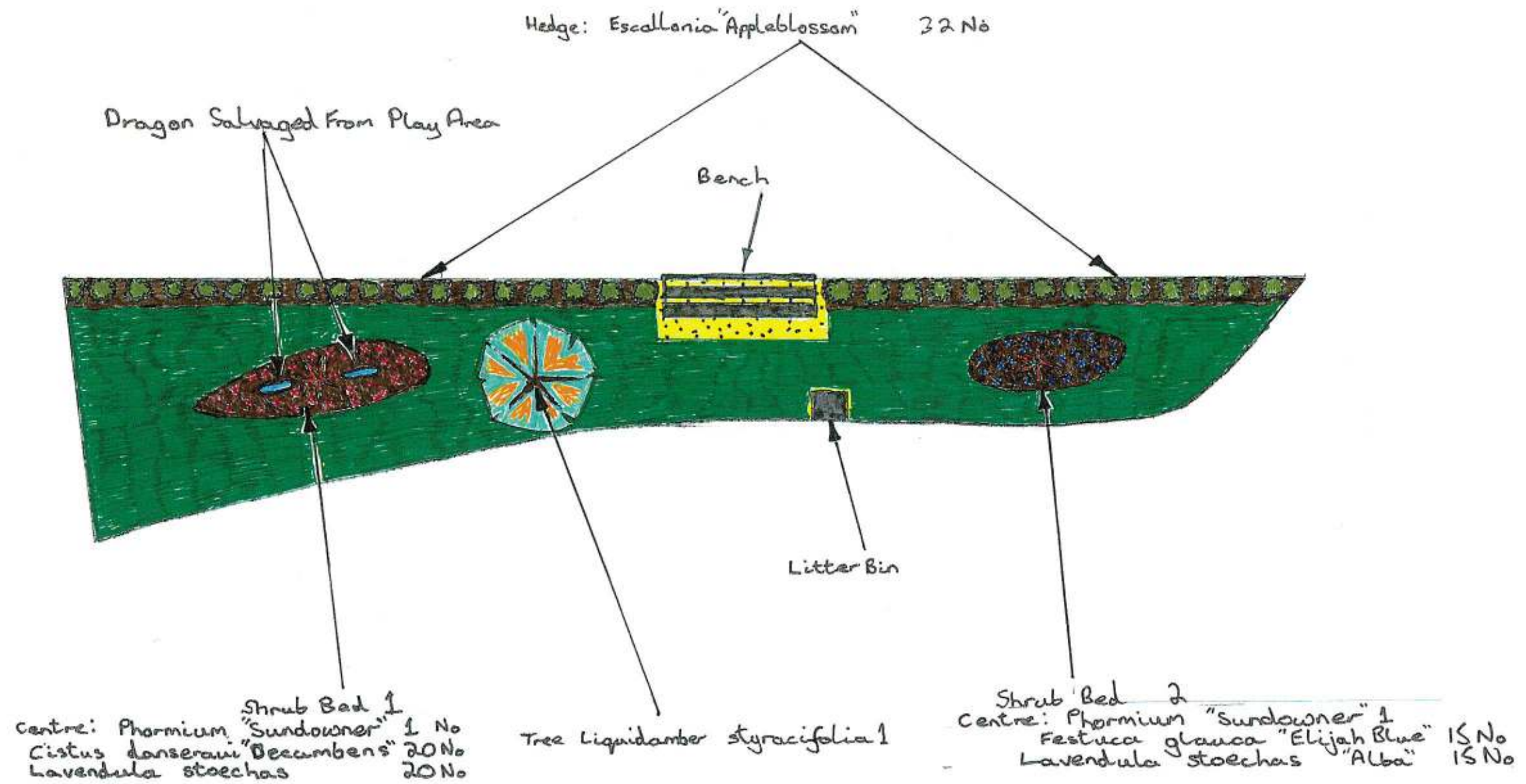
Biggleswade

SG18 8DL

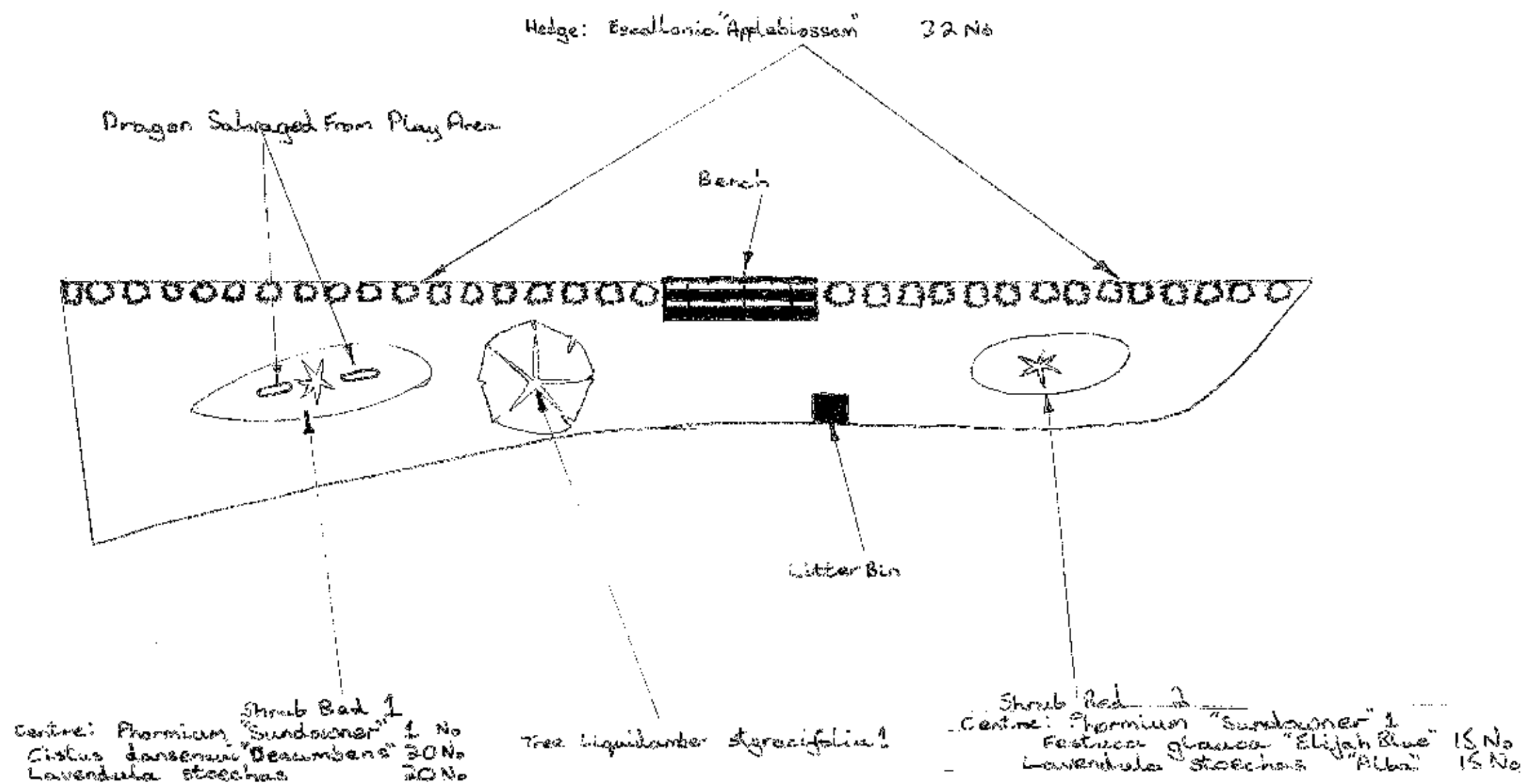
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Website: [https://www.biggleswadetowncouncil.gov.uk/Biggleswade-TC/Contact\\_29675.aspx](https://www.biggleswadetowncouncil.gov.uk/Biggleswade-TC/Contact_29675.aspx)



Organisation	Biggleswade Town Council
Drawn by	J. Woolley
Site	Buttercup Mead Play Area
Scale	Not to scale
Date	24th January 2022

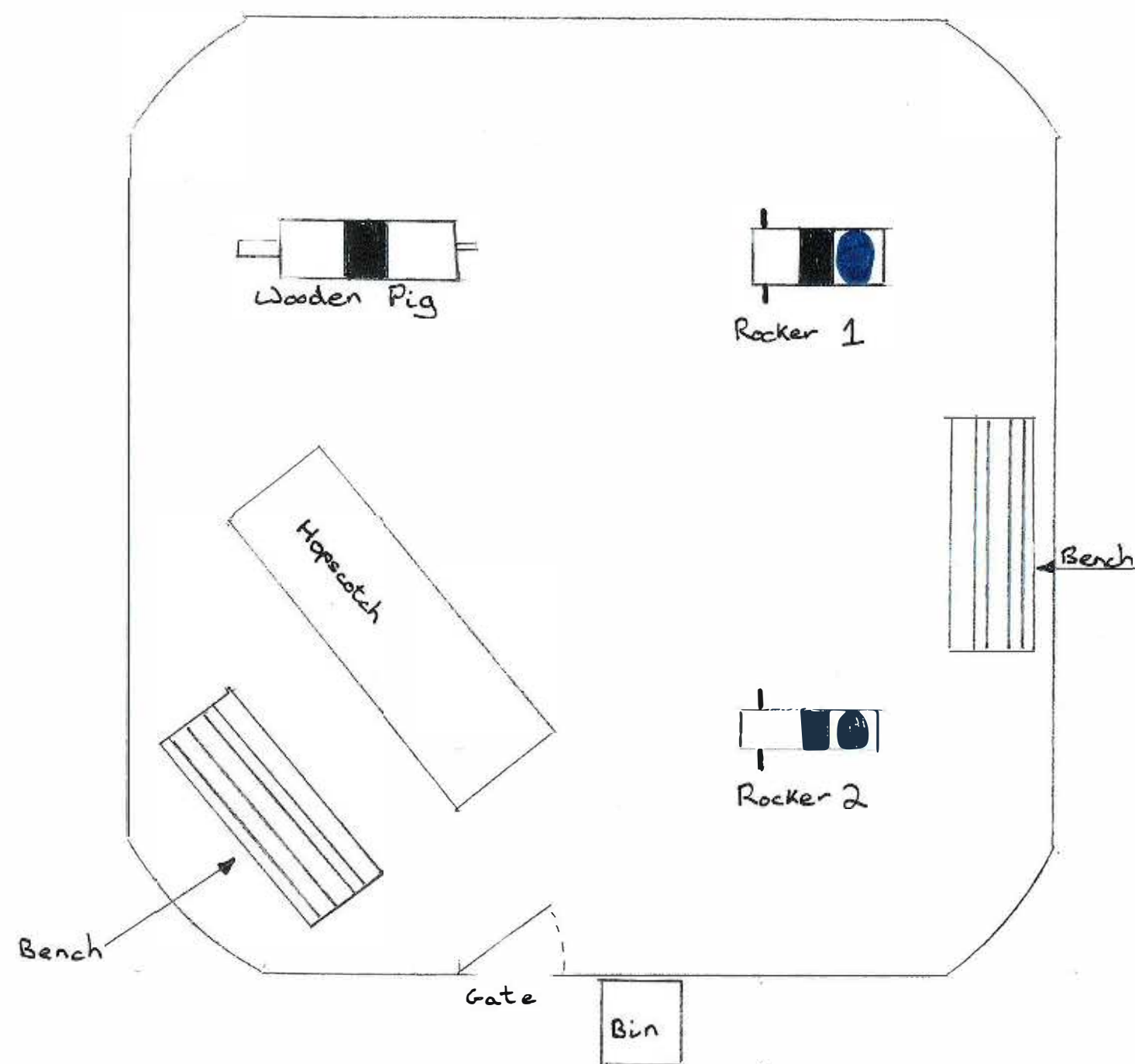


Organisation	Biggleswade Town Council
Project	Buttercup Mead Future
Scale	Not to scale 24th January 2022

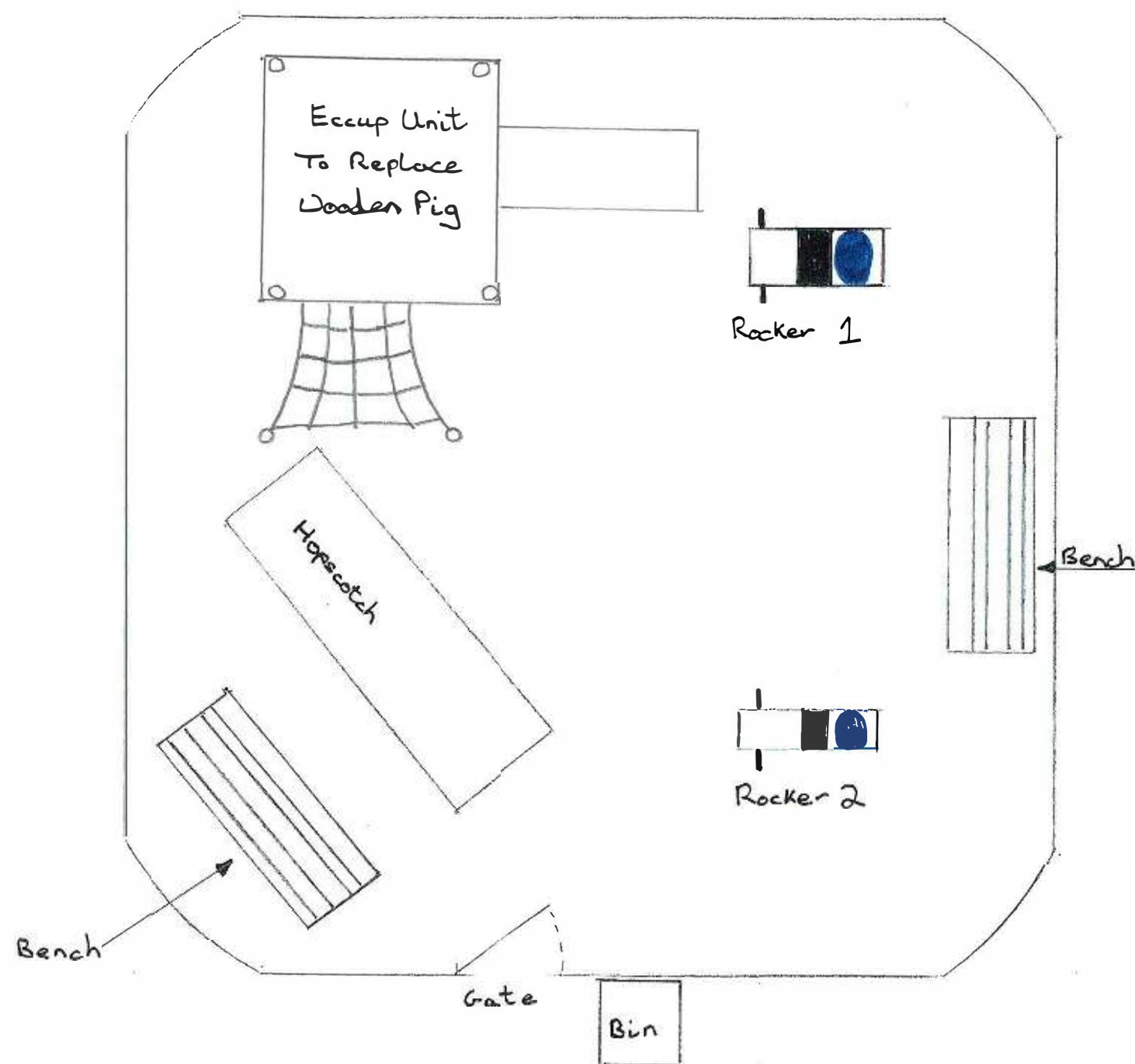








Drawn by	Jonathan Woolley
Site	Poppyfields 1 Current
Date	27th January 2022 Scale 1/50
Authority	Biggleswade Town Council

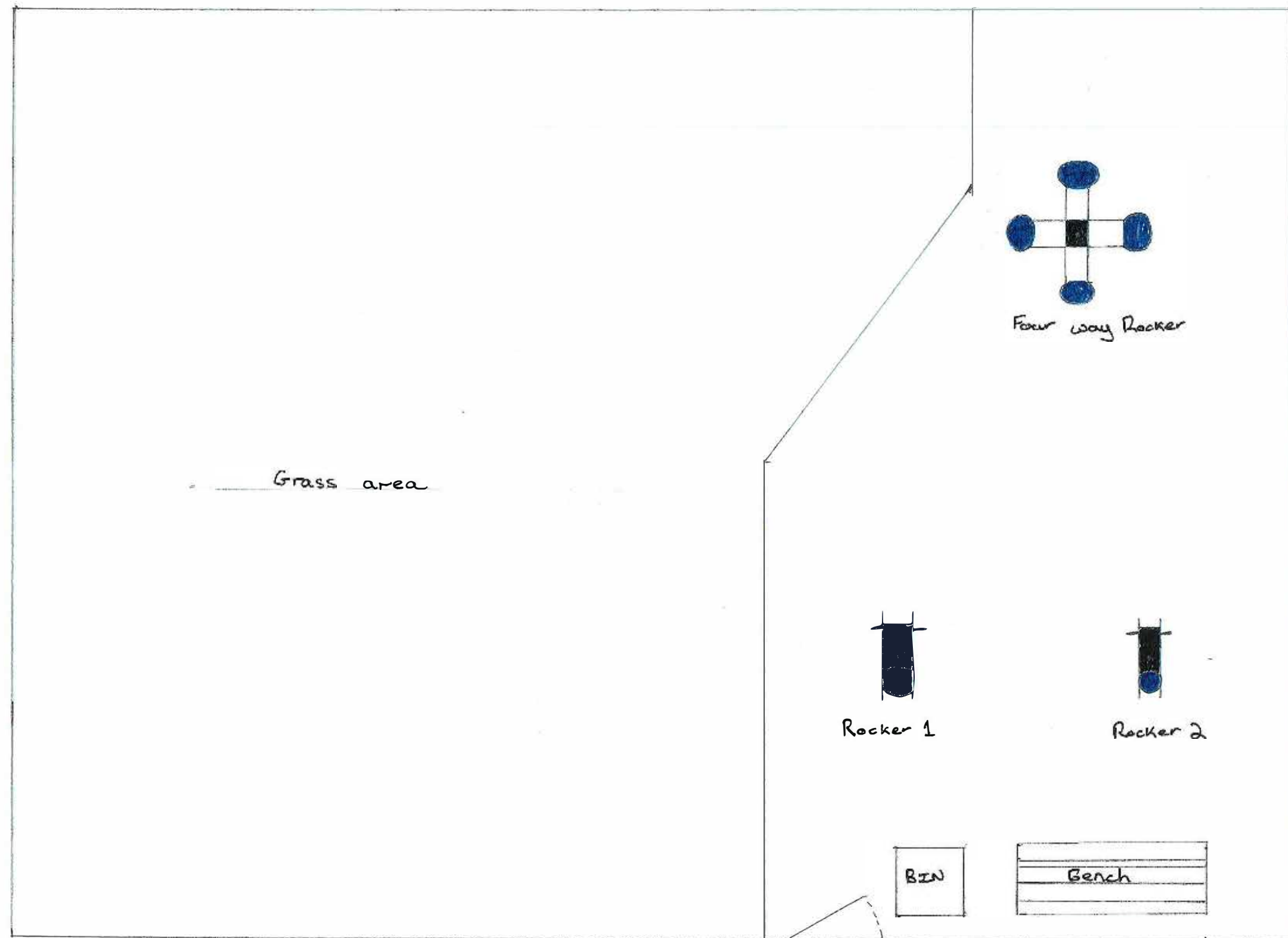


Drawn by	Jonathan Woolley
Site	Poppyfields 1 Future
Date	27th January 2022 Scale 1/50
Authority	Biggleswade Town Council

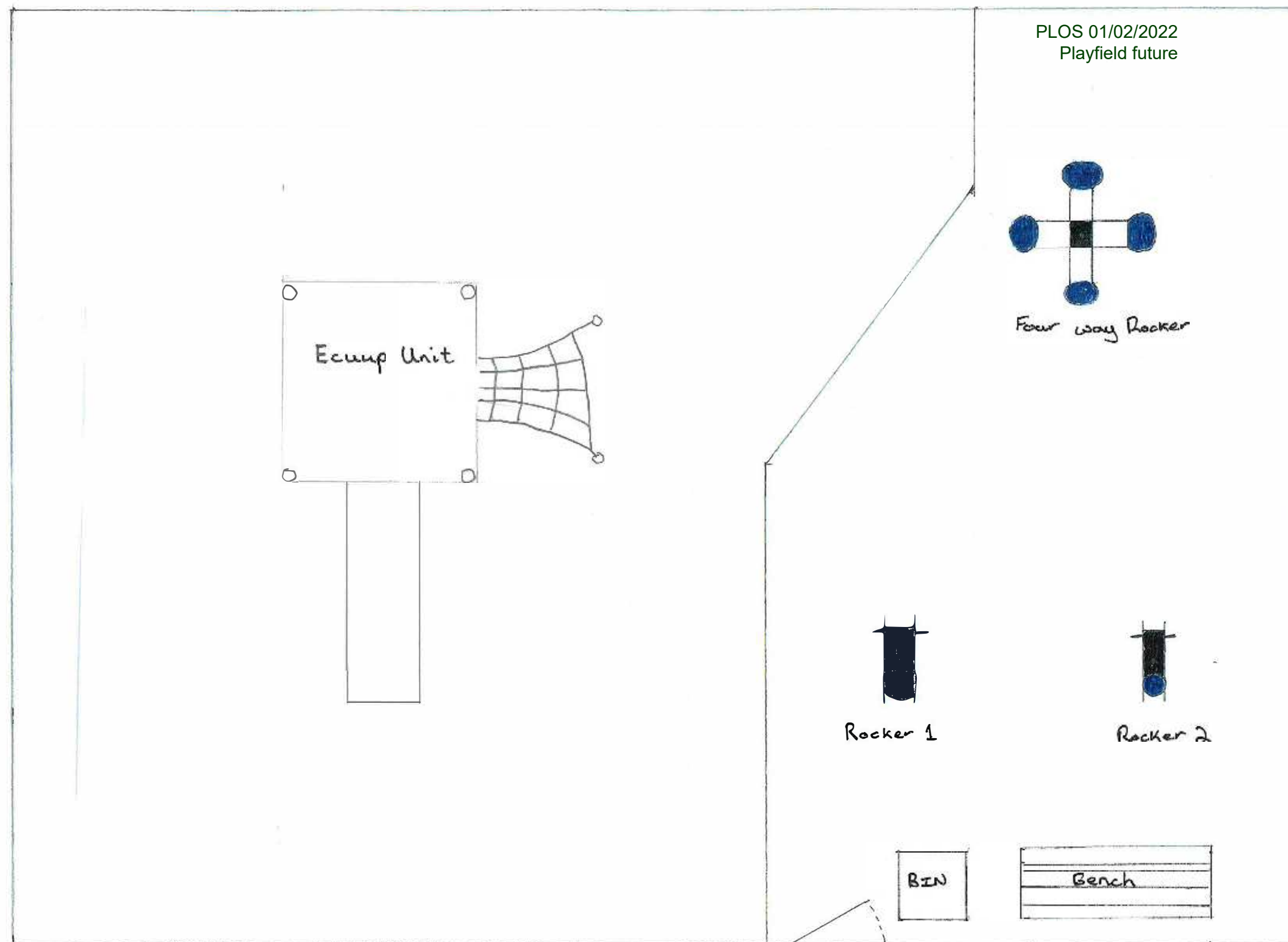








Drawn By	Jonathan Woolley
Site	Playfield Close
Date	27 <sup>th</sup> January 2022
Authority	Biggleswade Town Council



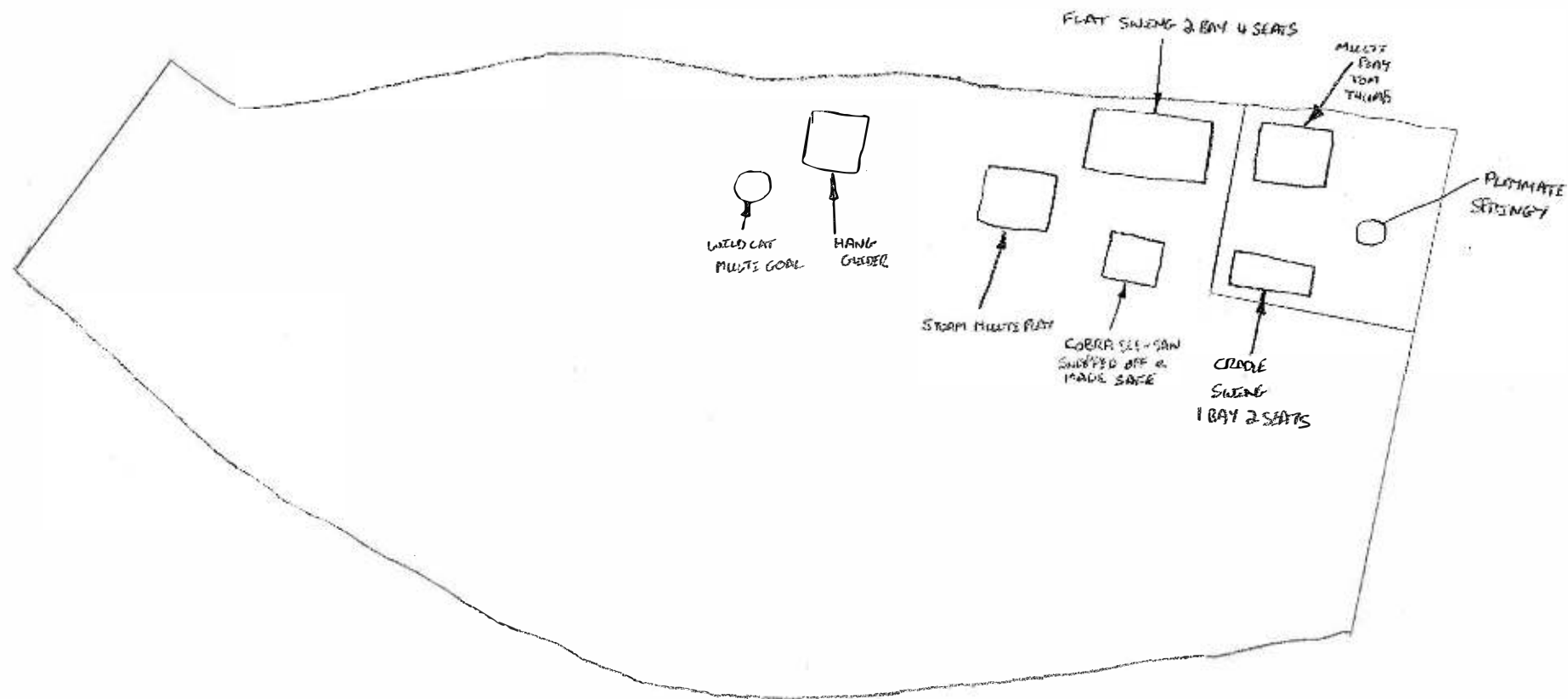
Drawn by	Jonathan Woolley		
Site	Playfield Close	Future	
Date	27 <sup>th</sup> January 2022	Scale	1/50
Authority	Biggleswade Town Council		



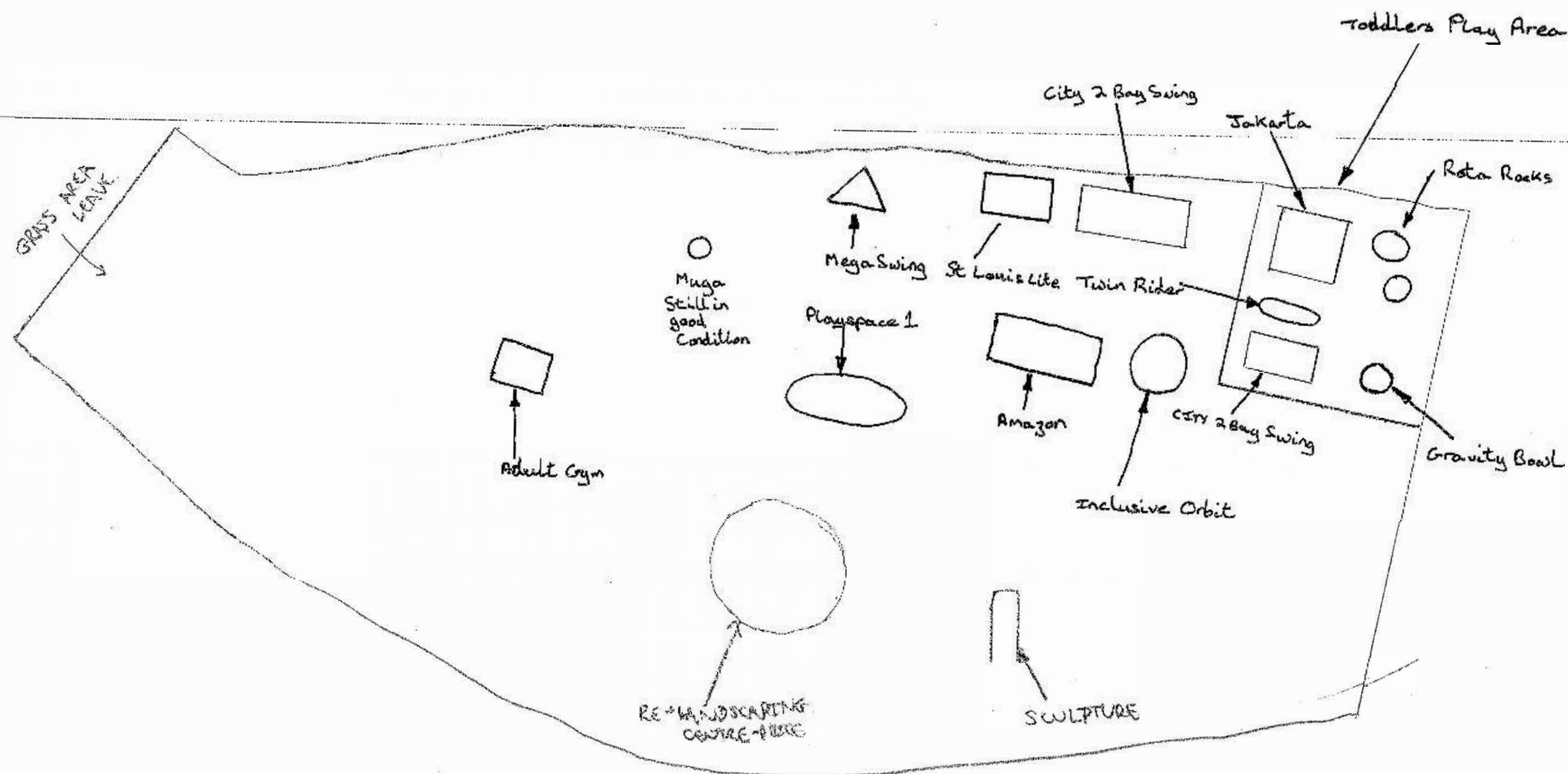








Drawn By	Jonathan Holley
Site	Franklins Rec. Current
Date	27th January 2022
Authority	Biggleswade Town Council



Drawn By	Jonathan Wadley
Site	Franklins Future
Date	27 <sup>th</sup> January 2022 Scale Not to Scale
Authority	Binglewade Town Council





PLOS 01/02/2022  
Inclusive Orbit  
Price: £6118.80



PLOS 01/02/2022  
Jakarta  
Price: £9862.80



PLOS 01/02/2022  
Mega Swing  
Price: £5398.80



PLOS 01/02/2022  
Rota Bounce  
Price: £4078.80



PLOS 01/02/2022  
Rota Rocks  
Price: £3686.40





PLOS 01/02/2022  
St Louis Lite  
Price: £18933.60



PLOS 01/02/2022  
Twin Rider  
Price: £2838.00



PLOS 01/02/2022  
Amazon  
Price: £11124.00



PLOS 01/02/2022  
City 2 Bay Swing  
Price: £3358.80



PLOS 01/02/2022  
City Cradle Swing  
Price: £2400.00



PLOS 01/02/2022  
Gravity Bowl  
Price: £1438.80

