

Ref: Agenda/PLOS031213

27 November 2013

Dear Sir or Madam

I hereby give notice that a meeting of the **Public Land & Open Space Committee** will take place on **Tuesday 3 December 2013** 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 Mrs W Smith (Chair)
Cllr I Bond
Cllr B Briars
Cllr Ms S Mulchrone

Cllr G Wilson
Cllr S Watkins
Cllr Mrs J Lawrence

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

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 & Open Spaces meeting held on 17 September 2013.

5. MATTERS ARISING

- a. From the Public Lands & Open Spaces meeting held on 17 September 2013

6. **ITEMS FOR CONSIDERATION**

a. **Biggleswade Town Council Memorial Safety Policy**

Following consultation with the local Diocese members are asked to consider recommending that the Biggleswade Town Council Memorial Safety Policy be adopted by Council.

Members are also informed that software options to enable the electronic capture of the individual assessments and is currently being explored.

b. **Biggleswade Town Cricket Club.**

Biggleswade Town Cricket Club are currently considering the purchase of two 20ft storage containers for the storage of grounds maintenance equipment and playing equipment, with the containers to be sited adjacent to the pavilion.

Planning consent would be required for the siting of the containers.

Members are asked to consider this matter.

c. **Grasmere**

This area continues to be monitored and since the works undertaken by Anglian Water earlier in the year there have been no further instances of the site being waterlogged. Twigden Homes have yet to confirm their responsibilities for the attenuation system.

Quotations have been obtained for the removal of the play equipment foundations and bases and subsequent re-instatement to grass.

Members are asked to consider the attached quotations A and B (A third quotation was requested but not received).

d. **Compound at the Acorn centre**

The compound at the Acorn Centre must be vacated by 25th December 2013. Staff have been working over the past few weeks to begin clearing the compound and also to clear the compound area at the rear of the Bowls club where equipment will be relocated to. Staff will continue to progress this work over the coming weeks.

The loss of the Acorn Centre will cause storage difficulties and staff are currently considering sourcing a temporary storage container to be sited at the rear of the bowls club.

Planning consent would be required for the siting of the container.

Members are asked to consider whether they would wish to proceed with submitting a planning application to enable the provision of this additional storage area.

e. **Additional vehicle for works team**

Following the recent staff appraisals a request for an additional works vehicle was included in the feedback taken to the Personnel Committee meeting held on 19th November. The basis of this request is to enable the Works Foreman to work more efficiently.

A Fiesta van or equivalent sized vehicle would suffice. An initial quotation has been obtained for the purchase of a Fiesta van which is £9200. After 48 months the residual value of this vehicle traded in against a new vehicle would be in the region of £3500.00

A quotation to lease the same model Fiesta van has been obtained on a 48 month term and works out to be £171.07 per month, total £8211.36 over the 48 month term.

Members are asked to consider the acquisition of a small commercial vehicle for the commencement of the 2014/2015 financial year and a preference on leasing or purchase that should then be explored.

7. ITEMS FOR INFORMATION

For Members to receive updates on the following items (a – e) from the PLOS meeting held on 17 September 2013:

a. Fairfield Sports Ground

The works completed on behalf of BRCC were completed during September 2013 (Photographs of the works will be displayed in the council chamber for the meeting)

Cliff Andrews BRCC will be arranging for additional trees and bulbs to be planted at the site by volunteers over the next few months.

b. Quotations for works at Eagle Farm Road Pavilion

Repair works were completed during September 2013 and the pavilion is being fully utilised once again by local football teams.

c. New play equipment items Kitelands Recreation Ground

All new items of play equipment have now been installed and the items are proving extremely popular with local youngsters. Additional street furniture has also been installed amongst the play equipment items and at the time of writing Town Council staff are currently installing hard standings under these items.

One new item of play equipment is currently unavailable for use owing to a manufacturing flaw and the supplier is currently awaiting replacement fittings which are expected to be fitted during w/c 9th December 2013.

d. Maintenance and repairs to the Outbuildings and Boundary Walls – Stratton Way Cemetery

Works to repair the boundary walls including the additional works to demolish the two outbuildings were completed on 22nd November 2013. Town Council ground staff will now consider appropriate landscaping designs for the two areas where the buildings were formerly located. Photographs of the completed works will be displayed in the council chamber for the meeting.

e. New play area- Land East of Biggleswade

Members are informed that works to install the new Super LAP play area in Apollo Gardens were completed on 25th October 2013. The works were completed to a high standard and the developer has indicated the site may be offered for adoption during mid-2014, with a view to a transfer concluding during the autumn of 2014.

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.

Exempt Item 10a - Employees

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.