



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES**  
**MEETING HELD THURSDAY 2<sup>nd</sup> NOVEMBER 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 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  
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**

a. Cllr P Guilcher, Cllr J Jones.

**b. REMOTE ATTENDANCE**

Cllr A Skilton (via zoom).

**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. **MEMBERS' QUESTIONS**

There were no Members' questions.

6. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

P6. Remove Cllr Woodhead from attendance list as he had apologised for absence.

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Public Land & Open Spaces Meeting held on Tuesday 3<sup>rd</sup> October 2023.

7. **MATTERS ARISING**

P8. Cllr Strachan inquired whether there were any developments with regards to reaching out within the community to get a sense of what they would like to see in play areas for less able-bodied children.

The Town Clerk & Chief Executive indicated that this was ongoing, and Officers would report on it at a later stage.

P10. Cllr Strachan asked if any progress had been made with arranging a meeting with Fen Reeves Management following the issue of cattle.

The Chairman responded that Cllr Russell was meeting with the management team for Fen Reeves and currently working on a factual information sheet, which would be widely publicised soon.

8. **ITEMS FOR CONSIDERATION**

a. **All Play Areas Equipment Replacement Report**

The Head of Governance & Strategic Partnerships presented the report. He noted that an expression of interest exercise inviting all play area equipment suppliers to bid would be ending on the 30<sup>th</sup> of November.

The Head of Governance & Strategic Partnerships pointed out that a series of site visits are being held with interested parties. He noted that Officers had provided an internal assessment of equipment pieces and surfaces which needed replacement and the expression exercise would provide an external view on those and other items along with indicative costings.

Members commented that it might be helpful for future to have a fixed asset register for PLOS so that it can be referred to and related to when looking at which play equipment needs to be replaced and which equipment is new.

Members **RESOLVED** to note the report.

b. **Football Pitches Report**

The Town Clerk & Chief Executive commenting on the report indicated that for Members to reach an informed decision with regards to the conversion of football pitches, they needed an in-depth analysis of all the implications associated with this.

The Head of Governance & Strategic Partnerships added that there were various sources of funding available not just the Council budget going forward. These included most grants schemes which stipulated match-funding, hence the need for building in some growth funding.

Members indicated that it was important to look at football offer to the town and the community; it was also important to strategically consider other sites in the parish, including a number of schools and clubs and the demand over a time frame.

Members **RESOLVED** to note the report.

9. **ITEMS FOR INFORMATION**

a. **Drove Road Chapel Update Report**

The Town Clerk & Chief Executive presented the report and noted that the insurance company would be covering the cost of the vandalised boundary wall. Officers will be instructing the external project manager to complete the necessary repairs.

Members **NOTED** the report.

b. **Jubilee Recreation Ground Update**

The Head of Governance & Strategic Partnerships briefed Members that this was an issue which had been outstanding since around 2018/2019. He explained the issue was that there was a metal palisade fencing across a footpath on the Jubilee walkway area.

The Head of Governance & Strategic Partnerships indicated that the land developer confirmed by email that the land was their own, but the fence did not belong to them. They however were happy for the Town Council to take the fence down.

Members indicated that Council needed absolute clarification as to the ownership of the land that the fence was on and who owned the fence. Once this was established then it needed to be followed by a vision and plan on the ground.

Members **RESOLVED** to note the report.

10. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

11. **EXEMPT**

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

Members discussed the report.

Members **RESOLVED** to accept the recommendation that:

- The PWLB can apply to this project if appropriate.
- The Committee is satisfied that the recommended bid fully satisfies the criteria within the specification of the tender.

b. **Kitelands Play Area Update Report**

Members discussed the report.

Members **RESOLVED** to accept the recommendations to go with the preferred bid which fully meets the tender specification criteria and for Officers to approach the winning bidder and keep the external partner informed on the project progress.

c. **Stratton Way Cemetery Project Report**

Members discussed the report.

Members **RESOLVED** to stop the current expression of interest exercise and for PLOS Committee Members to work offline to redetermine the tender specifications.

Members also **RESOLVED** for the project to return to the 30th January PLOS agenda.

Members **AGREED** that the Town Clerk & Chief Executive would reach out for further expertise through cemetery management contacts.

The Chairman closed the meeting at **8.37pm**