



Order of meetings for 18<sup>th</sup> July 2018  
**7.00pm** Planning  
**7.45pm** Rec. Grounds, Public Lands & Lighting

## STOTFOLD TOWN COUNCIL

Dear Councillor,

**You are hereby summoned to attend a meeting of the Recreation Grounds, Public Lands & Lighting Committee, on Wednesday 18<sup>th</sup> July 2018, at 7.45pm, in the Council Chamber, Greenacre Centre, Stotfold**

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### AGENDA

- 1. To receive apologies for absence**
- 2. To receive disclosures of Members interests on matters contained in this agenda**  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
- 3. Public participation – questions, comments and responses**  
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
- 4. Clerk's Report, Correspondence Received and Matters Arising for information**  
Clerk's Report – see Agenda Report  
Correspondence – Woodland Trust 'Broadleaf' Summer 2018 edition
- 5. Landscape Maintenance & Management Plan – Arlesey Road**  
For information, a copy of the Landscape Maintenance & Management Plan for the Arlesey Road site is available for Members. This includes an outline of the purpose, the site, the Town Council's maintenance responsibilities and the Football Club's area of maintenance responsibility.
- 6. Quotes for pitch and recreation area maintenance – Arlesey Road**  
To consider quotes received from our Landscape Contractor for remedial works to the drained pitch area (not stadium pitch) at Arlesey Road, plus quotes for ongoing maintenance work. See attached. The Clerk will provide an explanation of each quote at the meeting.
- 7. Footpath link from Drovers Lane to Riverside Playing Field (Kingfisher Way public right of way)**
  - i) To receive an update on a resident's request to link Drovers Lane to Riverside Playing Field (see Agenda Report and attached photographs)
  - ii) To formally resolve that we wish to see a footpath link between these two areas and to put a request in writing to Central Beds Council
  - iii) To consider whether we wish to take on clearance of a new footpath link from the Town Council leased boundary only to the existing Kingfisher Way, or whether we wish Central Beds Council to take on cutting under their seasonal clearance programme. Note, the footpath link inside the Drovers Lane development boundary will be the responsibility of the developers, as this area has not been adopted.

**8. Barriers and footpath obstacles**

Following a request to meet with Steve Lakin, Principle Highways Officer (see Matters Arising), he advises that Central Beds Council's policy espouses 'least restrictive access'. Unless there are road safety grounds, they would support the removal of barriers that create issues for users of disability scooters and wheelchairs. A copy of their policy on access controls is available [http://www.centralbedfordshire.gov.uk/images/least-restrictive-access-policy\\_tcm3-6501.pdf](http://www.centralbedfordshire.gov.uk/images/least-restrictive-access-policy_tcm3-6501.pdf) (a hard copy is available to view in the office). He has requested an annotated map showing the location of each barrier we have reported so he can check whether the land is part of the public highway, and this is being provided.

He also asks if the Town Council would be willing to match fund a programme of barrier removal works through an RMF application – this would raise the likelihood of a scheme being approved for funding in the Annual Plan for 2019-20. Cost depends on number of barriers to be removed.

**9. Site inspection – Land South of Stotfold Development – public art**

During June, the Clerk, Council Chairman and Vice-Chairman undertook a walkabout of the Land South of Stotfold development with the Central Beds Council Landscape Planner/Public Art Officer, Ecologist and representatives from Taylor Wimpey and Persimmon Homes. A report on remedial landscaping works is awaited and will be reported to Committee when available.

During the visit, discussions were held regarding Section 106 public art money remaining for this development, and this Council's previous wish to see an art/landscaped performance area on the park land to the rear of the Greenacre Centre. This area is also to be used as an area for people to meet, sit and talk. The sum of £43,828 is available, and the Landscape Planner/Public Art Officer suggests additional features such as bespoke street furniture/waymarking to compliment the performance area/community hall setting.

Previously, Council has expressed a wish to see a type of 'forum' area, for sitting, performing, etc. The Public Art Officer has asked the Committee for feedback on a concept for the project, and this will help inform the draft public art brief.

**10. ROSPA report – replacement of shackles, chains and seats** (lead on item – Councillor S Hayes)

The ROSPA report for a number of years now has highlighted potential wear on shackles and chains and a number of seats on all of our swings. Members are asked to consider replacing all shackles, chains and seats, including reinstating some swings which are now missing – cost of maximum £2,155, labour £300. (Breakdown in Agenda Report) This is with a view to retaining any seats that are in reasonable condition as spares for future, thus we will be able to demonstrate as far as ROSPA is concerned that we have renewed any potential wear items on swings and we can then monitor going forward, knowing we start from a safe base. It is accepted that there is no definitive method of testing the frames, which will continue to be highlighted in their reports.

**11. Consultation – proposed traffic calming Rook Tree Lane**

To consider proposed traffic calming measures for Rook Tree Lane – raised junction on Rook Tree Lane at junction with new access road for development currently under construction. See attached Public Notice and plan. Deadline for comments 20<sup>th</sup> July.

**12. Allotment fees**

To consider the current allotment plot tenancy rates, and whether to apply an increase for the allotment year commencing 29<sup>th</sup> September 2019, giving the required one year's notice.

Rates for current year ending 28<sup>th</sup> September 2018 are £44 full plot, £22 half plot, from 29<sup>th</sup>

September 2018 they will increase to £50 full plot, £25 half plot. Any increase applied to Norton Road Allotments will also apply to Common Road Allotments being managed by the Town Council on behalf of the Eleemosynary Charity of William Field.

**13. Common Road Allotments – Management fee**

The Heads of Terms for management of the Common Road Allotments by Stotfold Town Council on behalf of the Eleemosynary Charity of William Field, state that a £500 management fee shall be payable by the Charity to the Council annually. This is to be reviewed every fifth year. Members are asked to consider whether to increase the management fee for the next five years, or remain as current. Council's management responsibilities are as follows: invoicing and collecting tenancy fees and follow up work to ensure payment, carrying out regular inspections of the plots, deal with issues arising, and if major issues occur, report to the Charity, deal with granting of tenancy agreements, manage tenancy agreements – start up and termination, breaches of tenancy, etc, instruct contractor to carry out reasonably required routine maintenance work.

**14. Purchase bins – Riverside Playing Field**

To consider purchasing replacement metal litter bins for Riverside Playing Field, as the current ones are old and damaged (one by fire). See quotes from Glasdons – Metal Chieftain £433.95 plus vat, or Everglade 85L £287.07 plus vat. The Handyman's preferred bin for this location is Everglade.

**15. Complaint – use of The Green for parking**

To consider a complaint received about using The Green for parking, particularly by the Football Club. A copy of the correspondence is attached for Members – the complainant feels this use deprives locals of the use of the area for its intended purpose.

**16. Stotfold Apple Day 2018**

To consider a request from Stotfold Cider Press to hold their annual Stotfold Apple Day in Brook Street Car park, as in previous years. Sunday 7<sup>th</sup> October between 10am and 6pm – event itself takes place between 12pm and 5pm. Stotfold Cider Press will be providing a free service to residents to pulp garden apples into juice for residents to take away to drink as fresh apple juice or to ferment to cider. The local branch of CAMRA (Campaign for Real Ale) will be providing a Cider Bar. A local farm has expressed interest in bringing pigs for people to feed the pomace to. Stotfold Cider Press will provide the Clerk with a risk assessment and copy of TENS licence prior to the event. They would like to be able to access water and power from the public toilets as in previous years, and to erect a banner during the preceding week.

**17. General Work**

Members to advise on general work to be carried out relating to this Committee.

**18. Items for information purposes, relevant to this Committee only**

*KA Elliott-Turner*

**Mrs K Elliott-Turner  
Town Clerk**

13<sup>th</sup> July 2018

To: Councillors Mrs S Bundock, Mrs A Clarey, B Collier, A Cooper, Mrs M Cooper, S Hayes, Mrs J Hyde, S Jackson, C Phelps, J Talbot. Other Councillors for information only

# AGENDA REPORTS

## RECREATION GROUNDS, PUBLIC LANDS & LIGHTING

<b>AGENDA ITEM 4</b>	<b>Meeting date: 18<sup>th</sup> July 2018</b>
<b>Clerk's Report, Correspondence Received &amp; Matters Arising for Information</b>	
<p><b>Clerk's Report</b></p> <p>For information, following complaints about cars being driven across the footpath or adjacent grassed area as a short cut from Valerian Way to Buttercup Road, Vine Technical Services advise that they have discussed with Central Beds Highways (who have to approve additional street furniture) and they have agreed that two bollards can be installed at the Valerian Way end of the footpath and two more to protect the grassed area where the grit bin is (which won't remain there) so that people cannot bypass the footpath bollards. The attached plan (for Members) shows the location of the four bollards. It is their aim to have these installed at the earliest opportunity, and they are currently seeking quotes from contractors.</p> <p><b>Matters Arising</b></p> <p>Minute 52/18 – Following a request to meet with Steve Lakin, Principal Highways Officer, he advises that he is shortly due to leave the post, and our new contact on this matter is likely to be Paul Salmon. However, with regard to our suggestion of a safety camera at the junction of Brook Street/High Street, he advises that they do not have the 'back office' facilities required to deploy CCTV to monitor moving traffic offences. Hence, they are reliant on the Police taking enforcement action – he has flagged this issue with them.</p> <p>Minute 67/18 – Further to the noise nuisance complaint regarding Riverside Playing Field car park and the matter being forwarded to Bedfordshire Police, PC Sally Bonham has given a view about the installation of a gate to the car park. She feels that if it was of good, strong, solid quality with an equally solid lock she would say it is worth doing. However, she acknowledges that there would be issues as to who would be responsible for locking and unlocking to allow legitimate use, the cost of installing it and resistance from the community. Alternatives which could be considered are increased and good lighting, installation of CCTV cameras and consideration to a public space protection notice. She advises that Bedfordshire Police is aware of youth issues, ASB and drug use around Stotfold, as well as many other areas. The difficulty is catching the individuals doing the behavior. They patrol as often as they can and will take positive action if the evidence is there.</p> <p>Minute 70/18 – Nick Carafola, Highways Area Steward, advises that in regard to pothole/patch repairs, the only ones he is waiting to be done are Hitchin Road and Church Road. Road closures are required to facilitate so this has really slowed down the delivery. As soon as he has firm dates, he will advise. With regard to major works due for Stotfold, he hasn't been provided with any dates as yet from the Structural Maintenance Team.</p>	

Minute 71/18 – further to repeated chasing for the white lining required at the Hitchin Road/A507 roundabout to be completed, Nick Carafola, Highways Area Steward, advises that they are hoping to have this work done in conjunction with a road closure to facilitate the carriageway patching for Hitchin Road. Their contractor Ringway Jacobs is still in the planning stage of coordinating this work, once they have been provided with a target date, they will advise. A further request has been put to Nick for the installation of signage in Hitchin Road as to head towards the roundabout, indicating which lane you should be in.

**Decision required:** n/a

**Expenditure required:** n/a

**AGENDA ITEM 7**

**Meeting date: 18<sup>th</sup> July 2018**

**Footpath link from Drovers Lane to Riverside Playing Field (Kingfisher Way public right of way)**

Residents of Drovers Lane have noted that the developers of the site have left a gap in the fencing to the rear, appearing to lead to Riverside Playing Field. Investigations were made with the developers and the Public Rights of Way Officer as to whether this was intended to be a footpath, whether an official request had been made by the developers to link it to the existing public right of way in Riverside Playing Field – Kingfisher Way, and who would take on maintenance responsibilities.

The lead Public Rights of Way Officer has now left Central Beds Council and this matter has been taken up by Richard Thompson, Principal Highways Officer/Senior Technician, Area 1. He has made a site visit and noted that there is a gap in the boundary fence line adjoining the recreation ground, however the footway on Drovers Lane doesn't actually meet the fence line. There is an intentional gap of around two feet that has been left by the developer (as shown in attached photographs), and he wants to establish why this has been left.

Assuming that the developer did intend for there to be a formal link to the recreation ground, he would need written approval from both Central Beds Council Assets (as owners of this section of Riverside Playing Field) and the Town Council (as tenants of that section of land) for a link to be provided on the recreation ground side. He would also need to agree what type of surface would be most suited for this location and who would be responsible for maintaining it.

His initial suggestion is to clear the bank of vegetation and possibly grass seed it, and it could then be added to a grass cutting contract for either the recreation ground or the public footpath.

Alternative, he could ask the developer to install a close board fence panel in the gap and block off the route completely, should there have been no original intention to link through, and if no agreement is reached between both Councils.

This Council has previously, informally, suggested that a link through would be a good idea on pedestrian safety grounds, as currently if you are walking to the recreation area from The Green area, you could either use Little London footpath alongside Silver Birch Avenue, or you have to use Malthouse Lane, which has a section with no footpath on a sharp bend.

**Decision required:** see agenda item

**Expenditure required:** depending on decision

## AGENDA REPORTS

### RECREATION GROUNDS, PUBLIC LANDS & LIGHTING

<b>AGENDA ITEM 11</b>	<b>Meeting date: 18<sup>th</sup> July 2018</b>		
<b>ROSPA report – replacement of shackles, chains and seats</b>			
To replace shackles, bearings, chains and seats			
<u>The Green</u>			
2 bay junior	existing	2 x £85 =	£170
	reinstate	1 x £85 =	£ 85
Toddler 2 bay	existing	2 x £122 =	£244
	reinstate	1 x £122 =	£122
<u>Hitchin Road Rec</u>			
2 bay junior	existing	4 x £85 =	£340
Toddler	existing	2 x £122 =	£244
	reinstate	1 x £122 =	£122
<u>Riverside Playing Field</u>			
2 bay junior	existing	4 x £85 =	£340
Toddler 2 bay	existing	2 x £122 =	£244
	Reinstate	2 x £122 =	£244
If replace and reinstate all as above:			
	Total maximum materials cost		£2155
	Labour		£300
<b>Decision required:</b> see agenda item			
<b>Expenditure required:</b> depending on decision			