

# STOTFOLD TOWN COUNCIL

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6 March 2024

**To:** Cllrs Headington (Chair) Bendell, Buck, Saunders, Smith (Vice Chair), Talbot, Venneear, Wightwick

**You are hereby summoned** to attend the **Community Engagement Committee** of Stotfold Town Council 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.

**E 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 are 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 speak in 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

To receive and accept apologies for absence.

### 2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

a) To receive Member's declarations of interest in items on the agenda.

b) To consider any requests for dispensations.

### 3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. 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

To receive the minutes of the meeting held on 7 February 2024 and to resolve to adopt them as a true record of the meeting.

5. **CLERK'S REPORT**  
To receive an update on any matters arising and correspondence relating to this committee.
6. **REPORTS TO COMMITTEE**
  - 6.1 **Stotfold 50**  
To receive an update on the plans regarding this project.
  - 6.2 **D-Day 80**  
To receive an update on this commemorative event.
  - 6.3 **Litter Pick**  
To receive an update on this community event.
  - 6.4 **Mill Fair Engagement**  
To receive quotations for the hire of an exhibition trailer.
  - 6.5 **Market**  
To receive a paper on holding a community market in the Brook Street car park.
  - 6.6 **Exercise for the Community**  
To receive a proposal for this
7. **DATE OF NEXT MEETING**  
10 March 2024.

**MINUTES OF THE MEETING OF THE COMMUNITY ENAGEMENT COMMITTEE HELD ON WEDNESDAY 7 FEBRUARY 2024 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD**

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Committee Members present:

Councillors: Headington (Chair), Bendell, Buck, Saunders, Smith (Vice Chair), Talbot, Venneear, Wightwick

Also present:

E. Payne, Town Clerk

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Cllr Buck, as Chairman of the Council presided over the first item on the agenda.

**01/24 APPOINTMENT OF POSITIONS**

a) Nominations were requested for the position of Chair.

For the position of Chair, nominations were received for Cllr Bendell from herself, seconded by Cllr Wightwick. Cllr Headington was nominated by himself, seconded by Cllr Talbot.

After a show of hands, it was **RESOLVED** that:

***Cllr Headington is elected as Chair of the Community Engagement Committee.***

b) Nominations were requested for the position of Vice Chair

For the position of Vice Chair, nominations were received from Cllr Bendell from Cllr Wightwick. There was no seconder. Cllr Smith was nominated by Cllr Talbot, seconded by Cllr Venneear. There being no other nominations, it was **RESOLVED** that:

***Cllr Smith is elected Vice Chair of the Community Engagement Committee***

**02/24 APOLOGIES FOR ABSENCE**

All Members were present.

**03/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR DISPENSATION**

There were no declarations made.

**04/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

No questions raised.

\_\_\_\_ Chair

## 05/24 REPORTS TO COMMITTEE

### 05/24.1 Christmas Lights Event

Members received the feedback from stakeholders of the event and noted the areas for improvement. Members considered the weather and could there be a Plan B. This was not deemed feasible as other stakeholders may be committed elsewhere and the road closure needs to be applied for to CBC 12 weeks in advance.

Members considered that the date should remain as a Saturday as it gives an added benefit to local retail businesses. The Baldock Round Table sleigh and Father Christmas would not be available. This could be accommodated by hiring in a Christmas Grotto or engaging with a local resident who could undertake the role.

It was **RESOLVED** that:

***Christmas Lights Switch On Event will be Saturday 30 November 2024.***

### 06/24.2 Christmas Lights

Members considered the Town Council's Christmas lights provision. A lot of it is old and the solar light Christmas trees received considerable negative feedback due to their limited hours of operation. Proper investment in infrastructure and a phased approach to replacing the Christmas lights stock was considered prudent.

Members were asked to feedback with some thoughts on streets to be included in the scheme. The solar trees could be used in areas where the town council owns the columns and would be reprogrammed from 4-10pm. The scheme would include those static displays located on various buildings. The festoons on shops and in the car park would be maintained.

Other engagement with residents for best decorated house was suggested, which is currently being undertaken by a local Estate Agent. The new Community Engagement Officer could investigate this.

It was **RESOLVED** that:

***The Clerk will draw up a specification for a new festive light scheme for rental of a display, to be considered at the next meeting.***

### 07/24.3 Stotfold 50

Members received a report with proposals for the 50<sup>th</sup> anniversary of the formation of Stotfold as a Town Council. Members felt that it would be good to spread a series of events throughout the year from May 2024 – April 2025 with the relevant branding across all of the activities.

\_\_\_\_ Chair

These could include:

- A 'festival' event for the first weekend of July including open-air cinema, funfair, musical entertainment, community organisations, craft fair, food and drink vendors, schools, dance groups, gymnastic demonstrations.
- An anniversary beer and gin, liaising with local brewery and suppliers.
- A historical exhibition
- New entry signs to Stotfold

Members considered the marketing for all the activities and agreed that it would be beneficial to have a uniform approach to a 'brand'. Members received a proposal from a local artist based in Hitchin who based their artwork on local architectural features e.g., mill, church, memorial hall etc, gold post-box (Victoria Pendleton). This artwork could be used for the year including email banner, new signage at entrances to Stotfold, beer/gin labels, tote bags, buttons etc.

Members were encouraged to meet informally as a working group as the schedule of meetings was busy and the Clerk isn't able to accommodate additional meetings.

It was **RESOLVED** that:

- a) The Clerk will bring forward proposals based on these discussions for consideration at the next meeting.***
- b) Katie Hounsome is engaged as designer for 50<sup>th</sup> Anniversary branding.***

***Post Meeting Note: The proposed date for the event has been amended to weekend of 29/30 June 2024.***

#### **08/24.4 Youth Engagement**

Members received a report from the contractor who delivers youth engagement on behalf of the Town Council. Members received the report and noted its contents. There are other things that this organisation could offer, and a proposal will be drafted to include items such as walking football for older residents. There are other areas to be investigated including health matters (vaping). It was **RESOLVED** to:

- a) Note the report***
- b) Consider future activities at another meeting of this committee.***

#### **09/24.5 Community Litter Pick**

Members received a report setting up a community litter pick. Members considered that this is something that would be organised and could be offered to schools for DofE activities. Members considered that this could be offered two or three times a year and not just once a year. Members also felt

\_\_\_\_ Chair

that it should be open during the week and not just on a Saturday for residents who are free during the week. The logistics of collecting rubbish including the colour of the bags and how the Town Rangers could collect the bags was then agreed.

It was **RESOLVED** to:

***Organise a community litter pick is organised for w/c 1 April 2024.***

**10/24.7 Steam Fair**

Members were asked to consider their involvement in the May steam fair. They considered more ways to engage with the Town Council. Members considered that they might get better engagement with residents if they had a joint activity and possibly host a history exhibition.

It was **RESOLVED** to:

- a) Investigate hiring an exhibition trailer.***
- b) Consider further engagement activities at the next meeting and promotional materials to hand out.***

**11/24.8 Civic Service**

Members received a verbal report on the work undertaken to date which was noted.

**12/24 DATE OF NEXT MEETING**

Wednesday 13 March 2024

The meeting closed at 2034.

**SIGNED BY CHAIRMAN:** \_\_\_\_\_

**MINUTES APPROVED (date):** \_\_\_\_\_

\_\_\_\_ Chair

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENAGEMENT

**DATE:** 13 MARCH 2024

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

**SUBJECT:** D-DAY 80 COMMEMORATION

### 1. SUMMARY

1.1 This report outlines the works undertaken to date on this commemorative event.

### 2. RECOMMENDATION

2.1 Members are asked to note the report.

### 3. BACKGROUND

3.1 6 June 2024 sees the 80<sup>th</sup> anniversary of the D-Day Landings, the largest amphibious landing in world history.

3.2 The Town Council has liaised with the vicar of St Mary's and the Stotfold Branch of the Royal British Legion and agreed the following:

1930 Short service of commemoration at the war memorial. The RBL, Mayor and Lord Lieutenant (or deputy) will lay a commemorative wreath

After the service, parade up the path to the beacon.

The parade will be led by Piper Derrick Budge who will play several tunes including Lord Lovatt's Lament to commemorate the taking of Pegasus Bridge by Lord Lovatt's No 4 Commando brigade.

2015 Lighting of beacon  
Playing of the last post by Salvation Army

3.3 Invitees will include:

- Uniformed groups including scouts, guides, army cadets etc,
- Salvation Army
- Civic list

3.4 Four small 'Tommies' have been purchased to go around the base of the war memorial and the larger Tommie, which is currently stored in the cemetery toilet store, will be erected at a suitable location.

3.5 There is a D-Day song [The Shores of Normandy](#) and the Clerk is investigating a singer to sing this at the beacon lighting.

3.6 Please note the national time for lighting the beacon is 9.15pm (dusk) but it was felt that this was too late for the uniformed youth organisations to participate.

3.7 Other items to be determined:

- Poppy cascade against the front of the chapel
- Military vehicle parked by the chapel
- Photograph exhibition in the chapel

3.8 It should be stressed that this is a commemorative event, not a celebration.

#### 4. FINANCIAL

4.1 Any costs to be met from 50<sup>th</sup> Anniversary budget.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	All events to be risk assessed
Legals	N/A
Resources/Stakeholders	CE Officer to be main resource, supported to Town Clerk and Town Rangers
Contracts/Financial	Financials to be met from 50 <sup>th</sup> anniversary budget
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A



## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENGAGEMENT

**DATE:** 13 MARCH 2024

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

**SUBJECT:** COMMUNITY LITTER PICK

### 1. SUMMARY

1.1 This report summarises the work undertaken to date on the Community Litter Pick.

1.2 The litter pick will run from Wednesday 3 April to Saturday 6 April inclusive.

### 2. RECOMMENDATION

2.1 Members are asked to note the report.

### 3. BACKGROUND

3.1 This Committee resolved to organise a community litter pick over a week during the Easter holidays so that school aged children and those residents who do not work, could participate in this activity, rather than just a one-off event on a Saturday.

3.2 Cllr Bendell is leading on this engagement and will be on site at the Greenacre Centre from 0930 to hand out litter picking packs. This will comprise of litter pickers, bags, hoops and gloves.

3.3 Participants will be asked to notify to Cllr Bendell which areas they are picking to ensure that as much coverage as possible is arranged. They will also be issued with a risk assessment to ensure safe methods of working. Cllr Bendell will liaise with the volunteers to pick up the bags and advise the Town Rangers where the bags are to be collected from

3.4 Different colour bags have been purchased to avoid domestic waste being collected.

3.5 All volunteers will receive a 'goodie bag' including a Town Council tote, pen, notepad, and cereal bar.

### 4. FINANCIAL

4.1 The tote bags and pens had already been purchased. The notepads cost £247, and the costs will be met from the advertising budget.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	All participants will be asked to sign a risk assessment.
Legals	N/A
Resources/Stakeholders	No staff resources
Contracts/Financial	N/A
Crime & Disorder	N/A
Equalities	Open to all
Biodiversity	Reduce littering, increase biodiversity
Privacy Impact	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: COMMUNITY ENGAGEMENT**

**DATE: 13<sup>th</sup> MARCH 2024**

**OFFICER RESPONSIBLE: COLIN ROGERS, ADMIN SUPPORT OFFICER**

**SUBJECT: MILL FAIR ENAGEMENT**

**1. SUMMARY**

1.1 Officers were asked to obtain quotes to hire an event trailer for the Mill Fair Event on the 11<sup>th</sup> – 12<sup>th</sup> May 2024. This is to give the Council a physical presence at the event, for residents to engage directly with Members and to display historic items from Stotfold's past.

**2. RECOMMENDATION**

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

**3. QUOTATIONS RECEIVED**

3.1 Members are asked to consider the following quotes obtained.

**2.1.1 TCM Trailers**

Trailer ref	Trailer hire cost – including delivery and collection.
T114/7m	£2990 plus VAT
T101/6.5m	£2110 plus VAT

**Power**

You can connect the trailers to a 16amp power supply onsite, we will provide a hook up lead F.O.C upon request. Generators are available at between £60+VAT and £120+VAT per event depending on the size required.

**Branding**

We can supply trailer graphics, flags and branded café barriers. The standard graphic costs for the trailer can be found on the attached PDF, let me know if you would like a cost for any additional areas

**Booking process**

If you decide to go ahead, please let me know the preferred trailer and I will send over a booking form and new client form. The booking is secured, and invoice will be raised upon receipt of the booking form and is due in full prior to hire.



T101 - 7m  
hospitality trailer im



T114 7m x 2.2m  
exhibition trailer im

### 3.1.2 Air Stream and More

Members, please note that this quote will likely need to be re-quoted and availability checked due to the policy of this company. Having spoken with the company they can provide a generator for an additional £150, but this would need to be confirmed. Please note the additional items in the terms and conditions.

Cost:

Delivery AM 10th May. Event 11th & 12th May Recovery after 5pm 12th May

Trailer rental:

£1960 Transport and setup / takedown £360 each way (£720 total)

Total cost: **£2680** (+VAT)

Graphics will be £800 + VAT. Payment terms are the same as the hire.

Terms and conditions.

1. Mileage is calculated to/from OX15 5DG
2. Day rates are plus mileage at £1.50 / mile and any and all supplementary charges such as tolls, clean air zone charges, congestion charges etc.
3. Overnight accommodation rate is £140 / night.
4. Payment of 50% deposit is due to secure booking. Payment in full (via cleared funds) must have been received no later than 30 days before the scheduled event
5. In the event of a driver's attendance at a single day event exceeding 14 hours then an additional charge of £40 / hour shall apply up to 17 hours after which an overnight accommodation fee shall become due.
6. All prices quoted are subject to VAT.
7. Standard working times directive and hours limits applies for Drivers working hours.
8. In the event of the venue being inaccessible then the full rate remains due



Fleet number 45 -  
7m pod.pptx



M72 - General  
Images.pdf

### 2.1.3 SES Events

Please see below the quotes and specifications from this company.

#### Titan 41 Quote and Specifications



Colin Rogers Hire  
Operational Costs- 1



Titan 41  
Specification sheet 1

#### Titan 79 Quote and Specifications



Colin Rogers Hire  
Operational Costs- 1



Titan 79  
Specification sheet 1

#### 2.1.3.1 Quote for Generator

Location :SG5 4NU (roughly)  
Generator running time 9am -5pm.  
Delivery date 10th May  
Event dates 11th-12th May  
Collection date -13th May

20kva roadtow 32/1 or 16/1 socket @ £185.00  
EnviroRecycle Contract Fee @ £6.00  
Fuel currently @ £2.80 per litre  
Delivery week day time @ £234.00 each way

## 4. FINANCIAL

4.1 Funds are to be drawn from the 50<sup>th</sup> Anniversary Budget

# Proposal to start a Famers Market in Stotfold

March 2023

In discussion with the Clerk and the Community Events Committee we have been looking into starting a small Farmers Market using the Brook Street Car Park.

## **When**

Having researched local markets and towns there is nothing in the vicinity on a Sunday morning so we thought that this could be a good time

A couple of stall holders suggested the beginning of the month (after payday) as being a good time.

Many are very small markets so our car park would work. It seems that most of the markets are quiet small, even Hitchin Market is advertising for new stall holders

If it is nice weather there are usually a fair numbers of walkers in Stotfold in the morning

Either 9 to 1 or 10 to 2

Charges to Stall Holders I would suggest no more than £20 a day. With even a discount if they signed up to all date to say £15.

## **Stalls**

We have spoken to various stall holders who have shown an interest

All stall holders would need to have their own insurance and proved a risk assessment.

They would be asked to take away all rubbish.

Ideas for stall, Wilbury farm, Plants and flowers, Fish, Bakery and or Cakes, Sweets (Fudge), Cheese, Vegetbles.

## **Our Involvement**

We would need to put up signs in the car park and make sure it is empty. (Town Rangers)

Someone would need to be there at the start and finish if not during.

## **Suggested Dates for 2024**

April 7<sup>th</sup>

May 5<sup>th</sup>

June 2<sup>nd</sup>

July 7<sup>th</sup>

Aug 4<sup>th</sup>

Sept 1<sup>st</sup>

Oct 6<sup>th</sup>

Nov 3<sup>rd</sup>

Dec 1<sup>st</sup>