



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES**  
**MEETING HELD TUESDAY 6<sup>TH</sup> JUNE 2023**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE, SG18 8DL**



**PRESENT:**

Cllr. M. North (Chairman)  
Cllr. C. Thomas (Deputy Chairman)  
Cllr. M. Foster (ex-officio voting Member)  
Cllr. M. Knight (ex-officio voting Member)  
Cllr. A. Skilton  
Cllr. D. Strachan  
Cllr. J. Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr J Woolley – Public Realm Manager  
Mrs S van der Merwe – Meetings Administrator  
Cllr Sabeel Sajid – Non-Committee Member  
Cllr Sarju Patel – Non-Committee Member (via Zoom)

Members of the Public – 1 (via Zoom)

**Meeting Formalities:**

Following a reminder to meeting attendees 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.

**1. APOLOGIES FOR ABSENCE**

Cllr Agnew, Cllr Guilcher.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

Cllrs Skilton and Thomas – Item 10a – Allotments Project Update Report.

**b. Non-Pecuniary interests in any agenda item:**

None.

**3. CHAIRMANS ANNOUNCEMENTS**

None.

**4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

Cllr Skilton advised the Committee the lock at the allotment had been damaged. The Head of Governance & Strategic Partnerships stated the Town Council is aware and are waiting an assessment of the damage from a locksmith.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Members received the Minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 31st January 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Page 9, last sentence – Change “The Mayor” to “The Chairman”.

Subject to this amendment the Minutes were **APPROVED** as an accurate record of the PLOS Committee Meeting held on 31<sup>st</sup> January 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Play Areas Survey Results Report**

Members considered a report by the Place Shaping Manager with the outcome of the Play Areas Survey. Members of the public were consulted and provided their opinions on what should be included in the Play Areas Regeneration Project, with 4 planned playground upgrades in the next years.

The Town Clerk stressed this ongoing data collection is only the start of the process and aims to capture as much intelligence as possible to help the Town Council decide what is more urgent and/or needs to be addressed first.

b. **Franklins Recreation Ground Landscaping**

Members considered a written report from the Head of Governance & Strategic Partnerships and the Public Realm Manager. The Public Realm Manager informed the Committee of the scope of the project and the plants included in the works.

Cllr North expressed the Committee's congratulations to the Public Realm team and the contractors for the excellent outcome of the project and how well received this new equipment and the landscaping of the recreation ground has been.

The Town Clerk & Chief Executive advised there are ongoing works to upgrade the kissing gate and front access of the park, remove a metal picnic bench, paint the basketball area, install a new picnic area and other small snags. The installation of the kissing gate and pedestrian gate has been delayed to 23<sup>rd</sup> June 2023.

Cllr Foster asked for further information on the fencing mentioned in the report. The Head of Governance agreed to share the quotes received for new fencing with the Committee. Cllr

Strachan recommended this project scope be forwarded to the next PLOS working group meeting for consideration.

It was **RESOLVED** by the Committee to **APPROVE** that Officers should progress investigation of a power source to facilitate future connection of lighting and CCTV at Franklins.

## 10. **ITEMS FOR INFORMATION**

### a. **Allotment Projects Update Report**

Members considered a written report by the Place Shaping Manager.

The Head of Governance & Strategic Partnerships advised the Committee the Town Council are in ongoing communications with the Biggleswade Allotment Association. Flooded plots are being investigated and the Town Clerk & Chief Executive stated Central Bedfordshire Council (as landowner) and the developer of the nearby housing development should be part of the consultation to fix the problem.

The Town Clerk & Chief Executive agreed the Allotments Implementation Plan will be shared with Members.

### b. **Funfair Update Report**

The Head of Governance & Strategic Partnerships updated Members on the current status of the recent application to the Town Council by a local funfair provider. The proposed dates for the event are between 17<sup>th</sup> August and 20<sup>th</sup> August at Eagle Farm Road. Officers have been liaising with the event organiser and in turn with Central Bedfordshire Council's Safety Advisory Group (SAG) relating to this application.

Members requested further information pertaining to the day rate as set out in the report.

Cllr Strachan asked what costs and insurance implications will be for the Town Council. The Head of Governance & Strategic Partnerships confirmed the Town Council's Public Liability Insurance will apply and the Town Clerk & Chief Executive agreed Officers will confirm with the Town Council's insurance provider whether any additional levies may be necessary for the period of the funfair.

This proposal was originally discussed at a Town Council meeting and the Town Council's requirements for this event were: protection of the football pitches to prevent damage to the surfaces, provision of public toilets, layout of a plan, operating hours and curfew. Cllr Knight requested that the management plan for the event be shared with the PLOS Committee as soon as possible to enable the committee to highlight any new concerns. In addition, Members stated that the Organisers should not be advertising or publicising the event until such time as the Town Council has made its decision.

It was **RESOLVED** that the Committee **APPROVES** the Safety Advisory Group's completed event management report be brought to the Biggleswade Town Council Meeting of 11<sup>th</sup> July 2023 for consideration and final approval of the event.

## 11. **PUBLIC OPEN SESSION**

### a. No members of the public wished to speak.

12. **EXEMPT**

a. **PLOS Status Report**

Members were given a brief overview of the Committee's current projects and activities by the Town Clerk & Chief Executive.

Cllr Knight requested survey and condition reports be obtained for Linear Wood and Pocket Park in advance of the Heads of Terms Agreements for those properties coming to a Town Council Meeting in July 2023.

b. **Kings Reach Green Open Space Transfer**

Members were updated on the current status of this project by the Head of Governance & Strategic Partnerships and that Officers are liaising with Central Bedfordshire Council.

Members asked if the original plan for a cricket field on the Land East of Biggleswade planning application has been included in this transfer. Officers will obtain confirmation from Central Bedfordshire Council.

The Chairman closed the meeting at 08:40pm.