



Ref: Agenda/PLOS-31/01/2023

26th January 2023

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 31st January 2023** 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 be "Peter Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
 Notice Boards
 Press

Committee Members:

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

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. **CHAIRMANS ANNOUNCEMENTS**

4. **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_d4krQjWIRnWa8wKZYZJoZg

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.

5. **INVITED SPEAKER**

None.

6. **MEMBERS QUESTIONS**

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

For Members to receive the approved minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 24th October 2022**.

8. **MATTERS ARISING**

From the minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 24th October 2022**.

9. **ITEMS FOR CONSIDERATION**

a. **Play Areas Project Update**

For Members to receive a written report from the Head of Governance & Strategic Partnerships and the Public Realm Manager.

b. **Allotments Improvement Project**

For Members to receive a written report from the Head of Governance & Strategic Partnerships.

c. **Football and Terms & Conditions Policy Review**

For Members to receive and consider a written report from the Place Shaping Manager.

10. **ITEMS FOR INFORMATION**

a. **Linear Wood and Saxon Gate Pocket Park**

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

11. **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).

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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.

12. **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.

(12a. Kings Reach Estate S106 Project)

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.

13. **EXEMPT ITEMS**

a. **Kings Reach Estate S106 Project**

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

EXEMPT



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL
PUBLIC LANDS & OPEN SPACES COMMITTEE MEETING HELD ON
TUESDAY 24th OCTOBER 2022
AT 7PM AT BIGGLESWADE TOWN COUNCIL OFFICES, THE OLD
COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



PRESENT:

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

Mr K. Hosseini - Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mr J. Wooley - Public Realm Manager, Biggleswade Town Council
Mrs A. Dennis – Administrator, Biggleswade Town Council

Members of the Public – 9

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr I Bond.

ABSENT WITHOUT APOLOGIES

Cllr J Woodhead.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. PUBLIC OPEN SESSION

No members of the public.

4. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 7th June 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL.

Cllr G Fage – Page 5 Should be Chairman Cllr M North.

Cllr D Strachan – Page 6 Item 3b. Does that mean he wants the Allotment Association to see the Council accounts. Change that to see the Council’s Allotment Accounts.

Cllr F Foster – Page 8 First bullet point, this should read “repaired”, not “replenished”. Referring to MOT, it should be referred to as “crushed aggregate material.” Just under MOT take out “to navigate”. It should read “this will help navigation around the allotments.”

Cllr G Fage – Page 10 Linear Pocket park item to come back to Council when the information has been received.

Subject to these amendments the Minutes were **APPROVED** as a true and accurate reflection of discussions.

5. **MATTERS ARISING**

- a. From the Minutes of the Public Lands & Open Spaces Committee Meeting held on **Tuesday 7th June 2022**.

Page 10 – Cllr D Strachan Item 10c. Linear Wood and Saxon Gate. Has there been anything from CBC. Mr Hosseini updated Members that there has been some feedback, a report is pending to come back to Council.

6. **EXEMPT**

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.

(7a. Play Areas Strategy)

7. **EXEMPT**

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.

- a. **Play Areas Strategy**

The PLOS Committee recommended that the Town Council should approve the preferred supplier. Officers would engage with the preferred supplier to finalise the plans and ensure the detailed plans versions would return to Town Council for approval.

The Chairman closed the Meeting at 7:46pm

BIGGLESWADE TOWN COUNCIL
PLOS Committee 31st January 2023
Play Areas Project Report

Implications of Recommendations

Corporate strategy: ENVIRONMENT: A Green Town. The Town Council will consider the recommendations of the audit of play areas and how we might invest to improve those areas.
Finance: The project is financed via the public works loan board (PWLB) funding allocation.
Equality: The project focusses on inclusivity for each play area, maximising ease of usage.
Environment: The project maximises sustainability assuming a net zero carbon footprint.
Community Safety: Project landscaping methods will maximise safety and inclusion.

Background

In 2022, Officers submitted to the Town Council the five year plan for the Play Areas project which would deliver improvements to sixteen play areas across the town. The play areas project has delivered a regenerated Buttercup Mead play area. The project has recently broken ground on the Franklins recreation area and regeneration work on this flagship play area is anticipated to be completed by April 2023.

Summary

While project work is underway to regenerate the Franklins recreation ground, Officers have scoped all play areas' condition under Town Council control. Officers have concluded that four play areas, Brunel Drive, Berkely Close, Poppyfield 2, and Playfield Close, should be regenerated by the project from April 2023. Officers note that these play areas are in an overall poor condition containing play equipment which although currently safe, requires upgrading. Existing play equipment has further degraded in the last 12 months, and some equipment has been removed from these sites to maintain safety.

Annex A sets out the play equipment specification for all five play areas along with indicative capital costs of £101,100. The November PWLB update report allocated an indicative £100,000 for the play areas project from April 2023 (year 2 for the PWLB programme). Officers will commence a Crown Commercial Service (CCS) tender exercise in February. Officers will collate, assess received bids, and report on preferred suppliers in March. Completing four play areas over 2023 will spread out significant benefits across the town.

Officers will complement the proposed regeneration of the four play areas by introducing sympathetic landscaping to ensure they blend in well with the wider surroundings. An indicative figure of circa £25,000 of PWLB funds has been provisionally allocated.

Recommendation

That PLOS Committee Members

- Note the progress made to date on the Franklins recreation ground.
- Agree that the project regenerates Brunel Drive, Berkely Close, Poppyfield 2, Playfield Close, using the above indicative 23-24 PWLB funding allocation.
- Enable Officers to initiate a fresh Crown Commercial Service tender exercise.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager

Annex A

Play Equipment Specifications and Indicative Costs

Berkeley Close £25,200

Spring Elephant	1
City Swing	1
Spring Horse	1
Gravity Bowl	1
Slide	1
Gravity Rider	1
1 Bay 2 seat Cradle Swing	1
Little Beck	1
Winnipeg	1

Brunel Drive £57,200

Single Bay Swing Flat Seats	1
Amazon Unit Plays Place	2
Non Bump SeeSaw	1
Rota Rocks	1
Wooden Fun Run	1
Twin Rider	1

Play Field Close £15,200

Way Horse Springy	2
SeeSaw Top	
Ecup unit	

Poppy Fields 2 £3,500

Elephant Springer	1
Toddler Swing	1
New Seats For the swing	2

Indicative Total Cost £101,100.

BIGGLESWADE TOWN COUNCIL
PLOS Committee 31st January 2023
Allotments Improvement Project Report

Implications of Recommendations

Corporate Strategy: Green Spaces- This project will deliver improvements to the allotments.

Finance: An indicative £935 will be spent from the 2022-23 allotments budget.

Equality: The Council pays due regard to all equality legislation.

Environment: The Council pays due regard to all environmental legislation.

Community Safety: The Council pays due regard to community safety.

Background:

The Public Works Loan Board (PWLB) strategy update report to the 22nd November Town Council provided an indicative 2022-23 funding allocation of £10,000 for the Allotments Improvement project. The project deliverables are to make the allotments site far more efficient, release 10 new half plots via landscaping work, significantly reduce the waiting list, and rectify 5 flooded plots. The PWLB report separately included up to £40,000 for new allotment land procurement in 2024-25 and Officers are reaching out to land agents and owners.

Summary:

The project will reduce the current waiting list (50 people December 2022, due to 8 new online recently received expressions of interest) by 10 half plots down to 35, in time for April 2023, and will generate additional income. After extensive project site scoping, in November Officers began minor landscaping pilot work to good effect. The Public Realm team has delivered the project work at negligible cost, and Officers are not seeking any PWLB funds.

A short specification for the required materials, composters, and micro-planters is included in Annex A costed at an indicative £935, sourced from the 2022-23 allotment budget line (£2,000 allocation). Officers have discussed the micro planter approach in detail with the Biggleswade Allotment Association and CBC and both organisations are favourable as the scheme is sustainable in the current climate. Officers will roll out the micro planter programme incrementally from summer 2023 to meet demand. New enclosed composting units will be placed on both sites improving access and health and safety to reduce pest control measures.

As part of the project, Officers are developing an allotments site plan using PT Mapper software to include precise measurements for all plots (including proposed new plots), which will be redacted and shared to benefit all allotment users and accuracy.

Indicative Income (2023-24): Figure 1 Income for the newly created half plots and micro-planters.

Item	Quantity	Annual Rental (£) per Unit	Indicative Total Income (£)	Comments
New Half Plots	10	35	350	Located on the north site
New micro planters	8	8	64	Located along the north perimeter
Sub total			414	Indicative new income from an efficient allotment site
Projected Allotments Total Revenue	206	N/A	7,800	
New Projected Allotments Total Revenue	216	N/A	8,214	The project will deliver a circa 5% increase in overall allotments revenue

Recommendations:

That PLOS Committee Members consider and approve:

1. Officers approach people on the waiting list (50, December) to invite them to take on the 10 new half plots and pay rent at £35 per half plot per annum.
2. Officers reach out and promote to people on the waiting list and the BAA to determine appetite levels for the new micro planter style of growing fresh produce.
3. Officers use the existing allotments budget allocation to spend an indicative £935 on the project to deliver lasting improvements.

Karim Hosseini
Head of Governance & Strategic Partnerships

Jonathan Woolley
Public Realm Manager

Annex A

Item	Cost per unit (£)	Quantity	Cost (£)	Comments
Micro planters (1m x 1m)	22	8	176	Deployed across the northern perimeter and will redefine growing practices for future years and positively boost the Town Council's reputation.
Plastic Composter Units (600 litres)	99	4	396	Units will be placed in two locations across the two allotments sites and replace the existing redundant composting bays. The latter will be re-purposed into micro-planter bays.
Wood chipping	0		0	Free, via PR work
Wood palettes	0		0	Free, sourced from local companies
Plot markers	12	500	62	53cm flag markers
Onsite Signage	50	6	300	Professional grade directional and H&S signage
Total			934	

Football Pitches Booking Policy DRAFT

January 2023



Purpose

Biggleswade Town Council (BTC) recognises and accepts responsibility for providing an efficient booking system for football pitches and frequent grounds maintenance to ensure optimal pitch standards. This policy seeks to outline these responsibilities and highlight those that apply to the Hirer.

Sites

BTC has three sites and seven football pitches detailed below. Each is equipped with changing room facilities.

- Eagle Farm Road (no floodlights)
 - 80 x 50 yards with posts
 - 60 x 40 yards without posts
 - 40 x 30 yards without posts
- Stratton Way Recreation Ground (limited floodlights)
 - 100 x 60 yards with posts
 - 40 x 30 yards without posts
 - Training Pitch
- The Lakes (no floodlights)
 - 98 x 55 yards with posts

Pitches can be booked out through the footballing season, which runs from the end of August/beginning of September through to the end of May. The pitches are then left to recover in the months between.

Bookings

Squarespace Scheduling, an online booking system, was launched in early 2023 with all Hirers receiving private links to the facility. The system has been made private to prevent public access.

Any football clubs wishing to make a booking for the first time, should contact enquiries via enquiries@biggleswadetowncouncil.gov.uk to evidence their status as a club. A document from an accredited footballing organisation (e.g. FA) demonstrating the status of the club would suffice. After evidencing status as a club, the Hirer will be sent an agreement form setting out clear hiring conditions, which needs to be signed before both parties. At this point, the Hirer will be sent private scheduling links to allow them to book. For any difficulties with the online booking system, BTC should be contacted and are able to provide support and book on behalf of the club if necessary.

Clubs cannot book on behalf of other clubs.

Invoicing

After a booking is submitted, the email address used for sign up will receive an email from BTC advising of the payment required. BTC bank details will be provided and a BACS transfer should be made. Other means of payment can be accommodated in exceptional circumstances and should be discussed via email.

Cancellations and Amendments

Cancellation requests can be completed through the online booking system up to 24 hours in advance of the booking. Any refunds required following a cancellation will be administered by the accounts team shortly after the cancellation via BACS. No refunds will be provided if a cancellation is requested within 24 hours of the session start time.

In the event of extreme weather and emergencies, it is at BTC discretion whether to cancel sessions and whether to provide refunds.

Amendments should be requested through the enquiries email address.

Terms and Conditions of Use

BTC highly values its staff and employees' interactions with the public. In keeping with this ethos, BTC expects that all bookings made will be carried out in full observance of mutual respect to all.

Clubs making a booking are required to fill out and sign a bookings agreement form covering their booking and associated facilities, as per Annex A.

All bookings must be made in good faith and BTC expects clubs to fulfil their booked sessions in full. In the event that clubs do not play during their allotted bookings, BTC reserves the right to charge.

All changing rooms must be returned to BTC in a fit, clean and proper condition, as they were prior to the booking, and out of respect for other users. Failure to adhere to this requirement may result in additional cleaning charges being levied on the last team which used the facilities.

In order to maintain a high standard of cleanliness, clubs which have played on the final session of the day and used the changing rooms facilities, will have the responsibility of ensuring that the facilities are returned to BTC in a clean and tidy condition.

BTC reserves the right to monitor and enforce a penalty charge or potential exclusion notice to Clubs which do not adhere to this stipulation.

Annex A – Hire Agreement

Agreement between Biggleswade Town Council and for the Hire of Football Pitches and Associated Facilities 2022-23 Season

This agreement sets out the conditions and arrangements for the hire by Biggleswade Town Council [The Council] and the Club making a booking of football pitches and facilities at Eagle Farm Road, Stratton Way and The Lakes, Biggleswade [The Facilities] managed by Biggleswade Town Council [The Council].

This agreement has been made as a special arrangement between The Council and The Club and is not extended to individuals or teams beyond the scope of this agreement.

The following terms are agreed:

1. It is agreed that The Council and The Club will communicate via single points of contact as provided in the attached schedule for bookings and enquiries.
2. The Facilities for training and matches are required to be booked in advance and are subject to availability on a first come first served basis. This agreement does not exclude The Council from accepting bookings by other individuals or organisations.
3. The Club will endeavor to provide The Council with details of match and training fixtures as far in advance as possible to enable bookings to be secured.
4. The Council require at least one week's notice of additional pitch hire requirements to ensure that the pitch is available, has been marked out and maintained to comply with match regulations. For the avoidance of doubt, notification of pitch hire requirements does not constitute a booking until it has been confirmed by the automatically generated booking confirmation notice. The Council is unable to guarantee availability of Facilities at short notice.
5. The Council will make every reasonable effort to ensure that The Facilities are maintained in an adequate and safe condition, including regular inspections, grounds maintenance and line marking. However, The Council is not able to accept liability for incidents and disruptions beyond its control, including but not limited to adverse weather conditions, flooding or vandalism.
6. Only one fixture is permitted to take place at the Lakes Recreation Ground at any one time.
7. Any storage of The Club's items at The Facilities will be subject to prior agreement with The Council regarding location and the length of time of storage and items are to be stored at the Club's own risk. The Club will return any keys provided for storage areas at the end of any such agreement.
8. The Facilities are not to be used for the storage of food, drink or cooking equipment. This includes barbecues, stoves or gas cylinders.

9. The schedule attached to this agreement includes details of the named points of contact for The Council and The Club, agreed Allocated Key Holders, Alternate Key Holders and individual team representatives.
10. It is agreed that the Allocated Key Holders and Alternate Key Holders are responsible for the safe keeping of keys and ensuring that Facilities are made secure after use. Representatives from the individual teams as detailed in the attached schedule will contact the Allocated Key Holder or Alternate Key Holder to arrange access to The Facilities. Under no circumstances should keys be shared or passed amongst individuals or teams or to individuals outside The Club.
11. The Club will ensure that the changing rooms and pavilions are kept clean and tidy after each use, switch off any taps and lights including floodlights before locking and leaving the premises. The Club will report to The Council any maintenance problems that may need rectifying.
12. Users understand and agree that the booking will result in the user being responsible for the safe operation of the facilities. In the unlikely event of a fire, users will notify the Emergency services dialing 999, and BTC, providing details of the incident. Users will go to the evacuation and muster point on site and await the arrival of the emergency services. A separate fire safety document shall be provided for reference.
13. All representatives and members of The Club will ensure that the Facilities are treated in a considerate manner. The Club will also ensure that visiting teams playing against The Club treat the Facilities in a considerate manner.
14. The Club will ensure wherever possible that cars are parked in the area designated to The Facilities and have consideration for local residents.
15. For the Lakes parking area, the Club agrees to make arrangements for a representative of The Club to supervise parking so as not to obstruct the access road to the side of the car park that leads to garages and under the road bridge.
16. The fees per pitch booking are published on The Council's website. The fees for pitch hire will be reviewed in April each year.
17. Invoices will be issued to The Club's Named Point of Contact.
18. In the event of cancelled fixtures, The Club will notify The Council via the named point of contact. Last minute cancellations must be notified to The Council as soon as possible. Cancellations not notified to The Council within 24 hours will be charged five working days after the cancelled fixture.
19. The Council reserves the right to inspect Facilities on a regular basis to ensure that The Club is compliant with the above procedures. Failure to comply with any of the above requirements may result in The Club's use of The Facilities being revoked.
20. This agreement is subject to review and either party may terminate the arrangement with a period of notice of one week in writing to the Town Council.
21. **UK Data Protection Act.** By signing this agreement it is understood that the Council may store and process personal information in order to satisfy the requirements of the booking as well as any correspondence with the Town Clerk.

The Town Council retains the right to request modification on the information that is kept on record for the purpose of the booking in full compliance with the act.

NAMED POINTS OF CONTACT

The named point of contact at Biggleswade Town Council will be:

Biggleswade Town Council, The Old Courthouse, Saffron Road, Biggleswade SG18 8DL
01767 313134
enquiries@biggleswadetowncouncil.gov.uk

The named point of contact at the Club making the booking will be:

ALLOCATED KEY HOLDERS

There are no allocated key holders.

Keys are to be collected and signed for at the Town Council offices prior to each booking and returned the first working day following each booking.

TEAM REPRESENTATIVES

PAYMENT

Payment is to be made online at xxxxx and invoiced to user email address.

Please direct any enquiries to enquires@biggleswadetowncouncil.gov.uk.

PLEASE NOTE TO ALLOW MAINTENANCE AND RECOVERY OF FOOTBALL PITCHES AFTER THE PLAYING SEASON THERE WILL BE NO PITCH HIRE FOR TRAINING OR MATCHES FROM THE MIDDLE OF JUNE TO THE END OF AUGUST EACH YEAR.

You are not eligible to use Biggleswade Town Council facilities until a signed copy of this agreement is received.

.....
Signed (for and on behalf of Biggleswade Social Club)

.....
Signed (for and on behalf of Biggleswade Town Council)

.....
Name

.....
Name

.....
Date

.....
Date