



Ref: Agenda/Council – 04.06.2024

30th May 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 4th June 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 "Peter Tarrant".

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. D. Albone
Cllr. G. Barrett (ex-officio Member)
Cllr. M. Foster (ex-officio Member)
Cllr. P. Guilcher
Cllr. M. Knight
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_DZ6nbATySmqzZ8RkWBqBbg

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 2nd April 2024** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. Minutes of the Committee Meeting held on **Tuesday 2nd April 2024**.

9. **ITEMS FOR CONSIDERATION**

None.

10. **ITEMS FOR INFORMATION**

a. **Kitelands Report**

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

b. **PLOS Projects Updates**

For Members to receive and note updates on other PLOS projects from the Head

of Governance & Strategic Partnerships.

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_DZ6nbATySmqzZ8RkWBqBbg

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.

(Football Pitches Infrastructure).
(Stratton Way Cemetery Project Report).
(Jubilee Tiny Forest Path, Gateway Report).

Pursuant to section 12a paragraph 3 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 2nd April 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 J Jones
Cllr M Knight
Cllr A Skilton
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships
Mr H Henderson – Public Realm Manager
Mx. K Chambers – Committee Clerk

Members of the Public – 2 (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. **Apologies Received**

Cllr. J. Woodhead.

b. **Remote Attendance**

Cllr. P Guilcher.

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

Cllr. Grant Fage, CBC Ward Councillor for Biggleswade East

Cllr. Fage, who attended in person, highlighted the visual improvement seen at Stratton Way Cemetery (Item 9b). He then noted that the report indicates the majority of funds will be allocated from PWLB and that Officers should research alternative funding where possible (i.e., grants).

Cllr. Fage also commented on the adoption of three open spaces in Kings Reach. He advised Officers to be mindful of extra costs and time incurred in maintaining this area.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

- a. Cllr. Skilton had no questions but wanted to share thanks to Members and Officers involved in the Tiny Forest at Jubilee Recreation Ground.

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. P8 Item 9d. Cllr. North noted that the phrasing in paragraph 1 should be "...for the heads of terms leases..." rather than "leave".

Subject to these amendments the Minutes were **APPROVED** as an accurate record of the Town Council Meeting held on Tuesday 30th January 2024.

8. MATTERS ARISING

P7 Item 9b. Cllr. Foster asked whether a letter of gratitude was sent to Hendon Cemetery on his behalf. The Head of Governance & Strategic Partnerships responded that, while a physical letter hadn't been shared, emails and telephone calls had been exchanged. Members agreed that there should be a formal letter exchanged with the Mayor's signature.

P8 Item 9d. Cllr. Strachan asked whether the matter had been escalated to CBC Directors and if Council Officers had received a response. The Town Clerk & Chief Executive confirmed that this contact has been made, but no response has been received yet.

P8 Item 12a. Cllr. Strachan asked if residents have been consulted surrounding the tennis court upgrades. The Head of Governance & Strategic Partnerships confirmed that the first survey draft is complete and will be shared with the Chairperson of the PLOS Committee. The Town Clerk & Chief Executive also noted that the Council are focusing on increasing community engagement in projects like this.

9. ITEMS FOR CONSIDERATION

a. Playfield Close Report

The Head of Governance & Strategic Partnerships noted that ongoing discussions between Officers and the insurance company were ongoing. This is to establish the best solution for repairing the damages, with the current preference being to replace the entire ground surface.

Members asked for clarity surrounding the viability of option 1, which was to repair only the damaged area. The Public Realm Manager responded that, while this was cheaper, there was a risk of the repair weakening and becoming damaged again.

Members advised Officers to push negotiations forward with the insurance company and to accept the money that is offered, even if this is the lower amount. Members noted that if option 1 is recommended, Council general reserve could be used to fund option 2, but that this must come to Council.

Members **RESOLVED** to note the report.

b. **Stratton Way Cemetery Project Report**

The Public Realm Manager updated Members that a meeting with the landscape designer was held to commission drawings of the cemetery plans. They predicted that the costing of this will be sent to Officers on 3rd April 2024. Once the drawing is complete, it will return to Council for Member consideration, alongside allocation of funding to the project.

Members asked for clarity regarding the choice of greenery and location of new memorials. Questions were also raised whether the existing drainage issues would be fixed within this project, which the Public Realm Manager confirmed that they would be.

Members also noted that the project will allow the cemetery to become more welcoming for visitors and generate revenue in future from the memorial plaques. It was considered that further installations could be consider in future financial years.

Members highlighted that the current report relies heavily on PWLB, but there could be other grants and funding available for this project. Officers noted that they would look at this with the new Head of Finance.

Members **RESOLVED** that Officers are asked to bring forward drawings and a light business case for Stratton Cemetery and investigate alternative funding options. This committee doesn't support using PWLB for plants.

c. **Football Pitches Infrastructure Report**

The Public Realm Manager noted that remedial work was needed for the football pitches. This plan will develop over time and be brought to Council with more details about the growth plan.

Members asked for clarification connected to the pitches suffering from shortages but also being underutilised. The Head of Governance & Strategic Partnerships apologised for the lack of clarity and noted that the utilisation lacked during the working week but was busy at the weekend.

Members recognised that investment would increase the use of pitches while also providing financial benefit to the Council in the long-term. They also asked that future reports highlight the positive and negative effects of this project, and that any investment is advertised to the local community.

Members also asked if the Public Realm team will have capacity to complete this alongside their other maintenance. The Public Realm Manager noted that this has been considered and that this work will fit into their regular schedule.

Members **RESOLVED** to note the report and recommend to Council that officers are able to draw down £7,450 in 2024-25 from the Town Council's general reserve to conduct the remedial pitches works.

d. **Jubilee Recreation Ground Report**

The Head of Governance & Strategic Partnerships highlighted that a full report will be produced for Town Council after the consultation period. The 600 promised trees have been planted and mulched over, and the surrounding fence and signage installed. There will be a consultation event on Wednesday 3rd March to allow local residents to voice their opinions on the upcoming pathway connected to the Tiny Forest, with Officers and Members present. The Head of Governance & Strategic Partnerships also highlighted the leaflet drop had been completed for residents in the local area connected to this consultation.

Members questioned the status of the benches, which had been installed but were unstable. The Public Realm Manager responded that he would contact the contractor and make sure that this is corrected.

Members also questioned whether members of PLOS were asked about the consultations. The Head of Governance & Strategic Partnerships noted that this was done but apologised if this had not reached all of the Members. The final copy will be sent again to all Members.

e. **Kitelands Report**

The Head of Governance & Strategic Partnerships noted that a complete CAT scan of the area has been completed. This allowed for the green light for Location 1 to start development again. The work remains ongoing and will be completed by the end of May 2024 at the latest. Officers are also currently researching which signage should be installed at the site alongside the new equipment.

Members were grateful to Officers that this has been pushed forward.

Members noted that a written report would be preferred over the oral reports in future.

f. **Brunel Report**

The Head of Governance & Strategy Partnerships noted that the agreement has been signed with the supplier in consultation with legal advisors and the maximum waiting time for delivery will be 3 months once the order is placed (early July 2024).

g. **Signage for Townwide Capital Assets**

The Head of Governance & Strategy Partnerships introduced the report, highlighting that this was considered within a UKSPF working group with Members. He also highlighted that this list of signage was not exhaustive and that funding could be considered in following years.

Members highlighted that the subject matter of the report may be more suited to a TCM, due to its references to signs in the town centre. Members also noted that a detailed plan of the signs and their locations/wording would be useful, as this was not mentioned in the report and some of these signs may not be a priority.

The Head of Governance & Strategic Partnerships confirmed that this application has been submitted and Officers are awaiting a response.

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

10. ITEMS FOR INFORMATION

- a. None.

11. PUBLIC OPEN SESSION

Cllr. Grant Fage noted that there are various panels meeting in future, such as the Wind Farm, which could benefit from Council support.

12. EXEMPT

- a. None.

The Chairman closed the meeting at **8.00pm**.

DRAFT

BIGGLESWADE TOWN COUNCIL
PLOS Committee 4th June 2024
Kitelands Project 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: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

In recent months, project work has been underway at the Kitelands Recreation Ground to introduce five new pieces of play equipment in a new toddlers' area on site. There have been two minor incidents of vandalism which Officers have dealt with.

Summary

The installation work finished in late April. An independent play equipment inspector has attended the site, produced a report and sign-off the installation as fully complying with health and safety regulations.

Some patches of earth have been re-seeded and are establishing over the next few weeks. This will also allow the wider play area to establish by encouraging the grass to grow around the newly installed rubber mats. Appropriate dark green metal signage with approved wording has been ordered and will be delivered and installed in early June.

Officers are planning to host an opening ceremony including Members and external guests in late June as by then it is anticipated that the grass areas will be established. The ceremony could take place on a weekend day and will be supported by some catering trucks on invitation.

Recommendation

That Members note this report.

Harry Henderson
Public Realm Manager

Karim Hosseini
Head of Governance and Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
PLOS Committee 4th June 2024
PLOS Projects Update

Implications of Recommendations

Corporate Strategy: Not applicable.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Please refer to Appendix A for an overview of all relevant PLOS related activity.

The Status Report has been produced at the request of the Chairman.

Recommendation:

For Members to receive and note progress highlighted in the report.

Karim Hosseini
Head of Governance & Strategic Partnerships



Appendix A: PLOS Status Report – 4th June

Section 1: Key Project highlights

Key Milestones	Lead	Actual/ Forecasted Date	Comments	RAG
<i>Franklins</i>	<i>Karim/Peter</i>	<i>BAU</i>	<i>Routine maintenance taking place. Wildlife camera mount installed, camera unit to follow.</i>	Green
<i>Adoption of green spaces Kings Reach</i>	<i>Karim/Peter</i>	<i>September 2024</i>	<i>Awaiting data and current red line maps from Isaac Mercer. A report will come to PLOS and Council in June ref the 7 football pitches. New resource appointed by the consortium.</i>	Red
<i>Brunel</i>	<i>Peter/Karim</i>	<i>June 2024</i>	<i>All equipment arrived at the depot. Being installed late June.</i>	Yellow
<i>Adoption of Linear Wood/Pocket Park</i>	<i>Peter</i>	<i>July 2024</i>	<i>Site visit with CBC Officers on 15th April went well. Overall in good condition. Legal teams are progressing scrutiny work.</i>	Yellow
<i>Transformation of Stratton Cemetery</i>	<i>Karim & Harry</i>	<i>July 2025</i>	<i>Professional drawing complete. Report coming to PLOS on 4th June.</i>	Yellow
<i>Purchase of additional Cemetery land</i>	<i>Karim & Harry</i>	<i>n/a</i>	<i>Not applicable.</i>	Grey
<i>Maintenance and/or transformation of all play areas</i>	<i>Karim & Harry</i>	<i>April 2025</i>	<i>Spec signed off in principle. Report coming back to Council in June ref all PWLB/Capital projects ref 25/26 potential borrowing and beyond.</i>	Yellow
<i>Maintenance and/or transformation of Drove Road site (Bowls Club/Tennis Courts/Old Depot)</i>	<i>Peter/Karim</i>	<i>September 2025</i>	<i>Public consultation will be launched w/c 27th May. Report to come back to Council in June ref all PWLB potential projects.</i>	Yellow
<i>Biggleswade Community Benefit Fund – Kitelands specification & funding</i>	<i>Karim & Ian</i>	<i>May 2024</i>	<i>Phase one project completed. Sign agreed and order placed for delivery in mid-June. Independent inspection successfully completed. Opening ceremony end June.</i>	Green
<i>Jubilee Recreation Ground</i>	<i>Karim & Harry</i>	<i>April 2024 – first phase</i>	<i>Benches concreted in. Consultation finished end of April. Report to PLOS on 4th June.</i>	Green
<i>Football pitches</i>	<i>Harry</i>	<i>June 2024</i>	<i>Investment agreed - implementation underway. Pitches not being upgraded will remain open for public use. Town wide football strategy report to PLOS 4th June.</i>	Green
<i>UKSPF</i>	<i>Karim</i>	<i>May 2024</i>	<i>Application successful pending CBC confirmation- expected post-Purdah.</i>	Green
<i>UKSPF – Signage at Capital Assets</i>	<i>Ian</i>	<i>July 2024</i>	<i>Town PowerPoint slides being updated to include signage.</i>	Yellow

