

**MINUTES OF A MEETING OF THE PUBLIC LAND & OPEN SPACE COMMITTEE HELD ON 3 DECEMBER
2013 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 Ms S Mulchrone,
Cllr G Wilson, Cllr Mrs H Ramsay
Louise Wilcox – Deputy Town Clerk
Sue Crowther – Administrative Assistant
Members of the public – 1

1. APOLOGIES

Apologies were received from Cllr I Bond

2. DECLARATION OF INTERESTS

- (a) Disclosable Pecuniary Interests in any agenda item – none declared
- (b) Non-pecuniary 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 & Open Spaces meeting held on 17 September 2013.

5. MATTERS ARISING

- a. From the Public Lands & Open Spaces meeting held on 17 September 2013 - none

6. ITEMS FOR CONSIDERATION

a. Draft copy of Biggleswade Town Council Memorial Safety Policy

Further to the PLOS meeting held on 17 September when a copy of the draft Biggleswade Town Council Memorial Safety Policy was attached for Members consideration.

It was **RECOMMENDED** that this document be sent to the Diocese of St Albans for consultation and referred back to the next meeting of this committee for recommended adoption.

It was **RECOMMENDED** that Town Council now adopt this policy.

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.

It was **RECOMMENDED** that Town Council agree to the installation of the containers but request that screening is used to hide them. It was also **RECOMMENDED** that the Cricket Club apply for planning permission and notify Town Council when this is obtained.

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).

It was **RECOMMENDED** that Quote B is accepted.

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.

It was **RECOMMENDED** that Town Council proceed with submitting a planning application and that consideration will be given to the location of the container so as not to interfere with residents.

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 be 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.

It was **RECOMMENDED** that Town Council investigate the cost of purchasing a low mileage used vehicle.

f. Request from BUFC

BUFC has requested that Town Council install floodlights at Eagle Farm Road and The Lakes football pitches.

A copy of their income and planned pay back was attached to this agenda.

It was **RECOMMENDED** that Town Council refuse this request on financial grounds.

7. ITEMS FOR INFORMATION

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

a. Grasmere

Following the last meeting and works undertaken by Anglian Water the basin area has completely dried out and the Town Council have been able to resume regular grass cutting operations.

Furthermore the remaining items of play equipment and street furniture have also been removed from Site. Prices are currently being obtained to excavate the safety surfacing bases and then backfill with topsoil and seed.

The Deputy Town Clerk has had communications with Twigden Homes, CBC, IDB and Anglian water regarding the area at Grasmere. Twigden Homes have been asked to confirm that the basin and also the adjacent ditch falls within their title. It is also believed that further drainage systems along to the rear of Lincoln Crescent adjacent to CBC adopted open space are also still in the hands of the developer.

Anglian Water have advised that they have no further works required in this location and are satisfied with the functioning of the basin. The Deputy Town Clerk is currently pursuing with Anglian Waters local manager an issue with the recently installed kee klamp fencing and a partially blocked outlet grille.

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

b. Fairfield Sports Ground

The Deputy Town Clerk attended a pre start meeting on site with Cliff Andrews (BRCC) and contractor, works are expected to commence during w/c 16th September.

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

c. Quotations for works at Eagle Farm Road Pavilion

Repair works commenced on Monday 9th September, with contractors expecting to complete on site on during w/c 23rd September.

It was **RECOMMENDED** this information be noted

d. New play equipment items Kitelands Recreation Ground

All items of equipment are due to be delivered by 20th September and installation works are due to commence in early October.

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

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

Works are due to commence during w/c 23rd September.

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

f. New play area- Land East of Biggleswade

Members are informed that works to install the new Super LAP play area in Apollo Gardens commenced on 9th September and are due to complete by 9th October. The Deputy Town Clerk has been provided with opportunities to meet on site and review the installation and associated landscaping works, with the first such meeting taking place on 12th September. The site is expected to be offered to the Town Council for adoption.

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

g. Compound at the Acorn centre

CBC has now provided written confirmation that the compound at the Acorn Centre must be vacated by 25th December 2013. CBC has confirmed that the Town Council have permission to retain the sectional building. Quotes are currently being obtained for the dismantling of the building. The Town Clerk and Deputy Town Clerk have discussed the possibility of an area of land being provided at the development Land East of Biggleswade where a compound could be sited and the sectional building erected, this request was met favourably with the developers and is likely to be deliverable in approximately 18 months' time.

It was **RECOMMENDED** that members continue to be kept informed

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.

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.