

Ref: Agenda/PLOS010414

26 March 2014

Dear Sir or Madam

I hereby give notice that a meeting of the **Public Land & Open Space Committee** will take place on **Tuesday 1 April 2014** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7pm in order to transact the undermentioned items of business.

Yours faithfully

Cllr Mrs WP Smith
Chairperson

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Committee Members:

Cllr Mrs W Smith (Chair)
Cllr I Bond
Cllr B Briars
Cllr Ms S Mulchrone
Cllr Mrs H Ramsay

Cllr G Wilson
Cllr P Biernis
Cllr S Watkins
Cllr Mrs J Lawrence

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. PUBLIC OPEN SESSION

4. MINUTES OF MEETINGS

- a. For Members to receive the minutes of the Public Lands and Open Spaces meeting held on 3 December 2013.

5. MATTERS ARISING

- a. From the Public Lands and Open Spaces meeting held on 3 December 2013.

6. ITEMS FOR CONSIDERATION

a. Heritage Open Day 2014

Members are asked to consider opening Drove Road Cemetery Chapel for Heritage Open Day 2014.

b. Capital Works Programme

For Members to consider the Capital Works Programme for 2014/2015 and to identify priorities. At the time of writing details of S106 funding held by CBC is awaited.

c. Drove Road Cemetery

Members are asked to consider the deteriorating boundary walls, footpaths and roadways within Drove Road Cemetery and to discuss appropriate actions to remedy the various issues.

d. Play Equipment updates

Members are advised that recent works have been undertaken to remove the entrance gate at Stratton Way Recreation Ground, the log climber at The Lakes and also the Supernova (rotating item) at Kitelands Recreation ground.

Members should be aware that following the change of insurance providers taking place on 01/04/14 there will be a need for an independent annual inspection to be conducted and defects remedied within a 60 day timescale or items removed.

Information is currently being obtained on two play inspection software applications that enable the comprehensive capture of the condition of items and the details of all repair works carried out.

Members are asked to consider the following quotations for replacing gates that have been removed from the play areas at Foxglove and Stratton Way play areas.

Quote A

Quote B (Note - Town Council supplying the gates)

e. Dog Control Orders

Members are asked to consider the implementation of Dog Control Orders in the Recreations Grounds Parks and Playing Fields in Biggleswade.

f. Memorial Safety Policy software

Following adoption of the Memorial Safety Policy members are asked to consider the purchase of a software package to enable the electronic management of all memorials. The package will include software for undertaking inspections, clear record keeping and logs of all works undertaken.

Members are asked to consider the attached quotation for Memorial Safety software. Members should be aware that this is a one off cost with future revisions provided free of charge. Further quotations have not been provided as it has not been possible to identify appropriate comparable systems.

g. Acorn Centre

The Town Council vacated the premises at the Acorn Centre in February 2014. This has as expected caused some pressures on storage arrangements for the Town Councils plant and equipment. The Deputy Town Clerk will provide an update to members on a number of electrical matters that will need to be addressed at the Drove Road workshop as a result of the increased usage.

7. ITEMS FOR INFORMATION

a. Grasmere

An order was issued in January 2014 to remove the former play equipment bases at Grasmere. Following the prolonged wet weather it has not yet been possible for the works to be undertaken. The ground is currently not firm enough for the works to be carried out without causing serious disturbance to the grassed areas. This matter will continue to be reviewed and the works completed as soon as possible.

b. Purchase of additional vehicle for works team

The Deputy Town Clerk has considered a number of options for used vehicles and is currently exploring options for an electric vehicle. Information is attached to this agenda showing a number of types of vehicle body and used prices.

8. PUBLIC OPEN SESSION

A period of up to 15 minutes is permitted to allow members of the public to ask questions that are pertaining to matters listed on this agenda.

9. 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(s) is discussed.

Agenda Item (10a Contracts)

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.