



**MINUTES OF A MEETING OF THE PUBLIC LAND AND OPEN SPACES COMMITTEE**  
**HELD ON TUESDAY 6 DECEMBER 2016 AT 7.00 PM**  
**AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, SAFFRON ROAD,**  
**BIGGLESWADE**

**PRESENT:**

Cllr B Briars (Chair)  
Cllr M Foster  
Cllr M North  
Cllr D Strachan  
Cllr I Bond  
Cllr F Foster  
Cllr Mrs H Ramsay  
Mike Thorn – Deputy Town Clerk  
Sue Crowther - Administrator

Members of Public – There were no members of the public

**06/1201      1.      APOLOGIES FOR ABSENCE**

Cllr P Biernis

**06/1201.1      ABSENCE WITHOUT APOLOGY**

Cllr S Watkins and Cllr Ms R Kerfoot

**06/1202      2.      DECLARATIONS OF INTEREST**

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

06/1202.1      a.      Disclosable Pecuniary interests in any agenda item – None declared

06/1201.2      b.      Non-Pecuniary interests in any agenda item – None declared

**06/1203      3.      PUBLIC OPEN SESSION**

There were no items discussed.

**06/1204      4.      MINUTES OF MEETINGS**

1204.1      Members received and approved the Minutes of the Public Land and Open Spaces meeting held on 20 September 2016 at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade, subject to the following amendment:

Page 1 – Item 0903.2 – Cllr B Briars requested that this item should read as follows: A second member of the public asked if the open area at Stratton Way recreation ground by the cemetery, could be locked, as the area is used at night by dog walkers and youths etc.

**06/1205 5. MATTERS ARISING**

1205.1 a. Matters arising from the minutes of the **Public Land and Open Spaces** meeting held on 20 September 2016.

None

**06/1206 6. ITEMS FOR CONSIDERATION**

1206.1 a. **Dan Albone Picnic Area**

A request has been made to CBC to fund additional picnic benches, knee rail barrier and lockable bollard from S106 monies for Countryside Recreation Space and Green Infrastructure Projects.

Members were asked to consider the choice of materials for additional picnic benches to be installed at Dan Albone Car Park. The options are wood or recycled plastic.

This item was **DEFERRED** until further information is obtained on the choices available and costs.

1206.2 b. **Allotment Clearances and Fees**

Town Council staff have been required to clear an increasing number of allotment plots that have been left in poor condition when vacated by allotment tenants. Clearances include rubbish, carpet and materials used to construct sheds and raised beds including concrete and timber.

Staff are also finding non-green waste being disposed of within the green waste area which means that green waste cannot be managed effectively. There has also been an increase in waste being left around the perimeter of the allotments.

The impact is that staff are regularly diverted away from other duties and there are increased costs for waste management including skip hire.

The current annual rent is £31 for a full plot (approx. 20m x 5m) and £19 for a half plot (approx. 10m x 5m).

A notice period of 12 months is required to be given prior to increasing allotment rents. The rental period for Kennel Farm Road allotments begins 1 September annually.

Members were asked to consider and Recommend to F&GP Committee to increase rents from 2018 to £40 (full plot) and £25 (half plot) from September 2018 and to introduce a rent deposit scheme for new tenants of £50 per plot from April 2017.

Members discussed changing the start of the annual rental period from September to April or an alternative time if appropriate. This matter was requested for a future PLOS agenda item to allow time for the Deputy Town Clerk to research the legal implications.

It was **RECOMMENDED** to F&GP committee to increase allotment rents to £40 (full plot) and £25 (half plot) from September 2018 and to introduce a rent deposit scheme for new tenants of £50 per plot from April 2017.

**06/1207 7. ITEMS FOR INFORMATION**

**1207.1 a. Fairfield Road Play Area Fence and Gates**

Works to install new bow top fence and Easy Gates at Fairfield Road play area are complete.

This was noted.

**1207.2 b. Kitelands MUGA panels**

The MUGA panels have been installed at Kitelands Recreation Ground. Agreement has been reached with CBC for this project to be funded by S106 monies for Outdoor Sport.

This was noted.

**1207.3 c. Public Open Space at Kings Reach**

There is no further update on timescales for the transfer of Public Open Space at Kings Reach. A further meeting has been requested with CBC officers to discuss arrangements for transfer and commuted sums.

This was noted.

**1207.4 d. Grounds Maintenance Workshop and Storage Facility**

Site surveys have been requested at Drove Road and Stratton Way Recreation Grounds in preparation for plans for an improved workshop and storage facility at Drove Road and the possibility of relocation of the Tennis Courts to Stratton Way.

Mike Thorn said he hoped to have more information for Members for the next PLOS meeting.

**1207.5 e. Biggleswade Splash Park Committee**

Discussions are ongoing with members of the Splash Park fundraising committee. Further details and specifications are being prepared as well as indicative costs.

This item was noted. Cllr B Briars said this may need to be discussed at a separate meeting.

**06/1208 8. PUBLIC OPEN SESSION**

There were no items discussed.

**06/1209 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.

**Item 10a - Contracts**

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.