



Ref: Agenda/Council – 17<sup>th</sup> June 2025

12<sup>th</sup> June 2025

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 17<sup>th</sup> June 2025** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **8:00pm**, 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 Foster (Chairman)  
Cllr. M Knight (Deputy Chairman)  
Cllr. I Agnew  
Cllr. J Jones  
Cllr. M North  
Cllr. C Thomas  
Cllr. A Skilton  
Cllr. D Strachan  
Cllr. J Woodhead (Ex-officio Member)  
Cllr. D Albone (Ex-officio Member)

## **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 and the Committee Clerk.

## **2. DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.

If a Member has declared a Disclosable Pecuniary interest, they must withdraw from the meeting during consideration of the item to which the interest relates. If the Member has been granted a dispensation by the Council, they must still declare the interest but may take part in the discussion and vote.

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

This is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest. Upon identification Members can take part in any vote.

## **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\\_hfg6OSsqSZ6Rg58-uqlslw](https://us06web.zoom.us/webinar/register/WN_hfg6OSsqSZ6Rg58-uqlslw)**

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. The Minutes of the Public Land & Open Spaces Committee Meeting held on **Tuesday 1<sup>st</sup> April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The Minutes of Public Land & Open Spaces Committee Meeting held on **Tuesday 22<sup>nd</sup> April 2025** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. **MATTERS ARISING**

- a. The minutes of Public Land & Open Spaces Committee Meeting held on **Tuesday 1<sup>st</sup> April 2025**.
- b. The minutes of Public Land & Open Spaces Committee Meeting held on **Tuesday 22<sup>nd</sup> April 2025**.

9. **ITEMS FOR CONSIDERATION**

a. **PLOS Presentation**

For Members to receive and consider an on-screen presentation of all ongoing Public Realm work and PLOS projects presented by the Public Realm Manager.

10. **ITEMS FOR INFORMATION**

a. **PLOS Status Report**

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

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\\_hfq6OSsqSZ6Rq58-uqlslw](https://us06web.zoom.us/webinar/register/WN_hfq6OSsqSZ6Rq58-uqlslw)**

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.

- (a. Exempt minutes of the Public Land & Open Spaces Committee Meeting 1<sup>st</sup> April 2025).
- (b. Exempt minutes of the Public Land & Open Spaces Committee Meeting 22<sup>nd</sup> April 2025).
- (c. Sports Provision Update).
- (d. Sports Club Update).

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 1<sup>st</sup> APRIL 2025 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. D Albone  
Cllr. G Barrett (ex-officio voting Member)  
Cllr. M Knight  
Cllr. A Skilton  
Cllr. D Strachan  
Cllr. J Woodhead

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Ms F Gumush – Deputy Administration & HR Manager  
Mr H Henderson - Public Realm Manager  
Miss A Green – Committee Clerk

Members of the Public – 1

**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.

**2. DECLARATIONS OF INTEREST**

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

None.

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

Cllr A Skilton and Cllr C Thomas for Item 9c.

**3. CHAIRMAN'S ANNOUNCEMENTS**

None.

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

##### **Cllr Grant Fage, Ward Councillor**

Commenting on an exempt agenda item, Cllr Fage asked why this issue was being discussed under the Exempt session. He added the belief that if it was an issue which concerned the town, then it should be discussed in the open session so that the public were made aware.

The Town Clerk & Chief Executive explained that the item was under exempt session because the documents pertaining to the item were defined in particular to Schedule 12A of the Local Government Act 1972, paragraph 3.

#### 5. **INVITED SPEAKER**

None.

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

There were no Members' questions.

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

Members **APPROVED** the Minutes of the Public Lands & Open Spaces Committee Meeting held on Tuesday 28<sup>th</sup> January 2025.

#### 8. **MATTERS ARISING**

There were no matters arising.

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

##### a. **PLOS Status Report and Presentation**

A presentation was shared on screen reflecting the work and initiatives being taken by the Public Realm team. The Public Realm Manager shared the excellent work being conducted by the PR team and the positive feedback they received from the public.

Members commended and congratulated the Public Realm Manager and the Public Realm team for their effort over the past year.

##### b. **Football Pitches Booking Policy and Terms & Conditions**

The Head of Governance & Strategic Partnerships presented the report and noted that the Football Pitches Booking policy had previously been adopted at the 28th of January 2025 PLOS Committee.

Since then, Officers have made a minor operational change to the current policy to enable booking cancellations to be processed only by Town Council staff.

Members indicated that the policy needed to be uniform, therefore the amendment should not say 'BTC staff' as suggested by Officers, but 'Town Council staff' as it was in the whole policy.

Members **RESOLVED** to accept the proposed minor operational change to the policy.

c. **Allotment Lettings Policy**

The Head of Governance & Strategic Partnerships presented the report and indicated that the existing policy had been brought up to date to ensure that it met current requirements of the Town Council. The policy had been shared with Members and their views incorporated in the document attached to the agenda pack.

Members **RESOLVED** to adopt the Allotments Letting Policy and for Officers to upload the policy to the Council's website

10. **ITEMS FOR INFORMATION**

- a. None.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Sports Provision Update**

Members discussed the update and **AGREED** to bring back to a future meeting.

b. **Football Provision**

Members discussed the report and **RESOLVED** to hold an extra PLOS meeting to discuss the matter further.

c. **Residential Development**

Members discussed the report and **AGREED** Officers recommendations.

The Chairman closed the meeting at **9pm**



**MINUTES OF THE BIGGLESWADE PUBLIC LAND AND OPEN SPACES MEETING  
HELD TUESDAY 22<sup>nd</sup> April 2025 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. D Albone  
Cllr. G Barrett (ex-officio voting Member)  
Cllr. J Jones  
Cllr. M Knight  
Cllr. D Strachan

Mr P Tarrant – Town Clerk & Chief Executive  
Mr H Henderson – Public Realm Manager  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mr E Bour - Head of Finance & Deputy RFO  
Miss A Green – Committee Clerk

Members of the Public – 1

**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 Woodhead, Cllr Skilton.

**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, Ward Councillor**

Commenting on the exempt agenda item, Cllr Fage emphasised the importance of consulting with residents at the earliest opportunity.



**5. INVITED SPEAKER**

- a. No guest speaker was invited.

**6. MEMBERS' QUESTIONS**

- a. There were no Members' questions.

**7. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. There were no minutes and recommendations of meetings.

**8. MATTERS ARISING**

- a. There were no matters arising.

**9. ITEMS FOR CONSIDERATION**

- a. There were no items for consideration.

**11. PUBLIC OPEN SESSION**

- a. No member of the public wished to speak.

It was **RESOLVED** to go into the exempt session in view of the nature of the business to be discussed.

**12. EXEMPT**

- a. **Football Provision**

Members **RESOLVED** to bring the report to the Town Council Meeting 13<sup>th</sup> May 2025.

The Chairman closed the meeting at **7:33pm**



## PLOS Status Report – 17<sup>th</sup> June

Key Milestones	Lead	Actual/ Forecasted Date	Comments	RAG
<b>Franklins Recreation Ground</b>	Peter & Karim	BAU	Routine maintenance taking place. Town centre benches refurbishment underway.	Green
<b>Adoption of green spaces Kings Reach</b>	Peter & Karim	December 2024	Phase 1 Football pitches condition experts' assurance received. Members' resolution to adopt. Officers have instructed solicitors. Phase 2 drawing for remaining areas requested from developer.	Yellow
<b>Brunel Play Area</b>	Peter & Karim	October 2024	All equipment now installed, new bin and bench installed, and play area opened to public.	Green
<b>Adoption of Linear Wood/Pocket Park</b>	Peter	December 2024	Both leases co-signed and legally sealed. The PR Team commenced maintenance 1 <sup>st</sup> April, funds received.	Green
<b>Transformation of Stratton Cemetery</b>	Karim & Harry	July 2025	Phase 1 landscaping work completed. Bins and benches installed. WG meeting in autumn to plan unfunded phase two.	Green
<b>Purchase of additional Cemetery land</b>	Karim & Harry	2032	Current cemetery provision likely to be exhausted by 2042. Scoping project to begin 2030, to include internal options.	Grey
<b>Maintenance and/or transformation of all play areas</b>	Karim & Harry	April 2025	Enhanced maintenance work underway across multiple play areas, i.e. Kitelands toddler area repainted. PWLB public consultation extended to end on 30 <sup>th</sup> June. Town bedding plants and hanging baskets being installed with the Rotary club. Town wide tree survey completed, digitised, and priority trees being lopped during summer.	Yellow
<b>Maintenance and/or transformation of Drove Road site (Bowls Club/Tennis Courts/Old Depot)</b>	Peter & Karim	October 2025	Members' resolution for Officers to source external funding from 2026 and to submit a floodlighting planning application to CBC. Officers engaging with external consultant for technical specification floodlighting works.	Green
<b>Biggleswade Community Benefit Fund – Kitelands specification &amp; funding</b>	Karim & Harry	Phase 1 August 2024 Phase 2 August 2025	Phase One- Project completed and area reopened to public. Additional benches installed. Phase Two- Undetermined funding may be available from January 2026.	Green
<b>Jubilee Recreation Ground</b>	Karim & Harry	July 2024	Project completed, benches concreted in, fencing section removed and bicycle barriers installed in September to slow down moving traffic. Tiny forest establishing. Area monitored by PR team and police.	Green
<b>Football pitches</b>	Harry	July 2024	Investment agreed and pitches improved. New online booking link placed on website for general public use. New goalposts installed in June, pitches condition improvement works over summer.	Green

Key Milestones	Lead	Actual/ Forecasted Date	Comments	RAG
<b>Fairfield Road- Football &amp; Cricket</b>	Karim, Harry & Ian	March 2025	Football club four H&S compliance visits to end May. Cricket club H&S compliance visit underway. Sport England Lindsell's Bequest grant spent on pavilion new drainage, electrical safety, internal rendering and decoration. Maintenance improvement works ending in autumn tbc.	
<b>UKSPF – Signage at Capital Assets</b>	Ian	March 2024	CBC approved £15k to procure signage, 22 green metal signs now fully installed at all green spaces across town.	

