

**MINUTES OF A MEETING OF THE PUBLIC LAND & OPEN SPACE COMMITTEE HELD ON 1 APRIL 2014 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, SAFFRON ROAD, BIGGLESWADE**

**Present:** Cllr Mrs W Smith (Chair), Cllr Mrs J Lawrence, Cllr S Watkins, Cllr G Wilson, Cllr I Bond,  
Cllr B Briars, Cllr Mrs H Ramsay, Cllr P Biernis  
Louise Wilcox – Deputy Town Clerk  
Sue Crowther – Administrative Assistant

**1. APOLOGIES**

No Apologies were received.

**2. DECLARATION OF INTERESTS**

**(a) interests in any agenda item - none declared**

**(b) interests in any agenda item – none declared**

**3. PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

**4. MINUTES OF MEETINGS**

a. Members received the minutes of the Public Lands and Open Spaces meeting held on 3 December 2013.

**5. MATTERS ARISING**

a. From the Public Lands and Open Spaces meeting held on 3 December 2013 - none

**6. ITEMS FOR CONSIDERATION**

**a. Heritage Open Day 2014**

Members are asked to consider opening Drove Road Cemetery Chapel for Heritage Open Day 2014.

It was **RECOMMENDED** that Town Council agree to the opening of Drove Road Cemetery Chapel for a Heritage Open day.

**b. Capital Works Programme**

For Members to consider the Capital Works Programme for 2014/2015 and to identify priorities. At the time of writing details of S106 funding held by CBC is awaited.

Members discussed various areas requiring attention.

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.

**c. Drove Road Cemetery maintenance**

Members are asked to consider the deteriorating boundary walls, footpaths and roadways within Drove Road Cemetery and to discuss appropriate actions to remedy the various issues.

Cllr Mrs W Smith advised members of the various areas of concerns and outlined some initial costs and options for works that had been obtained. Cllr Mrs W Smith advised that the Deputy Town Clerk had been seeking guidance from the CBC Conservation Officer.

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

d. **Play Equipment updates**

Members were advised that recent works have been undertaken to remove the entrance gate at Stratton Way Recreation Ground, the log climber at The Lakes and also the Supernova (rotating item) at Kitelands Recreation ground.

Members should be aware that following the change of insurance providers taking place on 01/04/14 there will be a need for an independent annual inspection to be conducted and defects remedied within a 60 day timescale or items removed.

Information is currently being obtained on two play inspection software applications that enable the comprehensive capture of the condition of items and the details of all repair works carried out. Members are asked to consider the following quotations for replacing gates that have been removed from the play areas at Foxglove and Stratton Way play areas.

**Quote A**

**Quote B** (Note - Town Council supplying the gates)

Cllr Mrs J Lawrence proposed that **Quote A** be accepted this was seconded by Cllr S Watkins therefore:

It was **RECOMMENDED** that **Quote A** be accepted.

e. **Dog Control Orders**

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.

f. **Memorial Safety Policy software**

Members were asked to consider the attached 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.

g. **Acorn Centre**

The Town Council vacated the premises at the Acorn Centre in February 2014. This has as expected caused some pressures on storage arrangements for the Town Councils plant and equipment. The Deputy Town Clerk will provide an update to members on a number of electrical matters that will need to be addressed at the Drove Road workshop as a result of the increased usage.

Louise Wilcox informed Members that the temporary storage container at Drove Road houses the mower, but the other equipment will not fit into it, and as there has been two break-ins, secure storage of equipment is an area of concern. A quotation for updating the wiring, installation of emergency lighting and storage containers had been obtained.

It was **RECOMMENDED** that further quotations be obtained.

7. **ITEMS FOR INFORMATION**

a. **Grasmere**

An order was issued in January 2014 to remove the former play equipment bases at Grasmere. Following the prolonged wet weather it has not yet been possible for the works to be undertaken. The ground is currently not firm enough for the works to be carried out without causing serious disturbance

to the grassed areas. This matter will continue to be reviewed and the works completed as soon as possible.

It was **RECOMMENDED** that this be noted.

**b. Purchase of additional vehicle for works team**

The Deputy Town Clerk has considered a number of options for used vehicles and is currently exploring options for an electric vehicle. Information is attached to this agenda showing a number of types of vehicle body and used prices.

It was **RECOMMENDED** that the option for an Electric Vehicle be investigated further.

**8. PUBLIC OPEN SESSION**

There were no items discussed during the public open session.

**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.

Agenda 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.