



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES**  
**MEETING HELD TUESDAY 31 JANUARY 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 K Brown  
Cllr G Fage  
Cllr M Russell  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr R Pullinger  
Cllr D Strachan  
Cllr J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)  
Mr J Woolley – Public Realm Manager  
Ms F Gumush – Meetings Administrator

Members of the Public – 0

**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**

None.

**2. DECLARATIONS OF INTEREST**

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

None.

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

None.

### **3. CHAIRMANS ANNOUNCEMENTS**

#### **a. Biggleswade Allotments Association Meeting**

Cllr North explained that the Biggleswade Allotments Association (BAA) held a meeting on Thursday 26<sup>th</sup> January 2023. Cllr North noted that the meeting was amicable and added that the BAA wished their thanks to be recorded to Town Council for the noticeable improvements made to the allotment site.

### **4. PUBLIC OPEN SESSION**

No member of the public wished to speak.

### **5. INVITED SPEAKER**

No guest speaker was invited.

### **6. MEMBERS' QUESTIONS**

Cllr Woodhead extended his thanks to the Public Realm Team for ensuring the Commonwealth War Grave signs were installed at Drove Road Cemetery. Cllr Woodhead noted the signs were smart and drew public attention and hoped that in the forthcoming months a dedication ceremony in liaison with the Royal British Legion could be organised.

### **7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the Minutes which were **APPROVED** as an accurate record of the Public Land and Open Spaces Meeting held on Tuesday 24 October 2023.

### **8. MATTERS ARISING**

There were no matter arising.

### **9. ITEMS FOR CONSIDERATION**

#### **a. Play Areas Project Update**

The Head of Governance & Strategic Partnerships informed Members that additional to the report submitted, the project will be entering its second year as of April 2023 of its five-year plan.

The four areas in the report, namely Brunel Drive, Berkeley Close, Playfield Close, and Poppyfield 2 were identified as needing to be regenerated both in play equipment, and landscaping.

The Public Realm Manager indicated that the play equipment specification in the report was a base specification and it was expected that tenderers would come forward with a holistic approach.

Members noted that much of the play area equipment needed regeneration at Brunel Drive.

Members also added that it was important to be strategic with play areas and concentrate investment on areas where the parks would be used more frequently such as Brunel Drive and Kitelands.

The Head of Governance & Strategic Partnerships informed Members that the tender process was dependent on the application of Public Works Loan Board (PWLB) loan.

The Town Clerk & Chief Executive informed Members that a detailed report would be presented to Town Council regarding the PWLB.

Members **AGREED** to **NOTE** the progress made to date on Franklins Recreation Ground.

Members also **AGREED** to focus on Brunel Drive Park and Kitelands Park as strategic areas, and consider funding for those, with further consideration of smaller sites in due course.

b. **Allotments Improvement Project**

Members were informed that the Allotments Improvement Report was recently discussed at the BAA meeting.

The Head of Governance & Strategic Partnerships noted that the allotment holders' observations were largely positive adding that they looked forward to the layout of the new proposed half plots and believed the south facing plots were better for growing.

The Town Clerk & Chief Executive indicated that there was a high demand for allotment plots and hoped that in the future there would be alternative space for a variety of different reasons.

The Town Clerk & Chief Executive also underlined that no PWLB monies were being used for this project and it was due to the work of the Public Realm Team.

Members **AGREED** to accept the recommendations of the report which stated Officers use the existing allotments budget allocation to spend an indicative £935 on the project to deliver lasting improvements.

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

The Head of Governance & Strategic Partnerships who presented the report in the absence of the Place Shaping Manager, noted that the main change made to the Terms & Conditions was the inclusion of the new online booking system.

Members requested that several items such as key holder information, booking by other clubs, and points of contact would need amendment.

Members **AGREED** to bring the policy, with amendments, to the next Town Council meeting.

10. **ITEMS FOR INFORMATION**

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

The Head of Governance & Strategic Partnerships informed Members that Officers were waiting to hear back from Central Bedfordshire Council about progress on a new lease for the park.

It is expected that a new draft lease would be presented to Council in April.

Members **NOTED** the update.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Kings Reach Estate S106 Project**

A discussion was held and Officers are awaiting a response from the Consortium. It is expected that detailed work will be required for a meeting in April.

The Chairman closed the meeting at **7.53pm**