



Ref: Agenda/Council – 02/04/2024

26<sup>th</sup> March 2024

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 2<sup>nd</sup> April 2024** 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: All Town Councillors  
Notice Boards  
The Press

Committee Members:

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

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

### **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\\_Aorbvi1xR2Ge46R7gNEI\\_A](https://us06web.zoom.us/webinar/register/WN_Aorbvi1xR2Ge46R7gNEI_A)**

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**

- a. For Members to receive the minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 30<sup>th</sup> January 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

**8. MATTERS ARISING**

- a. Minutes of the Council Meeting held on **Tuesday 30<sup>th</sup> January 2024**.

**9. ITEMS FOR CONSIDERATION**

- a. **Playfield Close Report**

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

- b. **Stratton Way Cemetery Project Report**

For Members to receive and consider a written report from the Public Realm Manager.

- c. **Football Pitches Infrastructure Report**

For Members to receive and consider a written report from the Public Realm Manager.

- d. **Jubilee Recreation Ground Report**

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

- e. **Kitelands Report**

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

Partnerships.

f. **Brunel Report**

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

g. **Signage for Townwide Capital Assets**

For Members to receive and consider a written report from the Community Development Manager.

10. **ITEMS FOR INFORMATION**

None.

11. **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\\_Aorbvi1xR2Ge46R7gNEI\\_A](https://us06web.zoom.us/webinar/register/WN_Aorbvi1xR2Ge46R7gNEI_A)**

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 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 30<sup>th</sup> JANUARY 2024**  
**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 P Guilcher  
Cllr J Jones  
Cllr A Skilton  
Cllr D Strachan  
Cllr J Woodhead

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

Members of the Public – 1 (online)

**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**

a. Cllr M Knight

**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**

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

There were no Members' questions.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

P9 Typo. Should read 'The Chairman closed the meeting at'... not the Mayor as he was not chairing.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Public Land & Open Spaces Meeting held on Thursday 2<sup>nd</sup> November 2023.

8. **MATTERS ARISING**

There were no matters arising.

9. **ITEMS FOR CONSIDERATION**

a. **Jubilee Recreation Ground Report**

The Head of Governance & Strategic Partnerships presented the report.

Members noted that in principle it was good that progression had been made with regards to the uncertainty of the palisade fence at the recreation ground. As for the site for the Tiny Trees project, Members pointed out that Officers needed to be mindful of that fact that it was an area used for recycling once.

Other questions raised during discussions were:

- The burden of watering the site and the pressure it could put on the Public Realm Team especially during dry spells.
- The involvement of schools during the planting of the trees and possible outdoor classrooms.
- The financial cost of the 10-year maintenance idea put forward in the report as well as the cost of staff time.

The Head of Governance & Strategic Partnerships responding noted that if watering was necessary, this could be absorbed as part of public realm duties. He added that if the project went ahead, the project manager would reach out to local schools, scouts and other volunteer groups and explore the possibilities of their involvement during planting.

The Town Clerk & Chief Executive indicated that the company involved was aware of the previous use of the land as a landfill and would be carrying out various testing ahead of starting the project. If the results were unsatisfactory, the project would not be going ahead here.

Members **RESOLVED** to note this report, recommend that Council should agree to progress with decision points one which states for the Public Realm team to remove the palisade fence and investigate a connecting path and agree decision point two that Earthwatch Europe is invited to deliver the tiny forest project.

b. **Stratton Way Cemetery Project Report**

The Head of Governance & Strategic Partnerships presented the report and noted that Officers had engaged with other external Officers who were experts on the subject matter. He noted that a new enhanced project specification, good practice feedback from the external experts and a detailed plan were included in the report.

The Town Clerk & Chief Executive publicly thanked the Officers at Hendon Cemetery who came on board as specialists and spent considerable time with Town Council Officers.

Members indicated that appendix B of the report should be brought back to a future PLOS meeting and should not be overlooked as it was a very comprehensive study.

Members **RESOLVED** to note the report and agree the following:

- A letter of gratitude for their work and input is sent to Hendon Cemetery Officers on behalf of the Mayor.
- The item is delayed and brought back to a March Town Council meeting.
- A site visit to Stratton Way Cemetery is undertaken as soon as possible and the time between then and the March Council meeting is used to prepare a high-level plan to show the stages to give Members an understanding of the project.

c. **Kitelands and Brunel Report**

The Head of Governance & Strategic Partnerships presented the report and indicated that the order had been placed for the play equipment for Kitelands. With regards to the Brunel Drive play area, Officers progressed this approved project with the winning bidder.

The Head of Governance & Strategic Partnerships indicated that a report would come to the March Town Council meeting seeking resolution for a new financial amount.

Members **RESOLVED** to note the report.

d. **Linear Wood & Saxon Gate Pocket Park Report**

The Head of Governance & Strategic Partnerships who presented the report noted that land transfers from CBC to Town Council has been underway for several years. He added that CBC imposed a working deadline of June 2023 for its legal team to provide the Town Council with draft heads of terms leases for these two areas.

The Head of Governance & Strategic Partnerships also noted that recently the Town Clerk had written to the Director with the assets portfolio for an update which was pending.

Members pointed out that 7 months had passed since the working deadline was imposed and noted that this was unacceptable and should be escalated further.

Members **RESOLVED** to note the report and expressed their extreme concern for the length of time it has taken for the heads of terms leave to come from CBC to Council.

Members asked that senior Officers and Directors at CBC escalate this matter as a matter of extreme urgency.

e. **Signage for Town-wide Capital Assets**

Members discussed the motion put forward by Cllr North which read:

“That consideration be given to new signage for all of the Councils capital assets in keeping with the preferred colour pallet. This is more evidently to badge the facilities that the Council has on offer, its partnership working initiatives and good stewardship”.

Members discussed that Town Council signage on capital assets and branding of vehicles for example, were a different exercise to each other and could be looked at separately. The motion supported better signage of assets, such as at Franklins Recreation Ground.

Members **RESOLVED** to accept consideration is given to new signage and that a more detailed report, with costings for signage, come back to the next PLOS meeting.

10. **ITEMS FOR INFORMATION**

None.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Drove Road Bowls & Tennis Development Report**

Members discussed the report and **RESOLVED** to:

- (a) Ask Officers to reach out and consult with local residents to ascertain support for upgrading the current three tennis courts, this to include flood lighting.
- (b) Ask Officers to reach out and consult with the community in order to ascertain their preferences in regard to wider site development, that might include a range of recreational / sport activities.

b. **Kings Reach Football Pitches Update Report**

Members discussed the report and **RESOLVED** to enable Officers to progress matters.

c. **Play Areas Equipment Replacement Report**

Members discussed the report and **RESOLVED** for Officers to bring the item back to Town Council.

d. **Lindsell's Bequest Charity Football & Cricket Club Update Report**

Members noted the update and **RESOLVED** for Officers to bring the item back to Town Council.



The Chairman closed the meeting at **9.15pm**

DRAFT



**BIGGLESWADE TOWN COUNCIL**  
**PLOS Committee 2<sup>nd</sup> April 2024**  
**Playfield Close Play Area 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:** Damage should be covered via the general insurance policy provision.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

Playfield Close play area was vandalised in late February 2024 when a section of the ground surfacing was destroyed. Officers informed the police and obtained a crime reference number.

**Summary**

The entire play area has been closed to the public since the incident.

Officers have obtained a quote (see appendix A) for two options, one to patch repair the damaged area only and the second to replace the entire ground surface, new for old at significantly greater cost. Officers intend to correct the incurred damage via making a claim on the Town Council's general insurance policy which covers vandalism.

**Recommendations:**

That Members note the contents of this report. It is anticipated that the costs will be recompensed by the insurance company.

Harry Henderson  
Public Realm Manager

Karim Hosseini  
Head of Governance & Strategic Partnerships

Appendix A: Quote and Images of incurred damage (see SharePoint).



## BIGGLESWADE TOWN COUNCIL PLOS Committee 2<sup>nd</sup> April 2024 Stratton 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 £123,000 of Public Works Loan Board (PWLB) funding could potentially be used to deliver this project from 2025-26.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

### Background

Several reports have gone to previous PLOS Committees and Town Council meetings. At the 30<sup>th</sup> January PLOS, Committee Members resolved for a site visit to Stratton Way Cemetery is undertaken as soon as possible and the time between then and the March Council meeting is used to prepare a high-level plan to show the stages to give Members an understanding of the project. The site visit went ahead on 5<sup>th</sup> March.

### Summary

This report includes an updated drawing at appendix A. The report sets out the five project stages as follows:

- Stage 1 - Project scope and specification design.
- Stage 2 - Project PWLB funding in the wider projects' scrutiny.
- Stage 3 - Expressions of Interest via the CCS portal.
- Stage 4 - Project evaluation.
- Stage 5 - Project delivery. (From 2025-26).

This report covers stage one and recommends Members' sign off for the proposed project specification. Officers are sourcing a detailed drawing from a landscape design company. Planting trees and hedges will improve the visual appearance of the cemetery and help to screen off the adjacent housing development. Appendix A contains images of furniture and memorials which are included in the new specification.

**This project will be scrutinised alongside other Town Council projects in May to gauge and understand Member support prior to making an application for PWLB funding particular to 2025/26.**

Fig 1: Officer indicative PWLB costs for new specification.

Item	Item	Quantity	Aggregate Cost
a.	Cherry trees throughout	45	11,250
b.	Bulbs planting waves throughout	8	7,000
c.	Lavenders, pots & tree stump planters	8	1,500
d.	Seasonal bedding & plants frontage	4	1,500
e.	Replace dead hedge near front, 30 plants	1	1,000
f.	New hedgerows	8	1,500
g.	Extend rear hedge side entrance	1	500
h.	Two roundabout reinforcement & size reduction	2	22,000
i.	Pavement edger memorials along paths	10	500
j.	Column memorial stores (2 roundabouts + child)	3	1,500

k.	Single/Double ash containers ash scattering area	2	2,700
l.	Pathway memorial engraved slabs (no ashes)	2	900
m.	Additional Signage in keeping with green spaces	6	750
n.	Black Benches (Franklins spec)	10	5,000
o.	Black bins (Franklins spec)	8	2,000
p.	Childrens' designated area- pergola and feature	1	2,500
q.	Rear entrance gradated ramp with tarmac	1	15,000
r.	Rear black gates	2	7,000
s.	Contractor Fees	1	35,000
t.	PR team sundry items (minimal input on installation)	1	1,000
u.	Sub surface cat scanning, drains, and utilities	1	1,000
v.	Secure storage (Heras fencing, container etc)	1	3,000
	<b>Indicative total</b>		<b>123,600</b>

### Recommendations:

That Members note the report, the upgraded specification and the indicative costs.

Harry Henderson  
Public Realm Manager

Appendix A: Examples of memorial plaques and ash storage.





(j.) Three Memorials- two on the roundabouts and one in the Childrens' area.



(k.) Ash containers in the ash scattering area.





(j.) Three memorials – two on the roundabouts and one in the Childrens' area.



(l.) Kerb memorials to be rolled out incrementally on paths.





## BIGGLESWADE TOWN COUNCIL PLOS Committee 2<sup>nd</sup> April 2024 Football Pitches Infrastructure Report

### Implications of Recommendations

**Corporate Strategy: A Town to be Proud Of:** Work closely with the voluntary, community, faith, and social enterprise sectors to build a strong community.

**Finance:** Officers are seeking funding from the general reserve in 2024-25 for repairs and maintenance.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

### Background

Reports on football pitches recommending the conversion of a single full-size pitch to two smaller 7-a-side pitches on Stratton Recreation Ground and on future budget growth requests, were delivered respectively to the 22<sup>nd</sup> August, 10<sup>th</sup> October Town Council, and 2<sup>nd</sup> November 2023 PLOS meetings. Members resolved for Officers to create 2 additional pitches to reach a total establishment of 8 pitches across 3 locations. The 2<sup>nd</sup> November report requested significant capital and revenue investment to enable the Public Realm team to properly maintain the current football infrastructure which was declined.

### Summary

A separate report covering all aspects of football pitches in the town, the potential five new Kings Reach pitches, and external benchmarking, will come to a future meeting.

The town has significant demand for football pitches, so much so, that one of its three teams trains in Bedford due to pitches shortages. The Town Council pitches are under-utilised. Current Town Council income from the eight pitches is £5,000 (annualised) and forecast to remain linear over time. The Town Council provides the eight pitches as an important resource for the local community. The 2024-25 budget allocation for all recreation grounds (i.e. wider than the 8 football pitches) is £1,500.

Officers have identified that all eight pitches require substantial repairs in localised pitch areas. These include top dressing goal mouth areas, relevening, centre circles, fertilisation, and chemical treatment. Up to 50% of the pitches surface area is now covered by weeds. Overseeding is required.

To conduct the above tasks and reach a more positive pitches' quality baseline, Officers are recommending that up to £7,450 of repairs supplies is required to be drawn from the Town Council's general reserves.

It should be noted that this remedial work will be conducted in early summer 2024. A further growth bid will be submitted later in the year consistent with normal practice. The supplies listed in the table below will need to be repeated annually at a slight cost reduction. Officers will bring the longer-term maintenance costs to the next routine growth budget discussion.

Fig 1: Eight football pitches remedial work costs (ex VAT)

Items	Quantity (tonnes)	Cost (£)	Comment
Top dressing	12	1,700	Gap filling
Fertiliser	1.7	2,000	Promote growth
Grass seed	1.4	3,000	Even surface
Chemicals	35 (litres)	750	Selective weed killer
Total		<b>7,450</b>	

**Recommendations:**

That Members note this report and enable:

- Officers to draw down £7,450 in 2024-25 from the Town Council's general reserve to conduct the remedial pitches works.

Harry Henderson  
Public Realm Manager



**BIGGLESWADE TOWN COUNCIL**  
**PLOS 2nd April 2024**  
**Signage Across Town Report**

**Implications of Recommendations**

**Corporate Strategy: COMMUNITY: A Town to be Proud Of.** Protect the distinctive character and heritage of Biggleswade as a market town serving our own community and the surrounding area. Seek to protect the Conservation Area with better standards for architecture and signage.

**Finance:** A UKSPF bid including appropriate signage has been submitted to CBC.

**Equality:** Not applicable.

**Environment:** Not applicable.

**Community Safety:** Not applicable.

**Background**

At the 30<sup>th</sup> January PLOS Committee, Members **RESOLVED** to accept consideration is given to new signage and that a more detailed report, with costings for signage, come back to the next PLOS meeting.

**Summary**

Officers have conducted a town wide review of Town Council signage. Simultaneously, in late 2023, the possibility arose of sourcing external UK Shared Prosperity Funding (UKSPF) and Officers have included multiple signage requirements within the Town Council submitted bid.

This report includes the four elements of requested signage which taken together, cover the PLOS committee request to provide a refurbished signage offer across the town, the centre, car parking, including areas of historical interest, green spaces, recreation, leisure, heritage, and public awareness.

1. At a strategic level, seven new blue 'Town Centre' directional signage for each of the main six gateways into town and the train station.
2. Four distinctive totems, one for each ward: Ivel, Holme and Stratton, and one for the town centre itself, depicting the local history and identity of each of the three wards, and the Town's cultural heritage. Characterful totem signs depicting local characteristics, symbols of trades, people, history or legends would contribute to creating neighbourhood identities, a sense of place and local pride.
3. Ten finger post signage in brown, to specifically include directions to the town's main recreation grounds including Franklin's.
4. Twenty new heritage trail signs including historical information and maps for all points across the town. These will bond specific locations together and improve the town's identity and coherence and visitor dwell time.

The above categories sum to an indicative £30,500 of capital investment which has been submitted to CBC for appraisal under the UKSPF exercise. Officers have hence avoided drawing from the Town Council's general budget for this.

Additionally, Officers have been reviewing the 13 car parking signs currently in operation at the six car parks. These will be replaced once the TRO is updated later in spring and the new machines are installed.

**Recommendation:**

That Members note this report, the Officer actions and await the outcome of the UKSPF application to determine actual wording and locations across the town.

Ian Campbell  
Community Development Manager

