

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



6th March 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 13 March 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Emma Payne
Town Clerk

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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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 14th February 2024 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 Water Safety Risk Assessment

To receive a proposal and quote from RLSS to create a water safety risk assessment at Riverside Recreation Ground.

6.2 Norton Road Allotment Perimeter Security

To consider a request for the purchase and installation of fence panels on the allotment side of the perimeter, to cover existing gaps where new saplings have been planted,

6.3 Play Area Signage

To receive a proposal for the design of new signage for all play areas.

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

10 April 2024

RECREATION COMMITTEE – 13 MARCH 2024

CLERK'S REPORT

1. Culvert at Riverside

An application and licence fee has been submitted to IDB for approval. Providing that they are satisfied and the ground conditions are satisfactory, Maydencroft will commence work on 19th March 2024, for three days.

2. Pendleton Way Cycle Path

An on-site meeting took place with the Grounds Maintenance Contractor, Countrywide, to investigate what work could be undertaken to prevent flooding along the Pendleton Way Cycle Path and to also reduce the hedge height to help improve visibility of the MUGA.

CW advised that we re-assess the situation again after a period of heavy rainfall, to identify the specific areas that are most affected, which have puddled up. Proposed actions to rectify the situation could then be taken.

Upon investigation, there are no hedges as such along the Football Clubs section of Arlesey Road, but there are small clusters of bushes, that could be pruned and cut back to fence height to help improve visibility.

3. Happy to Chat Benches

The first Happy to Chat sign has been fitted to the bench outside of the Pharmacy along the High Street. A photoshoot is to be arranged with the Mayor and Rec Chairman which will be used for publicity purposes and to help raise awareness of its purpose.

4. Table Tennis Tables

The two table tennis tables were installed this week: one at Arlesey Road and one at Greenacre. The response from residents and on social media has been extremely positive.

5. Allotment Deposits

The Charity of William Field have approved the deposits at Common Road Allotments.

6. Community Garden at The Haven

Three fruit trees have been planted and wire installed to help support the trees in their early stages of development and train the branches to grow horizontally.

7. Erosion of bank at Riverside

An on-site meeting has been arranged with Maydencroft, on Tuesday 11th March, to assess the erosion of the bank and investigate possible remedial action and safety works required.

8. Arlesey Road Toilets

An investigation into the operation of the electronic timing device is underway with a view to the consideration of current and future opening and closing times of the toilets, which will be brought to a future meeting for consideration.

9. Drainage at Riverside

The Town Rangers have emptied the silt trap at Riverside car park on two occasions over the past few months. However they recommend that for a longer-term solution, we would need to seek advice from a specialist drain company.

10. Town Rangers

The Rangers have had a busy start to the year and have undertaken numerous essential repairs and maintenance of equipment throughout the town. A few of their main accomplishments have been:

- The re-setting and cleaning of posts and road signs
- Clearing and pruning of footpaths
- Maintenance and repairs of playground equipment
- Installation of benches
- Repair and installation of fencing and gates

STOTFOLD TOWN COUNCIL

COMMITTEE: RECREATION GROUNDS, PUBLIC LANDS & LIGHTING

DATE: 13 MARCH 2024

OFFICER RESPONSIBLE: COLIN ROGERS, ADMIN SUPPORT OFFICER

SUBJECT: WATER RISK ASSESSMENT, RIVERSIDE RECREATION GROUND

1. SUMMARY

- 1.1 Following a play area inspection, the Council were advised to undertake a water risk assessment of the Riverside Recreation Ground;
- 1.2 As detailed in the attached Proposal and Quote for Consultancy Services from RLSS UK: "Stotfold Town Council are responsible for a recreation ground on Malthouse Lane. The recreation ground is multi-use with a play area, ball-game provision, and large field. The River Ivel runs adjacent to the grounds, with the play area being approx. 100m from the river's edge. The riverbank is eroding, exacerbated by recent weather, causing concern for the safety of walkers who use the footpath along the river's edge, as well as for unaccompanied children who might stray from the play area as it is unfenced. There is a plan to refurbish the play area within the following 18 months – 2 years. RLSS UK have been approached to conduct a site visit and create a water safety risk assessment, with the view to provide reasonably practicable control measures in order to reduce risk. Following this, an annual review is to be conducted."

2. RECOMMENDATION

- 2.1 Members are asked to consider the attached Proposal and Quote for Consultancy Services and provide feedback and authorisation of expenditure for the risk assessment and review.



RLSS UK Proposal -
Stotfold Town Cour

3. FINANCIAL

- 3.1 Funds are to be drawn from the Rec Ground Rolling Improvement fund.



Stotfold Town Council Proposal and Quote for Consultancy Services

Thank you for your interest in our consultancy services. We hope that this document provides all of the information you require. Should you need advice or have any queries, please use the contact details at the end of the document.

Stotfold Town Council – Malthouse Lane Recreation Ground

Stotfold Town Council are responsible for a recreation ground on Malthouse Lane. The recreation ground is multi-use with a play area, ball-game provision, and large field. The River Ivel runs adjacent to the grounds, with the play area being approx. 100m from the river's edge. The riverbank is eroding, exacerbated by recent weather, causing concern for the safety of walkers who use the footpath along the river's edge, as well as for unaccompanied children who might stray from the play area as it is unfenced. There is a plan to refurbish the play area within the following 18 months – 2 years.

RLSS UK have been approached to conduct a site visit and create a water safety risk assessment, with the view to provide reasonably practicable control measures in order to reduce risk. Following this, an annual review is to be conducted.

RLSS UK

The Royal Life Saving Society (RLSS UK) has provided water safety expertise for over 130 years; positioning us as one of the most experienced and expert consultancy services in the UK and Ireland, and making us best placed to offer clear, impartial, and practical water safety advice to anyone with liabilities to visitors and staff around water. This includes local authorities, construction companies, leisure operators, and private swimming pools or landowners.

As a charity, our primary interest lies in water safety. Our honest, practical, and competitive service means our consultants support you through identifying options, looking for the most cost-effective solutions that best suit your specific water safety needs and helping create a safer environment.

We have a team of consultants who specialise in water safety management. They develop and deliver high-quality, professional water safety management products and policies supported by first-rate training programmes, advising organisations with responsibilities for water safety on the development of water safety management. This can include drowning prevention technologies, risk assessment formats, operational systems, procedures, training, communications, behavioural change, signage, rescue equipment, marketing, and audit.



RLSS UK has a simple, straightforward approach – recognising the need to balance meaningful and effective safety management with commercial and organisational imperatives.

Consultancy Plan

In order to support Stotfold Town Council, we suggest the below plan:

- RLSS UK consultant to conduct site visit, potentially meeting with Stotfold Town Council team members with knowledge of the area
- Review the current water safety provision
- Review any relevant safety documentation (accident & incident data, previous risk assessments)
- Create a water safety risk assessment, considering but not limited to:
 - o Signage
 - o Barriers (fencing, natural)
 - o Public Rescue Equipment (PRE)
 - o Maintenance requirements
- Review report annually

Estimated Costs

- 0.5-day site visit
- 1-day creating water safety risk assessment

Total: £1,191 (excl. VAT and expenses)

Estimated Expenses:

Travel: £62

Accommodation: N/A

Please note this is an estimate only and might be subject to change, if the final costs are less than the estimate you will be reimbursed. This includes travel, accommodation, and other expenses incurred.

Total inc. VAT and expenses: £1,491.20

Annual review (price guaranteed for 2-years):

- 0.5-day site visit
- 0.5-day documentation review and amendments

Total: £794 (excl. VAT and expenses)

Please Note

We require either a Purchase Order or payment, including expenses, prior to works commencing.

16/02/24



For further information or a discussion about this Proposal and Quote please contact

Reggie Robinson – Business Development anne-lorerobinson@rlss.org.uk

Jo Talbot – Commercial Director jotalbot@rlss.org.uk

STOTFOLD TOWN COUNCIL

COMMITTEE: RGPL

DATE: 06/03/24

OFFICER RESPONSIBLE: ANNETTE DABNER

SUBJECT: Norton Road Allotments Perimeter Security

1. SUMMARY

Following the right- hand perimeter hedge laying at the Norton Road Allotments, we have had a complaint from a tenant with two full plots backing onto the field. She is very concerned over security in regard to her plots.

The hedge laying has produced a lower boundary, but still a deterrent to entry. However, where there are gaps infilled with newly planted hedging, and it is quite easy to walk through to the allotment site in these places. I have visited the site with a Town Ranger (pictures attached).

2. RECOMMENDATION

For members to consider the possible purchase and installation of an estimated 3-5 fence panels on the allotment side of the perimeter to cover existing gaps within the fencing where new saplings have been planted. One of these gaps is very large, a vehicle could probably get through. Some clearance would probably be required for this, where there is scrub.

3. BACKGROUND

In September 2023 the Recreation Committee decided to implement the more environmentally friendly option of hedge- laying and infill planting rather than fencing the entire right-hand perimeter. The adjoining farmer also preferred this option and did not want any fencing on his land. Security concerns have been raised following this.

4. FINANCIAL

Investment would be required for this to aid the security of the site.
The money would come from the Allotments Maintenance budget.

5. QUOTES

Should the committee wish to invest in this, quotes could be obtained for lower cost wooden fencing as an interim measure, until the new planting has grown up sufficiently to deter unauthorised entry.



layered hedge

Gaps



STOTFOLD TOWN COUNCIL

COMMITTEE: RGPL

DATE: 06/03/24

OFFICER RESPONSIBLE: Helen Child

SUBJECT: Play Area Signage

1. SUMMARY

It is a requirement of the annual play inspection that signage, must be installed across all play parks. Advice as to the content of the signage was sought from the Play Inspection Company, who carry out our annual inspections. The general safety measures as recommended to us should include:

On the playground there shall be a clearly visible sign (pictogram, graphical symbol) giving the following information:

- General emergency telephone number
- Means or methods to contact maintenance personnel, e.g. telephone number, Email, web address
- Name of the playground
- Address of the playground, or What3Words, or GPS coordinates
- Other relevant local information (if applicable)

2. RECOMMENDATION

For members to consider the proposed wording, design, size, and total quantities required. The example attached is A3 size.

3. BACKGROUND

Currently the signage across all parks is inconsistent and does not include the essential requirements as set out above.

4. FINANCE

The money would come from the Recreation Budget.

5. QUOTES

Once the committee has reached a decision as to the style, design, size and quantities required, quotes could be obtained.



Draft STC Play Area
Sign (A3).pdf

Children's Play Area



No Drone Zone



No Dogs



No Smoking



No Littering



Closes at Dusk



Stotfold Town Council

Do not take any responsibility for any injury incurred whilst using these facilities.

Only children under the age of 16 may use this play area

Children must be supervised by a responsible adult

In an emergency
quote what3words

///title.meal.drive
STOTFOLD, HERTS