



MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 18 MARCH 2026 AT 19:00

Present:

Cllrs N Venneear (Vice Chair), Cllr J Bendell, Cllr L Miller, Cllr J Smith

Apologies:

Cllr J Headington, Cllr B Woods (attended virtually), Cllr S Dhaliwal (attended virtually)

Also Present:

E Payne, Town Clerk

Z Putwain, Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington, Woods and Dhaliwal.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the previous meeting held on held on 19 November 2026 were reviewed. It was noted that the meeting scheduled for XX January 2026 has been cancelled due to lack of business.

Decision: It was **RESOLVED** to adopt the minutes of the Community Engagement Meeting held on 19 November 2026 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

Members received the Clerk's and action tracker which were noted. There was mention of a marketing initiative that had been previously agreed. Members were advised that there is a plan to market all the town council facilities however, this will be deferred until the lights are installed at the Memorial Hall.

Members enquired about the resident's survey, which closes at the end of March, but responses have been lower compared to the previous year.

Decision: It was **RESOLVED** to note the Clerk's report and action tracker.



6. REPORTS TO COMMITTEE

6.1. Events 2026-27

Members reviewed the schedule of events for 2026-27, discussing the details and logistics of each event. Decisions were made regarding the duration and staffing of the Steam Fair, with a preference for a one-day event on the Saturday due to volunteer availability.

The Greenacre Bay beach installation may be limited to 28 days to avoid planning permission issues, unless advice is presented to the contrary. Various ideas for additional activities and events were discussed, including beach pop-up events and evening activities for adults.

Decision: The following were **RESOLVED:**

- a) Steam Fair – attend on the Saturday with officer attendance at start and end of day. Officers will devise an activity and circulate separately.
- b) Greenacre Bay – host a children’s pop-up beach party at a date and format to be agreed. Adults beach party to coincide with Eat Feast at Greenacre Centre on 7 August.
- c) Augmented Reality Trail – Ocean Safari was chosen as theme for the trail.
- d) Stotfest
 - i. Allocation of funds to be split between Town Mayor’s Charities and costs for the event.
 - ii. Bars – 1 large bar, a mocktail bar and one other bar.
 - iii. No ticket for artists and two entry tickets per child performer
 - iv. Allocation of ten ‘family’ tickets for per school for in need families to be distributed by the schools.
 - v. Investigate hiring university students and 6th formers on casual contracts.

Task: Steam Fair – arrange volunteer rota and children’s activity

Task: Greenacre Bay – devise a pop-up children’s activity and set a date.

Task: Greenacre Bay – adults beach party to be held Friday 7 August 2026 in conjunction with Eat Feast.

Task: Augmented Reality Trail – advise contractor about theme and seek sponsorship.

Task: Stotfest – arrange bar providers including mock tail bar.

Task: Stotfest – consider pre advance ticket sales and how to readmit people who have purchased tickets.

6.2. Youth Engagement

An update on youth engagement was provided, noting the expenditure incurred and reviewing the effectiveness of outreach efforts. The committee discussed the importance of engaging young people and the potential for additional activities to attract their participation. No specific decisions or actions were recorded in this segment.

Decision: It was **RESOLVED** to:

- a) Note the current Youth Engagement expenditure of £4,030 against the approved £8,000 budget.



- b) Note the allocation of £3,000 from earmarked reserves to commission targeted youth outreach sessions at Riverside.
- c) Continue the programme until the end of May 2026.

Task: Advise the youth engagement providers of the extension to their programme until the end of May 2026.

Task: Add to CE agenda for May 2026 a proposal for youth activities.

6.3. Q3 Budget Review

The Q3 income and expenditure report for the committee was noted. The budget for the upcoming events was discussed, including the costs associated with the Steam Fair, Green Acre Bay, and other planned activities. The committee reviewed the anticipated income from various sources, including craft stalls, food vendors, sponsorship, and bar takings.

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

6.4. Policy Adoption

The proposed Community Engagement Policy was reviewed, and the committee recommended its adoption to the Full Council.

Decision: It was **RESOLVED** to recommend the adoption of the Community Engagement Policy to the Full Council.

Task: Add Community Engagement Policy to agenda for Full Council.

7. WORK PROGRAMME

The committee noted that there is currently no work programme for 2026-27.

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

There were no items raised.

9. DATE OF NEXT MEETING

Wednesday, 20 May 2026.

The meeting closed at 19:57.

SIGNED BY CHAIR:

MINUTES APPROVED (date):