



Ref: Agenda/PLOS-24/11/2020

19th November 2020

Dear Sir/Madam

All Members of the Public Land and Open Spaces Committee are hereby summoned to the **Public Land and Open Spaces Meeting** that will take place on **Tuesday 24th November 2020 via Virtual access, Biggleswade** commencing at **7.00 p.m.** in order to transact the under mentioned items of business.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Peter Tarrant', written over a horizontal line.

Peter Tarrant
Town Clerk & Chief Executive

Distribution: Committee Members
Notice Board

Committee Members: Cllr F Foster (Chairman)
Cllr L Fage (Vice Chairman)
Cllr K Brown
Cllr G Fage
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr Mrs M Russell
Cllr D Strachan
Cllr C Thomas

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**

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

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

3. **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. (Members of the public will be allowed one three-minute slot).

Please register in advance for this webinar:

https://zoom.us/webinar/register/WN_MdFBt6y5QdSN3mtGGqI7Rg

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 MEETING**

- a. For Members to receive and approve the minutes of the Public Land and Open Spaces Committee meeting held on **Tuesday 18th February 2020**.

5. **MATTERS ARISING**

- a. Minutes of the Personnel meeting held on Public Land and Open Spaces Committee meeting held on **Tuesday 18th February 2020**.

6. **ITEMS FOR CONSIDERATION**

a. **Public Realm Equipment**

A written report from Officers regarding the replacement of Public Realm equipment.

b. **Public Realm Depot**

An oral report from Officers regarding the identification of a depot.

c. **Drove Road Cemetery and Chapel**

A written report from Officers regarding building work improvements to the Drove Road Cemetery and Chapel.

d. **Staff update**

An oral report from Officers with regards to Public Realm.

e. **Stratton Way Cemetery**

An oral report from Officers regarding Stratton Way Cemetery.

f. **Allotments**

An oral report from Officers regarding the allotments.

g. **Tree Inventory**

An oral report from Officers regarding the tree inventory.

h. **New ways of working/managing projects**

An oral report from Officers regarding new ways of working / managing projects.

7. **ITEMS FOR INFORMATION**

None.

8. **PUBLIC OPEN SESSION**

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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 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 FEBRUARY 2020 AT 7.00 PM
AT BIGGLESWADE TOWN COUNCIL, SAFFRON ROAD, BIGGLESWADE**

PRESENT:

Cllr F Foster (Chairman)
Cllr L Fage (Vice Chairman)
Cllr K Brown
Cllr M Foster
Cllr M Knight
Cllr M North
Cllr D Strachan
Cllr C Thomas

Mr P Truppin, Acting BTC Town Clerk
Mr B Catchpole, BTC Works Manager
Mrs J Durn, BTC Meeting Administrator
Cllr I Bond – In attendance
Members of public – none

18/02/01 1. APOLOGIES

Cllr R Pullinger, Cllr M Russell

ABSENT

None

18/02/02 2. DECLARATION OF INTERESTS

- a. Disclosable Pecuniary Interests in any agenda item – None
- b. Non-pecuniary interests in any agenda item – Item 7c, Cllr K Brown

18/02/03 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 questions.

18/02/04 4. INVITED SPEAKER.

There was no Speaker in attendance.

- 18/02/05 5. **MINUTES OF MEETING FROM THE PLOS MEETING HELD ON 10 DECEMBER 2019**
- 18/02/05.1 a. Members **RECEIVED** and **APPROVED** the Minutes of the Public Lands and Open Spaces Committee Meeting (PLOS) held on **10th December 2019**.
- 18/02/06 6. **MATTERS ARISING**
- Matters Arising from the Minutes of the Public Lands and Open Spaces (PLOS) meeting held on 10 December 2019.
- 18/02/06.1 a. Cllr D Strachan: **Item 4 10/12/04 The Great Outdoor Gym Company**. Council would like to receive additional information and costs, following which this item to be placed on a future Agenda to discuss whether it would be beneficial to Biggleswade.
- Mr Catchpole will obtain that information.
- 18/02/07 7. **ITEMS FOR CONSIDERATION**
- 18/02/07.1 a. **Jubilee Recreation Ground – Ashly Gardens**
- Members were asked to consider a request from a resident to open the fencing between Ashly Gardens and Jubilee Recreation Ground.
- It was **RECOMMENDED** that the Council reply to the resident to advise them that there is an alternative route.
- It was **RECOMMENDED** that the Council inform the resident of the original planning application so that information on alternative routes may be obtained.
- It was **RECOMMENDED** that the Council establish a dialogue with the developer in order to fully understand the requirements.
- 18/02/07.2 b. **Biggleswade Cricket Club**
- Council have received a request from Biggleswade Cricket Club for permission to install a second cricket crease at Fairfield Recreation Ground.
- It was **RESOLVED** that Biggleswade Town Council have no objection to this request.
- 18/02/08 8. **ITEMS FOR INFORMATION**
- 18/02/08.1 a. **Works Managers Report**
- Members thanked Mr Catchpole for his comprehensive report.
- There were concerns over the lack of progress on the Drove Road Workshop. It was agreed that this matter is now being dealt with by the F&GP Committee. It was **RESOLVED** to pass this forward to the next F&GP Agenda.

18/02/09 **9.** **Budget Report**

Members received copies of Detailed Income and Expenditure based on actual budget heading 31st December 2019, and Detailed Income and Expenditure based on projected budget heading 31 December 2019.

This information was **NOTED**. Following discussion on the format, the Clerk will take Member's comments back to the Accountant for inclusion in the documents.

18/02/10 **10.** **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 questions.

18/02/11 **11.** **EXEMPT ITEMS**

There were no exempt items.

BIGGLESWADE TOWN COUNCIL
Report to Public Lands and Open Space Meeting 24th November 2020
Public Realm Equipment

Implications of Recommendations

Corporate Strategy: None

Finance: £34,364 current financial year and £3,792 new financial year. Both sourced from capital reserve

Equality: None

Environment: None

Community Safety: None

Background

This report has been created by the Town Clerk, Public Realm Manager and Chargehand. It relates to the replacement of old, unsafe, and outdated equipment. This would enable the Public Realm Team to carry out their responsibilities in a safe and efficient manner.

Introduction

The Public Realm Team carry out a range of tasks and duties maintaining land around the town using various pieces of equipment. A lot of the equipment is used constantly from March through to late October and sometimes later due to the growing season, this eventually leads to breakdowns/wear and tear on the equipment, the loss of time and costs involved getting repairs carried out.

Overview:

- The push along lawn mowers are believed to be non-commercial mowers and are coming to the end of their life. They are serviced every year, but breakdowns are becoming more common.
- The chainsaw is a few years old and has been used regularly will need replacing for a more commercial one to enable the team to do more tree work.
- The team only have two leaf blowers and a new one would add to the capacity of leaf clearance.
- Hedge trimmers are used constantly and are over 3 years old, these will need replacing due to wear and tear.
- Strimmer's are over 6 years old and in constant use, these will need to be replaced due to wear and tear.
- The Kubota M6060 tractor could be used far more efficiently by the addition of a 4 in 1 bucket and a set of pallet forks. The 4 in 1 bucket is versatile and can be used to dig, shovel, pick up, move items and hold them while they are being fixed in place. The pallet forks would make deliveries easier to unload and move around large bulk bags of ballast or sand with no risk to operatives.
- The woodchipper, which has been stored outside under a tarpaulin for over 15 years and is old and rusty. It works by being attached to the tractor, so this ties the tractor up all day when it could be doing other jobs. It has been repaired a few times as water gets into the electrics and is now dangerous to use and thus needs replacing. This is not currently in operation.

- The trailer, which is over 15 years old is used to move items around town, collect hedge cuttings, leaves and taking away fly tips is stored outside, rotting away and again needs replacing.

Summary

Please see below a summary of new equipment required:

Equipment	Date required	Individual cost	Sub total
4 Push along mowers	End of March	£800	£3,200
4-ton tipping trailer 3.35m x 1.83m with removeable drop sides, mesh extension sides and road lighting	End of March	£6,288	£6,288
TS WS/16-35D Mobile Hydraulic feed, road tow woodchipper 180mm capacity, 34hp Diesel engine	End of February	£18,325	£18,325
Stihl MS261 18" Full Pro chainsaw	End of March	£660	£660
Pair of pallet forks	End of March	£837	£837
4 in 1 bucket to suit existing Kubota Tractor M6060	End of February	£1,574	£1,574
Stihl BG86 Blower	End of December	£280	£280
4 x Stihl H45 Hedge trimmer	End of May	£300	£1,200
4 x Stihl Strimmer	End of May	£648	£2,592
Total			£38,156
2019/2020			£34,364
2021/2022			£3,792

The above costings are net of VAT and should be considered as indicative as they are from one single supplier. Additional quotations will be gathered as will an understanding of lease options.

Recommendation

To note the requirement to replace this equipment. A report will be presented to Council once all the estimates are received.

Bob Catchpole
Public Realm Manager

BIGGLESWADE TOWN COUNCIL
Report to Public Lands and Open Space Meeting 24th November 2020
Drove Road Cemetery and Chapel

Implications of Recommendations

Corporate Strategy: None

Finance: Details to be provided once estimates/tenders received. Will be sourced by capital reserve

Equality: None

Environment: None

Community Safety: None

Background

This report has been created following Members request for an update on Drove Road Cemetery and Chapel.

Introduction

Drove Road Cemetery and Chapel was visited on Friday the 13th of November by Officers and Members to see what works are required.

Discussions and ideas were exchanged between Officers and Members regarding the front wall and railings, the side wall that leads to 120A Drove Road, the front and rear gates, the tarmac levels at the entrance gates and around the Chapel building. Members were also shown inside the two chapels.

Please see a summary below of the work required.

A discussion took place on the state of some of the graves and the consensus was that the graves should be cleared of any vegetation, also there was a discussion around repairing some of the graves in the cemetery that were broken. Some graves have kerb stones broken and look uncared for. Efforts will be made to track down any relatives to see if they would be willing to repair them but if not, the Council will take on responsibility for their maintenance.

There has been reports of anti-social behaviour in the cemetery and needles found with other drug paraphernalia, mainly behind the long hedges near the rear entrance. The areas have been sealed off to discourage this behaviour and a discussion took place around locking the cemetery gates at night.

The signs at the entrances state that the cemetery is open to the public between the hours of 09:00 am – 4:00 pm between January – March and October – December and 9:00 am – 8:00 pm April – September. Once repaired the gates will be locked.

A tree survey will be done to identify if any work is required on the trees and if any need removing; the Council will use our retained Tree Surgeon.

Litter bins will be replaced and updated to fit in with the surroundings. The two concrete planters will be updated or replaced in the future.

Once the new workshop / unit has been sourced, there is a possibility of leasing out one Chapel for commercial use which would bring in income and parking bays could be made at the rear of the cemetery to make this more attractive to potential commercial clients.

Summary

Area	Work Planned
Front Wall	To completely remove wall and rebuild on solid foundations. (Specification to be written by Hawkins Historic Limited)
Chapel	To carry out all repairs picked up in the survey. (Specification received from Hawkins Historic Limited)
Side Wall	To carry out repairs and make good. (Specification to be written by Hawkins Historic Limited)
Rear Wall	To increase the height of the wall to deter entrance to cemetery when locked. (Specification to be written by Hawkins Historic Limited)
Gates	To source new front and back gates. (Specification to be written by Hawkins Historic Limited)
Railings	To replace railings at the front to the original style. (Specification to be written by Hawkins Historic Limited)
Tarmac	To level approx. 30 metres of tarmac at the front gate entrance and level tarmac around Chapel building with good drainage as tarmac levels too high around the building and will cause water egress issues. (Specification to be written by Hawkins Historic Limited)

Recommendations

To note the contents of this report.

A full and detailed report will be presented to Council once the estimates and/or tenders have been received.

Consideration is also being given to sequencing each of these projects. This will be addressed in the report.

Bob Catchpole
Public Realm Manager