



Order of meetings for 11th September 2019
7.00pm Planning
7.15pm Rec. Grounds, Public Lands &
Lighting

STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Recreation Grounds, Public Lands & Lighting Committee, on Wednesday 11th September 2019, at 7.20pm, in the Council Chamber, Greenacre Centre, Stotfold

AGENDA

- 1. To receive apologies for absence**
- 2. To receive disclosures of Members interests on matters contained in this agenda**
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
- 3. Public participation – questions, comments and responses**
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
- 4. Clerk's Report, Correspondence Received and Matters Arising for information**
See Agenda Report.
- 5. StrEAT Feast – use of The Green – street food event**
To consider a request from Bedford StrEAT Feast to use The Green for a street food event, as a takeaway night. At the June 2018 meeting of this committee, their request to use The Green was turned down on the grounds of concerns about use of the grass and potential impact on other food outlets in the town. They subsequently held three events at Roker Park (Stotfold Football Club). Feedback was positive apart from the location and they would like to try The Green for 2020. They would like to attend on the third Thursday of the month, March to September, 4pm to 9pm, with access from 2pm to set up and will vacate by 10.30pm. They will obtain a temporary event notice (TEN) for each event and any music will stop at 9pm. Number of stalls varies but usually in the region of 6 to 10. They currently hold EAT Feasts in Henlow, Sandy, Bedford and Ampthill, which are going well. If approved, copies of their risk assessment, hiring agreement form, public liability and appropriate licenses will be obtained.
- 6. Use of The Green – Stotfold Football Club Fireworks Display**
To consider approving use of The Green for parking for Stotfold Football Club's Fireworks Display on Tuesday 5th November, from 5.30pm. They will be asked to supply a copy of their public liability insurance, risk assessment and complete a hirers agreement form.

7. Executive action - use of Brook Street Car Park – Stotfold Apple Day 2019

To approve executive action taken by the Clerk, in consultation with the Chairman, to permit the use of Brook Street Car Park for the annual Stotfold Apple Day, taking place on Sunday 6th October 2019 between 10.30am and 4pm. Stotfold Cider Press require use of water and power from the public conveniences, as in previous years, and will suspend a temporary advertising banner on the catenary wires surrounding the car park. A copy of their risk assessment, public liability insurance and TENS license (if required) will be provided to the Clerk prior to the event.

8. Executive action – use of The Green – James Dean Funfair visit

To approve executive action taken by the Clerk in consultation with the Council Chairman (in absence of Committee Chairman) in booking James Dean Funfair’s visit to The Green from 8th to 15th September. They have provided a copy of their public liability insurance, risk assessment and completed hirers agreement.

9. Open space bookings

To consider approving the office in taking all future bookings for open spaces. Bookings already managed by the office include use of football pitches and open spaces for personal training sessions. Additional bookings would include funfairs, circuses, car boot sales, other events. A copy of our hiring policy is attached for information, which requires all hirers to provide a copy of their public liability insurance, to complete a risk assessment and submit payment (if required) with their completed hire agreement form. Our bookings software now includes a section for our public open space, which avoids potential clashes in hire. A request for larger hires could be considered by Committee, and any further bookings for that particular hirer, could be taken through the office under delegation.

10. MUGA – Riverside Playing Field and Arlesey Road

Lead on this item is Councillor Saunders – update on S106 funds for MUGA at Riverside Playing Field and Arlesey Road.

11. The Green – benches

To consider replacing two, [old and damaged wooden benches](#) with the recycled plastic type benches – located on the ‘Crown’ pub corner of The Green, between the hedge and enclosed play area – see photographs. Both wooden benches are of the ‘stump and plank’ type and are in poor condition due to their age, and one is completely collapsed. Costs for [replacement benches](#) (recycled plastic) are provided for consideration.

12. Norton Road Allotments – security

Further to previous consideration about boundary security at Norton Road Allotments in June 2018, and continued incidences of thefts and damage to crops and plots, a request has been made by a plot holder for an extension panel to be fitted to the entrance gate to make climbing over more difficult. A notice has been fixed to the gate to remind plot holders to ensure they lock the gate behind them – entering or leaving, and the boundary hedging is sufficient enough to prevent unauthorised access – any previous breaches in the boundary have been filled.

13. General Work

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

14. Items for information purposes, relevant to this Committee only

KA Elliott-Turner

**Mrs K Elliott-Turner
Town Clerk**

6th September 2019

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

AGENDA REPORTS

RECREATION GROUNDS, PUBLIC LANDS & LIGHTING

AGENDA ITEM 4	Meeting date: 11th September 2019
Clerk's Report, Correspondence Received & Matters Arising for Information	
<p>Correspondence A copy of CPRE Beds Matters – summer 2019 edition is provided for Members.</p> <p>Matters Arising Minute 133/18 – the designs for the approved LTP Integrated Programme 2019/2020 (Rural Match Funding) will be finalised Q3 and we will be consulted on the drawings.</p> <p>Minute 72/19 – Sutcliffe Play have not been able to fix the problem with the second inclusive roundabout, despite repeated chasing and callouts. The Clerk is now pursuing a claim through the small claims court for the first roundabout as it was not fit for purpose and was faulty within a short space of time. Payment for the second roundabout has not been released and so Sutcliffe Play will be asked to remove this roundabout, at no cost to the Council, as it also is not fit for purpose and should not have become faulty within such a short space of time of purchase and installation. The Clerk is in discussions with the S106 Play Officer regarding the S106 funds which were used to purchase the original roundabout. The outcome of these actions will be reported in due course.</p> <p>Minute 75/19 – the application to release S106 funds associated with MB/09/00054/FULL for Informal Open Space and Outdoor Sport has been approved, the orders for benches and scoreboard were placed and the items are currently being installed.</p>	
Decision required: n/a	
Expenditure required: n/a	