

Ref: Agenda/PLOS2910714

23 July 2014

Dear Sir or Madam

I hereby give notice that a meeting of the **Public Land & Open Space Committee** will take place on **Tuesday 29 July 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

Distribution:

All Town Councillors  
Bedfordshire Police  
Notice Boards (2)

Central Bedfordshire Council  
Biggleswade Library  
Biggleswade Chronicle

Biggleswade Advertiser

Committee Members:

Cllr P Biernis  
Cllr B Briars  
Cllr M North  
Cllr Mrs W Smith (Chair)  
Cllr G Wilson (Vice Chair)

Cllr I Bond  
Cllr Ms S Mulchrone  
Cllr Mrs H Ramsay  
Cllr S Watkins

## **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**

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.

### **4. MINUTES OF MEETINGS**

- a.** For Members to receive the minutes of the Public Lands and Open Spaces meeting held on 1 April 2014

### **5. MATTERS ARISING**

- a.** From the meeting held on 1 April 2014

6. **ITEMS FOR CONSIDERATION**

a. **Capital Works Programme**

At the Public Land and Open Spaces Committee 1<sup>st</sup> April 2014; it was **RECOMMENDED** that the Deputy Town Clerk produce a summary of priorities according to urgency and making reference to H&S requirements and other legislation.

A copy of the Capital works programme is attached to this agenda identifying the priorities.

b. **Brunel Drive**

Correspondence has been received from TDS Midlands Ltd asking the Committee to consider the adoption of Brunel Drive.

The Committee last considered this at a Public Land and Open Spaces Committee 27<sup>th</sup> March 2012 where it was It was **RECOMMENDED** that Town Council approved the new play design for Brunel Drive and agree to adopt the play area and the grass surrounding, but do not wish to adopt the steep banks next to the metal works or any other grass areas and that no shrubs are to be planted inside the perimeter; (adopted at the Town Council meeting 24<sup>th</sup> April 2012).

TDS have provided a plan of the areas to be adopted and are asking members for agreement on the areas identified along with a figure for a developer's contribution on the transfer.

c. **Fairfield Cricket Pavilion electrical works quotations**

Members are asked to consider the quotations attached for Fairfield Cricket Pavilion Electrical Works.

**Quote A**

**Quote B**

d. **Tennis Court fencing quotations**

Members are asked to consider the attached quotations for replacement fencing at the Tennis Courts, Drove Road.

**Quote A**

**Quote B**

**Quote C**

**Quote D**

e. **Replacement bridge at the allotments**

Members are asked to consider the attached quotations for replacement bridge at the allotments.

**Quote A**

**Quote B**

f. **Memorial Safety Policy Software**

At the Public Lands and Open Spaces Committee 1<sup>st</sup> April 2014 members were asked to consider a quotation for Memorial Safety policy software.

It was **RECOMMENDED** that Town Council request a demonstration, at a full Council meeting, of this software before any decision is made.

The Town Clerk arranged for demonstration of the software along with a demonstration of a similar software.

Members are now asked to consider the attached quotations for digital software.

**Quote A**

**Quote B**

g. **Replacement boundary fencing at Buttercup Mead**

Members are asked to consider the attached quotations for replacement boundary fencing at Buttercup Mead.

Town Councils responsibility is written into the Land Registry title for this land.

**Quote A**

**Quote B**

**Quote C**

**h. Quotations for replacement play equipment at Fairfield recreation ground**

Members are asked to consider the attached quotations for replacement play equipment at Fairfield recreation ground.

**Quote A**

**Quote B**

**Quote C**

**i. Quote for replacement Supernova at Kitelands recreation ground**

For Members to consider the attached quotation for the replacement of the Supernova at Kitelands recreation ground.

No other quotations available as this company are the sole suppliers.

**j. Quotations for replacement play equipment at Franklins recreation ground**

Members are asked to consider the attached quotations for replacement play equipment at Franklins recreation ground.

**Quote A**

**Quote B**

**Quote C**

**Quote D**

**k. Quotations for replacement play equipment at Kitelands recreation ground**

Members are asked to consider the attached quotations for replacement play equipment at Kitelands recreation ground.

**Quote A**

**Quote B**

**Quote C**

**7. ITEMS FOR INFORMATION**

**a. Drove Road Cemetery Maintenance**

At the Public Land and Open Spaces Committee 1<sup>st</sup> April 2014 members were asked to consider the deteriorating boundary walls, footpaths and roadways within Drove Road Cemetery and to discuss appropriate actions to remedy the various issues.

It was **RECOMMENDED** that the Deputy Town Clerk obtain guidance from the Conservation Officer and appropriate options be investigated and quotations obtained accordingly.

A meeting has taken place with the conservation officer who has confirmed that the walls fall within the listed building status. Levitt's are currently drawing up a specification document that can be used to go out to tender for the identified works.

**b. Dog Control Orders**

At the Public Lands and Open Spaces Committee 1<sup>st</sup> April 2014 Members were asked to consider the implementation of Dog Control Orders in the play areas in Biggleswade.

It was **RECOMMENDED** that Town Council pursue the implementation of Dog Control Orders with a particular consideration for 'Dogs on Leads by Direction Order' and that the Deputy Town Clerk generates a list of sites and presents to Members at the next meeting.

Following on from the meeting Central Bedfordshire Council notified the Town Council that they were proposing to implement dog control orders across the whole of Central Beds and were asking that any areas that required dog control orders in Biggleswade should be identified.

A form was completed online and sent to Central Bedfordshire Council identifying all Town Council areas.

c. **2014 Annual inspection and Risk Assessment of Town Council play areas.**

The Annual Play inspections were carried out the week beginning 14<sup>th</sup> July 2014, the inspections covered all the Town Councils play areas covering a total of 216 items to include; the site, gates, bins, fencing seats, signage, surfacing, play equipment and any ancillary items.  
The total risk ratings over all the sites as follows;

Very Low Risk = 89  
Low Risk = 76  
Low – Medium Risk = 42  
Medium Risk = 5  
Medium High Risk = 3  
High Risk = 1

The Assessment sheets are available to view at the Town Council offices; Monday to Friday- (9.30am to 4.00pm).

8. **PUBLIC OPEN SESSION**

A period of up to 15 minutes is permitted to allow members of the public to ask questions.

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.