



Ref: Agenda/PLOS-02042019

28th March 2019

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 2nd April 2019** 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

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

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**

For Members to receive the minutes of the Public Lands & Open Spaces Meeting held on **Tuesday, 18th December 2018** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

5. **MATTERS ARISING**

Minutes of the Public Lands & Open Spaces Meeting held on **Tuesday, 18th December 2018**.

6. **ITEMS FOR CONSIDERATION**

a. **Isuzu Grafter**

The Town Council currently operates an Isuzu Grafter 3.5t dropside vehicle with tail lift. The vehicle is on contract hire at £547.08 per month including repairs, maintenance and breakdown cover. The three-year hire term is due to expire July 2019.

Quotations have been sought from four companies to offer a three-year contract hire to include repairs, maintenance and breakdown cover. Of these, only one company has provided a quote as required.

The quoted monthly cost is **£486.81** plus VAT, compared to the current arrangement of £547.08 plus VAT per month.

Members are asked to consider replacing the current Isuzu Grafter with a new model at £486.81 per month, funded from operational budgets.

b. **Playground Signage**

Members are asked to consider new playground signage. Suppliers have been asked to quote for 15 Signs with the same writing on as existing signs, new Biggleswade Town Council Logo on, plus Postcode added to each site name, the signs will have different play area names on each one. The size of the signs will be 420 cm Long x 300 cm wide including all fixtures and fittings.

Quotations are attached to this agenda and summarised as follows:

Quote A:	£281.25
Quote B:	£379.35
Quote C:	£497.40

c. **Biggleswade Entrance Signs**

It has been suggested that the 'Welcome to Biggleswade' signage at the entrances to the town could be improved. Members are asked to consider taking this matter forward so that a scheme can be developed and brought back to a future meeting.

7. ITEMS FOR INFORMATION

a. Drove Road Chapel Survey and Repairs

The condition survey has been completed and a written report is expected imminently. In the meantime, remedial work has been carried out to prevent pigeons accessing the chapel tower.

b. Play Equipment Annual Inspections

Independent annual inspections were completed in February. The play areas were given a clean bill of health. A total of 410 items were inspected with the highest risk rating recorded as Low.

c. Update on Tree Works

A programme of tree works is currently under way in a partnership with Town Council Public Realm Team, Bedfordshire Rural Communities Charity, Ivel Valley Volunteers and contractors.

- Mill Lane: A new Walnut tree has been planted to replace a smaller specimen planted to celebrate Town Twinning with Erlensee.
- Dan Albone Picnic Area: Three Horse Chestnut trees were removed due to disease. Five new trees were planted, 4 Alders and one Red Oak. New cycle racks have also been installed.
- The Lakes Recreation Ground: A mix of Silver Birch, Field Maple and Oak trees have been planted. New cycle racks have also been installed.
- Chestnut Avenue Car Park: One Acacia tree is due to be felled and a second tree pruned and monitored due to disease.
- Fairfield Recreation Ground: Maintenance of growth from base of 7 preserved Lime trees and one preserved Scots Pine tree approved by CBC Tree Officer. Application for works to reduce a preserved Horse Chestnut tree is pending approval by the CBC Tree Officer.
- Drove Road Cemetery: ongoing maintenance of various trees is ongoing.
- Drove Road Works Depot: A number of trees have been felled in preparation for the new building.
- Further tree planting: additional tree planting is scheduled for the Autumn at various sites owned by the Town Council.

d. Public Realm Supervisor

The Town Council's Public Realm Supervisor, Mike Dean will be leaving the Town Council at the end of April 2019 for a new opportunity. Mr Dean joined the Town Council staff in 2004 and has led the Public Realm Team since 2009, supporting not just the grounds maintenance operations but also the markets and Town Council events.

The vacancy is being advertised with a closing date of 23rd April 2019.

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.

(None)

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 18 DECEMBER 2018 AT 7.00 PM
AT BIGGLESWADE TOWN COUNCIL, SAFFRON ROAD, BIGGLESWADE**

PRESENT:

- Cllr B Briars (Chair)
- Cllr M North
- Cllr D Albone
- Cllr F Foster
- Cllr M Foster
- Cllr P Sheldon
- Cllr D Strachan
- Mr Peter Dean (BUFC Invited Speaker, Item 4)
- Mr Cristian Colas (BUFC Invited Speaker, Item 4)
- Mr Tim Brown (BUFC Invited Speaker, Item 4)
- Mr Dogan Ffrench (BUFC Invited Speaker, Item 4)

- Mr M Thorn, Deputy Town Clerk
- Mr Bob Catchpole, Works Manager
- Miss Helen Calvert, Meeting Administrator

Members of public – 1

18/12/01 1. APOLOGIES

Cllr S Patel

ABSENT: None

18/12/02 2. DECLARATION OF INTERESTS

- 18/09/02.1 a. Disclosable Pecuniary Interests in any agenda item – None
- 18/09/02.2 b. Non-pecuniary interests in any agenda item – None

18/12/03 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.

There were no public comments.

18/12/04 4. INVITED SPEAKER

Members welcomed Mr Peter Dean, Mr Cristian Colas, Mr Tim Brown and Mr Dogan Ffrench from Biggleswade United Football Club.

A presentation was given highlighting the progress of BUFC over recent years. Members congratulated BUFC on achieving Charter Standard from the FA. Mr Ffrench welcomed opening a discussion with BUFC and Biggleswade Town Council on upgrading their current facilities. Several upgrades were suggested by BUFC such as 3G facility, updated floodlights and an artificial surface so that

a greater number of football matches could be played. It was noted that several matches currently take place outside of Biggleswade and that BUFC aspire to centralise matches in Biggleswade.

It was suggested that BUFC present a masterplan and costings at a future PLOS meeting.

18/12/05 5. MINUTES OF MEETING

18/12/05.1 a. Members received and approved the Minutes of the Public Lands and Open Spaces Committee Meeting held on 18 September 2018.

18/12/06 6. MATTERS ARISING

From the Minutes of the Public Lands and Open Spaces meeting held on 18 September 2018.

18/12/06.1 a. Members asked for an update on Item 7c, Drove Road Cemetery Repairs. Members were informed that there was no further progress on undertaking these works but that this would be brought back to a future Council meeting for discussion.

18/12/07 7. ITEMS FOR CONSIDERATION

18/12/07.1 a. Drove Road Chapel Survey

Members are asked to consider quotations for surveys to the Drove Road chapel.

Quotations are attached to this agenda and summarised as follows:

Quote A	£1,072.80 (includes access equipment hire)
Quote B	£1,155.00 (excludes access equipment hire)

Members agreed that due to the nature of Drove Road Chapel it was essential that the supplier have expertise in old church buildings.

Members were informed that several companies have been contacted but only a few have responded due to the nature of the building.

It was **RESOLVED** to accept Quote A.

18/12/07.2 b. Allotment Dip Tanks

Members are asked to consider the installation of two additional dip tanks at the Kennel Farm Road Allotments.

Quotations for the supply of the tanks and service kits are attached to this agenda and summarised as follows:

Quote A	£448.08
Quote B	£527.12

It was noted that the work would be completed in-house and that the proposed work would be cost and time effective in comparison to digging out the trenches.

It was **RECOMMENDED** to accept Quote A for £448.08.

18/12/07.3 **c. Water Safety Pole**

Members considered a request from Bedfordshire Fire and Rescue Service to fund a Water Safety Board with a reach pole to be installed at the weir alongside Franklin Recreation Ground. The cost of a reach pole is £1,715.00. The Fire Service has already purchased a Water Safety Board with a throw bag and are requesting to install this alongside Dan Albone Picnic Area.

It was **RECOMMENDED** to purchase a water safety board with reach pole for installation by at the weir alongside Franklin Recreation Ground.

It was **RESOLVED** to install the Bedfordshire Fire and Rescue Service water safety board and throw bag at Dan Albone Picnic Area.

18/12/07.4 **d. Tree Removal and Tree Planting**

Members noted the requirement for the removal and maintenance of trees at various locations and considered a proposal to plant trees at a number of different locations in Biggleswade. An application to S106 funds for Countryside Projects is proposed for the purchase of new trees, supported by BRCC. It was **RESOLVED** to accept the proposal as written.

18/12/07.5 **e. Drove Road Tennis Courts – Winter Opening**

Members are asked to consider a request to explore ways to extend the Winter opening hours for the Drove Road tennis courts.

Members agreed that it would be desirable to keep the Tennis Courts open throughout the winter months.

It was **RECOMMENDED** to accept the request to explore ways to extend the Winter opening hours for the Drove Road Tennis courts once the site has been developed.

8. ITEMS FOR INFORMATION

18/12/08.1 **a. Cycle Racks**

Members were informed that S106 funding has been provided for new cycle racks to be placed alongside the Biggleswade Green Wheel at Dan Albone Picnic Area, Franklin Recreation Ground and The Lakes Recreation Ground.

18/12/08.2 **b. Kubota RTVX900 utility vehicle**

Members were informed that The Town Council has taken delivery of a new Kubota RTVX900 utility complete with fittings for snowplough, gritter and water tank.

18/12/08.3 **c. Isuzu Grafter**

Members were informed that the Town Council's Isuzu Grafter 3.5t drop side truck is due for replacement in Summer 2019 and quotations will be prepared for consideration by the PLOS committee in the Spring.

18/12/08.4 **d. Bulb Planting**

Members were informed that the Public Realm Team have been planting spring flowering bulbs at Stratton Way Cemetery and Dan Albone Picnic Area.

18/12/08.5 **e. Allotments**

Members were informed that a secure gate with combination padlock has been installed at the allotments and after an initial period of allotment tenants getting used to the padlock this has been well received. The water supply has now been turned off to prevent freezing pipes during the winter and the internal allotment roads are now closed to prevent rutting whilst the ground is soft.

18/12/08.6 **f. Play Equipment Annual Inspections**

Members were informed that annual play equipment inspections are planned for the new year. Weekly inspections continue to be carried out by Town Council staff.

18/12/08.7 **g. Biggleswade Skate Park**

Members were informed that Central Bedfordshire Council anticipate going to tender with outline design considerations early in 2019 and aspire to open the skate park in time for the 2019 Summer holidays, subject to contracts.

Members felt that residents of Biggleswade should be made aware but agreed that we should await Central Bedfordshire Council's promotion.

It was suggested that the Deputy Town Clerk contact Central Bedfordshire Council to enquire on when information on proposals will be publicised.

18/12/08.8 **h. Drove Road Workshop**

Members were informed that applications have been made to discharge various conditions attached to the planning application of Drove Road Workshop. A response is expected by 8 January 2019.

Members were informed that we are unable to prepare tenders specifications until planning application conditions have been discharged by Central Bedfordshire Council.

18/12/09 **9. 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.

There were no public comments.

18/12/10 **10. EXEMPT ITEMS**

There were no exempt items.

From:
To: [Bob Catchpole](#)
Subject: RE: Quote for Signs
Date: 11 March 2019 10:57:14
Attachments: [image005.jpg](#)
[image006.jpg](#)
[image001.png](#)
[dibond sign with digital print to face with face fixings - option 1.jpg](#)
[shop-sign-freestanding-heat.png](#)

Hi Bob

Many thanks for your enquiry, costs and options as please

Option 1 – 3mm flat aluminium composite display board 420mm x 300mm with digitally printed over laminated face,
With drill holes & fixings - £18.75 each + vat

From: Bob Catchpole [mailto:Bob.Catchpole@biggleswadetowncouncil.gov.uk]
Sent: 11 March 2019 09:15
To:
Subject: Quote for Signs

Please could you give me a quote for 15 Signs with the same writing on as attached picture, new Biggleswade Town Council Logo on, plus Postcode added to each site name, the signs will have different play area names on each one. The size of the signs will be 420 cm Long x 300 cm wide including all fixtures and fittings

Kind Regards

Bob Catchpole
Works Manager
Biggleswade Town Council
The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL
Bob.catchpole@biggleswadetowncouncil.gov.uk
Tel: 01767 313134

From:
Sent: 11 March 2019 09:36
To: Bob Catchpole
Subject: Re: Quote for signs

Good morning Bob,

each panel of 420mm x 300mm with fixings will cost £25.29 +VAT at minimum order of 15 panels.
Installation/Fitting and design service not included.

On 11/03/2019 09:18, Bob Catchpole wrote:

Please could you give me a quote for 15 Signs with the same writing on as attached picture, new Biggleswade Town Council Logo on, plus Postcode added to each site name, the signs will have different play area names on each one. The size of the signs will be 420 cm Long x 300 cm wide including all fixtures and fittings

Kind Regards

Bob Catchpole
Works Manager
Biggleswade Town Council
The Old Court House, 4 Saffron Road, Biggleswade, SG18 8DL
Bob.catchpole@biggleswadetowncouncil.gov.uk
Tel: 01767 313134



Billing Address:

Bob Catchpole

📍 Biggleswade Town Council

The Old Court House
4 Saffron Road,
-, Biggleswade
Postcode: SG18 8DL
P: 01767 313134

Quotation No: 3614

	Qty.	Size	Description	Unit Price	Tax	Total Price
>	15	420x300mm	Play area sign, 15 types	32.16	96.48	482.40
		Aluminium Composite				
>	1	xmm	Courier Delivery (Tracked and Signed)	15.00	3.00	15.00
		DPD Courier				
				Sub Total:		497.40
				VAT:		99.48
				Total:		596.88

Delivery Address:

📍 Biggleswade Town Council

The Old Court House
4 Saffron Road,
-, Biggleswade
Postcode: SG18 8DL

P: 01767 313134

Welcome To Franklins Play Area



Please help us to keep this site in good condition.



In the interest of safety, please do not bring dogs, glass or alcohol into this area.



Please report any concerns to the
Town Council: 01767 313134
enquiries@biggleswadetowncouncil.gov.uk



Biggleswade Town Council