

# STOTFOLD TOWN COUNCIL

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



11 September 2025

## Members of Stotfold Town Council:

Attendees: Cllrs J Headington (Chair), Cllr N Venneear, Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith, , Cllr B Woods,

**You are hereby summoned** to attend the **Community Engagement Committee Meeting** to be held in the **Community Room, Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 17 September 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representatives of the press and electorates of Stotfold, for information.

**E Payne**  
**Town Clerk**

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## Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here](#). 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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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

The seven principles of public life  
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

## AGENDA

### 1. APOLOGIES FOR ABSENCE

For Decision

To receive 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 Members' declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

### 3. PUBLIC SECTION (MAX. 15 MINUTES)

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 OF THE PREVIOUS MEETING

For Decision

Members are asked to resolve that the Minutes of the Community Engagement Committee meeting held on 16 July 2025 are a correct record.

### 5. CLERK'S REPORT

For Information

To note the Clerk's report

#tracker

### 6. REPORTS TO COMMITTEE

To receive the following reports:

#### 6.1. Proposed Events Programme 2026-27

For Decision

To receive a proposed programme of events for 2026-27

#### 6.2. Community Engagement Budget 2026-27

For Decision

To receive a proposed budget for this committee.

#Community

**6.3. Stall Hire Charges 2026-27**

For Decision

To consider stall hire charges for 2026-27.

#stallhire

**6.4. Christmas Lights Switch On Update**

For Information

To receive an update on this event.

**6.5. Stotfest Feedback**

For Information

To receive feedback from this event.

**7. WORK PROGRAMME**

For Information

To receive this Committee's Work Programme.

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

**9. DATE OF NEXT MEETING**

For Information

Wednesday 19 November 2025.

[Draft Mintues CE - 2025-07-16.pdf](#)

[CE Clerks Report - September.pdf](#)

[Proposed Events Programme 2026-27.pdf](#)

[Budget 2026.27.pdf](#)

[Stall Hire Charges 2026.27.pdf](#)

[Report - Christmas Light Switch On Event Update.pdf](#)

[Christmas Light Switch On Site Plan.pdf](#)

[Christmas Lights Budget Update.pdf](#)

[Report - Stotfest Feedback.pdf](#)

[Appendix 1. Stotfest Stallholder Feedback Survey.pdf](#)

[Appendix 2. Stotfest Stallholder Feedback.pdf](#)

[Appendix 3. Stotfest Visitor Feedback Survey.pdf](#)

[Appendix 4. Stotfest Visitor Feedback Q8.pdf](#)

[Work Programme.pdf](#)



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 16 JULY 2025 AT 19:00**

**Present:** Cllr N Venneear (Vice Chair), Cllr S Buck, Cllr L Miller, Cllr S Dhaliwal, Cllr J Bendell, Cllr J Smith, Cllr B Woods

**Joined Remotely:**

Cllr J Headington (joined 19:04)

**Also Present:**

Susan Riley – Public Realm Manager

Cllr M Cooper

**1. APOLOGIES FOR ABSENCE**

Apologies were received from: Cllr J Headington (Chair)

**Decision:** It was **RESOLVED** to accept apologies

**2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**3. PUBLIC SECTION**

There were no Members of the Public present.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 21 May were received. There were no amendments.

**Decision:** It was **RESOLVED** to adopt the minutes of the previous meeting held on 21 May 2025 as a correct record.

**5. CLERK'S REPORT AND ACTION TRACKER**

The Clerk presented the report on matters arising and noted the Action Tracker. There were no additional comments or questions from the members, and the report was accepted without further discussion.

**6. REPORTS TO COMMITTEE**

**6.1. Christmas Light Switch On**

The committee discussed various options for the layout of the Christmas Light Switch On event. Three proposals were considered: keeping the stage on the High Street, reversing the layout to have the stage in Grange Drive, or reverting to the setup from two years ago with the stage in front of local estate agent. Members debated the pros and cons of each option, including visibility issues and the size of fairground rides. The idea of adding a theatrical element with a



Grinch character was proposed and accepted. Ultimately, the committee decided to place the stage in Grange Drive, with the potential addition of a relay system to enhance the atmosphere..

**Decision:** It was **RESOLVED** to relocate the stage for the Christmas Light Switch on Event to Grange Drive.

## **6.2. In Bloom Competition**

The committee considered the implementation of an In Bloom Competition. Members expressed support for the idea, recognising its potential to enhance the town's appearance and engage the community. The discussion highlighted the need for someone knowledgeable in gardening to oversee the competition. It was noted that there are already community gardening groups, such as those at the Haven, who could be involved.

**Decision:** It was **RESOLVED** to

- a) **Approve the development and delivery of a Stotfold In Bloom competition from Spring 2026.**
- b) **Establish a small working group of officers and interested councillors/residents to oversee planning.**
- c) **Approve an indicative budget of up to £1,200 to support officer time, promotion, prizes and an awards ceremony to be met from existing Community Engagement budget.**
- d) **Seek local sponsorship from garden centres and businesses to offset costs.**
- e) **Promote the competition through local schools, voluntary groups, and council communications.**

**Action:** To develop the Stotfold in Bloom Competition

## **6.3. Outdoor Cinema**

The committee discussed the outdoor cinema event, noting that the location was The Green due to licensing issues. The public had voted for films including The Lion King, The Greatest Showman (possibly a sing-along version), and Jurassic Park. Members discussed potential running times, although Officers would need to go away and confirm these. The event would include food vendors and a bar. There was also a decision to move £2000 from the youth engagement budget to cover the costs of the event.

**Decision:** It was **RESOLVED** to:

- a) **Change the location to The Green.**
- b) **Vire £2000 from the Youth Engagement budget (63/644) to General Events (63/643)**

**Action:** Town Clerk to organise virement

## **6.4. Summer Holiday and other Children's Events**

The Clerk outlined the arrangements for various children's events during the summer holidays. These included a litter pick, National Play Day activities, a Teddy Bear's Picnic, bug hotel making, and kite making. Each event was detailed, including locations and activities planned. The committee expressed approval of the arrangements, noting the importance of engaging children in outdoor activities. The walking market was also discussed, with members



agreeing to produce a map and noting that food and drink would be available from various vendors.

**Decision:** It was **RESOLVED** to note the events proposed to take place in addition to the Youth provision activities supplied by Amplius for the duration of the summer holidays.

**6.5. Citizen's Advice**

The committee received an update on the activities of Citizen's Advice at the Greenacre Centre. The report indicated that the service was getting busier. Members acknowledged the importance of the service and expressed satisfaction with the report.

**Decision:** It was **RESOLVED** to note the report.

**7. WORK PROGRAMME**

The committee reviewed the work programme and found it satisfactory. There were no additional comments or changes proposed, and the programme was accepted as presented.

**8. DELEGATED DECISIONS**

The Town Clerk's delegated decisions were noted without further discussion.

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

**10. DATE OF NEXT MEETING**

Wednesday, 17 September 2025.

The meeting closed at 19:34

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENGAGEMENT

**MEETING DATE:** 17 SEPTEMBER 2025

**REPORTING OFFICER:** SARAH HOSSACK  
COMMUNITY ENGAGEMENT OFFICER

**REPORT TITLE:** CLERK'S REPORT

### 1. REMEMBRANCE SERVICE UPDATE

Will take place on Sunday 9<sup>th</sup> November.  
14:30 – meet at the War Memorial  
14:45 – short service and wreath laying  
15:00 – form up on the road and parade to the Church  
15:30 – Church Service

In a change to previous years, the road closure will be arranged by Chevron Traffic Management to ensure the safety of participants and attendees.

First aid and radio hire booked.

### 2. SUMMER PROGRAMME FEEDBACK

#### **Litter Picking – 29 July**

Organised litter pick with small prizes for those who took part.

#### **Hitchin Road Rec. 10:00 – 12:00**

8 children attended with their parents/carers. They enjoyed the activity and helped to tidy the Recreation Ground.

#### **The Green 13:00 – 15:00**

Better attendance with around 20-25 children taking part. These families moved further afield than just The Green and litter picked on Regent Street, Astwick Road and the Riverside Park. Alistair Strathern MP also attended and did some litter picking.

#### **National Play Day – 6 August, 15:00 – 17:00 – Greenacre Park**

Arranged in conjunction with Amplius. We provided garden games and hook a duck, Amplius brought a decorate a frisbee craft activity, provided bubbles and music. They also hosted some sporting activities. Around 80 – 100 children. Age 2 - 12 attended with their families.

#### **Teddy Bears Picnic – 13 August, 14:30 – 16:00 – Greenacre Park**

Arranged by Business Services Apprentice, Katie Hammond, in conjunction with the Library and Shefford & Stotfold Children's Centre and Sing & Sign. Around 30 children attended with their parents/carers. They were treated to Storytime, a Sing & Sign summer session and a picnic and crafts in the park.

**Bug Hotel Workshop – 19 August, 10:00 – 12:00 – The Green**

Very popular activity with 80 children, age 2 – 12, building a bug hotel. We purchased frames, and supplied sticks, leaves, cardboard and canes to place inside. Older children also collected more sticks from around the Green during the activity.

**Kite Making Workshop – 28 August, 10:00 – 12:00 – Arlesey Road Rec.**

We purchase kits to make kites. Around 20 children attended. Those who did attend really enjoyed making and decorating the kites and then flying them.



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** COMMUNITY ENGAGEMENT

**MEETING DATE:** 17 SEPTEMBER 2025

**REPORTING OFFICER:** SARAH HOSSACK, COMMUNITY ENGAGEMENT OFFICER

**REPORT TITLE:** PROPOSED EVENTS PROGRAMME 2026-27

### **1. PURPOSE OF THE REPORT**

To consider a draft events schedule to inform the 2026 – 2027 budget planning process.

### **2. RECOMMENDATION**

Members are asked to:

- a) Consider the list of proposed events for 2026-2027

### **3. BACKGROUND**

Although the event plan for 2025–2026 is still underway, it has already been well-received by residents. The proposed 2026–2027 plan builds on this success, offering an expanded program to enhance community engagement further.

#### **Biodiversity Event – Easter Holidays**

A family-friendly event to be held during the Easter school holidays, building on the success of the 2025 Biodiversity Day held in front of the Greenacre Centre. Activities will include seed planting, nature-themed crafts, and colouring.

We propose inviting the Children’s Centre and Amplius to collaborate on the event, alongside outreach to additional external organisations to enhance community involvement.

In response to the popularity of the "bug hotel" making activity during the 2025 summer programme, this will be incorporated as a key feature of the event.

Approximately 80 children aged 2–12 participated in the previous event, and similar attendance is anticipated.

Proposed Budget: £200.00

#### **Easter Event**

An Easter-themed event is being planned to include the purchase of Easter eggs and the delivery of associated activities, such as a community party or an egg hunt, with eggs distributed to participants. The event location will be confirmed in due course.

Proposed Budget: £500.00

### **Duck Race**

A repeat of the 2025 Duck Race is proposed, starting at the Pix Brook Play Area. The event will be enhanced with additional prizes (supported through sponsorship), as well as the inclusion of stalls and food vendors. The Duck Race will be held in support of the Mayor's Charity and is primarily aimed at families. The 2025 event attracted an estimated 500 attendees.

Proposed Budget: £670.00

### **Great British Spring Clean – Litter Pick**

A community litter-picking event is planned as part of the Great British Spring Clean campaign. The budget will be allocated to marketing and promotion to encourage participation. The event will be open to all, with local youth organisations invited to take part. Equipment will be distributed from the Greenacre Centre, and the litter pick will take place all over Stotfold.

Proposed Budget: £50.00

### **Steam Fair – May**

The Steam Fair provides an opportunity to promote Stotfold Town Council to both residents and visitors. The budget will include the hire of an exhibition trailer. Attendance over the weekend typically ranges from 8,000 to 12,000, attracting a diverse audience including locals, visitors, families, and enthusiasts of all ages.

Proposed Budget: £3,000.00

### **May Half Term Event**

A themed or craft-focused event is proposed in collaboration with Amplius and/or the Children's Centre. Previous similar events have attracted between 50 and 100 children aged 2–12. The event will be held at either Greenacre Park or The Green.

Proposed Budget: £200.00

### **Summer 1 Augmented Reality Trail (6 Weeks)**

A six-week Augmented Reality trail is proposed, similar to the successful dinosaur trail run in April 2025 but featuring a new theme.

The trail can be implemented as a nature/park walk, as previously, or displayed in local shop windows. The activity is aimed at families.

During the previous trail, more than 500 unique phones scanned at least one dinosaur, suggesting an estimated 1,000–2,000 participants. The event location will be confirmed by the Council.

Proposed Budget: £1,000.00

### **Summer 2 Pitch and Putt (Manned 4 hrs)**

A new temporary crazy golf event is proposed, potentially as a paid or pre-booked activity. The event will primarily target families during the day, with the option to extend into the evening for adults, supported by a mobile bar. The likely venue is Greenacre Park, subject to confirmation.

Proposed Budget: £500.00

### **Summer 3 Craft Event**

A craft-focused event is proposed in collaboration with Amplius, the Children's Centre, or the library. Previous similar events have attracted between 50 and 100 children aged 2–12. The venue will be determined in consultation with the collaborating organisations.

Proposed Budget: £200.00

#### **Summer 4 Sports Day**

A new fun-focused Sports Day is proposed, featuring races and medal awards. The event will be delivered by local business Mini Athletics and is expected to attract 50–100 children aged 2–12. The location is to be confirmed, as the event requires line painting on grass.

Proposed Budget: £400.00

#### **Summer 5 Day Beach**

A new event is proposed featuring a large sandpit at Greenacre Park for a summer play day. There is potential to extend the activity throughout the summer subject to securing sponsorship. Additional opportunities include deckchair hire, food and drink vendors, and sales of buckets and spades. The event is primarily aimed at families.

Proposed Budget: £2,000.00

#### **Summer 6 National Playday**

A games and playtime session is proposed in collaboration with Amplius and/or the Children's Centre. Previous similar events have attracted between 50 and 100 children aged 2–12. The venue will be determined in consultation with the collaborating organisations.

Proposed Budget: £200.00

#### **Summer 7 Archery**

A new event is proposed offering supervised archery sessions. For safety reasons, participation will be by pre-booked sessions. The activity is suitable for all ages. The location will be determined in consultation with the delivering company to ensure safety requirements are met.

Proposed Budget: £700.00

#### **Summer 8 Love Parks Week – Litter Pick**

A litter-picking activity is proposed as part of Love Parks Week. The budget will cover replacement equipment. The event is open to participants of all ages.

Proposed Budget: £200.00

#### **Screen on the Green (or somewhere else)**

A repeat of the 2025 event, offering outdoor film screenings. The event is aimed at all ages and will feature a selection of films with varying age ratings. The location is to be confirmed, with the option to hold it at The Green or an alternative site.

Proposed Budget: £5,000.00

#### **Halloween Activity**

A Halloween-themed event is proposed, offering a party or pumpkin carving activity aimed at children aged 2–12. The location and specific activities will be determined in consultation with the Council following Halloween 2025.

Proposed Budget: £400.00

#### **Remembrance Parade & Service**

Remembrance Day Parade, incorporating road closures managed by a professional traffic management company to ensure the safety of participants and attendees.

Proposed Budget: £2,000.00

### **Pancake Race**

A Pancake Race event is proposed, aimed at participants of all ages. Details will be confirmed following the 2026 race, contingent on its success at the new venue, Greenacre Park.

Proposed Budget: £200.00

### **February Half Term Crafts**

A craft-focused event is proposed in collaboration with Amplius, the Children's Centre, or the library. Previous similar events have attracted between 50 and 100 children aged 2–12.

Proposed Budget: £200.00

### **Easter 2027**

An Easter-themed event is proposed, including the purchase of Easter eggs and the organisation of activities such as a party or egg hunt for distribution. Further details will be confirmed following Easter 2026.

Proposed Budget: £500.00

### **Stot Feast (food and drink event).**

A street food and drink event is proposed to take place behind the Greenacre Centre. The event will be fully inclusive, welcoming participants of all ages and backgrounds.

### **Skate Park Launch / Jam**

An event is proposed at the newly built skatepark in Greenacre Park, in partnership with Amplius. The event will feature a DJ and a skate coordinator and is aimed at participants of all ages and skill levels with an interest in skating, skateboarding, and scootering.

### **Soap Box Derby**

A Soap Box Derby event is proposed, with the location to be confirmed. The event will be open to individuals and groups wishing to participate.

Proposed Budget: £1500

## **4. FINANCIAL**

General Events budget 2026/27 total cost - £18,920

Stotfest budget 2026/27 total cost - £25,000

Christmas Lights Switch On budget 2026/27 total cost - £15,000

Total proposed budget 2026/27 - £58,920

## **5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk management</b>	Risk assessments in place for the activity. Reputational risk management.
<b>Legal</b>	Public Liability Insurance, Health and Safety Compliance, and Risk Assessment requirements.
<b>Resources/Stakeholders</b>	Staff, councillors and volunteers.
<b>Contracts/Procurements</b>	Procurement procedure if funding is from STC
<b>Crime and Disorder</b>	Low
<b>Biodiversity and environment</b>	N/A

**Equalities**

Accessible to all residents

**Residents Impact Assessment:**

Engagement with a wide spectrum of residents

**Sustainability/Climate Impact:**

Use of internal staff to reduce contractor dependence

**Data Protection and Privacy**

No data will be obtained from public

					2023/24 Actuals	2024/25 Actuals		Actual YTD (mth 6)	2025/26 Annual Budget	Variance	2025/26 Forecast	2026/27 Proposed Budget
<b>63 COMMUNITY ENGAGEMENT</b>												
6003	Income Miscellaneous				0	0			0	0		
6006	Income - Events				0	0			6,000			
		Total Income			0			0	0	0		
637	Christmas Lights Switch On Event				0				15,000			
638	Stotfest				0				25,000			
639	Community Engagement				0				14,000			
642	Christmas Lights				0				24,000	0		
643	General Events								10,000			
644	Youth Engagement								10,000			
		Total Exp			0			0	98,000	0	0	0
		<b>Net Exp over Inc</b>			<b>0</b>			<b>0</b>	<b>98,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENGAGEMENT  
**MEETING DATE:** 17 SEPTEMBER 2025  
**REPORTING OFFICER:** KATIE HAMMOND  
BUSINESS SERVICES APPRENTICE  
**REPORT TITLE:** STALL HIRE CHARGES 2026-27

### 1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to propose a revision to the stall hire fees for general stalls and food vendors. This proposed increase follows a review of our annual pricing structure and aims to align our fees with those charged by other local councils.

### 2. RECOMMENDATION

- 2.1 Members are asked to review the charges outlined in the report and ratify the recommendations.

#### **Stotfest**

- a)** Consider charging food traders £75-£250 with Officer Discretion to allow for size and productivity. The recommended standard charge is £150.00  
**b)** Consider charging £30 for craft or business stalls run by Stotfold residents and £40 for stalls outside Stotfold.

#### **General events – Members are asked to:**

- c)** Consider offering free stand space at events for charities and community groups that directly benefit the residents of Stotfold.  
**d)** National charities and those that do not have a direct benefit to Stotfold should be reviewed on a case-by-case basis.  
**e)** Consider charging food traders between £30-£100 with officer discretion to allow for size and productivity. The recommended charge is £50 for a standard stall charge.  
**f)** Consider charging craft or businesses based on officer discretion to allow for size and productivity.

### 3. BACKGROUND

- 3.1 At the Community Engagement Meeting on 19 March 2025, it was resolved to offer free stalls at events for charities and community groups that directly benefit the residents of Stotfold.
- 3.2 Councillors have requested to review the suggested costings for general stall holders and food vendors for events in the future in 2026/27.

Category of stall	2024-2025 stall charge	Suggested stall charges for 2026-2027	Percentage increase
Food Trader (Stotfest)	£50	Recommended charge for a standard stall - £150.00 Range of £75 - £250	400%
Craft or business (Stotfest)	£18	£30 for Stotfold Residents/businesses £40 for outside Stotfold	66.67%
Food Trader (general events)	£30-£100	Recommended charge for a standard stall - £50 Range of £30 - £100	Lowest amount: 66.67% Highest amount: 150%
Craft or business (general events)	£20 - £40	Discretion to allow for size and productivity	N/A
Stotfold based Charity, community group or free service (all events)	£0	£0	N/A

#### 4. FINANCIAL IMPLICATIONS

4.1 Increase stall costs to minimise loss of potential income.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk management	<i>Risk of alienating stall holders due to increase stall fee.</i>
Legal	N/A
Resources/Stakeholders	<i>Officers and Stakeholders</i>
Contracts/Financials	<i>If agreed, increased income for Council.</i>
Crime and Disorder	<i>Low</i>
Equalities	<i>Public Sector Equality Duty, Accessibility to all demographics.</i>
Biodiversity:	N/A



## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** COMMUNITY ENGAGEMENT

**MEETING DATE:** 17 SEPTEMBER 2025

**REPORTING OFFICER:** SARAH HOSSACK

**REPORT TITLE:** CHRISTMAS LIGHTS SWITCH ON EVENT UPDATE

### **1. PURPOSE OF THE REPORT**

To note the updated arrangements for the Christmas Light Switch On.

### **2. RECOMMENDATION**

Members are asked to note the arrangements for the Christmas light switch-on.

### **3. BACKGROUND**

See attached site plan

See attached budget

The stage and screen will be provided by BT Events this year and will be positioned near the tree.

Fairground rides are provided by Harris's including one suitable for older children to be positioned on the High Street behind the Stage.

Security to be provided by WF Security

First Aid to be provided by Zulu Safety

Road Closure to be put in place by Chevron

Radios supplied by Radio Links

Additions to last year include bins and additional toilets

#### **Stage line up**

16:00 - Compere – Dan Allen (booked)

16:15 - St Mary's School Choir (booked)

16:35 – Stotfold Singers (tbc)

17:00 – Simon Baker (singer) (booked)

17:45 – Simon Baker to lead community Carols (booked)

17:55 – Thank yous, Countdown, Lights on

18:05 – ShadowPlay (booked)

19:00 - Finish

#### **Food/Drink Vendors**

Smash Burgers (booked)

German Sausages (booked)

The HomeSpice (booked)  
Churros (booked)  
FIKA Coffee (booked)  
Buntingford Brewery (tbc)  
India Lodge (High Street)  
Evin (High Street)  
The Rooms – mulled wine (High Street)  
Stotfold Town Council – Mince pies, Mulled Wine & Gin

### **High Street Businesses**

All within the closed area have been contacted face-to-face and received a letter. Those outside of the closed area that may also be affected have also received a letter, and face-to-face contact has been made where relevant.

The following will be open on the night:

Regency flowers – selling wreaths, Christmas plants/flowers, and possibly wreath decorating

India Lodge – to borrow a gazebo from us to sell food from their car park. This has allowed us to place craft stalls in their car park.

Evin Takeaway – will open earlier than usual to coincide with our timings

Hair by Philip – will offer tinsel hair

The Rooms – fully licenced, will offer mulled wine and other drinks

### **Stalls**

There will be space for one charity stall, which has been offered to DKMS, and space for 10 craft stalls. All crafters who have previously registered interest or have attended an event have been invited to apply.

### **Outstanding Items to be completed**

- Find a Santa
- Source a Grinch costume
- Liaise with the Christmas lights supplier
- Provide SAG with all health & safety information
- Create an information pack for vendors/stall holders
- Ensure all vendors/stall holders have provided paperwork
- Finalise details with suppliers and ensure they have provided paperwork
- Deliver letters to residents
- Order tables and chairs
- Arrange what is to go on the screen

## **4. FINANCIAL**

Budget attached









## **5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk management</b>	Risk assessments in place for the activity. Reputational risk management.
<b>Legal</b>	Public Liability Insurance, Health and Safety Compliance, and Risk Assessment requirements.
<b>Resources/Stakeholders</b>	Staff, councillors and volunteers.

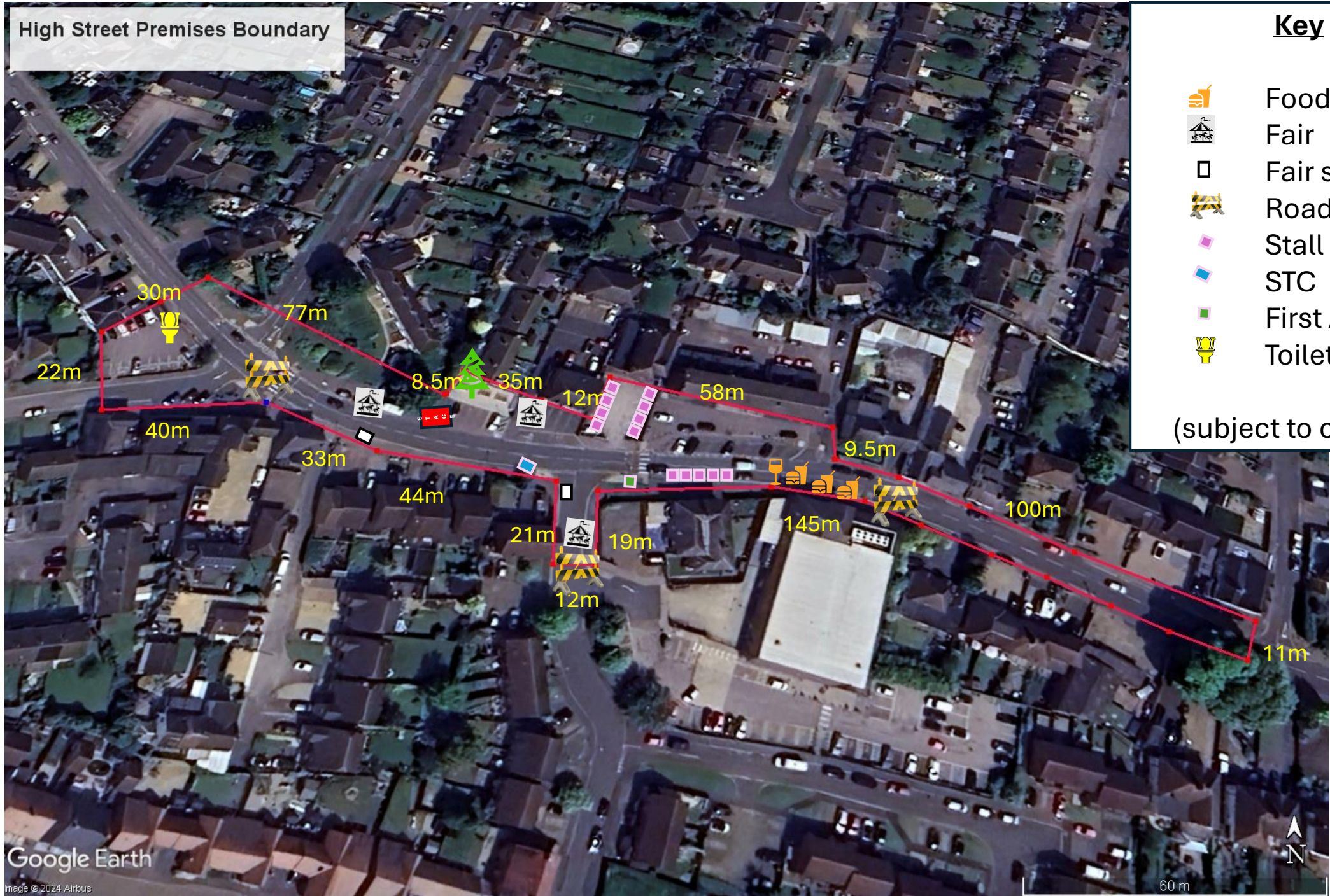
<b>Contracts/Procurements</b>	Procurement procedure if funding is from STC
<b>Crime and Disorder</b>	Low
<b>Biodiversity and environment</b>	N/A
<b>Equalities</b>	Accessible to all residents
<b>Residents Impact Assessment</b>	: Low impact
<b>Sustainability/Climate Impact</b>	: Use of internal staff to reduce contractor dependence
<b>Data Protection and Privacy</b>	. No data will be obtained from public

# High Street Premises Boundary

## Key

-  Food/Drink
-  Fair
-  Fair sideshow
-  Road closure
-  Stall
-  STC
-  First Aid
-  Toilets

(subject to change)



<b>Event Name:</b>	<b>Christmas Light Switch On</b>
<b>Event Date:</b>	<b>29/11/2025</b>
<b>Event Budget:</b>	<b>£15,000</b>
<b>Budget Code:</b>	<b>63/637</b>

<b>What</b>	<b>Company</b>	<b>Estimated Cost</b>
Christmas Trees and Installation	Real Christmas Tree	£1,690.00
Fence for round Christmas tree (2024)		£220.00
Ocean Creative (2024)		£72.50
First Aid	Zulu Safety	£942.00
Security	WF Security	£877.50
Radios	Radio Links	£158.00
Road Closure	Chevron Traffic Management	£979.00
Stage & Screen	BT Events	£6,472
Table & Chair Hire		£600.00
Mulled wine		£250.00
Mince pies		£150.00
Cups & Lids		£150.00
Dan Allen		£200.00
Simon Baker		£200.00
Shadow Play		£400.00
PRS Licence		£500.00
Poster / Sign printing		£200.00
Bins		£185.00
Toilets		£285.00
Grinch Costume		£250.00
Generator		£100.00
Crowd barriers		£100.00
<b>TOTAL</b>		<b>£14,981.00</b>

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** COMMUNITY ENGAGEMENT

**MEETING DATE:** 17 SEPTEMBER 2025

**REPORTING OFFICER:** SARAH HOSSACK, COMMUNITY ENGAGEMENT OFFICER

**REPORT TITLE:** STOTFEST 2025 FEEDBACK

### 1. PURPOSE OF THE REPORT

To note the survey feedback

### 2. RECOMMENDATION

Members are asked to:

- a) To note feedback from visitors, stallholders, staff and councillors from Stotfest 2025

### 3. BACKGROUND

#### **Stallholder feedback**

Full feedback available in appendix 1 and 2

Stallholders were generally happy with the event on the day and in the run-up to the event. Some would have appreciated a risk assessment template to assist them. All felt the fees were about right. There were some who weren't keen on their position, namely those who backed onto food vendors and/or children's entertainers.

#### **Visitor feedback**

Full feedback available appendix 3 and 4

Generally, people enjoyed the event. Things mentioned to improve the event included: water stations, shaded areas, and more seating. Some felt that there should be more activities for older children. Another felt it lacked identity with all the different things going on. Most who bought children's wristbands were happy.

#### **Staff & Councillor Feedback**

Need more time and people to mark stalls out and position barriers the day before.

Parking permits and security to control car park better

Shade & seating for entrances as well as visitors, free water, free suncream

Need more people working on the day.

### 4. FINANCIAL

2025 Stotfest budget Appendix 5

### 5. IMPLICATIONS

Strategic Plan

Risk management


N/A

Risk assessments in place for the activity. Reputational risk management.


Legal	Public Liability Insurance, Health and Safety Compliance, and Risk Assessment requirements.
Resources/Stakeholders	Staff, councillors and volunteers.
Contracts/Procurements	All procurement in line with Financial Regulations
Crime and Disorder	Event licensed, application made to SAG.
Biodiversity and environment	Stall holders encourage to reduce single use plastics.
Equalities	Accessible to all residents. Disabled parking in car park
Residents Impact Assessment	Impact on neighbouring residents, mitigated by letter drop, no parking cones on Arlesey Road and noise monitoring
Sustainability/Climate Impact	Use of internal staff to reduce contractor dependence
Data Protection and Privacy	Any personal data e.g. stall holders, handled under Council data protection protocols.

### Responses Overview Active


Responses

**18** 

Average Time

**05:39** 

Duration

**64** Days 

1. What type of stall did you run during Stotfest?



2. Please rate your overall experience as a trader at the event.

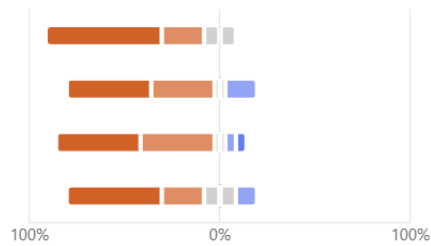
● Very easy  
 ● Easy  
 ● Neutral  
 ● Challenging  
 ● Not so easy

Stall Booking Process

Stall Set-up

Stall Break- Down

Level of Support Provided



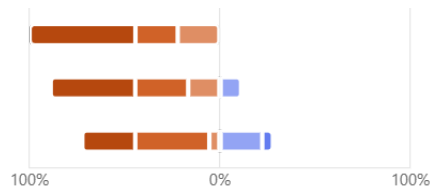
3. How do you feel about the following?

● Very Good  
 ● Good  
 ● Fair  
 ● Poor  
 ● Very Poor  
 ● Excellent

Footfall on the day

Trade on the day

The position of your pitch



4. Do you feel your pitch fee was:

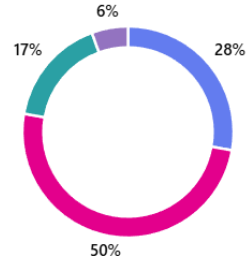
● Too high   0  
● About right   17  
● Too low   0





5. In future events, would you find it helpful if the Stotfest team provided printed copies of the risk assessment templates and written instructions outlining what to expect on the day?

● Yes, that would be helpful	5
● No, digital copies are sufficient	9
● Either is fine	3
● Other	1



6. We welcome your feedback. Please let us know any areas or aspects of the event you feel could be improved.

15  
Responses

Latest Responses

"I feel people did not see the stalls as they were hidden behind the food stalls. Pre... "  
 "We really enjoyed the day, thought it was well advertised and considering it was ... "  
 "see above"  
 ...

9 respondents (60%) answered stall for this question.



7. Feel free to use this space to provide any additional feedback, such as suggestions for future events, improvements, or general comments.

10  
Responses

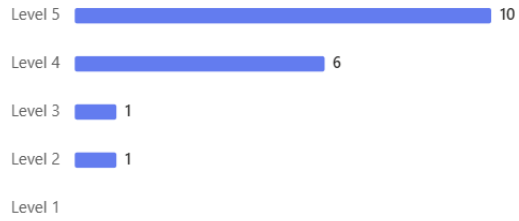
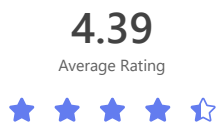
Latest Responses

"Position the food stalls on the edge. Could you have toilets at each end of field? ... "  
 "Your staff were extremely helpful."  
 ...

3 respondents (30%) answered great for this question.



8. "On a scale of 1 to 5, how would you rate your overall experience as a stallholder at Stotfest?"  
(1 = Very Poor, 5 = Excellent)



**6. We welcome your feedback. Please let us know any areas or aspects of the event you feel could be improved.**

The initial set up was confusing and having pitches marked out would be good. We were all getting in the way of each other.

My only issue was that my stall along with the rest of my row was directly behind a row of food vendors. Their generators gave out extra heat in an already hot day, smells of gas and fuel and were extremely loud, causing me to shout all day and making it difficult for my customers to hear me. Also being behind the row of food vendors it almost felt like we were tucked away and detached from the main event.

We had a great day but we were positioned behind a Food Stall with a very noisy generator. This sum what spoilt the day as we were unable to see or hear anything. I could actually hear the Compare better from my Driveway when we got home and we live on The Green

The only feedback that I have is regarding the positioning of the stalls backing onto the food trucks. The generators were extremely loud, making it difficult to hear customers or the music, singing etc. Which was a shame. The extra heat coming from the trucks and generators made an already hot day even hotter too. Other than this, a fantastic day had by all.

I found it disappointing that no one from the organising team came to check in with the craft stall holders at all throughout the day. At the very least someone should have been present for set up and take down.

I felt better planning for all the different stalls , ie crafters section, food section , activities section, clear what was available an people could visit each space they wished to look at .

I felt as a stall holder, on my own. It would have bed. Nice to have the toilets spread around the event a little bit more.

I was in the marquee & felt to be a little too far from the other crafters that had their own gazebos but in saying that I still had a fantastic day

Thought it was a brilliant event, it was lovely to be part of it and see the community all come together. Music was great too!

Communication to stallholders needs to be improved. When the generator went down, no communication was given and a lot of trade was lost to this. Had I not made alternative power arrangements, then I would have had little to no trade.

I felt the stalls were out of the way this year and we couldn't see anything else going on from the stall. it was nice last year to have the back of the stall empty so we could store things, this year with another stall behind, we felt closed in. We also had a childrens musical stall behind us with a performance every hour for half an hour which would have been nice to be away from.

It was a great event. It felt slow to get going but the afternoon was buzzing. it would have been good to have an agreed time for the stalls to be taken down as this seemed a little adhoc. Overall a great event - thank you for organising it.

see above

We really enjoyed the day, thought it was well advertised and considering it was high temperatures we were busy enough.

I feel people did not see the stalls as they were hidden behind the food stalls. Previous events I have been to the food stalls were around the edge. We also had to put up with the fumes from their generators. We also asked to be as close to the toilets as possible due to my limited mobility. This was agreed to but on the day it wasn't the case and I could not go to the toilet all day as I couldn't get there. This also meant I had to limit what I drank which was not good on such a hot day.

**7. Feel free to use this space to provide any additional feedback, such as suggestions for future events, improvements, or general comments.**

Despite my above comment I did get good footfall, did very well and very much enjoyed my day and don't envy the organisers job at all!! Thank you to everyone involved! I'm looking forward to next year already!!

I think the Craft Stalls would be better being kept separate from the Food Stalls

Wonderful day for us with our fundraising particularly as we chose to 'hook a duck' on the hottest day of the year! Well done to Sarah and everyone involved in making this happen and a big success. There was a great atmosphere all day, good choices of food and drink available and security were incredibly helpful. And we even managed to stay after packing up for a drink and a boogie! More of that soul group please next year!

This is the same as question above I think overall stotfest is a great idea ,A fun event for family's & all .. My experience, I didn't sell very much at all , I feel that was a lot to do where I was put ...

I thought it was a really good event.. Well done !

It was a very hot day & the traders ran up of water to buy so maybe more provisions for the sale of water?

For the footfall, there should be no double up on the same food and drink stalls. It is unfair as a stallholder and this rule is generally followed unless the footfall is exceptionally high and the area to cover is large. Given the size of the layout for Stotfest, this was too small an area for more than 1 of the same type of drink vendor.

a map of the area showing where our stall would be placed.

Your staff were extremely helpful.

Position the food stalls on the edge. Could you have toilets at each end of field? Other than that the event is great.

### Responses Overview Active

Responses <b>30</b>	Average Time <b>04:58</b>	Duration <b>65</b> Days
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1. "Overall, how would you rate your experience at Stotfest 2025?"

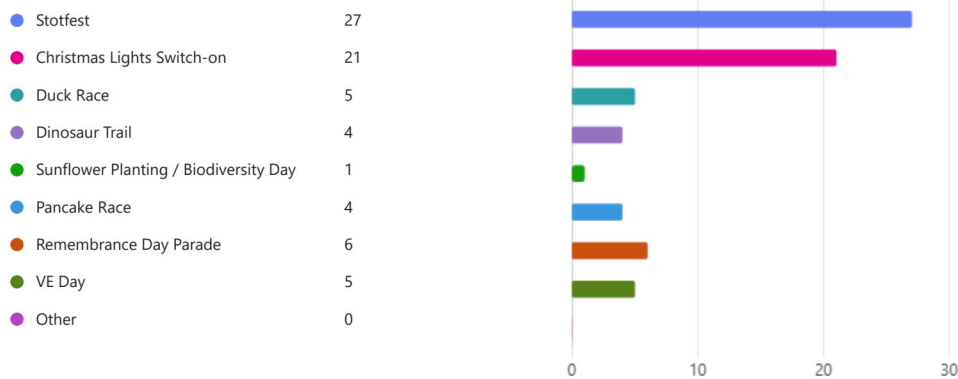


2. "How many people were in your group at the event?"



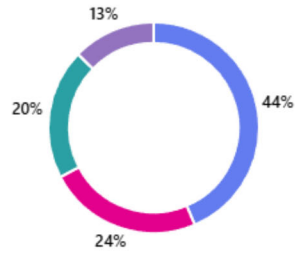
3. "Have you attended any other events organised by Stotfold Town Council?"

*Please tick all that apply.*



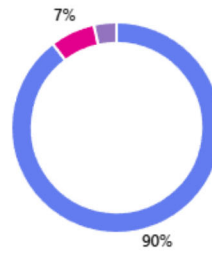
4. "How did you hear about Stotfest?  
(Please select all that apply)"

● Social Media	24
● Posters/Banners	13
● Stotfold News	11
● Word of Mouth	7



5. Are you a Stotfold Resident? If not, how far away do you live from the town?"

● Yes I am a Stotfold Resident	26
● Less than 5 miles away	2
● 5 miles - 10 miles	0
● Over 10 miles away	1



6. Thinking about your experience on the day at Stotfest, please rate the following aspects of the event:

● Excellent ● Good ● Fair ● Poor ● Very Poor ● N/A

Getting there

Signage

Layout of the site

Food & drink vendors

Craft / charity / community stalls

Workshops & demonstrations

Entertainment & performances

Children's area & £5 wristbands

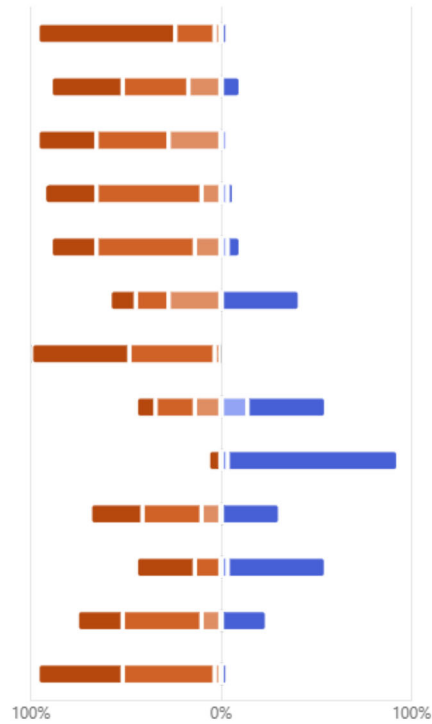
Silent disco

Security

First aid

Toilets

Cleanliness of site



7. "Do you have any local musicians or traders you would like to recommend for Stotfest 2026?"

10  
Responses

Latest Responses  
...

2 respondents (20%) answered local for this question.

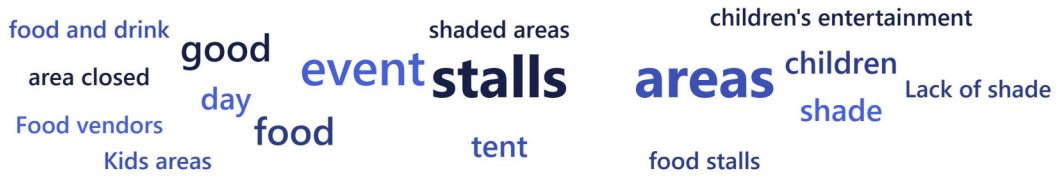


8. "We welcome your feedback—please let us know how we can make future events better."

23  
Responses

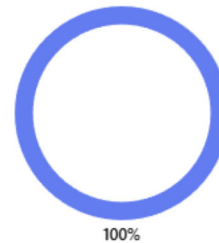
Latest Responses  
"I would love to the event grow, maybe a kite display, more bands wider range of ... "  
"Vip gazebo's that you pay for in advance, seats 4-6 people with chairs provided, t... "  
"More children's entertainment, especially when now paying for wristbands. Childr... "  
...

9 respondents (39%) answered stalls for this question.



9. "Community events like Stotfest rely heavily on our wonderful volunteers. If you are interested in volunteering at future events, please confirm your consent for us to hold your personal data in accordance with GDPR guidelines."

Yes, I consent to my data being held for volunteering purposes. 10





**8. "We welcome your feedback—please let us know how we can make future events better."**

More chairs. I'm disabled & had to sit on floor in beer tent for shade. Picnic tables with umbrellas?

More activities/ workshops/ rides for older children to do (10+). Also water stations and more shaded areas as it was very hot this year

Lack of shade meant people passing out. It was a very hot day and this was forecast well in advance of the event so things should have been put in place. Constant announcements to keep hydrated yet there could have been a free water station which would have easily resolved this issue. Very disappointing

It was an excellent event all round - lots of good food and fabulous performances, such as from the choir and schoolchildren. For next year, perhaps a consideration for more shaded areas. I know we had the treeline near the children's entertainment area for shade and the big tent near the main stage, but I think a few more shaded spots near the food stalls and such would be fab. The weather was very hot on Saturday, which was a bit of a struggle after ordering food at a stall and having to wait nearby in the direct sun, no shade, for the call that my food was ready. Couldn't walk to the tent, as I'd be too far from the food stall and won't know when the food would be ready. Something like this for next year should be considered I believe - perhaps a larger canopy over the stalls, or something else.

Please more gluten free food stalls, there's not enough food variety for people with allergies

Honestly a fantastic day. My daughter enjoyed mooching around the stalls with her friend and I felt completely safe in the knowledge that they were safe to do so without an adult with them.

It was really good in all respects

Keep doing the same, it worked really well

Having a supply of water somewhere is needed and something to provide shade / protection from rain could be a good addition

I was a stallholder at this event and wasn't overjoyed by the layout? Food vendors directly behind my stall with generators giving off heat, smells and noise, had to shout at my customers all day and they still couldn't hear. Also felt being behind there we were almost separate from everything else?! However, did still get a good footfall, did very well and completely enjoyed my day! Looking forward to next year already!

Wristbands weren't checked for kids so a lot of people didn't buy them. Could have been a bit more for kids, the inflatables and one ride didn't last long.

Felt that stotfest lacked identity: it wasn't wholly a music event, nor was it a craft fair/fete. It was a bit of a jumble. Maybe it would be better to just have the music stage and food vendors/bar tent and perhaps a separate children's section and promote as local music festival. We came in the afternoon and felt there really wasn't much going on. Or have a family picnic type afternoon with children's area & rides and a music event in the evening. It's good that there is an alternative to the steam fair and commend town council for introducing new events.

Cheaper bar + more bar staff + loads more ice! Would be great if there was a DJ playing after the bands and later into the evening. Maybe in a smaller tent to create some atmosphere for those who don't have kids and don't want to go home at 9pm

We had a great afternoon and hopefully the event will grow with more stalls each year. We loved watching the dancers, twirlers and listening to the choirs in particular. Great that you can just turn up with a picnic 😊

I thought the sound was somewhat muffled. Looking at the speaker system, which appeared to be good quality, maybe operator error?

A shame all the children's area closed at 5pm. This was not advertised and meant some missed out. Was also not said at the time of purchasing wristbands

Need more stalls with maybe clothing

Whilst unprecedented temperatures blessed the day, there was no shade and with an event aimed at families this caused issues on the day. We left the event after 10 minutes due to the lack of shade. Having a contingency plan in place for future events should the weather be that hot would be helpful. Or a change of location to a site with more areas of natural shade.

Kids areas shut at 17.00 which is a bit early especially if you turn up later in the day.

The kids area with the inflatables was much better last year and was alot cheaper

More children's entertainment, especially when now paying for wristbands. Children were disappointed the children's entertainment finished early. I was nervous with the children's area being close to the main road/exits (but appreciate this was likely to be so they were in more shaded areas). Couldn't see stage from back/sides where children's area was, may have been better to have stalls or food and drink vendors along sides so middle area was free to sit and see kids playing whilst also seeing stage. More shaded areas would have been nice (maybe tents with seating?)

Vip gazebo's that you pay for in advance, seats 4-6 people with chairs provided, these could be put round the edges of the arena near the stage. If people pre pay and they don't turn up you already have their money. Hire of deck chairs/ seats, again pay in advance. No need to erect in advance people collect from a stall/particular area and then set up wherever they want. Maybe visit party on potton or other local events to see what works from there that you could replicate.

I would love to the event grow, maybe a kite display, more bands wider range of craft stalls and some pop up events. more food and drink options would create shorter queues.

**COMMUNITY ENGAGEMENT COMMITTEE - WORK PROGRAMME 2025-26**

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
<b>19/11/2025</b>	<b>13/11/2025</b>	Q2 Budget Review	To note the nominal ledger for the end of Q2 for 2025-2026.	Town Clerk	<b>10/11/2025</b>
		Policy Adoption	To consider adopting the following policies: Communication Policy and Volunteer Policy	Town Clerk	
		Neurodiverse Report	To consider supporting a neurodiverse event in the Memorial Hall	Town Clerk	
		Stotfest 2026	To consider changes and theme for Stotfest 2026	Community Engagement Officer	
		Resident's Survey 2024 - 2025	To receive an update regarding resident's survey logistics for 2024 - 2025 and consider a proposal for the 2025-2026 Resident's Survey.	Town Clerk	
		Resident Survey 2026	To consider the questions within 2026 survey	Community Engagement Officer	
		T&C for Traders	To consider the T&C's for all event traders	Admin Officer	
<b>14/01/2026</b>	<b>08/01/2026</b>				05/01/2026
<b>18/03/2026</b>	<b>12/03/2026</b>	Q3 Budget Review	To note the nominal ledger for the end of Q3 in 2025 - 2026.	Town Clerk	09/03/2026