



Ref: Agenda/Council – 03/10/2023

28th September 2023

Dear Sir/Madam

All Members of the Public Land & Open Spaces Committee are hereby summoned to the Public Land & Open Spaces Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 3rd October 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 "P. Tarrant", written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
Notice Boards
The Press

Committee Members:
Cllr. M. North (Chairman)
Cllr. C. Thomas (Deputy Chairman)
Cllr. P. Guilcher
Cllr J. Jones
Cllr A. Skilton
Cllr. D. Strachan
Cllr. J. Woodhead

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

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. **CHAIRMAN'S ANNOUNCEMENTS**

4. 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, pertaining to matters listed on the Agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_g4C0yNcuTVGYhUXSZULM9Q

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. MEMBERS' QUESTIONS

6. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive the minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 6th June 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

7. MATTERS ARISING

- a. Minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 6th June 2023**.

8. ITEMS FOR CONSIDERATION

- a. **Brunel Drive Play Area Update Report**

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

- b. **Kitelands Play Area Update Report**

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

- c. **All Play Areas Equipment Replacement Report**

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

- d. **Stratton Way Cemetery Project**

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

9. ITEMS FOR INFORMATION

None.

10. 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.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_g4C0yNcuTVGYhUXSZULM9Q

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**.

11. EXEMPT ITEMS

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 BIGGLESWADE PUBLIC LAND AND OPEN SPACES
MEETING HELD TUESDAY 6TH 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 31st 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 23rd 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 17th August and 20th 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 11th 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.

BIGGLESWADE TOWN COUNCIL
PLOS Committee 3rd October 2023
Play Areas Project- Brunel Drive Report

Implications of Recommendations

Corporate Strategy: ENVIRONMENT A GREEN TOWN: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: An indicative £49,233 of Public Works Loan funding (PWLb) will be sourced for this project in 2023.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

In 2021, Officers reported on the poor condition of the Brunel Drive play equipment noting that it remained safe. The Brunel Drive play area was discussed at both the PLOS Committee on 31st January and the Town Council meeting on 14th February. Members agreed to focus on Brunel Drive and Kitelands as strategic areas and consider funding for those, with further consideration of smaller sites in due course. This project has been discussed at the CAWG working group on two occasions since February.

Summary

Recent inspections show that the equipment's and ground surfacing condition has degraded further in the last two years. The play area currently has two modest pieces of equipment, a swing set and a seesaw. The latter should be removed as it is in poor condition. In its place, a new timber saw-saw will be installed. The swing set will be retained.

Appendix A includes a visual installation plan for Brunel Drive play area.

Officers have finalised the specification to include only two new pieces of equipment to contain costs. It should be noted that the live tender exercise which closed on 30th September should produce fresh bids shortly for Officers to assess.

Table 1: Brunel Drive Minimum Specification- Indicative current costs excluding VAT.

Play Area	Indicative Cost (£)
Timber see-saw	6,119
Timber parallel ropes and trail medium size	11,219
Grass matting and levelling	12,150
Removal, disposal, delivery, installation	19,745
Total	49,233

Recommendation

That Members support the contents of this report and recommend to the Town Council that Officers and Members assess the anticipated bids with a view to selecting a winning supplier, based on the specification and indicative budget set out above.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: A visual installation plan for Brunel Drive play area



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BIGGLESWADE TOWN COUNCIL
PLOS Committee 3rd October 2023
Play Areas Project- Kitelands Update Report

Implications of Recommendations

Corporate Strategy: ENVIRONMENT A GREEN TOWN: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: The project will be funded in full by the external contribution from the Community grant fund in two tranches.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers met with an external company on 10th August to agree the scope and outline for the Kitelands project. Governance arrangements would be consistent with Town Council process. The first tranche of Community Grant funding (£57,700) would be provided to the Town Council as soon as a viable contractor had been selected following a tendering exercise. The Town Council would fully sight the company on all project operational aspects. The Childrens' play area within the recreation ground would be completed first, followed by the larger play area section which would receive the second tranche of funding (£92,700) once the company provided the project progression go-ahead.

Summary

Officers have scoped the Kitelands recreation ground, collaborated with external suppliers and assessed that circa four medium/large items of existing play equipment in the main section can remain unchanged as they are in decent condition and fully health and safety compliant.

The Childrens' play area needs full regeneration and it can be moved at no additional cost to a new location in line of sight with the main section of the recreation ground. The new Childrens' play area will be located on the opposite side of the pathway to the main section and will project towards the recreation ground outer edge. The new play area will no longer have any perimeter metal fencing as current legislation no longer requires this. Any new play area fencing installation estimate is circa £15,000 which is beyond the scope of first tranche funding. The old childrens' play area will be left in situ as the play equipment is safety compliant, until the second part of the project has been delivered. The old childrens' play area will be dismantled and returned to grass once the second phase of the project has been completed.

Officers have collaborated with several external contractors and established that the project can be completed in two distinct phases each with their own bespoke legal agreements and within the overall total budget allocation of £150,400. The live tender exercise closes on 30th September and Officers anticipate there will be several bids to assess. Officers are separately factoring in sufficient annual maintenance budget provision into the growth budget planning cycle over multiple years to ensure that in future the Town Council will be able to use its maintenance budget to maintain and replace any degraded play equipment.

Appendix A includes a Kitelands recreation area drawing. The proposed new childrens' play area should be shown in the map at the bottom of the page to the south of the footpath.

Table 1 shows the indicative costs excluding VAT for tranches one and two.

Kitelands Recreation Ground	Indicative Cost (£)
First Tranche Kitelands Child area- Play Equipment	
Grass matting	
Removal, installation, delivery, disposal etc	
Tranche one total	57,700
Second Tranche Kitelands Main area- Play Equipment	
Grass matting	
Removal, installation, delivery, disposal etc	
Tranche two total	92,700
Total	150,400

Recommendations

That Members support the findings of this report and recommend to the Town Council that Officers and Members assess all anticipated bids and select a successful supplier. That Officers keep the external company informed on all progress and decisions.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Kitelands recreation area drawing.

Important note:
Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).
Please consult you [redacted] and visit www.linsearchbeforeudig.co.uk for further details.



PHASE 2 [redacted] to Uplift and Remove Existing Roundabout and Wetpour Surfacing, Double Bay Swings and Wetpour Surfacing, and Seesaw and Wetpour Surfacing Shown in RED From Junior Area Prior to [redacted] Arriving on Site - Existing Aerial Runway, Supernova and Wetpour Surfacing, Activity Net, Skate Unit, Spinners x2 and Wetpour Surfacing, Freestanding Slide and Wetpour Surfacing, and Air Rider to Remain

Existing Path to Remain

PHASE 2 [redacted] to Prepare 99m2 Area Well-Established Grass Prior to [redacted] Arriving on Site

PHASE 1 [redacted] to Uplift and Remove Existing Multi Play Unit and Bench Shown in ORANGE From Junior Area Prior to [redacted] Arriving on Site

Existing Spinner and Wetpour Surfacing to Remain

PHASE 1: 100.5m2 Safagrass Tiles

New 42m2 1.6CFH Green Bonded Rubber Mulch Laid Over 50mm Depth MOT Type 1 Stone Subbase and Ramped into Grass - To Finish Flush to Existing Path Edgings

PHASE 2 [redacted] to Uplift and Remove Existing Fencing, Springers x2 and Wetpour Surfacing, Spinner and Wetpour Surfacing, Picnic Table and Concrete Surfacing, Cradle Swings and Wetpour Surfacing, Toddler Multi Play Unit and Wetpour Surfacing, and Bin Shown in RED From Toddler Area Prior to [redacted] Arriving on Site

PHASE 2 [redacted] to Make Good 85m2 Area

PHASE 1 [redacted] to Prepare 14m2 Area Well-Established Grass Prior to [redacted] Arriving on Site

BIGGLESWADE TOWN COUNCIL **PLOS Committee 3rd October 2023** **Play Areas Equipment Replacement Report**

Implications of Recommendations

Corporate Strategy: Consider the recommendations of the audit of play areas and how we might invest to improve those areas.

Finance: Financial implications for 2023-24 PWLB funding and future maintenance budgets.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers presented a play areas condition report covering all play areas owned by the Town Council to the PLOS Committee in October 2021. The report highlighted that existing play equipment was safe to use although it was ageing, and the ground surfacing below equipment was overall in an average to poor condition. Some specific equipment in some areas was in poor condition and had been closed off to the public or removed by the Public Realm (PR) Team. The report was noted by Members and subsumed within the wider play areas improvement project which has since delivered improvements to Buttercup Mead and Franklins recreation ground.

Summary:

The Town Council is now in the second year of its presented five-year play areas project. In August 2023, Officers conducted a detailed review, drawing from the October 2021 report, new site visits and play equipment/ground surfaces inspection reports covering the last 2 years. The 11 play areas included in the review are set out in figure 1 with recommendations for replacing only the play equipment items and ground surfacing in poor condition. Most of the existing play equipment in place across the play areas is assessed as being in average condition and safety compliant. This report summarises the review's key findings in the context of equipment and surfacing, which has further aged in the last 2 years and now needs intervention. All rubber matting needs to be replaced and this is a mitigation action in the risk register.

Fig 1: The play equipment and ground surfacing need direct replacement. Costs are indicative, excluding delivery, installation and removal. These additional costs sum to an indicative £49,000.

Play Areas	Play Equipment	Condition	Play Areas	Play Equipment	Condition	Play Areas
Watkins Walk	Seesaw, springer	Poor	10,500	Rubber mats	Poor	4,000
Stratton Way	2 springers	Poor	9,400	Rubber mats	Poor	4,000
Poppyfields 2	Seats toddler swing, paint frame	Poor	1,000	Wet pour	Good	0
Poppyfields 1	2 springers, e-Cup, hopscotch tiles	Poor	15,700	Rubber mats	Poor	4,000
Playfield Close	e-cup, 4-way springer	Poor	11,800	Rubber mats	Poor	4,000
Kaiser Court	Slide, 2 springers, seat for swing	Poor	21,700	Rubber mats	Poor	4,000
Heather Drive	Fence needs repainting, wood equipment maintenance	Poor	2,000	Wet pour	Good	0
Foxglove Drive	E-cup, swing	Poor	10,000	Rubber mats	Poor	2,000
Fairfield Road	3 Toadstools, table	Poor	3,000	Wet pour	Good	0
Berkeley Close	4-way Seesaw, e-cup, seats for swing	Poor	11,900	Rubber tiles	Poor	5,000
Lilac Grove	E-cup	Poor	7,000	Rubber mats	Poor	3,000
Totals	18 items		104,000	Circa 150 sqm		30,000

Affordability:

Under normal circumstances, the Town Council would deploy its maintenance budget routinely to address any identified shortcomings or deficiencies in play equipment and ground surfaces. The 2023-2024 recreational grounds maintenance budget allocation is £1,500. This allocation is insufficient due to the fact that the play areas contain specialist play equipment, and the PR team will need to undergo specialist equipment maintenance training courses and procure specialist tools and supplies tailored to the specialist equipment to maintain items properly.

To date, Officers have been using diminishing spare parts left by suppliers to maintain some equipment and this position is no longer tenable due to the specialist nature of the items. An increased annual maintenance budget will allow the Town Council in future to use this allocation to replace equipment and ground surfaces at the end of its life-cycle and to prolong the lifespan of existing equipment.

This report calls for the replacement of identified play equipment and ground surfaces in figure 1 which are in poor condition, to ensure the Town Council remains within current health and safety standards and efficiently mitigates the risk. Officers assess that it is possible to replace the majority of the identified 18 equipment items this financial year, with any remaining items being replaced early in 2024-2025.

There are some options for funding this work;

- a) Drawing down an indicative £183,000 from PWLB funds in 2023-24 to complete full replacement, along with a £20,000 growth bid for the 2024-25 precept funding round for annual maintenance
- b) Submitting an indicative £183,000 bid under the 2024-25 precept funding round for consideration, along with a £20,000 per annum growth bid for regular maintenance of specialist play equipment.
- c) Drawing down an indicative £100,000 from PWLB funds for 2023-24, followed by another PWLB bid of circa £83,000 under the 2024-25 PWLB funding application, along with a £20,000 per annum maintenance growth bid. This option will enable the identified works to be started as soon as possible in late 2023.

Officers have completed the review and are recommending that Members discuss the options, with a preference for option A. This option acknowledges the pressing requirement to replace identified equipment and ground surfacing this financial year whilst preserving the need to put in place a rigorous maintenance schedule for all equipment (new and existing) in future years.

Recommendations:

That Members note the findings of this report and resolve to approve option A. This will enable Officers to draw down an indicative £183,000 in 2023-24 from PWLB funding. It will also enable Officers to make the case in October 2023 for growth funding of £20,000 maintenance for 2024-25. This will enable Officers to deliver timely improvements to play equipment with ground surfacing across all 11 play areas on a worst condition replaced first basis.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
PLOS Committee Meeting 3rd October 2023
Stratton Way Cemetery Project Report

Implications of Recommendations

Corporate Strategy: Place: A vibrant Town - Improve the environment of the cemeteries in Drove Road and Stratton Way.

Finance: An indicative £60,000 Public Works Loan Board (PWLB) funding will be used to deliver this project in 2023.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers included this project in the wider PWLB report submitted to the 14th February 2023 Town Council meeting. The 17th July 2023 Capital Assets Working Group (CAWG) recommended that the project should return in a report with recommendations for resolution by a future Committee and Town Council.

Summary:

Officers have scoped the project which will deliver regenerated access, usage and landscaping for the entire cemetery area. Please see appendix A for details including specification and drawing. The project will transform the Cemetery from the current perception of it feeling like a field into a more dignified offering for all public demands and faiths. The project will enhance Stratton Way Cemetery facilities and improve the user experience for friends, family and visitors long into the future.

The project will work on enhancing both entrances to the Cemetery and significantly fortifying the two roundabouts to ensure they can be negotiated by vehicles. Additionally, memory walls and ash scattering areas will be introduced to boost the current offer. New furniture including benches and refuse bins will be installed at strategic points in the grounds. Landscaping will be sympathetically done across the Cemetery to improve the visual layout and to provide spaces for peace and reflection.

Officers have obtained initial quotes for the project which will use an indicative £60,000 of PWLB funding to deliver the above benefits. The work has been tendered on the Crown Commercial Service (CCS) to maximise interest with a closing date of 30th September. The project should take no longer than 12 weeks to deliver. Officers consider that the Town Council should review the terms and conditions and burials policy to ensure they are aligned with the future configuration and lay out of the Cemetery.

Recommendation:

For PLOS Committee Members to note this report, the use of an indicative £60,000 of PWLB funds and to agree for Officers to report the tender outcomes to a future Town Council meeting.

Jonathan Woolley
Public Realm Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

Appendix A: Project Scope and Specification

Appendix A

Project Scope and Specification

This specification sets out the details of the work which will be completed mainly by external contractors with the support of the Public Realm (PR) team.

The two roundabouts inside the cemetery are too large and are consistently overrun by vehicles causing significant damage to the edges and grass areas and leaving potential trip hazards as well as looking unsightly.

The project work will reduce the size of the two roundabouts making more room and installing a new kerb line to the perimeter. On top of the roundabouts there is to be porous block paving, coupled to this; install 1 large bed in the centre approximately 3m radius and either side of these 2 smaller beds approximately 1m radius. The beds are to be soiled and left ready for planting by the PR team.

The cemetery has two main entrances with one currently closed off to the public. The project will enhance both entrances and re-open the closed entrance to improve public access to the cemetery.

The two benches currently in-situ will be re-sited once works have been completed and additional benches will be procured. To the outside of the new kerb line the area in-between the new kerbs and the existing asphalt is to be cut neatly and a hot asphalt reinstatement made to tie the two areas together, in traditional black Stone Mastic Asphalt.

A full set of hedgerows will be installed in all zones within the cemetery to ensure that both privacy and beauty are enhanced. This will promote quiet and attractive spaces for friends and families to remember their loved ones throughout the cemetery.

Methodology of works

- Set up site compound with Heras secure fencing and track mats to protect surface. Compound area to be agreed if appointed.
- Provide site toilet.
- Install advance signs leading up to works area.
- Install walkway past works (this to be removed when funeral is taking place).
- Excavations works to commence, inert waste to be stored on site and removed by 18 tonne lorries due to access issues.
- Install new kerb line with 25mm upstand. Extra concrete haunch on corners.
- Block paving works to commence.
- Reinstatement of carriageway tie in.
- Import good soil ready for planting.
- Install benches and bolt down onto paving.
- Remove compound.
- Leave site tidy.

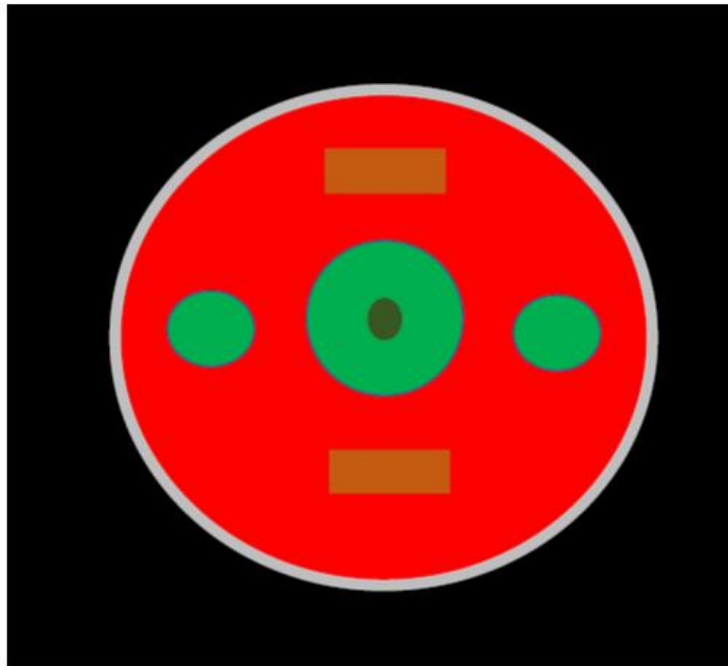
Measurements

- Diameter is currently 11.2m & 11.7m.
- Diameter of new install = 10m.

Construction make-up of block paving

- Geotextile terram
- 150mm of 20mm Clean Limestone
- 50mm of 6mm Granite chippings screed
- 200x100x60mm Tobermore Hydro Pave precast concrete block paviours.

Image indicatively showing the general arrangement of the two new roundabouts / beds and benches.



Memory Wall:

- A new attractive vertical memory wall will be installed which will hold memorial plaques and/or ash remains of loved ones. New vertical memory walls could be installed in future to meet demand levels.

Ash-Scattering Area:

- Install low box hedging to separate a small area for ash scattering purposes.
- Install two new wooden benches.
- Install four small wood planters with beautiful plants.

Costs

- All plant/labour/material costs included.
- Removal of all waste generated by these works included.
- Allowance made for daily supervision of works.
- RAMS & Cosh assessment will be supplied prior to start of works for review and comment.

Total Indicative Costs: £60,000.

EXISTING HEDGE

GRAVE
AREA

ASHES
SCATTERING
AREA

→ TO NEW
GRAVES

1M HIGH BUXUS SEMPIVIRENS HEDGE

→ MEMORIAL
WALL
CONTINUATION

MEMORIAL WALLS PLAQUES BOTH SIDES

CREMATED REMAINS

→ TO NEW
GRAVES

BRICK OR SLAB EDGE

ROUNDAABOUT
PLEASE SEE
SEPERATE
PLAN

DRAWN BY	JONATHAN WOOLLEY
ORGANISATION	BIGGLESWADE TOWN COUNCIL
SITE	STRATTON WAY CEM ASHES & MEM WALL
SCALE	NOT TO SCALE
DATE	18/08/2023

