



Ref: Agenda/PLOS-19062018

14 June 2018

Dear Sir or Madam

All Members of the **Public Land & Open Space Committee** are hereby summoned to a meeting of the Committee that will take place on **Tuesday 19th June 2018** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at 7pm, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Rob D McGregor
Town Clerk

Distribution: All Town Councillors Bedfordshire Constabulary
 Notice Boards (2) The Editor, Bedfordshire on Sunday
 Central Bedfordshire Council County Library, Biggleswade
 The Editor, Biggleswade Advertiser The Editor, Biggleswade Comet

Committee Members: Cllr B Briars (Chair)
 Cllr D Albone (Vice Chair)
 Cllr F Foster
 Cllr M Foster
 Cllr M North
 Cllr D Strachan
 Cllr S Patel
 Cllr P Sheldon

AGENDA

1. **APOLOGIES**

2. **DECLARATION OF INTERESTS**

- (a) Disclosable Pecuniary Interests in any agenda item –
- (b) Non-pecuniary interests in any agenda item –

3. **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.

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**.

4. **MINUTES OF MEETINGS**

- a. For members to receive and approve the minutes of the Public Lands and Open Spaces meeting held on 20 March 2018.

5. **MATTERS ARISING**

- a. Minutes of the Public Lands and Open Spaces meeting held on 20 March 2018.

6. **ITEMS FOR CONSIDERATION**

a. **Footpath FP24 Eagle Farm Road**

Correspondence has been received from the CBC Definitive Map Officer regarding proposed alterations to the route of Footpath FP24 that crosses Eagle Farm Road Recreation Ground. A letter and map are attached to this agenda. The diversion of footpath from X-Y to Z-Y has previously been requested by the Town Council. CBC wish to add an additional route marked as M-Y on the attached map. Members are asked to consider this request.

b. **Kitelands Recreation Ground – Ball Court Hard Surface**

A ball court was installed at Kitelands Recreation Ground in 2016. The ball court was installed onto grass however due to its popularity this is wearing and improvements are required. Various options have been considered including grass mats, alternative play safety surfaces and a hard surface. Due to the nature of use, a hard surface is the preferred option.

Members are asked to consider quotations, with recommendations to be made to Town Council with a request to fund from General Reserve.

	Quote A	Quote B	Quote C
Ball court hard surface	£9,397.15	£14,338.27	£11,600.00

c. **Drove Road Cemetery Footpaths**

Quotations have been received for repairs to footpaths at Drove Road Cemetery. The proposed work is to remove the southern boundary footpath and return to grass, and to resurface the area around the chapel.

	Quote A	Quote B	Quote C
i) Remove southern footpath	£6,246.87	£7,840.30	£6,700.00
ii) Resurface around chapel	<u>£8,063.10</u>	<u>£12,313.25</u>	<u>£10,125.00</u>
	£14,309.97	£20,153.55	£16,825.00

Members are asked to consider quotations, with recommendations to be made to Town Council with a request to fund from General Reserve.

d. **Biggleswade Skate Park**

At the Annual Statutory Meeting of 22nd May 2018, the Town Council considered a proposal from CBC for the development of the Biggleswade Skate Park and subsequent transfer of the skate park and the Chambers Way play area to Town Council ownership.

The Town Council **RESOLVED** that Mr R McGregor organise a separate meeting to further discuss the proposal and the financial implications before providing a response to CBC.

A meeting has been held with CBC to discuss the options and further information including costs have been requested. It is expected that no commuted sums will be available to the Town Council.

Correspondence from CBC is attached to this agenda. The Biggleswade Skate Park has now been closed for safety reasons. It should be noted that at this time, the extent of public open space at Chambers Way that may become available to transfer to the Town Council is uncertain.

Members are asked to consider responding to CBC to indicate an interest in principle to take on the ownership and management of both the Biggleswade Skate Park and Chambers Way play area once the skate park works are complete, subject to further information including clarification of boundaries. Recommendations to be made to Town Council.

7. ITEMS FOR INFORMATION

a. Grounds Maintenance Workshop, Storage and Welfare Facilities

A revised planning application has been submitted to CBC taking account of the planning officer's response to the previous application that was refused.

b. Kitelands Slide

The installation of the replacement slide and safety surface at Kitelands was completed in April 2018.

c. Fairfield Play Area

Works have been ongoing to refurbish the multiplay at Fairfield Road. For safety reasons the area has been closed during the works and is expected to open imminently.

d. Public Open Spaces at Kings Reach

An update has been received regarding the expected timescales for the completion of installations at Kings Reach.

Developers are indicating target dates for adoption of two areas within the current financial year:

POS1: Play equipment, MUGA and playing fields adjacent to Venus Ave

POS5: Fitness equipment and playing fields adjacent to Maunder Ave

The remaining areas are anticipated for handover in the next financial year.

8. 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.

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**.

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.

There are no exempt items

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 PUBLIC LAND AND OPEN SPACES COMMITTEE MEETING
HELD ON TUESDAY 20 MARCH 2018 AT 7.00 PM
AT BIGGLESWADE TOWN COUNCIL, SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr B Briars (Chair)
Cllr D Albone
Cllr G Fage
Cllr F Foster
Cllr M Foster
Cllr D Strachan

Mr M Thorn, Deputy Town Clerk
Mrs J Durn, Meeting Administrator

Members of Public – Cllr P Sheldon, Cllr S Watkins

20/03/01

1. APOLOGIES

Cllr M North, Cllr S Patel, Cllr I Bond

20/03/02

2. DECLARATION OF INTERESTS

20/03/02.1

a. Disclosable Pecuniary Interests in any agenda item – None

20/03/02.2

b. Non-pecuniary interests in any agenda item – None

20/03/03

3. 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. No members of the public attended the meeting.

20/03/04

4. MINUTES OF MEETING

20/03/04.1

a. Members received and approved the Minutes of the Public Lands and Open Spaces Committee Meeting held on 02 January 2018.

20/03/05

5. MATTERS ARISING

From the Minutes of the Public Lands and Open Spaces meeting held on 02 January 2018.

20/03/05.1

a. Item 5b: Cllr D Strachan asked for an update on the renewal of the lease for Biggleswade United Football Club. The Deputy Town Clerk reported that draft lease papers had been issued to the club some time ago, but signed papers have not yet been returned and the situation remains the same.

20/03/05.2

b. Item 5a: Cllr G Fage asked for an update on the proposed Splash Park fundraising event. The Deputy Town Clerk reported that no further news has been received.

- 20/03/05.3 c. Item 7b: Cllr F Foster asked for an update regarding repairs to the Drove Road chapel. There is no further news. Cllr Briars stated that a report will be coming to a future meeting.

Item 7c: Dan Albone Picnic Area – Cllr Briars reported that the picnic benches are now installed.

Item 7d: Play Equipment Repairs – the Deputy Town Clerk reported that this has now been reinstated.

20/03/06 6. ITEMS FOR CONSIDERATION

20/03/06.1 a. **Jubilee Recreation Ground**

Members considered correspondence requesting the reinstatement of play facilities at Jubilee Recreation Ground. The equipment was removed for safety reasons. Currently there are no S106 funds available for play equipment.

This matter was **DEFERRED** pending further enquiries with developers regarding timescales for installation of play equipment in the adjacent development area, which is expected to link to Jubilee Recreation Ground.

20/03/06.2 b. **Biggleswade Football Club**

Correspondence has been received from Biggleswade Football Club requesting to purchase or lease the Lakes Recreation Ground for use by the Club.

It was **RESOLVED** to hold further discussions with Biggleswade FC to explore options for a lease and the viability of the site.

20/03/06.3 c. **Grounds Maintenance Workshop, Storage and Welfare Facilities**

Planning permission for essential new facilities at Drove Road has been refused by Central Bedfordshire Council. Members considered the formal planning notice and the Planning Officer's delegated report.

Alternative outline plans were presented with the proposed building relocated next to the tennis courts and away from the site boundary. Full drawings will be required prior to a new application being submitted.

It was **RESOLVED** to progress the revised plans further and to discuss with planning officers prior to resubmitting a planning application

20/03/06.4 d. **Music Festival**

Members considered a request to support a new music festival in Biggleswade which is proposed to be held in the grounds of Biggleswade Academy.

It was **RESOLVED** to support the idea in principle and to request a clearer proposal and information from the organising group to be presented to Town Council to consider funding. It was also **RESOLVED** to form a Working Group and to consider Eagle Farm Road Recreation Ground as an alternative site.

20/03/06.5 e. **Public Land Walkabouts**

Members considered dates for site visits.

It was **RESOLVED** to hold site visits on Tuesday 1st May beginning at 6pm. Further site visits to be scheduled for the next available Tuesday evening once the calendar of Committee meetings has been agreed.

20/03/07 **7. ITEMS FOR INFORMATION**

20/03/07.1 **a. Kings Reach Public Open Space**

Developers have indicated that they are ready to begin the process of offering play areas for adoption by the Town Council as and when the areas become ready.

This information was **NOTED**.

20/03/08 **8. 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.

No members of the public attended the meeting.

20/03/09 **9. EXEMPT ITEMS**

There were no exempt items.

DRAFT



**Central
Bedfordshire**

The Clerk
Biggleswade Town Council

Your Ref:
Our Ref:
AJB/BIG/24

Date: 1 June 2018

Highways Act 1980, s.119 - Proposed Diversion of Public Footpath No.24 (part), Biggleswade.

Dear Sirs

We have received a diversion application from the owner of land crossed by Public Footpath No. 24, Biggleswade to legally divert part of the route of the footpath.

The reason for the application is so that the landowner can sort out a long-standing issue of having the path that crosses two games pitches on the playing field. Further on, the way is to be diverted through a pleasant wooded area freeing up space and allowing for potential development.

The proposed scheme is outlined below and shown on the enclosed plan.

HIGHWAYS ACT 1980 SECTION 119

Diversion of part of Public Footpath No. 24, Biggleswade between points A-B & X-Y.

The proposal looks to divert the Public Footpath from its current route across the playing field (X-Y) to the edge of the playing field (Z-Y) and to divert through

Central Bedfordshire Council

Thorn Turn Highways Depot,
Grendall Lane, Houghton Regis
Bedfordshire, LU5 6GJ.

Telephone 0300 300 8000

Email customer.services@centralbedfordshire.gov.uk

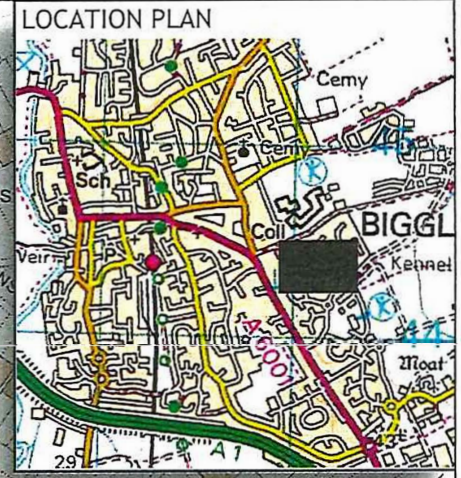
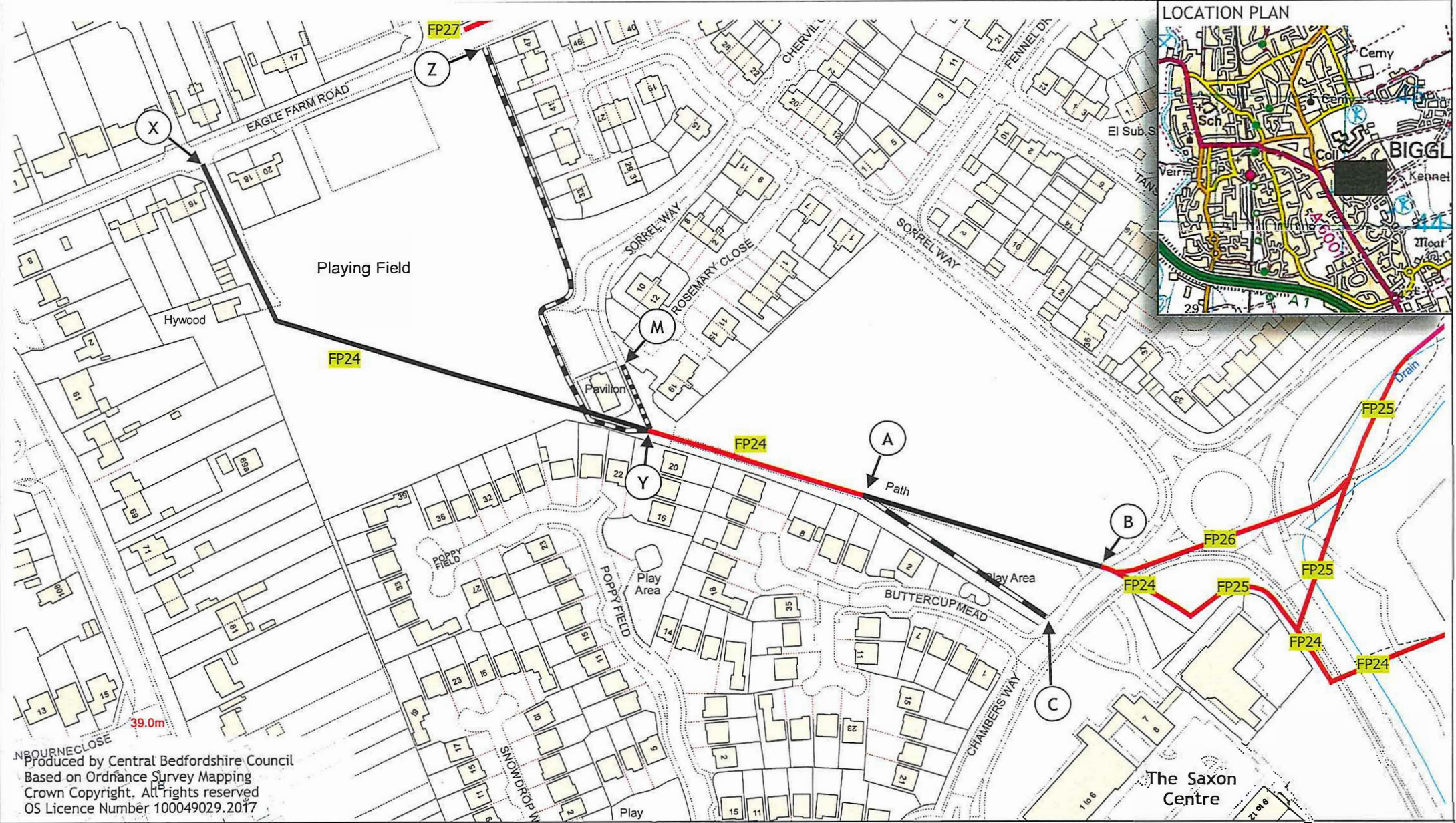
www.centralbedfordshire.gov.uk

the wooded area, closer to the rear of numbers 2, 4 & 6 Buttercup Mead from A-B to A-C, on the attached Map. In addition to formalise 29m of the well-used route from Rosemary Close (M) to footpath 24 at (Y).

I would be grateful if you could consider the above proposal and forward me any comments or observations you may have by 29th June 2018.

Yours faithfully,

Mr A Burton
Definitive Map Officer



Produced by Central Bedfordshire Council
 Based on Ordnance Survey Mapping
 Crown Copyright. All rights reserved
 OS Licence Number 100049029.2017

HIGHWAYS ACT 1980

Proposed Diversion of Parts of Biggleswade Footpath No. 24

Footpaths to be stopped up A B X Y

Footpaths to be created A C Z Y M Y

Unaffected footpath



Scale: 1:2500@A4
 Date: 1/6/2018
 Drafted by: AM

QUOTATION /2298

8th June 2018

Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
Beds
SG18 8DL

Fao: Mike Thorn (Deputy Town Clerk)

Dear Mike,

Various Car Park Refurbishments, Drove Road Cemetery & Kitelands Recreation Area

Please find attached our quotation in response to your enquiry regarding the above works.

Our quotation is offered subject to the following terms and conditions:-

1. The quotations are offered on a strictly net basis, with VAT to be added for invoicing/payment purposes.
2. Our rates are offered to the end of September 2018.
3. Our quotation is offered on the basis that all items are re-measurable on completion of the works.
4. Payment should be made in full within 28 days from the invoice date.
5. For the duration of our works we will require unrestricted sole possession of the work area/s.
6. Our quotation is offered with a 6 month warranty against faulty materials and workmanship.
7. No allowance has been made for the diversion or temporary support of any third party apparatus.
8. All works to be carried out in a single visit.
9. No allowance has been made for any third party permits or licences.
10. All works to be carried out between the hours of 7.30 – 17.30 Monday to Friday.

We hope our offer proves of interest and should you have any queries about these quotation details please do not hesitate to let us know.

Yours faithfully,

Item 6c (ii)	9	<i>Drove Road Cemetery</i> Asphalt Surfacing to Area around Chapel			
	9.1	Sweep existing asphalt surface of all loose debris and prepare for new asphalt surface course	558.0	m2	£14.45
	9.2	Apply K140 bituminous tack coat emulsion	558.0	m2	
	9.3	Supply and place by hand AC6 Dense surface course (0/6mm) to a depth ne 25mm	558.0	m2	
		Total Item 9			£8,063.10
Item 6c (i)	10	Removal of Existing Asphalt Pathway			
	10.1	Break out existing asphalt footpath and dispose of arisings off site	249.0	m2	£9.38
	10.2	Take up and dispose off site existing PCC edgings	355.0	m	£6.55
	10.3	Supply and place topsoil in place of footpath	249.0	m2	£6.38
		Total Item 10			£6,246.87
Item 6b	11	<i>Kitelands Recreation Ground</i> Construction of asphalt play area surface at MUGA			
	11.1	Excavation of material to a depth ne 240mm	175.0	m2	£8.13
	11.2	Move and spread excavated material locally around the site	175.0	m2	£5.08
	11.3	Trim, prepare and compact formation	175.0	m2	£1.78
	11.4	Supply, place & compact MOT Type 1 sub base to a depth ne 150mm	175.0	m2	£9.15
	11.5	Install 50 x 150 PCC straight edging with concrete bed and backing	55.0	m	£13.21
	11.6	Supply and place by hand AC20 Dense Binder course (100/150) to a depth ne 60mm	175.0	m2	£14.23
	11.7	Supply and place by hand AC6 Dense surface course (0/6mm) to a depth ne 30mm	175.0	m2	£11.18
		Total Item 11			£9,397.15

Item 6c (ii) 2. Tarmac Surfacing around the Chapel in Drove Road Cemetery:

Quotation - £12,313.25

Item 6c (i) 3. Remove tarmac and place topsoil on footpath in Drove Road Cemetery:

Quotation - £7,840.30

Item 6b 4. Construction of area of tarmac adjacent to MUGA at Kitelands Recreation Ground

Quotation - £14,338.27

Notes

All quotations are subject to vat
Quotations are valid for 3 months
Works to be carried out in one visit
All car park markings in thermoplastic paint
All works to be carried out Monday to Friday day time

Item 6b 6. Kitelands Play Area

- Construct tarmac surface with concrete edgings approx 170m²

Price: £11,600.00 plus vat

Item 6c (ii) 7. Drove Road Cemetery Tarmac around Chapel

- Place and compact surface course tarmac around Chapel by hand approx 500m²

Price: £10,125.00 plus vat

Item 6c (i) 8. Drove Road Cemetery Footpath Removal

- Break out existing tarmac and remove to tip
- Break out concrete kerbing and remove to tip
- Place topsoil in old footpath area approx 180m

Price: £6,700.00 plus vat

We trust this meets with your interest and look forward to hearing from you in due course.

Yours faithfully,



Mr. R McGregor

Town Clerk
Biggleswade Town Council
4 Saffron Rd,
Biggleswade
SG18 8DL

Our ref: LTR.HH/BTC.130618
Date: 13/06/2018

Dear Rob,

Biggleswade Skate Park & Chambers Way Play Area

Many thanks to you, Mike and Members of the Council for meeting Debra and I to discuss the above site.

As discussed at our meeting, the existing skate park facility behind Saxon Pool & Leisure Centre is at a stage where it is in need of replacement and Central Bedfordshire Council (CBC) is considering the capital needed to fund a new facility at the existing location. Although the capital has not been confirmed at this stage and will need agreement from the Council's Executive Committee, I am as part of this work, investigating potential interest from Biggleswade Town Council in a form of asset transfer.

Our meeting suggested there is an appetite to further explore options and terms for a transfer, not only for a new skate park but also the open space in Chambers Way as this has the potential to meet an ambition of the Town Council to provide a water play facility.

I am conscious that while wanting to look in to this further and answer all the points raised at our meeting, I do need to undertake due diligence to investigate the terms and any impact a transfer of the open space asset in particular may have on other parts of service.

One item that I was unaware of prior to our meeting is that given the anticipated development growth in the area, CBC may need to consider the impact on Saxon Pool and Leisure Centre and assess the need to expand the foot print of the current facility. This may or may not have implications for the land at Chambers Way but does mean a

need to consider retention of at least a proportion of the site should an extension be considered a necessary and viable option.

At this stage further modelling work is required to assess the impact of population growth, not just for Saxon but as part of a larger exercise across the leisure estate. While this will not affect the whole site, it does mean I cannot at this stage provide an accurate plan and will need further advice and guidance on timescales.

As both the capital investment in a new skate park and options for an asset transfer will require a decision from the Council's Executive Committee, I am starting the process of seeking approval. I will continue to liaise with colleagues involved in the leisure centre assessment work and advise as soon as possible on this. If capital funding is approved I would still be looking to replace the existing skate park as soon as possible, ideally by late Spring 2019.

I appreciate that not knowing the boundary of the site is likely to make it difficult for the Town Council to make any firm commitment but if you can advise if a reduced area or just the skate park would still be of interest, this will help when identifying options and making recommendations for Members to consider. I can give some informal information on the potential extent of centre expansion but until a proper assessment has been carried out I cannot produce an accurate plan.

Skate park & play area maintenance

In terms of maintenance costs, as you know the existing skatepark is metal structures on a tarmac base, whereas our initial preference for a replacement would be a concrete construction that is I understand likely to cost less to maintain and quieter when in use.

It is therefore difficult at this stage to compare costs for the existing facility with a new concrete replacement but is something we will want clarified as the replacement options are considered. However, based on feedback from another operator it has been suggested that a budget figure of around £5,000 per annum to allow for minor repairs, vandalism, graffiti removal, inspections, insurance and electricity costs for lighting would be reasonable.

In addition are weekly visual inspections, undertaken by a member of our staff that are combined with wider play area inspections.

Other costs to maintain the existing play area and open space include: -

- Ad-hoc repairs, operational and annual play inspections at around £1200 per annum
- Grounds maintenance costs of around £5,720 per annum. I have not included weekly visual inspections of the site as these are part of a wider role that a member of the team undertakes across Central Bedfordshire.

If there is anything further at this stage that would be useful in advance of the committee meeting, please let me know.

Yours sincerely,

H. Hughes

Howard Hughes

Active Lifestyles Manager

Michael Thorn

From: Stacey Poole
Sent: 13 June 2018 15:28
To: Michael Thorn
Subject: Re: Football Pitches Kingsreach

Hi Mike

Apologies for the delay in getting back to you. Below is a bit of a quick update. Would be great to meet up when were you thinking?

Quick up date:

- Knee Rail Fencing to POS 1, part of 3 and the gym equipment in 5 will be installed June 18.
- The small POS area off Rutherford Way – I have asked for the boulders to be replaced as discussed with an alternative feature. This POS area was part of a reserved matters application which was approved. Once I have the approved drawing from Emma I can progress this will be down for 12 months maint.
- **The Linear Park** is currently being maintained by the consortium, further planting works commenced 12th Feb and to be completed by the end of May, I need to review with DE. Hand over and to whom to be discussed following the completion of the planting. **Under the s106 Consortium to agree who is to take on the land, it can be offered to CBC. Please advise on this.**
- The Linear Park - Once completed there will be a Maintenance Period of 12 months – If Developer Eyes install planting as per schedule 12 month period will cease May 2019.
- **POS 1 Super Leap** – installed 2016, currently being maintained by the consortium. Hand over discussed. Open to the public. Will take on without maintenance period as being well maintained. Timber knee rail to be installed asap. Pitches to be signed off. Hand over July 2018 (aim).
- **POS 2 Super Leap** – works started May 2018, due to be open end June 2018. 12 month maintenance period. **POS 3 super NEAP & Super Lap** – equipment installed waiting on ROPSA to take place which will cover the balancing ponds in pitches area. Hand over to be discussed. Not yet open to the public, aiming for July 2018. 12 month maintenance period. Further works to the pitches of POS 3 to have a programme in place to have pitches running by Oct 18. 12 month maintenance period ending Oct 2019.
- **POS 4** – equipment installed, due to be open 1st July 2018. X12 months maintenance period ending July 19. MVK to complete footpaths and DE to complete the landscaping.
- **Rutherford Way POS** - works started 26th March 2018, due to be open July 2018. X12 months maintenance period ending July 19. MVK to complete footpaths.
- **POS 5 Fitness Area** - installed 2016, currently being maintained by the consortium. Hand over to be discussed. Open to the public. CBC will take on without maintenance period as being well maintained. Timber knee rail to be installed asap (June). Pitches to be signed off around the TWSM compound. Hand over July (aim). TWSM compound on part of the pitch area.
- **CPS 7 (Finzi Grove)** - installed late 2017, currently being maintained by the consortium. Hand over to be discussed. Open to the public. 12 month maintenance period ending Oct/Nov 2018.
- **CPS 11/IRS 17A/IRS 16** - works due to start July 2018. Quote to be agreed and planning as not in s106, will be in Site 3. I did see this within the section 106 for site 3. Lorraine CBC to confirm.
- **Temp Community Centre** – Lisa to confirmed Hockey Club want it. AI/SP to respond to Lisa's email. Date for removal to be confirmed.

Kind regards

Stacey

Stacey Poole