

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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2 May 2024

**Members of the Public Realm:** Cllrs M Cooper (Chairman), L Anderson, S Buck, S Hayes, J Headington, J Hyde, B Saunders, J Smith, J Talbot, B Woods

**You are hereby summoned** to attend the Public Realm Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 8<sup>th</sup> May 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

A handwritten signature in black ink, appearing to read 'Emma Payne'.

**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 **13<sup>th</sup> March 2024** are a correct record.

### 5. ELECTION OF VICE CHAIRMAN

To receive nominations for the position of Vice-Chairman of the Public Realm Committee.

- 6. TERMS OF REFERENCE**  
To review this Committee's Terms of Reference and recommend their adoption to Full Council.
- 7. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**  
Correspondence received and matters arising from previous Minutes, for information.
- 8. REPORTS TO COMMITTEE**
  - 8.1 Notice Boards**  
To receive a proposal for new Notice Boards for at The Green, Memorial Hall and Brook Street.
  - 8.2 Disk Golf Pitch at Riverside**  
To receive a proposal to install disc golf at Riverside.
  - 8.3 Hand Car Wash**  
To consider a request from a Stotfold resident to start a new hand car wash at Arlesey Road Football Club.
  - 8.4 Play Area Signage**  
To receive a proposal for the design of play area signage.
  - 8.5 Community Litter Pickers**  
To consider a request from a local resident regarding the disposal of community litter outside of working hours.
  - 8.6 Squirrell Taverners Logo**  
To consider a request to have a logo on the flood container at Hitchin Road Recreation Ground.
  - 8.7 The Squirrell Pub – 2<sup>nd</sup> Team – Use of HRR**  
To receive a request to use Hitchin Road Recreation for the Squirrels FC second team
  - 8.8 Allotment Security**  
To consider the security of the allotment site following the laying of the hedge. This item to follow separately.
  - 8.9 Allotments – Review of Paperwork and Procedures**  
To receive a report requesting a Task and Finish Group to review the Town Council's allotment document control.
  - 8.10 Allotment Awards**  
To receive a proposal for implementing Allotment Awards.
  - 8.11 Use of the Green**  
To consider how the use of the Green is administered.
  - 8.12 St Mary's School – Use of The Green**  
To receive a report on use of the Green for a sports event.
  - 8.13 Cemetery Toilet Project**  
To receive a verbal update on the project.
  - 8.14 Stotfold Youth FC**  
To receive a suggestion from Cllr Cooper to write to Chris Murray on his retirement from coaching at Stotfold YFC.

**8.15 Stotfold Mill Weekend – Use of The Green**

To note the delegated decision of the Chair of the Public Realm Committee and the Town Clerk for Stotfold Mill to use Millenium Green for overflow car parking at the Mill weekend 11/12 May and agree the use for 5/6 October 2024.

**9. HIGHWAYS REPORT**

To receive a report from Councillor Smith, Highways Representative.

**10. WORK PROGRAMME**

To receive this Committee's Work Programme.

**11. 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.

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

**13. DATE OF NEXT MEETING**

Wednesday 5<sup>th</sup> June 2024.

**MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 13 MARCH 2024, AT 7.00 PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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Committee Members present:

M Cooper (Chair) L Anderson (Vice Chair), S Buck, J Hyde, S Hayes, B Saunders, J Smith, J Talbot, J Bendall,

Also present:

Cllr B Woods  
H Child

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**190/24 APOLOGIES FOR ABSENCE**

None.

**191/24 DISCLOSURE OF MEMBERS INTERESTS AND DISPENSATIONS**

Nothing to declare.

**192/24 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

There were no members of the public present who wished to make a representation.

**193/24 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 14 February 2024 were received. It was **RESOLVED** to:

*Adopt the minutes as a true record of the meeting.*

**194/24 CLERK'S REPORT, CORESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**a) 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 19<sup>th</sup> March 2024, for three days.

Discussions took place regarding the scheduled works, but It was felt that the current ground conditions would prevent this work going ahead next week.

It was **RESOLVED** that Office staff would contact the contractor on Friday 15<sup>th</sup> March, to determine whether or not to proceed, as planned, or to re-schedule the work for a later date.

**b) 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.

c) **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.

d) **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.

e) **Allotment Deposits**

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

f) **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.

g) **Erosion of bank at Riverside**

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

**This meeting was postponed due to inclement weather conditions.**

h) **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.

It was **RESOLVED** to: Obtain quotes for the installation of a radar key lock to the disabled toilet.

i) **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.

This has been a long-standing issue which was previously looked at by a specialist contractor. Members requested that quotes be obtained to assess and rectify the current situation.

It was **RESOLVED** to: Obtain quotes for the drainage works in the car park at Riverside.

*It was **RESOLVED** to: Note the Clerk's Report*

**Matters Arising**

Cllr Cooper and Cllr Anderson informed members that they are both on holiday in April and would therefore be unable to Chair the April meeting.

***There were no other matters arising.***

## **195/24 REPORTS TO COMMITTEE**

### **196/24.1 Water Safety Risk Assessment**

Members received a proposal and quote from RLSS to create a water safety risk assessment at Riverside Recreation Ground. Members held a brief discussion regarding alternative options.

It was **RESOLVED** to:

- a) ***Not to go ahead with the quote received from RLSS***
- b) ***Conduct a site visit with Maydencroft to discuss reasonably practicable control measures in order to reduce risk***
- c) ***Contact The Fire & Rescue Service to determine whether they offer advice in relation to water safety measures along the two areas of the river that are accessible.***

### **196/24.2 Norton Road Allotment Perimeter Security**

Members received a report to consider the possible purchase and installation of temporary fence panels on the allotment side of the perimeter to cover existing gaps within the fencing where new saplings have been planted.

It was **RESOLVED** to: Lay the hedge and monitor its growth.

### **196/24.3 Play Area Signage**

Members received the report regarding a review and standardisation of the play area signage. It was agreed that this needs further investigation and that a revised proposal and quotations be brought to the next meeting.

It was **RESOLVED** to: Obtain quotes based on the format of the latest signage installed at the Greenacre Centre play area.

## **197/24 HIGHWAYS REPORT**

Cllr Smith reported that he would be meeting with CBC's Cllr Kat Woodfine next week to discuss, amongst other things, the ongoing issues with pot holes.

A road closure application is in place, outside the Chequers Pub in Queen Street, the week leading up to The Stotfold Mill event, Cllr Smith to make further investigations.

## **198/24 WORK PROGRAMME**

Members noted the work programme for this committee.

## **199/24 PUBLIC REALM WORKS**

It was reported that two of the bollards opposite The Crown Public House, are rotten and need replacing.

Cllr Saunders raised the matter of the repairs to the pot holes in Arlesey Road car park and whether we have been given a date for the contractors to return to complete the work. It was resolved that The Clerk will contact the contractors.

**120/24 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

The mattress which has been in the river at Riverside for some time, has now been removed on to the adjacent bank. Currently it is too heavy to move, however once it has dried out a little the Town Rangers will remove and dispose of it.

It was agreed that the Committee would need to allocate a Chairman for the April 2024 Rec Committee, owing to The Chair and Vice Chair taking annual leave at that time.

**189/24 DATE OF NEXT MEETING**

Wednesday 10 April 2024

The meeting closed at 1952.

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

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



## PUBLIC REALM COMMITTEE

### TERMS OF REFERENCE

#### Membership of Committee

- Ten Town Councillors resolved at the Annual Meeting of the Town Council held in May annually.
- Five members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

#### Frequency of Meetings

- Monthly meeting, except August.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

#### Decision/Delegated Powers

The Public Realm Committee has delegated authority (Local Government Act 1972 S101):

#### Open Spaces

- Management, control, and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
- Prepare and maintain grass cutting schedules *for all open spaces and recreational facilities*.
- ~~Review the job specification and contract for the handyman and landscape contractors, relevant to this committee.~~
- Arrange repairs and maintenance of the following sites:
  - Hitchin Road Recreation Ground
  - Riverside Playing Fields
  - Greenacre Park
  - Arlesey Road Recreation Ground
  - Multi Use Games Areas (Arlesey Road and Riverside)
  - The Green
  - Pix Brook Play Area
  - Prince Charles Avenue Play Area and open space, associated play equipment
  - Jubilee Meadow and open space, ~~associated play equipment (once area is adopted)~~
  - Public conveniences and car park at Brook Street/High Street
  - Public conveniences at Arlesey Road Recreation Ground.
- Liaise with and support the local environmental group, TEASEL, particularly with their support work on Town Council open space, including Centenary Wood.
- Maintain and improve landscape throughout the town.



- Monitor and protect the footpath and bridleway network within the town.
- Arrange spraying of foreign growth on footpaths as designated by the committee.
- Have overall responsibility for Town Council owned sporting facilities and public open spaces.
- Provision and maintenance of litter bins, bus shelters and seats within the town.
- Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- Maintain a rolling programme of maintenance and major projects.
- Review contracts for maintenance for MUGAs and all-weather pitches, Pix Brook play area, Arlesey Road, Hitchin Road recreation ground, Greenacre Park, and Riverside Recreation ground.
- To ensure that the Town Council complies with health and safety regulations *in relation to open spaces, streetlights, cemetery, and recreational facilities.*
- Review all documents pertaining to this Committee.
- In all considerations and actions, follow the council's adopted corporate strategic plan.

### Highways

- Liaise with Central Bedfordshire Council on matters relating to improvements on roadways, footways, footpaths, car parking and drains within the town.

### Allotments

- Management of Town Council owned allotments.
- Management of Common Road Allotments on behalf of the Eleemosynary Charity of William Field.

### Streetlights

- Responsibility for the maintenance and supply of Stotfold Town Council owned street lighting.
- To liaise with Central Beds Council for the repair and upkeep of all lighting columns within the town, owned by them.
- Responsibility for the street lighting maintenance contract and tenders on a six-yearly basis.
- In all considerations and actions, follow the Council's adopted corporate strategic plan.

### Trees

- To take decisions on landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
- Maintain and manage trees on Town Council owned land, according to the council's adopted Tree Management Policy.

### Cemetery

- To continue improvements to the site for its use as a burial ground.
- To monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
- To monitor the capacity of the present site and consider future expansion.
- To review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.
- To undertake visits to the Cemetery for monitoring and assessments of maintenance and repair works needed.
- To arrange an inspection of the stability of the memorials every five years. *Do we want to consider this as a rolling programme?*
- Maintain a rolling programme of maintenance and major projects relating to the cemetery.

**Finance**

- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Establishment Committee.
- Conduct a half yearly appraisal of the budgets based on September figures.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To review and determine the list of charges annually relating to the cemetery fees and open spaces
- Responsibility for the leases relating to Town Council owned land and their review, as required.
- Review and set charges and lease rents.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Reviewed May 2024

**PUBLIC REALM COMMITTEE – 8<sup>th</sup> MAY 2024**

**CLERK'S REPORT**

**1. Culvert at Riverside**

The work is now complete, however a few snags have been identified, which the contractors will rectify over the next few days.

**2. Arlesey Road Toilets**

Mid Beds Locksmiths, the Company that installed the original timing devices, have recently fitted a radar lock to the disabled toilet. They are due to deliver operational training to the Town Rangers soon, which will enable us to increase the opening times and thus provide greater accessibility to the public.

**3. Rotten bollards at The Green**

Two bollards have now been replaced. We will continue to monitor the condition of the remaining bollards and replace others necessary.

**4. Mattress at Riverside**

As weather conditions have improved, The Town Rangers have been able to dispose of the mattress which was dumped in the river at Riverside some time ago.

**5. Toad Sign – Taylors Road**

This has now been repaired.

**6. Potholes – Arlesey Road Car Park**

This situation has now been resolved with the Football Club.

**7. Manure - Allotments**

A local resident kindly offered to provide manure for the allotments, which has now been distributed across both sites, for the benefit of allotment holders. We are hoping to continue to provide this service on a more regular basis, providing sufficient stock can be obtained.

**8. Happy to Chat Benches**

A second Happy to Chat bench sign has been installed on one of the two benches opposite The Mill.

**9. Brownies Litter Pick**

The Brownies have requested the use of our litter picking equipment for an organised litter pick along Baldock Road on Thursday 2<sup>nd</sup> May.

**10. Town Rangers**

The office has received some positive feedback from residents about the Rangers responding to a number of situations in an efficient and timely manner.

**11. Allotment Toilets**

The Clerk has received a reduced quotation for the compostable toilet of £9,700. An application for funding from Awards for All is pending.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS  
ADMIN SUPPORT OFFICER  
**SUBJECT:** NOTICE BOARDS

**1. SUMMARY**

- 1.1 The current notice boards that are located through the town have been in situ for several years and need an update.
- 1.2 Quotations have been received for new notice boards at The Green, Memorial Hall and Brook Street Toilets. The Brook Street Toilet Notice board will likely be orientated portrait.

**2. RECOMMENDATION**

2. Members are asked to consider the proposals in this report and advise the Town Clerk of their preferred designs so more comprehensive quotations can be submitted for consideration.

**3. BACKGROUND**

- 3.1 Notice boards are a valuable resource for community engagement as well as the statutory requirements to display the Town Council's meetings and agendas.
- 3.2 There are currently notice boards at the corner of The Green and Hallworth Drive along with Norton Road Allotments and Brook Street car park.
- 3.3 When choosing a design for new notice boards, Members may want to consider size and colour and whether they want the crest. Quotations can then be provided for a future meeting.

Some example notice boards can be found at:

<https://www.signsofthetimes.co.uk/hardwood-noticeboard-cabinets/>

<https://www.signsofthetimes.co.uk/noticeboard-cabinets-2/>

<https://www.signsofthetimes.co.uk/man-made-timber-noticeboard-cabinets/>

**4. FINANCIAL**

- 4.1 There is a budget for Public Realm Improvements.

## 5. IMPLICATIONS

Strategic Plan	Part of community engagement
Risk Management	N/A
Legals	Land is on the ownership of the Town Council
Resources/Stakeholders	Town Rangers update notice boards
Contracts/Financial	Existing budgets
Crime & Disorder	N/A
Equalities	Engages with residents who are digitally excluded
Biodiversity	N/A
Privacy Impact	





6A4P Oak Single-bay  
6 x A4 portrait  
noticeboard

With optional:  
Straight pattern header  
Plain engraved text  
Light Oak finish

PD6A4P Man-made Timber (recycled plastic) 6A4 Portrait Noticeboard  
with header panel & cut-vinyl lettering in Times font.



# Noticeboard Price List

November 2023 iss3





## Fusilier™ Stainless Steel Noticeboards

Price includes one stainless steel display case, two stainless steel posts (where applicable), 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.

Freestanding Fusilier™ Noticeboard				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£1172	£92	N/A	N/A
A1	£1294	£100	£1629	£113
A0	£1645	POA	£2022	POA

## Header Board Options

Cast aluminium header board ( <i>text only, font - Times New Roman</i> )				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£545	£37	N/A	N/A
A1	£545	£40	£578	£40
A0	£700	£44	£700	£45

Flat plate aluminium header board ( <i>self-adhesive vinyl or digitally printed</i> )				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£229	£37	N/A	N/A
A1	£283	£40	£287	£40
A0	£351	£44	£368	£45

\* Delivery price UK mainland only

All prices are per unit, exclusive of installation and VAT.  
All units have a powdercoat finish to a standard colour.



## Cavalier™ Stainless Steel Noticeboards

Price includes one stainless steel display case, two stainless steel posts (where applicable), 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.

Freestanding Cavalier™ Noticeboard				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£1922	£91	N/A	N/A
A1	£2105	£106	£2277	£117
A0	£2400	POA	£2603	POA

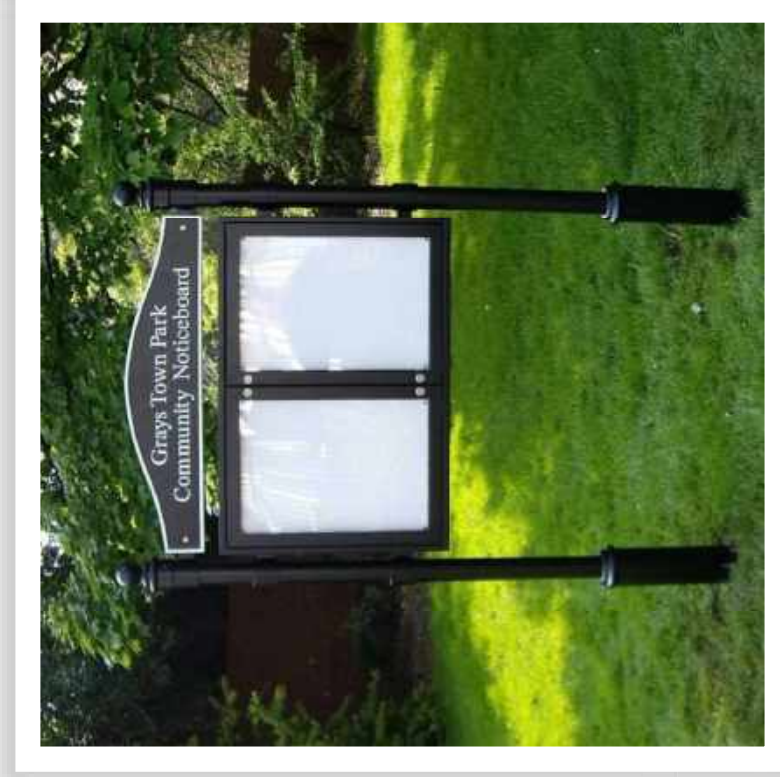
## Header Board Options

Cast aluminium header board ( <i>text only, font - Times New Roman</i> )				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£545	£41	N/A	N/A
A1	£545	£41	£578	£41
A0	£700	£48	£700	£49

Flat plate aluminium header board ( <i>self-adhesive vinyl or digitally printed</i> )				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£175	£41	N/A	N/A
A1	£283	£41	£287	£41
A0	£351	£48	£368	£49

\* Delivery price UK mainland only

All prices are per unit, exclusive of installation and VAT.  
All units have a powdercoat finish to a standard colour.



## Oak Noticeboards

Price includes 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.

Semi-seasoned Oak, freestanding ( <i>non-illuminated</i> )				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£1244	£84	N/A	N/A
A1	£1428	POA	£1857	POA
A0	£2413	POA	£2478	POA .

## Header Board Option

Oak headerboard				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£242	£40	N/A	N/A
A1	£261	£48	£274	£48
A0	£314	£52	£314	£52

\* Delivery price UK mainland only

All prices are per unit, exclusive of installation and VAT.  
All units have a preservative finish to a standard tint.



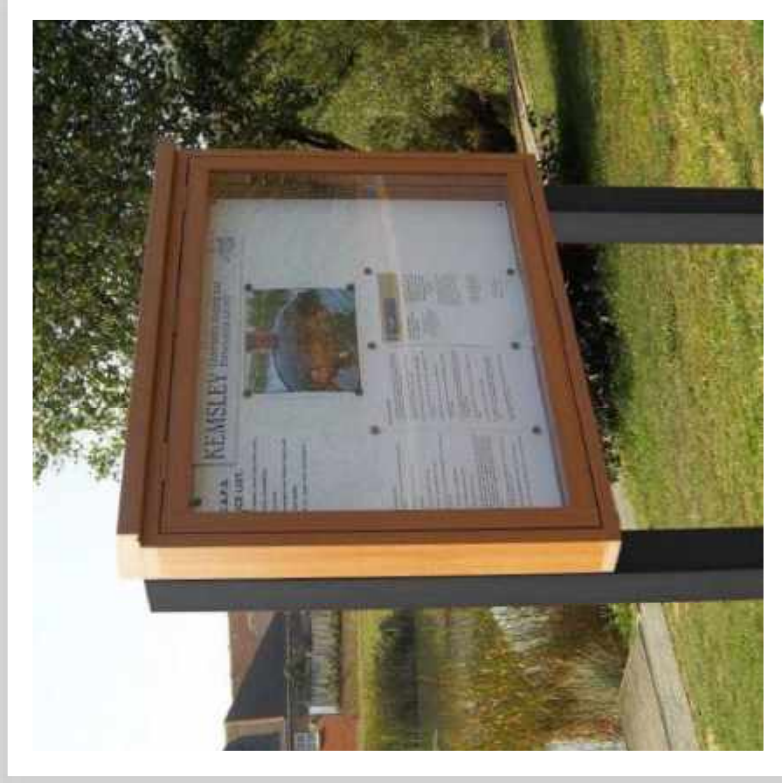
## Recycled Plastic Noticeboards

Price includes 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.

Recycled Plastic, freestanding ( <i>non-illuminated</i> )				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£1165	POA	N/A	POA
A1	£1410	POA	£1945	POA
A0	£1950	POA	£2090	POA .

## Header Board Option

Recycled Plastic, headerboard				
Size	Single Door	Delivery*	Double Door	Delivery*
A2	£216	POA	N/A	N/A
A1	£222	POA	£222	POA
A0	£237	POA	£237	POA



All prices are per unit, exclusive of installation and VAT.  
All units have a Cedar effect finish.

## Wallmounting Noticeboards

Price includes 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.

Stainless Steel Wallmounting ( <i>non-illuminated</i> )				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£913	£41	N/A	N/A
A1	£988	£56	£1288	£64
A0	£1293	POA	£1670	POA

Semi-seasoned Oak Wallmounting ( <i>non-illuminated</i> )				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£852	£41	N/A	N/A
A1	£1024	£62	£1452	£68
A0	£1728	POA	£1793	POA

Recycled Plastic, Wallmounting ( <i>non-illuminated</i> )				
Visual area	Single Door	Delivery*	Double Door	Delivery*
A2	£1030	POA	N/A	POA
A1	£1100	POA	£1635	POA
A0	£1640	POA	£1780	POA



All prices are per unit, exclusive of installation and VAT.  
 All units have a powdercoat/ preservative/ Cedar effect finish to a standard colour.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS  
ADMIN SUPPORT OFFICER  
**SUBJECT:** DISC GOLF AT THE RIVERSIDE RECREATION  
GROUND

**1. SUMMARY**

- 1.1 Officers were approached by a member of the public suggesting that a Disc Golf Course should be installed at the Riverside Recreation Ground:

**2. RECOMMENDATION**

Members are asked to consider this report and advise the Clerk if they would like to investigate the proposal further.

**3. BACKGROUND**

- 3.1 The request from the resident is as follows:

*“My proposal is to explore the idea of installing a disc golf course at the Riverside recreation grounds. I believe that there's room to do so at the location without impacting on the current users of the park. It would hopefully provide another opportunity for local people to get outside and enjoy themselves in a beautiful location.*

*Disc golf is a sport that's growing fast worldwide and can be enjoyed by people of all ages. It's a simple but fun sport that involves throwing a frisbee in as few shots as possible into a specially designed basket, much like in traditional golf.*

*If there's sufficient interest amongst the committee, I would recommend contacting a company called Disc Golf UK. They have a lot of experience installing courses for a number of different organisations including Forestry England, The National Trust as well as a number of local councils and private businesses. They would be able to provide a suitable course layout, undertake a site visit and ultimately install a course if you wish. They estimate the cost for this would be roughly £1,500 excluding VAT and that would be for the baskets and tee signs. I have attached their prospectus which has more information about their services.*

*My suggestion is to ask Disc Golf UK to design a 9 hole course to minimise the impact on other users of the park so that players would not be throwing towards the children's play areas or throwing blind shots near the footpath. Players would of course be reminded by the signage to be aware of other park users and play in a safe manner.*

*With regards to equipment there are different options available. Players will always be able to bring their own discs since the course would be open to the public. You could choose to hire and/or sell discs although I'm not sure where this could be based - I know the hours at the Greenacre Centre are limited. Another possibility would be forming a*

*club that could lend out equipment to beginners, so they are able to give the sport a try. I'd be more than happy to do this and provide the initial funding myself to get up and running.*

*If you wish to know any more or to ask further questions, I'd be more than happy to do so in writing or to attend a meeting to discuss it with you.”*

3.2 A brief description of disc golf is:

“Disc golf is a flying disc sport in which players throw a disc at a target; it is played using rules similar to golf. It is usually played on a course with 9 or 18 holes. Players complete a hole by throwing a disc from a tee area toward a target, throwing again from where the previous throw landed, until the target is reached. Usually, the number of throws a player uses to reach each target is tallied, and players seek to complete each hole in the lowest number of total throws.”

This is taken from <https://discgolfuk.uk/how-to-play/> should Members wish to read further.

3.3 Stotfold Juniors intend to return to playing football at Riverside for the 2024/25 season.

**4. FINANCIAL**

4.1 No prices have been obtained until such time as the Town Council considers they wish to investigate this further.

**5. IMPLICATIONS**

Strategic Plan	Improving the leisure offer to residents – approximate time for installation is
Risk Management	Risk of injury if residents are hit by discs.
Legals	N/A
Resources/Stakeholders	Minor maintenance from Town Rangers and some adjustment to grounds maintenance schedule.
Contracts/Financial	Not known at this stage
Crime & Disorder	May be subject to vandalism
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A



# DISC GOLF

## PROSPECTUS





# WHAT IS DISC GOLF?



- Anyone can play from 5 – 100 (the oldest regular known player is over 100!)

- Disc Golf is the fastest Growing Sport in America and Northern Europe and is exploding in the UK. Retail sales across our websites are 1000% up year on year



- Increase your shops turnover with retail Disc sales. As each disc is unique, players prefer to feel the disc they purchase, giving an advantage over internet sales.

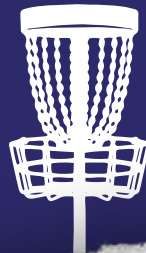
- The sport is a great leveller across ability and gender
- Disc Golf can be played on any type of terrain, utilising otherwise wasted land to increase your turnover.



- Disc golf can be played day or night with adapted discs that light up or glow



Visit our website for more information



# SUITABLE LAND

## WHAT LAND WORKS?

The simple answer is any!

As our sport is played in the air, we can design courses anywhere from mountains to deep woodland to beaches to marshy areas and even a livestock field!

As long as it is safe we can design there.



## AT THE SITE

When we arrive we will be looking for the key features on the course, the things that will set this one apart and leave visitors with a lasting memory of its beauty. This might be a meandering stream or a rocky escarpment, a beautiful woodland walk or an incredible view. There will be something at each course and our design will attempt to showcase it so even on the worst of rounds a player has something to lift them up!

Armed with years of experience and reams of throw analysis data of players of all abilities, we'll find the hole that works. We love multiple tees on a hole to keep things cost effective for our client but most importantly to keep things fun and a challenge for a number of different abilities.

## GOLF COURSES

We are experts in designing Disc Golf courses on existing golf courses and were the first company to do this in the UK.

We can design courses around the perimeter of a course so the current offering is not affected, or even design courses to run concurrently with golf and footgolf (Our Tilney Sports course is a great example of this).

As an avid golfer our lead designer understands the etiquette of the sport. We ensure that players of golf, footgolf and Disc Golf can play alongside each other harmoniously whilst boosting the clubs revenue streams.



## BEFORE WE VISIT

The first thing we do in design before we even visit is scour maps from birds eye view to topography maps to google street view. We'll ask questions about other activities, walking trails, unusable areas and any other pertinent information. This gives us a great idea of what we will be seeing on the ground when we arrive. We will have in mind some features we want to see when we get to the course and areas to be avoided. This drastically reduces the design time to keep costs for our client low.

# COURSE MATERIALS

## WELCOME SIGN

It starts with a sign.

It is more than just a map of the course. As many players will not have played before, the welcome sign will give them basic rules, etiquette and all they need to get going.



## TEE SIGNS

Continuing with the signage and just as important as the welcome sign, Tee Signs give players the information they need to play a hole. This will have details and warnings. It's important that the graphic is big, bold and easy to read, but also looks good and sits well within the surrounding area.



## BASKETS

These are the things that define the course and create such satisfaction with players.

As of February 2020 The Castle Basket by Disc Golf UK is now our standard. This has been designed to withstand the Great British weather and unfortunate vandals. With increased strength at joins and thicker wirework they are near indestructible!



## SAFETY

Disc Golf, like any other sport, can be dangerous. Our mission is to mitigate the risks. As a panel member of an international group working on safe course design our lead designer will always consider safety before any other factor. We have turned down installations in the past and will again if there is a risk to players or the public.



# COURSE DESIGN

With any course we install, detailed and clear signage are provided from our in house design team.

The maps can be edited in colour and size to match your course.

Any branding you already have can be included on the maps.

Course flow is very important to us - long and unintuitive walks are to be avoided where possible. If these are necessary then good signage is advised. We don't like filler holes and want each one to have a unique appeal, it's a juggling act and may take a few visits to achieve.

It is a mixture of aesthetics, fun and challenge that brings players back to your course and that spreads the word to new players. What you will have in a Disc Golf UK designed course is the best your land has to offer, and a course that is fun and challenging to all abilities.



We will create Tee signs detailing how to play each hole.

The signs are UV protected and anti-graffiti dibond aluminium ensuring a long life looking good.

# FURTHER REVENUE STREAMS

Depending on your location and facilities a disc golf course can provide a myriad of further revenue streams including but not limited to:

## Disc sales

Arguably the most profitable additional revenue stream with some locations generating more revenue from disc sales than from greens fees. We have one of the largest stock holdings of discs in Europe featuring global manufactures. Discs offer up to 55% gross profit and are a great way to draw in established local players. Our simple wholesale ordering process means your orders can grow as your business does.



## Tournaments

During the off season tournaments can be a great revenue stream. If your site has catering or camping facilities this can be a great way to maintain footfall during slower periods.

## Corporate events

Alongside tournaments, team building exercises for corporate customers can be an excellent way to advertise and build a local player base.

## Custom disc designs

We have an in-house design team that can design custom print discs that are ideal to bolster your business as a perfect promotional tool. As every player compares discs, custom discs are an effortless way to spread the word for your business.



# CASE STUDIES

## The Custom-Built Course - Gilly's Disc Golf Course

Cost to Play: Adults – £5 – £15, Children – £4 – £12

Around 18 acres of mainly pine Woodland had been in Matt "Gilly" Gillespie's Family for 40 years. The woods had not been well looked after and the course design coincided with the first thinning that had been undertaken there.

The course required a full change of use planning permission on land in the Green Belt just outside Stratford Upon Avon. Full permission was given to use around 15 acres of the site after around a year of work. The first course was a 12 hole beginner and intermediate layout which was open in July 2021 and then joined in July 2022 by another 12 hole course aimed at advanced level players.

The land is purely for Disc Golf with no other draws on site. £12k was taken in the first two months of it's opening and business was strong all the way through the winter period.

The pro shop on site stocks a range of discs and turned over around £4k worth in it's first year.

Reviews and return business have been superb and the course is going from strength to strength.

---

## The Free to Play Course - Forestry England – Sherwood Pines Visitor Centre

Cost to play: Free

This small beginner friendly 9 hole course has been incredibly popular since it opened in December 2020. More courses have rolled out on to Forestry England lands as a result of it's success. The course was designed in a small area near the visitor centre in a way that players of all abilities could enjoy. It drives cars to the paying carpark and footfall to the site who then use the café and other amenities.

## The Destination Course - Felin Geri Disc Golf

Cost to play: Adults -£5 – 10, Children-£4

The initial 12 holes was installed in 2019 winding alongside the river Ceri. One of the highest rated courses in the world by players even before the hillside 10 holes were introduced in 2021. The course and footfall has grown and grown which helps to support the core business of glamping pods and restaurant.

The course is a true destination venue with players travelling from all over the world to play but it also caters for the first time player.

The course has hosted the Welsh Open and other large events introducing a number of new players to the course and some who even stay on site.

---

## The Campsite Course - Cotswold View Disc Golf Course

Cost to Play: Adults £8, Children £4

The course was opened in 2018 and winds through 30 acres of 25 year old woodland adjoining the busy campsite. The brief was for a course appealing to everyone from families to the top players in the country and enlists three tee positions to achieve this. The course investment was paid off within the first three months and the course is extremely well used by the campsite guests and players from all over the country and beyond. There were thousands of rounds played in the first year and the course has hosted many tournaments since, seeing up to 90 people in attendance.

The spend in the onsite café has increased as a result of the increased footfall and campsite bookings have gone up.

A number of local schools have added Disc golf to the curriculum and have weekly sessions on the course.



# JUST A FEW OF OUR EXSISTING CUSTOMERS...



[sales@discgolfuk.com](mailto:sales@discgolfuk.com)



[www.discgolfuk.com](http://www.discgolfuk.com)



Bridge Street, Clay Cross,  
Derbyshire, S45 9NU



+44 (0) 1246 866 800

## Sian van der Merwe

---

**From:** richard@discgolfuk.co.uk  
**Sent:** 02 May 2024 12:36  
**To:** sales@discgolfuk.co.uk; Sian van der Merwe  
**Subject:** RE: Urgent Request for quote

You don't often get email from richard@discgolfuk.co.uk. [Learn why this is important](#)

Hi Sian,

Having a look at the map the park looks suitable for a really fun family/beginner friendly course potentially with the possibility of longer more advanced tee placements on at least some of the holes if not all. I am looking at this area marked on this map in green as being the best potential area –

<https://www.google.com/maps/d/edit?mid=19O4YFRURAvHm-9Znjoo0TzUMGmJyOgY&usp=sharing> If we are also able to use the extra land to the North where the footpaths go through more could potentially be achieved.

As each project is unique to the land it's on it's hard to give more than an indicative quote but we have some standard costs as follows (all prices excluding VAT) :

**Quote 1 – Basic course, includes Basket, one teesign per hole and design. Based on 9 holes and including delivery and installation managed locally –**

9 x Ground installation Castle baskets - £295 = £2655  
9 X Steel tee Signs with fully printed graphic - £111 - £999  
1 x Ground install Welcome board with map and instructions - 120 x 80 cms - £415  
1 x Course design/consultation (Design under CDM regs) – £950  
1 x artwork package – based on 9 tees and 1 welcome sign - £350

**Total - £5369**

**Quote 2 - Basic course, includes Basket, two teesigns per hole and design. Based on 9 holes and including delivery and installation managed locally –**

9 x Ground installation Castle baskets - £295 = £2655  
18 X Steel tee Signs with fully printed graphic - £111 - £1998  
1 x Ground install Welcome board with map and instructions - 120 x 80 cms - £415  
1 x Course design/consultation (Design under CDM regs) – £1250  
1 x artwork package – based on 18 tees and 1 welcome sign - £350

**Total - £6668**

**Quote 3 – Basic Course, Includes Basket, two teesigns per hole and design. Based on 9 holes and including delivery + DGUK installation–**

9 x Ground installation Castle baskets - £295 = £2655  
18 X Steel tee Signs with fully printed graphic - £111 - £1998  
1 x Ground install Welcome board with map and instructions - 120 x 80 cms - £415  
1 x Course design/consultation (Design under CDM regs) – £1250  
1 x artwork package – based on 18 tees and 1 welcome sign - £350  
1 x Installation, installed under CDM regulations - £2500



## Total - £9168

We would normally recommend some form of tee pad as well and have a range of options that we can create either for self installation or for our team to install. These start from around £350 per tee for materials but do increase installation costs considerably if we are handling the installation

It's probably easier to discuss all options on a phone call as a lot depends on who you are aiming the course at and expected footfall etc. As a business we are focused on producing really successful courses as low cost as possible as that produces our market for our main business which is the sale of discs to players. As such we want to make sure we are giving you exactly what you need with the initial installation and ongoing and will be very flexible on everything to meet your needs.

All design and installation work is undertaken under Construction Design Management regulations with a specific focus on safety and how the course will interact other park users.

In terms of lead time design and artwork productions of the signage is the longest section, we have full stock of materials waiting to go. Generally a 9 hole course can be completed within 2 months from the initial deposit. The biggest delay outside of our hands is normally liaison with other stakeholders within the park on areas that can be used for the course.

Let me know if you have any questions!

Many thanks

Richard Hatton

Disc Golf Distribution Ltd.

T/A


Disc Golf UK - [www.discgolfuk.com](http://www.discgolfuk.com)

Ace Disc Golf – [www.acediscgolf.co.uk](http://www.acediscgolf.co.uk)

Launch Disc Golf- [www.launchdiscgolf.co.uk](http://www.launchdiscgolf.co.uk)

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**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS - ADMIN SUPPORT OFFICER  
**SUBJECT:** HAND CAR WASH – ARLESEY ROAD

**1. SUMMARY**

A resident has requested being given permission to run a hand car wash from the Arlesey Road Car Park. This was previously raised with this Committee on the 13<sup>th</sup> July 2022. The Committee previously rejected the proposal as per Minute 99/22 which states as follows:

**“99/22 REQUEST TO SITE CAR WASH AT ARLESEY ROAD CAR PARK**

Members considered a request to site a car wash facility in the Arlesey Road car park.

**RESOLVED** that a response is provided to thank you for their interest, however there is a car wash in the local vicinity, opposite the Arlesey Road car park.”

**2. RECOMMENDATION**

Members are asked to this report and advise the Town Clerk how they wish to proceed.

**3. BACKGROUND**

3.1 A request has been received from a resident to consider the following proposal:

*“Hi my name is Vladimir Melani. I live in Stotfold so I’m part of the community. I’m interested to opening a business in Stotfold - a hand car wash in the area. The place I have looked is at the Stotfold Junior Football Club in Arlesey Road, opposite the Saunders Garage.*

*I’m a father of 4 children and currently unemployed. I would like the opportunity to open a business in Stotfold. This town does not have a car wash close by - with your help I would like to open one. And I like to help every year - if the business goes okay with donation to any charity. If you can help me with the place I like to rent from you. I need any day what is available for you to come in to meeting with you.*

3.2 It has been noted that we lease the Arlesey Road Car Park from Central Bedfordshire Council and in turn, sublease this to Stotfold Football Club. Therefore, the relevant consents would need to be obtained should this proposal be approved.

**4. FINANCIAL**

4.1 There are financial implications. Initial thoughts are use of electricity and water which would need to be recharged to the ‘hirer’.

4.2 There would also be legal fees to be met for drawing up a licence for use of the land.

**5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	Hirer would need to have £5m public liability insurance and full RAMS
Legals	Licence would need to be drawn up for use of the land.
Resources/Stakeholders	N/A
Contracts/Financial	Financial implications
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Use of water resources would not be in line with the Council's adopted Biodiversity Policy
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**DATE:** 8 MAY 2024

**OFFICER RESPONSIBLE:** HELEN CHILD  
ENVIROMENTAL SERVICES CO-ORDINATOR

**SUBJECT:** PLAY AREA SIGNAGE

### 1. SUMMARY

- 1.1 Members will recall earlier reports relating to play area signage that were presented to Committee in December 2023 and March 2024.
- 1.2 In the March 2024 Recreation Committee meeting, it was resolved to make some adjustments to the 'mock ups' and obtain quotes for the signage based on the revised designs.

### 2. RECOMMENDATION

- 2.1 Members are asked to:

Approve the wording and designs, which are based on recommendations from the Play Inspection Company (see examples below).

### 3. BACKGROUND

- 3.1 In the most recent annual play area inspections, the following sites were recommended to have BS EN 15312 standard signage:

- Greenacre 1
- Greenacre 2
- Greenacre MUGA
- Hitchin Road
- Pix Brook
- Prince Charles Avenue
- Riverside play area
- The Green
- Arlesey Road has not yet been inspected, but would also require signage

- 3.2 Having bespoke uniform signage would also enhance the Town Council's profile in the community, using the same design across all the sites.

### 4. FINANCIAL

- 4.1 A3 DiBond aluminium signs with bevelled edges and weatherproof lamination £18.60/each

- Creativity per kind £35.00

- 4.2 The funding for these safety improvements would be met from EMR Rec Rolling Improvements.

## 5. IMPLICATIONS

Strategic Plan	Providing safe environment for residents
Risk Management	Requirement of the Play Area Inspection
Legals	Play areas needs to be inspected regularly, by a competent person and saved for 21 years
Resources/Stakeholders	Town Rangers inspect play areas
Contracts/Financial	Budget available
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A



Examples of Signage



# Prince Charles Avenue Play Area



No Smoking



No Littering



Closes at Dusk



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



Stotfold Town Council

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

Welcome to

# Prince Charles Avenue Play Area



Open till dusk

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

Children must be  
supervised by a  
responsible adult

In case of emergency the postcode  
of this site is SG5 4HQ

Please report any issue or damage  
to Stotfold Town Council on

**01462 730064**



**Stotfold Town Council**

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

In an emergency  
quote **what3words**

**///title.meal.drive**

STOTFOLD, HERTS

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 8 MAY 2024**

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

**SUBJECT: COMMUNITY LITTER PICKERS, DISPOSAL OF LITTER**

**1. SUMMARY**

1.1 Members are asked to consider the request from a resident about how best to deal with the disposal of litter that they collect when they undertake their own community litter picking.

**2. RECOMMENDATION**

Members are asked to discuss possible solutions to this, to allow our most dedicated residents to assist the Town Council in keeping our public spaces free from litter.

**3. BACKGROUND**

3.1 A resident who regularly litter picks around the town called to enquire as to where they can dispose of the litter they find following picks. At present, there is no agreed place for the litter to be left once collected and residents are having to dispose of the litter in with their own personal household waste. Officers did suggest that the litter be brought to the Greenacre Centre however this does not allow for litter to be handed over at the weekends when most residents would do their own litter picks.

3.2 The Town Council organised a community litter pick in April which was supported by residents. They were provided with litter pickers, hoops and coloured litter bags which were then left at key drop off points around the town and were collected by the Town Rangers.

3.3 It might be suitable to issue community litter pickers with these bags so that they are readily identifiable from normal refuse bags. The community litter picker could then notify the town council via social media or email of where the litter is to be collected.

3.4 Alternatively, if the litter picker can't/doesn't want to collect bags from the Council officers, a 'litter angel' label could be devised and distributed to the community so they could be stuck to regular refuse bags and left in key areas for the Town Rangers to collect.

**4. FINANCIAL**

4.1 There is a small financial implication in the purchase of litter bags/issuing of labels.



## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Residents who are part of a community litter picking scheme would need to agree to sign up to a risk assessment for the safe handling of refuse.
Legals	N/A
Resources/Stakeholders	Community Engagement Officer.
Contracts/Financial	Purchase of litter bags/labels.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A
Privacy Impact	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** HELEN CHILD  
ENVIRONMENTAL SERVICES CO-ORDINATOR  
**SUBJECT:** SQUIRREL TAVERNERS FC  
LOGO ON FLOOD CONTAINER AT HRR

**1. SUMMARY**

- 1.1 Members are asked to consider a request from The Squirrel Taverners Football Club as below:

*Is it possible you could ask if we could get the Squirrel Taverners logo sprayed on the container? We don't mind covering costs; we just want to make it feel a little bit like home.*

**2. RECOMMENDATION**

Members are asked to consider the request and advise their Clerk on their decision.

**3. BACKGROUND**

- 3.1 The Squirrel Taverners are a Stevenage based Football Club, who are part of the Hitchin Sunday League. They have been using the Hitchin Road Recreation Ground as their home ground since October 2022 and have also submitted a separate request for their second team to use the HRR as their home ground.
- 3.2 In recent years The Squirrel Taverners have been hugely successful in winning the league, and this year they are in 2 confirmed cup finals and still have a chance to be in a 3<sup>rd</sup>.
- 3.3 Some of their players also play for Stotfold Football Club.

**4. FINANCIAL**

Any associated costs would be covered by The Squirrel Taverners.

**5. IMPLICATIONS**

There are no implications.





**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS – ADMIN SUPPORT OFFICER  
**SUBJECT:** SQUIRREL TAVENERS FC SECOND TEAM

**1. SUMMARY**

Members are asked to consider whether they would allow Squirrel Taverners FC's second team to use the Hitchin Road Recreation Ground for their home games too.

They would play at home when the first team are away.

**2. RECOMMENDATION**

2.1 Members are asked to consider this request and advise the Clerk of their decision.

**3. BACKGROUND**

3.1 Squirrel Taverners FC play in Division 1 of the Hitchin Sunday League and have reached 2 finals this season, with an opportunity of a third coming up. They are based in Stevenage but play their home matches at Hitchin Road Recreation Ground.

3.2 The second team would play their home games when the first team is playing away. This would mean that Squirrel Taverners FC would likely play a home game at the Hitchin Road Recreation Ground every week during the season, be that their first or second team. At present we charge £50 per match for the pitch hire, this would be charged for the second team too.

3.3 Squirrel Taverners FC have stated that the league will provide all fixtures to ensure that clashes do not occur.

3.4 Members should consider any potential impacts on other uses of the Hitchin Road Recreation Ground.

3.5 Squirrel Taverners FC have indicated the following also:

*"I'm looking at trying to sponsor the women's team that play at the Rec too, we use all our own nets and corner flags, and other teams can use them too!"*

*We always make sure the rec is clear of rubbish, we are looking at providing a tactics board to the home dressing room for all teams to use as well."*

3.6 The Clerk has obtained the following comment from Stotfold Youth FC.

*The Juniors also have a team in the same League as the Squirrels FC and with the League agreement they have played us Home and Away on the same Sunday's.*

*The league has a fixed rule that matches have to kick off at 10-30am . This will not work with three teams all wanting a 10-30am kickoff. I would say you would have to decline there request.*

- 3.7 Members may also want to consider the other users of The Green; casual hirers like EatFeast, funfairs etc and the amount of use this area will be subject to.

#### **4. FINANCIAL**

- 4.1 Increase in pitch fees received from this team. Would also have implications for maintenance and repairs.

#### **5. IMPLICATIONS**

Strategic Plan	Providing recreational resources for residents
Risk Management	Overuse of the area, creating damage to be repaired.
Legals	Casual hirers agreement with Squirrels FC however, no record of any formal agreement with Stotfold YFC
Resources/Stakeholders	Included in Ground Maintenance Contract
Contracts/Financial	Budget in place
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Implications in biodiversity policy
Privacy Impact	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**DATE:** 8 MAY 2024

**OFFICER RESPONSIBLE:** SIAN VAN DER MERWE  
DEMOCRATIC SERVICES MANAGER

**SUBJECT:** ALLOTMENTS TASK AND FINISH GROUP

### 1. SUMMARY

The Town Council manages two allotment sites at Norton Road and Common Road. As part of its effective governance, the Town Council should review the current documents for managing tenancies and the Rules & Regulations associated with management of those sites. In addition, there should be a review on what documents also need to be provided to mitigate Risk for the Town Council.

### 2. RECOMMENDATION

2.1 Members are asked to:

- a) Consider the formation of an Allotments Task and Finish Group to assist with a review of allotment documentation and identifying gaps where additional documentation may be needed.

### 3. BACKGROUND

3.1 The Town Council has a number of documents to control the tenancy of plots across the two sites, which were reviewed and adopted some time ago. These include (but not limited to):

- Allotment Rules & Regulations – adopted February 2021
- Allotment Bonfire Regulations – adopted February 2019
- Allotments Policy – Cultivation & Inspection – last reviewed February 2021
- Water Usage Regulations – last reviewed December 2020
- Allotment Application forms and requirements
- Common Road Allotment Tenancy Agreement – last reviewed March 2021
- Norton Road Allotment Tenancy Agreement – last reviewed March 2021
- Risk Assessments – Various
- Allotment Tenancy Agreements

3.2 The proposed Working Party would meet quarterly with the Democratic Services Manager and the Cemeteries and Allotments Officer for the purposes of review of the documentation relating to the allotments only and after the project is finished, the Task and Finish Group would be disbanded.

3.3 The group will be provided with an agenda a week in advance and reports on progress will be provided to the Public Realm Committee. Any documents reviewed by this Working Party and subsequently approved by the Public Realm Committee, will then be forwarded to a Town Council meeting for approval and/or adoption.

3.4 This Working Party will meet quarterly with the Democratic Services Manager and the Cemeteries and Allotments Officer with other input from relevant officers when appropriate.

**4. FINANCIAL**

4.1 There are no financial decisions being made by this group.

**5. IMPLICATIONS**

Strategic Plan	Improving relations with allotment tenants as users of the Town Council's services. Improving the management of the Council's assets.
Risk Management	Updating documents in line with current legislation and identifying risks to the Town Council will form part of the Town Council's Risk Management Strategy and Risk Register.
Legals	Statutory Allotment Laws are various.
Resources/Stakeholders	Officer resources.
Contracts/Financial	Rent received from allotment rent and service charge for managing CR allotments.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Biodiversity impact in some of the practices that are currently being used on the allotments.
Privacy Impact	N/A





## ALLOTMENTS TASK AND FINISH GROUP

### TERMS OF REFERENCE

#### Membership of Committee

- Five Town Councillors appointed by the Public Realm Committee.
- Three Members shall constitute a quorum.
- One representative each from North Road and Common Road allotments sites to be a non-voting Member.
- The Mayor and Vice Mayor are *ex-officio* on all Committees and Task and Finish Groups.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

#### Frequency of Meetings

- Quarterly until the review of all allotment documentation is ratified by the Public Realm Committee.
- As this is a Task and Finish Group, the meetings will not be open to the public and can be held virtually.

#### Scope of Task and Finish Group

The Town Council has a number of documents to control the tenancy of plots across the two sites, which were reviewed and adopted some time ago. These include (but not limited to):

- Allotment Rules & Regulations – adopted February 2021
- Allotment Bonfire Regulations – adopted February 2019
- Allotments Policy – Cultivation & Inspection – last reviewed February 2021
- Water Usage Regulations – last reviewed December 2020
- Allotment Application forms and requirements
- Common Road Allotment Tenancy Agreement – last reviewed March 2021
- Norton Road Allotment Tenancy Agreement – last reviewed March 2021
- Risk Assessments – Various
- Allotment Tenancy Agreements

This Task and Finish Group has no delegated powers and may make recommendations to the Public Realm Committee for ratification.

Reviewed May 2024

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** SIAN VAN DER MERWE  
DEMOCRATIC SERVICES MANAGER  
**SUBJECT:** ALLOTMENT AWARDS

**1. SUMMARY**

As a means of encouraging engagement between allotment holders and improving the community spirit on the allotment sites, the Town Council wishes to implement an annual Allotment Plots Competition.

**2. RECOMMENDATION**

Members are asked to consider implementing an annual allotment competition to:

- a) Award allotment holders a trophy or certificate for “Best Kept Allotment Plot” and “Best Eco-friendly Plot” for each of the two sites.
- b) Approve either a small monetary award or perhaps garden centre vouchers.
- c) Selection of Judges: It is suggested that this be the Mayor, Deputy Mayor and a Councillor with interest/knowledge of the environment.

**3. BACKGROUND**

- 3.1 The Town Council proposal has decided to look into the setting up of an Allotment Competition for plots on our allotments deserving recognition.

The suggested categories for the allotment plot sites administered by the Town Council are:

- Best Kept Allotment for each Allotment site
- Possibly Best eco-friendly plot at for each Allotment site

Entry forms can be created and emailed out to all allotment holders to be completed and submitted either in electronic or paper form to the Town Council including a section about their plot, in regard to how they choose to work it, biodiversity, etc. The size of the plot doesn't need to be a factor.

#### 4. PROPOSED OPERATIONAL IMPLEMENTATION

Points could be allocated in accordance with the criteria below and the winner notified shortly after the judging.

The winners could be invited to the Greenacre Centre to receive their prizes or to present on the day at the Allotment site and the competition should be held in July/August during full growing season.

##### **Best Kept Allotment:**

- Condition of the plot: Tidy, free of perennial and annual weeds but allowing for innovative growing techniques such as organic gardening, companion planting, no dig gardening, etc.
- Good workmanship: Evidence of good husbandry, propagation, growing techniques, composting.
- Quality of crops, flowers, fruit and vegetables and plants: Free from disease and pests with a good range of crops grown (or a good variety of plants where a plot is given over to monoculture).
- Water conservation: Evidence of water harvesting, water retention (mulching) and crops requiring less watering.
- Encouragement of wildlife: Evidence of planting to encourage pollinators, areas left to encourage other wildlife such as hedgehogs, beetles, etc.
- Use of recycled materials: Evidence of re-using and recycling materials especially plastic pots. Innovative re-use of materials.
- Condition of paths, garden buildings, etc: Kept in a good state of repair, attractive and fit-for-purpose.

##### **Best Eco-friendly Plot:**

- This can be judged on the following criteria seen visually and from details submitted on the entry form.
- How the plot holder reuses items such as plastic pots.
- The efforts made to conserve water (rainwater harvesting if possible) and reducing the use of water by using mulch or growing varieties requiring less water.
- Encouraging insects and wildlife to the plot. Log pile - for insects, toads, etc.
- Natural or organic approaches to pest control.
- Pollinating flowers i.e. could include Marigolds, nasturtiums, Michaelmas daises, honeysuckle roses, sorrel, borage, comfrey, ivy etc.
- Wild plant area - nettles etc.
- Nest boxes for birds, bats, bumble bees, hedgehogs.

Judging is recommended to be in July/August when the growing season is in full swing.

#### 5. FINANCIAL

Investment will be required to purchase any trophies, garden vouchers or certificates. The money would come from the Community Engagement budget.

**6. IMPLICATIONS**

Strategic Plan	Community Engagement
Risk Management	N/A
Legals	N/A
Resources/Stakeholders	Officer resources.
Contracts/Financial	Financial implications for awards/gifts.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Encouraging biodiversity and eco-friendly crop practices.
Privacy Impact	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 8 MAY 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** USE OF THE GREEN

**1. SUMMARY**

- 1.1 Recently, with the bad weather and the late arrival of Spring this year, concerns have been raised about the use of this space by hirers. This report is to generate a discussion at this Committee about how they wish to see this resource used and protected.

**2. RECOMMENDATION**

- 2.1 Members are asked to receive this report and consider if they wish to make changes to the booking procedures for this site including damage deposit and duration of hire.

**3. BACKGROUND**

- 3.1 We've all seen headlines in the news about funfairs damaging grass areas when they've used them during inclement weather.

[Fair operators comment on ground damage in Boston's Central Park \(lincolnshireworld.com\)](https://www.lincolnshireworld.com/news/fair-operators-comment-on-ground-damage-in-boston-central-park)

[No fun fair at this year's Kenilworth Carnival unless site is changed \(warwickshireworld.com\)](https://www.warwickshireworld.com/news/no-fun-fair-at-this-year-s-kenilworth-carnival-unless-site-is-changed)

[Sussex fairground family speak out in muddy park row - BBC News](https://www.bbc.com/news/health-67444444)

- 3.2 Currently, the Town Council does not charge a damage deposit to anyone hiring this space, which includes car shows, overflow car parking for the mill weekends, funfairs, and food festivals. Previously, there was a key deposit of £50 for the padlock key to gain access to the site, but since the padlock was changed to a combination lock, this hasn't been the case.
- 3.3 A funfair was on the site earlier this year during inclement weather and whilst they were very conscientious and didn't operate during wet weather, there was some damage left (see below). They were also allowed to use the site for longer than normal and there were some areas under equipment where the grass turned yellow (see below).
- 3.4 The Town Council has invested in the Pitch Power scheme which includes this area and has allocated resources to improving the ground conditions.
- 3.5 Currently, there is no mechanism for an officer to check the ground conditions to give the final say on whether the area can be used. If Members agree, this should be the responsibility of the Public Realm Manager to have the final say on whether the site can be used or not.
- 3.6 EatFeast cancelled their inaugural hire of The Green on 3 May 2024 due their concerns about ground conditions.

**4. FINANCIAL**

- 4.1 Per annum, the Pitchpower Grant for The Green is £532 and the expenditure to date with the specialist contractor is £1947, in addition to the contracted sum with the Town Council's grounds maintenance provider of £3,240.

**5. IMPLICATIONS**

Strategic Plan	Protecting and enhancing recreational facilities
Risk Management	Risk to reputation if the area is damaged
Legals	No hire agreement with youth football club
Resources/Stakeholders	Grounds maintenance contract in place
Contracts/Financial	Income from hire of the area
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Implications on biodiversity
Privacy Impact	N/A







**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**DATE:** 8 MAY 2024

**OFFICER RESPONSIBLE:** SIAN VAN DER MERWE  
DEMOCRATIC SERVICES MANAGER

**SUBJECT:** ST MARY'S C OF E ACADEMY – REQUEST TO USE  
THE GREEN

**1. SUMMARY**

St. Mary's C of E have submitted a request to use The Green on 8/9 July 2024 to host their sports day. They would do line marking on the 8<sup>th</sup> July 2024 and the actual sports events on the 9<sup>th</sup> July 2024. In the event of inclement weather there would likely be a need to shift this request to another date nearby where better weather is anticipated. The school would be in contact with the Town Council to discuss this.

**2. RECOMMENDATION**

Members are asked to consider the request for use of The Green and deliver a decision.

**3. BACKGROUND**

St. Mary's is in the process of installing a ground source Heat Pump on the rear field behind their classrooms. There is currently no access to the field they would usually use to host the sports day.

**4. FINANCIAL**

St. Mary's would be responsible for sports line marking and there are no expenses anticipated for this Town Council. There are also no hirers of The Green for the remainder of the week commencing 8<sup>th</sup> July 2024.

**5. IMPLICATIONS**

Strategic Plan	Community Engagement – opportunity for children to attend a sports event
Risk Management	Risk Assessments to be conducted by St. Mary's C of E Academy
Legals	There is no legal
Resources/Stakeholders	N/A
Contracts/Financial	N/A
Crime & Disorder	N/A
Equalities	Adheres to Equalities Policy.
Biodiversity	N/A
Privacy Impact	N/A

**PUBLIC REALM COMMITTEE WORK PROGRAMME 2024-2025**

Meeting Date	Agenda Item	Description	Necessity
08/05/2024	Notice boards	To consider the provision of notice boards	Admin Officer
	Allotment Awards	To consider the introduction of allotment awards	Amenities Officer
	Play Area Signage	To consider play area signage provision	Environmental Services Co
	St Mary's use of The Green	Permission to use The Green for sports day	Environmental Services Co
	Squirrell Pub logo on flood container	Permission to put logo on flood container	Environmental Services Co
	Frisbee Golf	To receive a request to consider Riverside as a site for this activity	Admin Support Officer
	Car Wash	To consider Arlessey Road as the site for a car wash operation	Admin Support Officer
	Use of The Green	To consider how The Green is used by hirers	Town Clerk
	Fencing at allotments	To consider allotment security following the laying of the hedge.	Town Clerk
	Allotment Working Party	To consider the formation of a working party to review the allotment paperwork and regulations	Democratic Services Manager
05/06/2024	Tree Surveys	To review the specification for Tree Surveys	Environmental Services Officer
	Tree Management Policy	To review the Council's adopted Tree Management Policy	Environmental Services Officer
	Entrance gate signage	To receive a report on replacement entry signs	Town Clerk
	Benches at Arlessey Road	To consider the provision of benches at Arlessey Road	Environmental Services Officer
	Drainage at Riverside Car Park	To receive a report on the drainage issues at Riverside Car Park	Environmental Services Officer
	Riverside riverbank erosion mitigation	To consider quotations for the riverbank erosion mitigation	Environmental Services Officer
	Allotment toilet and funding	To receive a report on allotment toilets and funding	Town Clerk
	Replacement Bins	To consider a phased replacement/upgrading of all Town Council bins	Environmental Services Officer
	Cemetery Signage	To consider cemetery signage and interpretation boards	Town Clerk
	Registration of The Cemetery	To receive a report about register the cemetery with the Land Registry	Town Clerk
	Memorial Inspections	To receive a report on memorial safety	Town Clerk
	Arlessey Road Barrier Repairs	To consider the height barrier at Arlessey Road	Environmental Services Co
	High Street Planters	To consider replacement planters in the High Street	Admin Support Officer
03/07/2024	No Mow May	To consider No Mow May and identify areas for this to be applied to	Environmental Services Officer
	Hedges at The Green	To consider the planting of additional hedging at The Green	Environmental Services Officer
	Memorial Bench and Tree Policy	To review the policy and recommend its adoption to Council	Town Clerk
	Friends of Stotfold Cemetery	To consider the formation of a Friends of the Cemetery Group	Town Clerk
	Location of Seat in Upper Garden of Rest	To consider the location of a bench at the Upper Garden of Rest	Environmental Services Officer