

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



7 February 2024

**Members of the Recreation Grounds, Public Lands & Lighting Committee:** M Cooper (Chairman), L Anderson, S Buck, S Hayes, J Hyde, B Saunders, J Smith, J Talbot, J Bendall, N Venneear

**You are hereby summoned** to attend the Recreation Grounds, Public Lands & Lighting Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 14 February 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**Emma Payne**  
Town Clerk

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## Members of the public:

You are now able to observe our meetings by joining via **MS Teams**. Join on your computer or mobile app [Click here to join the meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

- a) Members to declare interests in respect of any item on the agenda
  - b) Proper Officer to consider written requests from members for dispensations
- 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 SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

### 4. MINUTES OF PREVIOUS MEETING

Members are asked **to resolve** that the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on 8<sup>th</sup> November 2023 are a correct record.

### 5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

Correspondence received and matters arising from previous minutes, for information.

## **6. REPORTS TO COMMITTEE**

### **6.1 Car Show**

To receive a request for the use of The Green for a Car Show, August 2024.

### **6.2 Kidzone**

To receive a request for the potential use of The Green by Kidzone during 2023.

### **6.3 Banner Policy**

To review the banner policy and recommend its adoption by Council.

### **6.4 Toilet Provision at Allotments**

To receive a proposal for the installation of toilets at the Norton Road allotments.

### **6.5 Pedestrian Access to Arlesey Road**

To reconsider the decision of this committee regarding pedestrian gates at Arlesey

### **6.6 Community Garden at The Haven**

To consider the establishment of a community garden at The Haven.

### **6.7 Land Opposite Greenacre Centre**

To consider seeking the transfer of the land opposite the Greenacre Centre to the Town Council.

### **6.8 Erosion of Riverbank at Riverside.**

To consider the erosion of the bank at Riverside and any mitigation required to ensure the health and safety of residents.

### **6.9 Works to Culvert at Riverside**

To consider quotations for the proposed works to the culvert at Riverside.

## **7. HIGHWAYS REPORT**

To receive a report from Councillor Smith, Highways Representative.

## **8. WORK PROGRAMME**

To receive this committee's work programme.

## **9. PUBLIC REALM WORKS**

Members are reminded that matters for Central Beds Council can be reported via <https://www.fixmystreet.com/> and if they have any matters that are to be reported to other parties or are general repair or maintenance work for the council, these should not be held until the next committee meeting but should be reported to the office.

## **10. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

## **11. DATE OF NEXT MEETING**

13 March 2024

# MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 13 DECEMBER 2023, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD

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## Committee Members present:

Mrs M Cooper (Chairman), L Anderson, S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot, J Bendall, N Venear

## Also present:

Cllr J Headington	Councillor
E Payne	Town Clerk
H Child	Environmental Services Co-ordinator (Virtual)

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### **169/23 APOLOGIES FOR ABSENCE**

There were none.

### **170/23 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS**

Nothing to declare.

### **171/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were none.

### **172/23 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 8<sup>th</sup> November 2023 were approved.

### **173/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

The Clerk's summary report, pertaining to items arising from previous meetings was circulated to Councillors prior to the meeting.

#### **Additional item – CBC Electric Charging Points, Arlesey Road, Football Club.**

CBC have contacted the Town Council, about a proposal to install some fast electric charging points to the right of the entrance, on the non-tarmac area. It was however agreed that the right-hand side is not a viable location and that they would like to take the tarmacked area, to the left of the barrier, where there are currently seven spaces, but they will create six fast electric car charging points. It was **RESOLVED** that:

***As tenants of the Football Club, The Clerk will sign a letter of understanding, in order to proceed with the new charging points at Arlesey Road***

#### ***Note the Clerk's Report***

### **174/23 REPORTS TO COMMITTEE**

#### **174/23.1 Grass Improvements – Greenacre Park and Arlesey Road**

Members received a report with a proposal to improve the grass surface at Greenacre Park and some additional works required to Arlesey Road. It was **RESOLVED** to:

***Proceed with the additional work identified in the pitch renovation specification with Greenacre Park at £2294.69 from EMR S106 Greenacre Park and Arlesey Road from Open Spaces Maintenance budget.***

#### **174/23.2 Happy to Chat Benches**

Members received a report with a proposal to install 'Happy to Chat' benches, to provide an opportunity for those that may live on their own, or who feel lonely to have a conversation. Members noted that this would help to combat loneliness, boost morale within the community and reduce social isolation. It was **RESOLVED** to:

***Trial the proposal on the bench outside the Chemist which is a good open location and review in six months' time, with a view to installing an additional bench in a new location in the future.***

#### **174/23.3 Allotment Deposits**

Members received a proposal to charge new tenant holders a deposit when they took on an allotment which would be returned to them upon departure, provided they left the plot in a good condition, without any rubbish. It was felt that this may also be a good incentive for other plot holders to leave their plot as they find it. It was **RESOLVED** to:

- a) Charge a year's rent as a deposit for all NEW tenants with effect from 1st January 2024.***
- b) Write to The Charity re the proposal (Common Road Allotments).***

#### **174/23.4 Norton Road Allotment Signs**

Members received a proposal to install permanent plot signs and stakes at the Norton Road Allotment site, in-keeping with Common Road allotments. It was **RESOLVED** to: ***Proceed with the***

- a) White aluminium composite signs, supplied by Stevenage Signs at a total cost of £810.54 and***
- b) Plastic posts, from Kedel, using funds from the Allotment Maintenance Budget. Town Rangers to install.***

#### **174/23.5 Play Area Signage and Water Risk Assessment**

Members received a report with a recommendation to install play area signage at all play areas the Town Council is responsible for and noted it was a requirement of the annual play area inspection. Members were also advised that a recommendation from the play inspection at Riverside had included a Water Risk Assessment. It was **RESOLVED** to:

- a) Install Play Area Signage as identified in the Play Inspection reports and also to include the What3Words address on the signage. Designs and prices to be provided to a future meeting.***
- b) Water Risk Assessments for The Riverside Recreation Ground and possibly Pix Brook Play area, are to be carried out by The Royal Life Saving Society.***

#### **174/23.6 Outdoor Table Tennis Facilities**

Members received a report on installing two outdoor table tennis tables: one at Greenacre Park and one at Riverside. Members noted that the facilities would be cross generational and could also form part of the Youth Provision Programme, delivery by Grand Union. It was felt that they would be another positive attribute to the town's sporting facilities. It was **RESOLVED** to:

Install four Anthracite Concrete Ping Pong tables: at a cost of £2,650 per table. Two tables to be installed on the hardstanding at Riverside Recreation Ground, one at Arlesey Road Football Club, using funds from the Youth Programme and one at Greenacre Park, using 106 funding.

#### **174/23.7 Potholes at Football Club Overspill Car Park**

Members received quotations for repairs to the overflow car park surface. It was **RESOLVED** to:

***Proceed with the repairs as identified, using L.U.V Groundworks Limited; who recently carried out the work at The Haven. The cost of £1,500.00 will be met from the Rec Rolling Improvements budget.***

#### **174/23.8 Greenacre Play Area – Repairs to Bank**

Members received quotations from contractors to replace the steps, to those with a wider tread, on the mound, at the Greenacre Play Area.

It was **RESOLVED** to: ***Investigate alternative, more sustainable materials and proceed should the alternative costs not exceed £6,125.00.***

#### **174/23.9 Pedestrian Gates – Arlesey Road**

Members had asked Officers for proposals to install two new pedestrian gates at Arlesey Road.

It was **RESOLVED** to: ***Not to proceed with this item.***

#### **174/23.10 Biodiversity Policy**

Members had asked that the Biodiversity Policy presented to the last meeting was updated to include the no spray proposal considered at this committee in June. However, the resolution had been to spray in designated areas and Members were asked to reconsider the Biodiversity Policy in the light of this resolution. It was **RESOLVED**:

- a) To recommend to Council that the Biodiversity Policy is adopted.*
- b) To only spray under extreme circumstances and use only environmentally friendly herbicides.*
- c) That the situation is to be managed pragmatically, with control measures in place regarding specified spraying periods; avoiding times of high pollination, to protect pollinated species.*
- d) That the Council will carry out a Biodiversity Audit.*

#### **175/23 HIGHWAYS REPORT**

White line refresh required around the town, including Brook Street and Norton Road. Currently this forms part of a cyclical programme by CBC, but with the impending budget cuts, we may need to Investigate methods of managing this situation ourselves in-house, should residents consider this to be a priority.

The Clerk to speak to CBC Highways, and our Ward Councillors, about possible options, prior to any decisions being made.

#### **176/23 PUBLIC REALM WORKS**

Column S1, outside the Alteration Shop. in Brook Street, owned by STC, has been out of order for over six months. There is no footway along both sides of the road and Brook Street only has lighting on alternate sides. This part of the road is very dark, causing potential health and safety issues.

Suggest that we install a new streetlamp on the opposite side of the road to the existing streetlamp. This will be considered at a future meeting.

#### **177/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Discussions took place about the scheduled timing of the Christmas trees, which are due to come on for 5 hours per day, at 6.30pm, however this time fluctuates. If we were to change the times, the Council would incur an additional charge of £250.00. It was therefore agreed that the current schedule would remain as is this year.

#### **178/23 DATE OF NEXT MEETING**

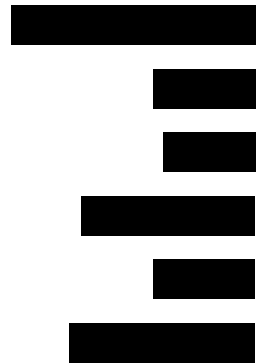
The meeting closed at 20.29

Wednesday 10 January 2024

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**

04/01/24



To whom it may concern,

We would like to again purpose hosting the classic car show on The Green, Stotfold. We hosted this event last year, following it's many others, and it was a great success for the community and charities we raised money for.

Our idea would be the same, with inviting the involvement of both The Coach and Horses and The Crown. Classic cars and bikes exhibiting on The Green, pubs supplying live music with venders supplying foods, Ice cream van, cakes, teas, and coffees, great for all ages, and raising money for charity.

With this event being such a great success last year filling The Green with some fantastic classic cars, hot rods and bikes for people to see, we ask that this year we could also have access via the millennium green going into the great close space for public/spectator parking. To minimise traffic and parking overload along the roads. We would Marshall this and all pedestrian crossing points.

We would like to ask the council if we could use these spaces to hold this event on Saturday 10<sup>th</sup> August 2024.

If there are any other questions or queries, please don't hesitate to contact me.

Yours sincerely,

A single black rectangular redaction mark covering the signature.

## **6.2 Kidzone – Request to hire The Green**

Hi

Kidz Zone UK are currently looking for new 2024 locations for our signature KidzZoneUK Family funpark events, The Green in Stotfold would make a great location for this. Our Events consist of various Bouncy Castles, Children's Entertainment, meet and greet characters, Bungee Trampolines, Games and stalls, Traditional Fairground Rides and Fun Food Court.

We are Cambridgeshire based but cover most of the UK, we provide Histon and Impington parish council with attractions for the feast, Cottenham parish council with the annual village Fair and North Herts District council with the towns urban Beach and Bank holiday events to name a few.

Our proposed dates for a Family FunPark Event are 29th March - 1st April 2024.

I look forward to your response

Kind Regards Shane Whyatt



## STOTFOLD TOWN COUNCIL

### BANNER POLICY

#### 1. Purpose

- 1.1 The purpose of this policy is to make clear what kind of advertisement banners can and cannot be erected.
- 1.2 This policy covers who is permitted to have a banner, the wording, design, and event detailed in the banner. It also details the size and material used for the banner.

#### 2. Banner display locations

- 2.1 This policy applies to all applications for banner display in the following locations:
  - Fencing at The Green
  - Fencing at Hitchin Road Recreation Ground.
- 2.2 No more than two banners will be permitted on each length of fencing at these locations.

#### 3. Policy

- 3.1 Stotfold Town Council may remove any banner which does not have permission for display from the Town Council. For unauthorised banners or those who have overrun their permission period, attempts will be made to contact the owner. Removed banners will be kept for one month and then disposed of as the Town Clerk decides, with right of appeal to the relevant committee.
- 3.2 Applications for display of banners should be received by the Town Clerk, a minimum of 4 weeks prior to the proposed erection date.
- 3.3 All banners are subject to the approval of the Town Council, who may decline to accept any banner application submitted without justification – this policy is to be delegated to the Town Clerk.
- 3.4 Maximum period for display of banners is one month from date of erection. Multiple bookings will be considered on a case-by-case basis but are not permitted consecutively.
- 3.5 No more than two banners may be erected on a length of fencing at one time and must be from different applicants.

#### **4. Banner guidelines**

- 4.1 Size of banner restricted to a maximum of 3m (wide) x 1m (high) (10ft x 3ft).
- 4.2 Banners to be of good quality, waterproof, fixed securely with eyelets for cable-ties to fence, and must have minimal wording in print of sufficient size to be read easily and quickly.
- 4.2 Banners must not contain any language or information that is defamatory, discriminatory, offensive, misleading, or detrimental to public order and safety.
- 4.3 Banners are erected and displayed at the owner's risk and the Town Council takes no responsibility for damage to or loss of banners.

#### **5. Banner applications**

- 5.1 In general, banners will be acceptable if advertising local events.
- 5.2 Applications from businesses or schools will be considered on a case-by-case basis and must be promoting an event, e.g., a launch or open day. Commercial advertising is subject to appropriate planning permission, and the Town Council will not give such permission.
- 5.3 Banner applications from a business detailing a general promotion, e.g., Christmas menu or a sale will be considered on a case-by-case basis.
- 5.4 Applications for personal events such as birthdays or anniversaries will not be considered.
- 5.5 National Charity advertising is acceptable if there is some local input/branch/event.
- 5.6 Applications for events organised by voluntary organisations in Stotfold or benefiting the residents of the town will take precedent and will be given priority where there is more than one application for a banner space.

#### **6. Booking banner display**

- 6.1 To enquire about availability and booking of a banner space, contact the Town Council office on 01462 730064 or [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk), giving 4 weeks' notice of the proposed display date.
- 6.2 There will be no charge to display banners.

#### **7. Alternative formats**

- 7.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018
- 7.2 Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format

can be made available on request from the council office or by telephoning 01462 730064 or by emailing the Clerk's office [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)

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**Document History:**

Date Adopted	November 2021	
Date reviewed	February 2024	

## Stotfold Town Council

Recreation grounds, public lands, and lighting Committee

### Compostable toilets and Allotment of the year.

Compostable toilets – With many of our tenants at the allotments being of a certain age it would be good to cater for their needs. Some suffering from some debilitating issues such a diverticulitis and IBS this is an issue. Some residents have reported that there have been some instances where they have been caught short and needed to take a trip home or in the worst cases sorted the issue on site.

To improve privacy and reduce the risk of exposure it would seem prudent to look at a solution.

With many in the allotment world there has been an issue around the supply of water and sewerage similar to the sites both at Norton Rd and Common Rd, the solution they have found is compostable toilets.

Examples being –



Woowoo



Dunster House



Dunster House

[Composting Arctic Toilet MKII | Dunster House](#) - £1474.99 inc VAT

[WooWoo Waterless and Composting Toilets - Industry Leader \(waterlesstoilets.co.uk\)](#) - £11,995 plus vat

[Composting Timber Toilet | Dunster House](#) - £1299.99 inc vat

<https://youtu.be/gyDY6MhQ7mk> - this link shows the process in all its glory.

[affordabletoilets.pdf \(farmgarden.org.uk\)](#) there is some interesting reading on the subject here, all be it from the Welsh Government on the potential mechanisms of how to set up and manage the receptacles.

## **Allotment of the Year**

In order to promote the allotments and the good efforts that the residents do throughout the year it would be nice to recognise this in some way.

We could do something along the lines of best kept allotment, most varieties grown, fanciest blooms or something to those affects.

Prizes could include a voucher for Bickerdike's or a something from RHS, it might be inspiring for the tenants and promote a best practice.

## **Allotment Grower of the Year**

With such many allotment holders growing such a variety on their plots it might be good to introduce the Stotfold Town Council Allotment Grower of the Year competition.

We could purchase a small trophy which could be presented to the winner for the duration of a year while they are an allotment holder, returning it if they decide to give up the allotment, also the subsequent year be a part of the presentation to the next winner. Winners' names could be engraved upon it.

It is thought that this could inspire growers, promote friendly competition and fun amongst them.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** RECREATION

**DATE:** 14 FEBRUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** PEDESTRIAN ACCESS TO ARLESEY ROAD

### 1. SUMMARY

- 1.1 At the meeting of this committee on 13 December 2023, it was resolved to not progress the installation of pedestrian gates, either via Arlesey Road or Pixbrook Road.
- 1.2 Cllr Anderson has asked the Clerk to bring this item back to this Committee for clarification, especially regarding the pedestrian access via Pixbrook Road.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise the Clerk how they wish to proceed.

### 3. BACKGROUND

- 3.1 There are various gaps in the fence that runs parallel with Arlesey Road, which allows for pedestrian access and this Committee considered that having a gate in these gaps was not necessary. However, the only access onto the site from Pixbrook Road is via the vehicle entrance. Having pedestrians and vehicle using the same access is a concern, especially as there will be more pedestrian traffic to the site when the new EV charging points are installed.
- 3.2 From the photos below, there is an opportunity to install a pedestrian gate in the fence in the vicinity where the EV charging points will be installed. CBC have been approached to see if they will consider undertaking the works to this area to allow for a pedestrian access when charging points are installed. This could include leaving a gap in the fence and installing a dropped kerb.

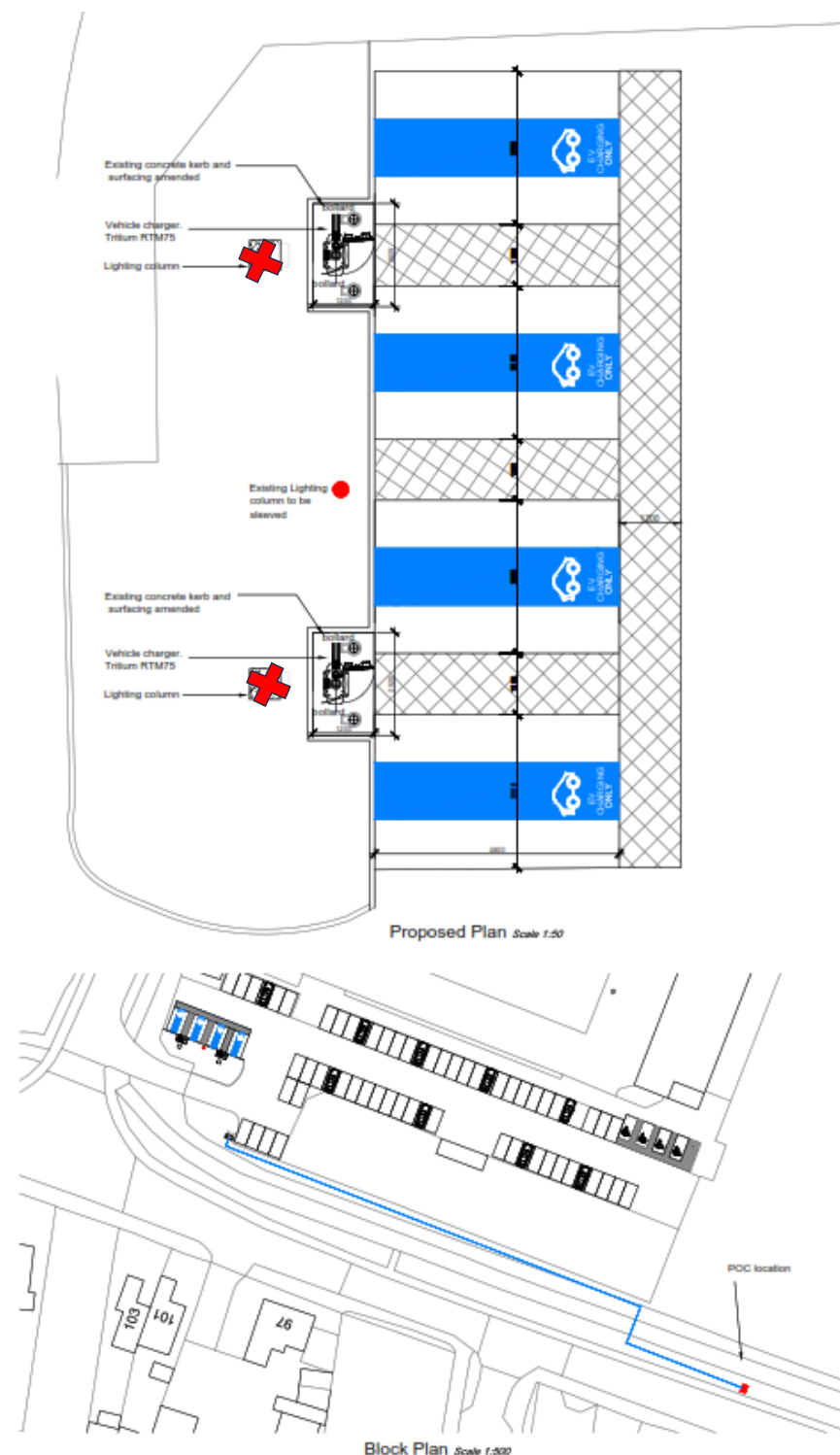
### 4. FINANCIAL

- 4.1 If CBC agrees to undertake the work, there will be no financial outlay.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	There is a risk to pedestrians using the same entrance as vehicles.
Resources	N/A
Equalities	A dropped kerb would meet accessibility standards.
Biodiversity	N/A
Financial	N/A





**Legend:**

- Feeder pillar: 400amp Schneider
- Vehicle charger: Tritium RTM75
- Bollard
- Lighting column
- Existing Lighting column
- POC location
- Cable route

1:50 scale

**spriteprime**

**Security Electrical Installations**

Trifford Buildings  
East Street  
Layland  
Preston  
PR23 3ND

Tel: +44 (0) 1772 457644  
Fax: +44 (0) 1772 624412  
Mobiles: 07734 132368  
07734 589908

**PROJECT**  
Stotfold Football Club  
Arlesey Road, Stotfold  
SG5 4HE

**PROPOSED TITLE**  
Proposed Site Plan

DATE: October 2023	DESIGNED BY: RCO
SCALE: as shown	CHECKED BY: BO
DRAWN BY: 1343 - (3) L02	REVISION: -17

**Stotfold Town Council**  
**Community Garden**  
**The Haven – High St – Stotfold**

The community garden initiative has taken off in other neighbouring towns giving people a place to meet up and have a common interest. The new space outside 'The Haven' is now an ideal place to have such a provision for the residents both young and old.

With many of the keen gardeners at the allotments here being over 50, it would be a good project to inspire younger volunteers to come and grow something to sustain their fellow neighbours.

It would be the intention to plant some espalier fruit trees along the back wall (where the trellis is), likely to include apples or pears so that residents could come and pick what they needed as and when.

In the bed in front of them it would be good to plant some rhubarb, leeks, and other similar large vegetables. With opportunity to grow some climbing beans and tomatoes too.

The three beds in the front and closest to the street to have a mixture of blooms, vegetables, and herbs. The intention is that those who need produce can come along without the need to dig something up (so no root vegetables). Some salad items, radish, lettuce, etc. it would also be good to plant some varieties that are good for pollinators, gooseberries (blue berries were suggested by a Haven residents) providing a good selection of seasonal fruit.

With people becoming more isolated since the pandemic it is recognised that this type of therapy is supportive to the gardener and to the wider community who would benefit from the fruits of their labour. A carefully laid out plan of the growing season will allow us to change and adapt the beds for the seasonal items that can be available.

We would need an initial contribution from the Rec budget / youth engagement budget to purchase the trees and some established plants to be planted. Moving forward the growers would be able to maintain the plants from seedlings or donations from allotment holders, should they have suitable plants.

A sum of £1000 would be required initially.

Benefits – the community and other organisations.

Aligned with the ethos of the town council supporting the community.



## STOTFOLD TOWN COUNCIL

**COMMITTEE:** RECREATION

**DATE:** 14 FEBRUARY 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** LAND OPPOSITE GREENACRE CENTRE

### 1. SUMMARY

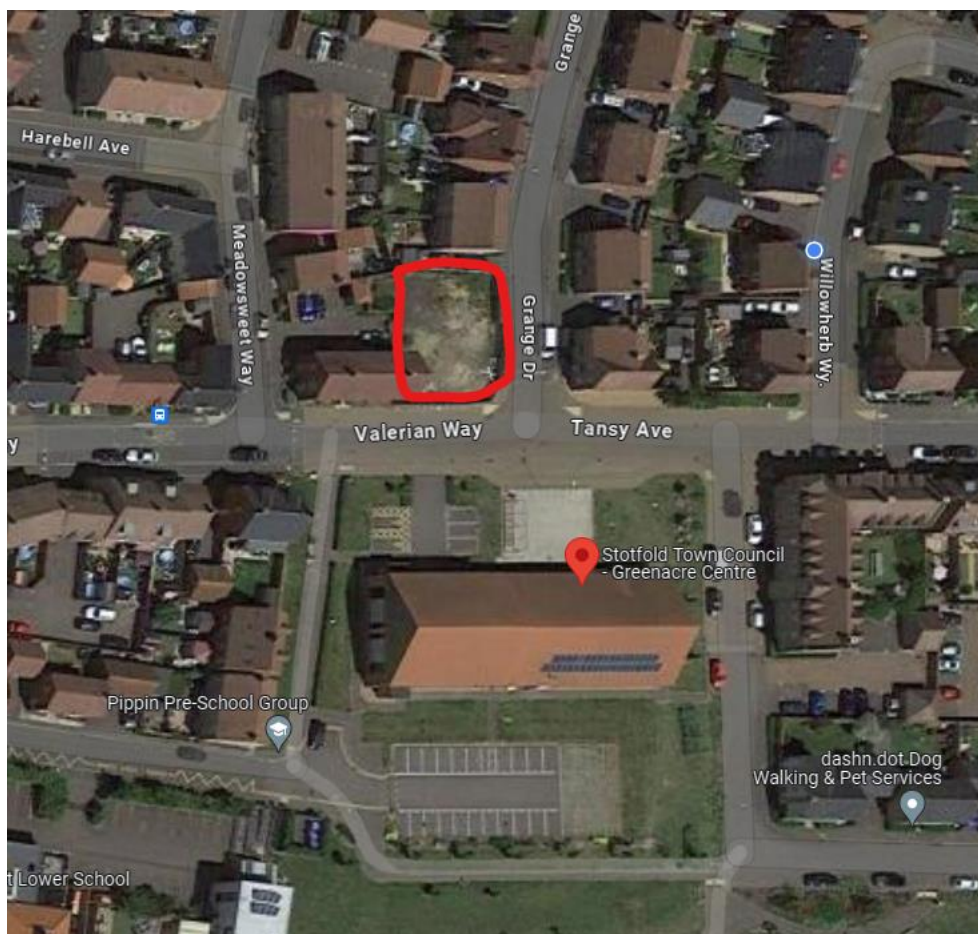
- 1.1 Cllr Hayes has suggested that the Town Council approaches Taylor Wimpey regarding the land opposite the Greenacre Centre. A retail unit with flats above was originally planned for this area but no development has taken place.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider if they are interested in taking over this site, either freehold or leasehold, and if so, if what purpose the area could be used for.

### 3. BACKGROUND

- 3.1 The land in question is marked with a red border in the image below. The site is currently fenced off. It was due to be developed as a retail unit with two flats above it. It also has two car parking spaces in the front car park of the Greenacre Centre allocated to it.



- 3.2 It could be used as a community garden or open space which would benefit the residents of the flats adjoining the plot.
- 3.3 The Town Clerk has made an initial enquiry with Taylor Wimpey to see if they have any plans for the site and if not, would they welcome it being used as a community space.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** RECREATION  
**DATE:** 14 FEBRUARY 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** CULVERT AT RIVERSIDE

### 1. SUMMARY

- 1.1 This committee has been considering how best to access Jubilee Meadows since June 2023, when an initial proposal to install a bridge was deemed too expensive and not necessarily appropriate due to the area to be accessed. A culvert was deemed more appropriate, and this report outlines the quotations received.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the quotations contained within this report and advise the Clerk how they wish to proceed.

### 3. BACKGROUND

- 3.1 Vehicle access is needed from Riverside to Jubilee Meadows, which is the process of being transferred to the Town Council from Taylor Wimpey. This allows the contractors to undertake grounds maintenance works.

### 4. FINANCIAL

- 4.1 Both Contractors were asked to provide quotations for the following:

*Create a culvert and ditch crossing to join the two fields together 3m long and 3.6m wide. 225mm twin-wall pipe to extend through crossing. Void to be built up with well compacted Type 1 and surfaced with 50mm of well compacted Breedon self-binding footpath gravel. Sides of the culvert to be reinforced with sandbags filled with concrete.*

- 4.2 Contractor B has also quoted for ecology survey. The Town Clerk was not aware that Cllr Anderson has already undertaken a survey when the quote was requested.

- 4.3 Quotations have been received:

Contractor A £4,450

Contractor B £2,987

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Resources	N/A
Equalities	N/A
Biodiversity	Ecology Survey to be undertaken before works started.
Financial	Funding from EMR Rec Rolling Improvements