



Ref: Agenda/PLOS-18122018

13 December 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 18<sup>th</sup> December 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 D Albone (Vice Chair)              Cllr P. Sheldon  
   Cllr B Briars (Chair)                      Cllr M North  
   Cllr F Foster                              Cllr S Patel  
   Cllr M Foster                              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. INVITED SPEAKERS**

Peter Dean, President of Biggleswade United Football Club.

#### **5. MINUTES OF MEETINGS**

- a. For members to receive and approve the minutes of the Public Lands and Open Spaces meeting held on 18 September 2018.

#### **6. MATTERS ARISING**

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

#### **7. ITEMS FOR CONSIDERATION**

##### **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)

##### **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

##### **c. Water Safety Pole**

Members are asked to consider 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 Fire Service has already purchased a Water Safety Board with a throw bag and are requesting to install this alongside Dan Albone Picnic Area.

Further information is attached to this agenda. The cost of a reach pole is £1,715.00.

##### **d. Tree Removal and Tree Planting**

A number of trees are required to be removed from the Drove Road Recreation Ground to make space for construction of the new workshop and store. Three trees are also required to be removed from the Dan Albone Picnic Area due to being diseased. A chestnut tree planted at the Splash, Mill Lane to commemorate the Twinning Association has been damaged and is proposed to be replaced with a more substantial tree.

Depending on tree size and location, removal will be carried out either by contractors or Town Council staff. Where appropriate, logs from trees removed from Drove Road Recreation

Ground will be reused as a natural barrier between the Kennel Farm Road allotments and the wildflower meadow.

Further inspections of trees are planned to include a number that are on the boundary with neighbouring properties and maintenance work will be carried out accordingly.

Members are asked to consider the planting of new trees at the following sites:

- Dan Albone Picnic Area
- Drove Road Recreation Ground
- Jubilee Recreation Ground
- Kitelands Recreation Ground
- Stratton Way Recreation Ground
- Stratton Way Cemetery
- The Splash, Mill Lane: replacement Walnut Tree
- Kennel Farm Road Allotments: fruit trees to be planted along the boundary between the allotments and the wildflower meadow.

An application to S106 funds for Countryside Projects is proposed for the purchase of new trees, supported by BRCC.

It is hoped that volunteer community groups will be able to assist with tree planting.

**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.

*I've had correspondence from a resident about the tennis courts at Drove Road being closed on Saturdays over winter. Just wondering why this is the case when we're able to keep them open in summer? Would it be possible to explore ways of having them open at least for a few hours, given they are a popular facility?*

The tennis courts are available to the public to use free of charge. During the summer months the tennis courts are kept open at evenings and weekends by the Biggleswade Town Bowls Club. In Winter months the tennis courts are kept open by Town Council staff during normal working hours.

**8. ITEMS FOR INFORMATION**

**a. Cycle Racks**

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.

**b. Kubota RTVX900 utility vehicle**

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

**c. Isuzu Gafter**

The Town Council's Isuzu Gafter 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.

**d. Bulb Planting**

The Public Realm Team have been planting spring flowering bulbs at Stratton Way Cemetery and Dan Albone Picnic Area.

**e. Allotments**

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.

**f. Play Equipment Annual Inspections**

Annual play equipment inspections are planned for the new year. Weekly inspections continue to be carried out by Town Council staff.

**g. Biggleswade Skate Park**

Central Bedfordshire Council anticipate going to tender with outline design considerations early in 2019, following initial consultation work with local users/residents. It is expected that the successful contractor will undertake further consultation to finalise the design prior to construction. The aspiration is to open the skate park in time for the 2019 Summer holidays, subject to contracts.

**h. Drove Road Workshop**

Applications have been made to discharge various conditions attached to the planning application. Correspondence is attached to this agenda. A response is expected by 8 January 2019.

**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.

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**.

**10. 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.

**(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 18 SEPTEMBER 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 I Bond  
Cllr D Strachan

Mr M Thorn, Deputy Town Clerk  
Miss Helen Calvert, Meeting Administrator

Members of public – 0

**18/09/01      1.    APOLOGIES**

None

**ABSENT:** Cllr S Patel, Cllr P Sheldon

**18/09/02      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

**18/09/03      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.

**18/09/04      4.    INVITED SPEAKER**

None

**18/09/05      5.    MINUTES OF MEETING**

- 18/09/05.1    a.    Members received and approved the Minutes of the Public Lands and Open Spaces Committee Meeting held on 19 June 2018.

**18/09/06      6.    MATTERS ARISING**

From the Minutes of the Public Lands and Open Spaces meeting held on 19 June 2018.

- 18/09/06.1 a. Item 5a BUFC PLOS Meeting 20<sup>th</sup> March 2018 - Cllr D Strachan asked for an update on the renewal of the lease for Biggleswade United Football Club.

The Deputy Town Clerk reported that the paperwork for the lease has been signed but there has been no further update on a date for completion.

18/09/07 7. **ITEMS FOR CONSIDERATION**

18/09/07.1 a. **Additional parking at Jubilee Recreation Ground site**

Members considered correspondence from a resident of Sandy View detailing the parking problems that exist in the surrounding area, with a request to consider the idea that additional parking space is made available by using part of the Jubilee Recreation Ground site.

Members felt that this was a reasonable request considering the parking issues currently present at Sandy View and the surrounding area.

However, providing an additional car park would mean losing part of Jubilee Recreation Ground. Members agreed that we would not want to lose part of this green space which we wish to provide to the community. It was also noted that there may be issues in gaining access to the proposed car park as the entrance would be on privately held land.

It was **RESOLVED** to decline the request due to the need to preserve public open space.

18/09/07.2 b. **Parish Schedules – Update to Site Information and Projects for 106 Funding**

Members considered information held on a CBC parish schedule on current and new projects to be funded by section 106 monies. CBC would like to know if there are any amendments or deletions to the list or any leisure projects the Council have planned. Responses are required by Friday 9th November 2018.

It was noted that quite a lot of land listed in the document does not have ownership listed. Members agreed that we need to be clear on who is responsible for which areas of land.

It was **RESOLVED** to hold a working group to examine the schedules in more detail and report to Council in time to respond by the November deadline.

18/09/07.3 c. **Drove Road Cemetery Repairs**

Members considered quotations for repairs to piers in the western boundary wall at Drove Road Cemetery. It is estimated that nine piers need rebuilding.

It was suggested that it may be a more efficient and cost-effective long-term solution to rebuild all walls at Drove Road Cemetery.

It was **RECOMMENDED** that clarifications on materials and methods be sought to ensure that the repairs were in line with conservation requirements and that a comprehensive programme of works should be carried out to include the repairs to walls between the piers and that this matter should be considered by Town Council to prevent any delays to essential works.

18/09/07.4 d. **Replacement Kubota RTVX900**

Members considered replacement of one Kubota RTV 4-wheel drive utility vehicle that is now 6 years old. The capital cost after discount and trade in would be £14,888. The monthly lease hire cost over 36 months is £447.00 per month plus VAT. (For comparison, the monthly lease hire cost of the 2015 model was £463.13 plus VAT).

Members **RESOLVED** to trade in the 2012 RTV model and acquire a new model on 36-month lease hire as quoted but with the addition of a third year's warranty.

18/09/08 8. **ITEMS FOR INFORMATION**

18/09/08.1 a. **Kitelands Ball Court surface**

Members were informed that works to install a new playing surface under the ball court at Kitelands Recreation Ground are now complete.

18/09/08.2 b. **Drove Road Cemetery Footpaths**

Members were informed that works to remove the uneven footpath along the southern perimeter at Drove Road Cemetery and to repair the surface around the chapel is due to be completed this month.

18/09/08.3 c. **Replacement Tractor**

Members were informed that the new tractor has been delivered and is now being put to work by the Public Realm Team.

18/09/09 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.

No members of the public attended the meeting.

18/09/10 10. **EXEMPT ITEMS**

There were no exempt items.





**Fee Proposal for condition inspection and report.**

**1.0 External condition inspection and prioritised report.**

Site visit and preparation of report.

£356.40

**2.0 Internal condition inspection and prioritised report.**

Site visit and preparation of report.

£385.00

**3.0 Access equipment.**

Specialist access equipment, if required and site visit for spire inspection and report.

£331.40

**Items 1 and 2, for the total sum of £ 741.40 plus VAT**

**Item 3, for specialized access equipment to spire additional cost of £331.40 plus VAT**

The payment of the fees will be on receipt of an initial 20% invoice, prior to commencement, followed by a final submission invoice, on completion of final report.

Please note that my fees are based on the above work items and are exclusive of VAT.

I trust this is of interest and look forward to receiving your instructions.

Should you have any queries or require anything further please do not hesitate to contact me.

Thank you for the opportunity to quote for your project.

Yours sincerely

**xxx**

xxxxx

TELEPHONE/MOBILE:  
REGISTERED OFFICE:  
E-MAIL:

VAT No:

**From:**  
**To:** [Bob Catchpole](#)  
**Subject:** RE: Quote for an inspection of Chapel  
**Date:** 05 December 2018 17:57:33  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)

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Dear Mr Catchpole  
Re; Drove road cemetery.

Thank you for your enquiry. XXXXXX undertake a lot of church inspections under the C of E Diocesan Q.I. system. This chapel building seems essentially similar. Typically we provide a report outlining condition of the structure with an indication of relative urgency for any significant defects. This would cover all areas which are reasonably and safely accessible including spire / roofs. I am happy to use ladders or platform lifts as appropriate to inspect high level areas but these would need to be separately provided / hired for supply to site and are not included in my costs. NB, regarding the reference below to 'unseen work'. I have been in private practice restoring churches / listed buildings for apx 30yrs and worked for English Heritage for 10yrs so with this experience can 'best guess' what we might expect to find in concealed areas. Nonetheless unseen areas are just that and without scaffold + invasive investigation some uncertainty on those areas will always remain.

The condition report is not intended to be a full specification of work. If accurate comparable tenders are later sought for repairs further instruction on the scope + nature of work would need to be added. The cost to inspect and provide a condition report for external area i.e. walls, windows, roofs, guttering, external faces of spire etc. would be £765.00. I have binoculars and a powerful zoom on my camera so expect this might well be managed without special access equipment.

Assuming the internal Chapel inspection and the inspection of the internal spire structure was to be undertaken concurrently with the visit for external works it would add a further £390.00 Both quotes are inclusive of travel + expenses and do not need to have VAT added.

Current commitments mean that if the town council wish to go ahead and confirm this instruction we would be looking to schedule the inspection late January / early February 2019 weather dependant.

I hope this helps, if you have any questions please contact me.

Regards

**XXX**

xxxxxxx

(xxx) xxxx

Website: www.

Bob Catchpole  
 Biggleswade Town Council

Page : 1

Depot : 4

TO:

Card Sale (Cams)

Customer Code 4CARD	Date 07/12/18
Quote Number Q97627	Taken by : Robbie Swale
Customer Code 4CARD	
Your Order Number TROUGH	Terms QUOTATION



QUOTATION

STOCK CODE	QTY. ORD.	QTY. DEL.	DESCRIPTION	PRICE	PER	NET AMOUNT	VAT
WT208	2.00		Water Trough 2.4m x 0.6m x 0.6m Galv	191.25	1	382.50	2
WT201	2.00		Service Box to suit 0.6m/2' wide Trough	26.77	1	53.54	2
WTV13	2.00		Ball Valve Type 2 - 1/2" H.P. c/w Arm	4.80	1	9.60	2
WTV01	2.00		4 1/2" Poly Ball Float	1.22	1	2.44	2
This quote is valid for 30 days from the listed date  E & O E						Goods Total	448.08
						VAT Total	89.62
						Grand Total	537.70

THIS ORDER IS SUBJECT TO OUR STANDARD TERMS AND CONDITIONS WHICH ARE AVAILABLE ON REQUEST. UNLOADING OF OUR VEHICLES IS THE CUSTOMER'S RESPONSIBILITY. IF xxx EMPLOYEES ARE REQUIRED TO ASSIST IN UNLOADING, ALL STATUTORY OBLIGATIONS REGARDING HEALTH AND SAFETY REST WITH THE CUSTOMER. REGISTERED IN ENGLAND No. VAT REG.

**ESTIMATE**

Items for Consideration  
Item 7b Allotment Dip Tanks  
Quote B

**Number : 78738****THIS IS NOT A TAX INVOICE****Invoice Address:**

CASH SALES  
Cash Sale

**Delivery Address:**

CASH SALES  
Cash Sale

Document Type: EST Page 1 of 1

Your Reference	Account	SOP Number	Date
Troughs	CAS999	78738	06/12/2018

Description	Quantity	Price £	Discount %	Net £ *
<u>TROUGH0824</u> 8' x 24" x 24" galvanised water trough - 200 gallons / 909 litres	2.00	201.33 EACH	15.00	342.26 1
<u>TROUGHBOX24</u> 24" galvanised water trough service box	2.00	33.81 EACH	15.00	57.48 1
<u>FLOATHP020</u> ¾" BSP high pressure float valve to BS1212 Part 1	2.00	15.98 EACH	30.00	22.37 1
<u>FLOATPL02</u> 5/16"W x 6" Ø float valve plastic ball to suit ¾" valve	2.00	3.58 EACH	30.00	5.01 1
<u>CARRIAGE</u> Carriage	1.00	100.00		100.00 1

## £ VAT Analysis

Code	Rate	Supplies	VAT	Payment Terms:	Net £	
1	20.00	527.12	105.42	Payment due Immediately		527.12
					<b>VAT £</b>	105.42
					<b>Total £</b>	632.54

The above prices are based on costs prevailing at the date of this estimate and are subject to any subsequent increase in costs. Our prices are open for acceptance within 30 days of this estimate.

Total Order Weight: 181.70kg

## Rescue Pole

Bedfordshire Fire and Rescue Service have been analysing incident data to identify areas of water risk in the County for the purpose to locate water rescue boards. Biggleswade has been identified as an area of risk due to 1 fatality recorded and two other incidents since 2009. It's important to note that these are only incidents recorded by BFRS and don't include near misses where people might have fallen in and self-rescued or where Police might have performed a rescue.



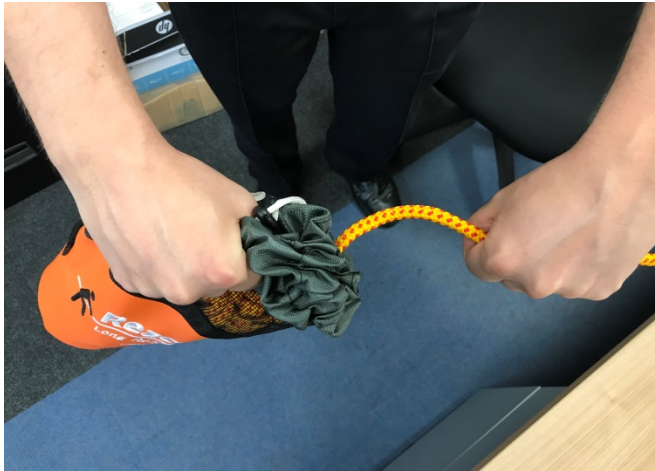
The Fire Service have already ordered the throwline on its own in a portsafe for Biggleswade at a cost of £480.00. A rescue pole on its own in a portsafe will cost £1295.00 and this is what we are asking the Council to fund.

The example above is a Dual Water Rescue Board with portsafe for throwline and rescue pole

The water rescue board includes a throwline and rescue pole which are kept in portsafe boxes. Where lifebuoys are readily available to be used in an emergency they are also susceptible to anti-social behaviour meaning they can easily be removed and might not be in place to be used at time of emergency. Where the throwline and reach pole are kept in portsafes this offers more security to life saving equipment meaning it should be readily available in time of emergency. To access the equipment a person must call 999 to get the code which also ensures that fire service are alerted and means an emergency response will be on route to support the rescue.

The board has written on it a warning to 'Keep out of the water' and also instructions in how to use the equipment.

Where lifebuoys can be heavy and cumbersome to throw, the throwlines are light and much easier to use. You simply hold the rope in one hand, the bag in the other hand and throw out the bag to the person in the water while keeping hold of the rope.



The only issue with the throwline, which is also an issue with the lifebuoys, is once these are thrown out it can take time to draw these back in if the person in the water can't get hold. The reach pole can be extended up to 17 metres and can be directed to the person in the water. This ensures that the rescue equipment will reach the person in trouble. The reach pole also has a hoop attached which means that the person in the water can still grab onto this if they happen to go under the water.

# QUOTE

biggleswade town council

**Date**  
13 Dec 2018

**Expiry**  
10 Jan 2019

**Quote Number**  
QU-20760

**Reference**  
tel call

**VAT Number**  
1

Description	Quantity	Unit Price	VAT	Amount GBP
3mm aluminium sign 1000 x 8000 with posts and Portsafes for Pole	1.00	670.00	20%	670.00
13m Reach and Rescue Pole ULTRALITE with Clamping float and Body Hook	1.00	1,045.00	20%	1,045.00
			Subtotal	1,715.00
			TOTAL VAT 20%	343.00
			<b>TOTAL GBP</b>	<b>2,058.00</b>

## Terms

The offer is based on our standard conditions of sale.

We offer a Lifetime Guarantee on all of our Telescopic Poles. See <http://www./guarantees> for information. (Cameras are as per manufactures warrantee)

**From:** [Grant Fage](#)  
**To:** [Rob Mcgregor](#); [Michael Thorn](#)  
**Subject:** Drove road tennis courts  
**Date:** 14 November 2018 22:12:45

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Hi Rob and Mike

I've had correspondence from a resident about the tennis courts at drove road being closed on Saturdays over winter. Just wondering why this is the case when we're able to keep them open in summer? Would it be possible to explore ways of having them open at least for a few hours given they are a popular facility?

Thanks  
Grant

Sent from Samsung tablet.



## Development Management

### Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



Mr M J Humberstone  
Ivel Design Ltd

**Contact** Julia Ward  
**Direct Dial** 0300 300 4770  
**Email** [julia.ward@centralbedfordshire.gov.uk](mailto:julia.ward@centralbedfordshire.gov.uk)  
**Your Ref**  
**Date** 23 October 2018

Dear Mr Humberstone,

**Application No:** CB/18/01810/FULL  
**Location:** Bowls Club, Recreation Ground, Drove Road, Biggleswade  
**Proposal:** Proposed new grounds maintenance workshop, storage facilities and general alterations to existing site.

Thank you for your application and fee of £116.00 for the discharge of conditions 2-9 to the above development. I confirm that your request was validated on 17 October 2018.

I will endeavour to respond within eight weeks from the validation date. In most cases we should be able to respond before this date. However, the Government has agreed a twelve week period in order to provide sufficient time for the authority to confirm compliance.

In the event that such confirmation is not provided within twelve weeks, on request your fee will be refunded.

Yours sincerely,

*Andrew Davie*

**Andrew Davie**  
**Assistant Director - Development Infrastructure**



**Condition No. 4 and 5**

The alterations to the existing vehicle access points to Drove Road and Glebe Road are indicated on drawing numbers BTC/146/A1/100, 101, 102, 103 and 104

**Condition No. 6**

See enclosed drawing number BTC/146/A1/PC/02 for the location of the cycle parking at the bowls club.

**Condition No. 7**

The first floor windows and glazing to the proposed building are indicated and denoted on drawing BTC/146/A1/PC/01

**Condition No. 8**

The soft and hard landscaping information is indicated on drawing BTC/146/A1/PC/02 The landscaping and planting will be carried out by the Biggleswade Town Council ground maintenance team and they can be contacted if any further information is required.

**Condition No. 9**

Please find enclosed the information relating to the acoustic timber fencing. The style of fence would be the 12K environfence 2000mm high

I hope all the enclosed information and drawings meet with your approval but if you require any further information or clarification please do not hesitate to contact me.

Yours Sincerely

Martin Humberstone  
Encs