



PUBLIC REALM COMMITTEE

TERMS OF REFERENCE

Membership of Committee

- Ten Town Councillors appointed annually at the May Town Council meeting.
- Five members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees
- Non-Committee Members may attend meetings and speak at the Chairman's discretion but may not vote.

Frequency of Meetings

- Meetings will be held monthly, except January and 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 is granted authority under Local Government Act 1972 S101 to manage the following areas:

Open Spaces

- a) Manage, maintain and develop all playing fields, sports grounds, open spaces, play areas, skate parks, and other recreational facilities.
- b) Prepare and oversee grounds maintenance schedules for all open spaces and recreational facilities.
- c) 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
 - Public conveniences and car park at Brook Street/High Street
 - Public conveniences at Arlesey Road Recreation Ground.
- d) Liaise with and support the local environmental group, TEASEL, regarding Council managed open spaces, including Centenary Wood.
- e) Maintain and enhance landscaping throughout the town.
- f) Monitor and protect the footpath and bridleway network.

- g) Arrange spraying of foreign growth on footpaths on designated footpaths.
- h) Maintain a rolling programme of maintenance and major projects.
- i) Maintain and provide litter bins, bus shelters and seats within the town.
- j) Maintenance of flowerbeds, tubs, troughs, and any other areas held by the Council on lease or licence.
- k) Maintain a rolling programme of maintenance and major projects.
- l) Review maintenance contracts for MUGAs and all-weather pitches and play areas.
- m) To ensure that the Town Council complies with health and safety regulations in relation to open spaces, streetlights, cemetery, and recreational facilities.
- n) Review all documents and policies relevant to this Committee.
- o) In all considerations and actions, follow the council's adopted Corporate Strategic Plan.

Highways

Liaise with Central Bedfordshire Council on improvements to highways, footpaths, car parking and drainage within the town.

Allotments

- a) Manage Town Council owned allotments.
- b) Manage Common Road Allotments on behalf of the Eleemosynary Charity of William Field.

Streetlights

- a) Maintain and maintain Stotfold Town Council owned street lighting.
- b) Liaise with Central Bedfordshire Council for the repair and upkeep of their lighting columns.
- c) Managing the streetlighting contract, including retendering every 5 years.

Trees

- a) Oversee landscaping and tree planting in consultation with the Town Council's Tree Warden and following inspections as per council's Tree Management Policy.
- b) Maintain and manage trees on Town Council owned land in accordance with the Tree Management Policy.

Cemetery

- a) Continue site improvements for its use as a burial ground..
- b) Monitor, review and determine the Rules and Regulations pertaining to Interments and Memorials.
- c) Monitor the capacity of the present site and consider future expansion.
- d) Arrange an inspection of the stability of the memorials every five years.
- e) Maintain a rolling programme of maintenance and major projects relating to the cemetery.

Finance

- a) Authorise expenditure within the approved budget.
- b) Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the Council, via the Governance & Resources Committee.
- c) Conduct a half yearly appraisal of the budgets based on September figures.
- d) Review budgets and reserves prior to year-end, determining necessary actions and any virements required.
- e) To review and determine the list of charges annually relating to the cemetery fees and open spaces.
- f) Manage and review leases and rental charges for Town Council owned land.

General

The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

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.

Adopted at the Town Council Meeting of 7 May 2025