

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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30<sup>th</sup> May 2024

**Members of the Public Realm Committee:** Cllrs M Cooper (Chairperson), L Anderson (Vice-Chairperson), S Buck, S Hayes, J Headington, M 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 5<sup>th</sup> June 2024 at 19:00** for the purpose of transacting business detailed in the agenda.

**E 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 Public Realm Committee Meeting of Wednesday 8<sup>th</sup> May 2024 are a correct record.

**5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**

Correspondence received and matters arising from previous Minutes, for information.

**6. REPORTS TO COMMITTEE**

**6.1 Land at Pix Road and Hazel Grove**

To consider a report on a complaint regarding grass cutting at Pix Road.

**6.2 Erosion of riverbank at Riverside**

To consider quotations for the riverbank erosion mitigation works.

**6.3 Allotment toilet and funding**

To receive a report on allotment toilets and funding.

**6.4 Land Registration of the Cemetery**

To receive a report about registering the cemetery with the Land Registry.

**6.5 Complaint regarding use of Hitchin Road**

To consider a report on a complaint regarding use of Hitchin Road pitch for football.

**6.6 D-Day Commemorative Bench**

To consider the installation of a commemorative bench at the War Memorial.

**6.7 Planned work to football pitches**

To consider a programme of work to pitches.

**7. HIGHWAYS REPORT**

To receive a report from Councillor Smith, Highways Representative.

**8. WORK PROGRAMME**

To receive this Committee's Work Programme.

**9. 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.

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

**11. DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> July 2024.



**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 8<sup>TH</sup> MAY 2024 AT 19:00 AT IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD. SG5 4HG**

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Committee Members present:

Cllr M Cooper (Chairperson), L Anderson (Vice-Chairperson), S Buck, J Headington, M Hyde, J Smith, J Talbot, S Hayes, B Saunders, B Woods.

Also present:

E. Payne – Town Clerk

S. van der Merwe – Democratic Services Manager

Mr V. Melani – Member of the public

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**1. APOLOGIES FOR ABSENCE**

All Members were present at the Meeting.

**2. DISCLOSURES OF MEMBERS' INTERESTS**

Cllrs Headington and Talbot requested dispensation regarding items 8.8, 8.9 and 8.10 on the Agenda as they are allotment tenants, and Cllrs Hyde and Hayes as they are Trustees for the Eleemosynary Charity which owns the land on which the Common Road Allotment is sited.

**3. PUBLIC SECTION**

Mr Vladimir Melani was present in the Chamber to discuss item 8.3.

**4. MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Recreation Grounds, Public Lands & Lighting Committee held on 13<sup>th</sup> March 2024 were **ADOPTED** as a true and accurate record of the meeting.

**5. ELECTION OF VICE CHAIRMAN**

Following nominations from Members, Cllr Liz Anderson was elected as Vice-Chairman for the forthcoming year.

At this point Cllr Cooper brought item 8.3 on the agenda forward to allow Mr Melani to address the Committee.

**6. HAND CAR WASH**

Mr Melani submitted a request to be able to use part of the land at the Stotfold Football Club parking lot for a hand car wash business. Mr Melani put forward a list of reasons he thought this spot may be most suitable. Cllr Buck provided information on an additional site that Mr Melani may be interested in near Fen End. Members felt that this site would not be suitable



due the constant use of the site for football session parking, sustainability and ecological reasons.

It was **RESOLVED** that permission to use this land for a hand car wash is **NOT** granted.

## 7. TERMS OF REFERENCE

The Town Clerk advised Members this item was not addressed at the Annual Statutory Meeting on 1<sup>st</sup> May 2024 as there were many items on the Agenda for that Meeting. These Terms of Reference will be reviewed here and then taken back to the next Town Council meeting for final approval.

The following amendments to be made:

- **Street Lights:** Change the contract length to three-yearly.
- **Cemetery:** Move *“To review the leases for the Chapel of Rest and Mast, and renew, reissue or seek new tenants as required.”* to the Buildings Management Committee Terms of Reference. In addition, all items related to the maintenance and management of the Chapel, Cemetery Toilet and lease should now fall within the scope of the Buildings Management Committee.
- **Cemetery:** Inspection of memorials: This will be amended to read that a section of the cemetery will be inspected every year and a report issued to the Public Realm Committee for consideration of the scope of work to be carried out. This will be a rolling 5-year plan for the inspection of memorials.
- **Change** “spraying of foreign growth” to “Arrange removal of foreign growth on footpaths as designated by the Committee”.
- **Remove** “Job description” as staff resource falls under the Governance & Resources Committee.

It was **RESOLVED** to **ADOPT** the amended Terms of Reference for the Public Realm Committee.

## 8. CLERK’S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION

- 8.1 Members were advised the snagging item listed is that one of the bags in the culvert as being dislodged.
- 8.2 Members expressed their thanks to the Town Rangers for removing the mattress from the river.
- 8.3 Cllr Anderson requested the toad sign should be closed as the seasonal migration of the toads is complete.



## 9. REPORTS TO COMMITTEE

### 9.1 Notice boards

Members reviewed a report regarding installing noticeboards at The Green, Hallworth Drive, Norton Road Allotments and Brook Street Car Park. Members were provided a number of options and supporting costs and photographs.

It was **RESOLVED** that the Town Clerk will provide final costings for the following to the next Public Realm meeting:

- a) Stainless Steel double door Noticeboards at The Green and Memorial Hall, painted in blue with the Stotfold Town Council logo and a finial or ball above;
- b) a single notice board for side of the toilets at Brook Street Car Park to provide notices in the town centre;
- c) a single notice board for the allotments.

### 9.2 Disc Golf Pitch at Riverside

Cllr Anderson advised there would be lighting impact on the site and there would be an effect on biodiversity on the site. Members expressed concerns about a number of risks to the public by players.

The Committee requested the Town Clerk to investigate footgolf at the Greenacres Recreation Ground.

It was **RESOLVED** not to proceed with the Disc Golf provision at the Riverside.

### 9.3 Hand Car Wash

This item was presented at item 6 above.

### 9.4 Play Area Signage

It was **RESOLVED** to purchase the blue and white signage such as the Greenacre Park Play Area sample, and add a What3Words location, a QR Code and a telephone number to be able to report faults or defects.

### 9.5 Community Litter Pickers

Community Litter Pickers requested a means of disposal of the litter collected.

It was **RESOLVED** that the Town Council would arrange for printed Litter Angels labels with a telephone number to report waste to be collected by the Town Council Town Rangers to Community litter pickers.

### 9.6 Squirrel Taverners Logo

The Squirrels team applied for permission to add its logo at the Football Club.



It was **RESOLVED** that all the football teams are permitted to add their logos to the blank wall at the end of the building at their own expense.

Members requested that the Town Clerk assess the condition of the building wall and also obtain a cost from the artist who painted the container for similar artwork and to pass that on to the Football Club.

#### **9.7 The Squirrell Pub – 2<sup>nd</sup> Team – Use of HRR**

The Foodball Club have requested additional facility use for a second team.

It was **RESOLVED** that the Committee declines the application for use of additional facilities at Hitchin Road Recreation Ground.

Members requested that the Squirrel Pub team manager approach the Stotfold Juniors management team to request use of the facilities at the Stotfold Football Club as this is a Community football space and the Football Club does not have exclusivity over the Arlesey Road football facilities.

#### **9.8 Allotment Security**

A living hedge was installed at the Norton Road Allotments, and this is still growing. Officers have photographic evidence of damage to the fence by the public in order to get access to the allotments.

It was **RESOLVED** that the Town Clerk should obtain quotes for a 2-metre-high fence as per an example of fencing at the Baldock allotments.

#### **9.9 Allotments – Review of Paperwork and Procedures**

The report proposed the review of the Town Council's Allotments management documentation by a Task and Finish Group made up of Town Councillors appointed by the Public Realm Committee.

It was **RESOLVED** that an Allotments Task and Finish Group be implemented to include Cllrs Hayes, Hyde, Talbot and Headington.

#### **9.10 Allotment Awards**

Members were asked to consider a proposal for an annual Allotment Plots Competition to foster engagement with allotment plot tenants across both allotment sites.

Members requested that the Town Clerk write to the Clerk of the Eleemosynary Charity to add the competition awards to its July 2024 Agenda.

It was **RESOLVED** to implement an Annual Allotment Plots Competition for each allotment site, with two categories for each site – Best Kept Allotment for each site and Best eco-friendly plot.



It was **RESOLVED** that each category winner would be awarded £25 garden vouchers.

#### **9.11 Use of the Green**

Members discussed use of the green in recent events and the lack of damage deposits requested.

Cllr Hyde requested that the second weekend of May every year be set aside permanently for the use of the green by Stotfold Mill for its Steam Fair & Country Show.

Members and officers suggested that consideration should be given to creating a Policy for hiring the space that would into account:

- a) payment of a damage deposit;
- b) limit use of the Green to summer – after April and before the start of the football season;
- c) restricting hires to a maximum/set time period;
- d) there being an inspection of the Green's ground conditions the day before a hire starts;
- e) event hire being subject to weather conditions for the duration of the hire.

It was **RESOLVED** to **DEFER** this item to a future Public Realm Committee Meeting in order to allow for creation of a Policy governing event hire of the Green.

#### **9.12 St. Mary's School – Use of the Green**

It was **RESOLVED** that St. Mary's C of E Academy is granted permission to use the Green for its annual sports day on 8 and 9 July 2024 and in the event of inclement weather, the school would notify the Town Council of the re-schedule dates.

#### **9.13 Cemetery Toilet Project**

It was **RESOLVED** to **DEFER** this item to the Buildings Management Committee Meeting as per the change to this Committee's Terms of Reference at Item 7 on these Minutes.

#### **9.14 Stotfold Youth FC**

It was **RESOLVED** that the Town Council would write a letter of congratulations to Mr Andy Bainbridge for his long service to the Stotfold Junior Football Club which could be presented to him at the Football Club's awards ceremony in June 2024.

#### **9.15 Stotfold Mill Weekend – Use of the Green**

It was **RESOLVED** that Stotfold Mill is granted permission to use the Green as overflow parking for its annual Steam Fair & Country Show events.

### **10. HIGHWAYS REPORT**

Cllr Smith advised Members that repairs are underway on Vaughan Road and Hitchin Road. Cllr Smith has requested a list of repairs to be effected in advance from Central Bedfordshire Council.



Cllr Smith asked Members to forward any reference numbers for fixmystreet.co.uk reports they make to him.

**11. WORKS PROGRAMME**

The report was **NOTED**.

**12. PUBLIC REALM WORKS**

There were no comments.

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

Members commented on the need for benches at the Arlesey Road Recreation Ground and this is on the agenda for 5<sup>th</sup> June 2024.

**14. DATE OF NEXT MEETING**

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

The meeting closed at 20:47

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

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

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 5<sup>th</sup> JUNE 2024**

**SUBJECT: TOWN CLERK'S REPORT**

**1. Land at Prince Charles Avenue**

The contractor undertaking the street works in this location set up a compound at the land at Prince Charles Avenue without realising it was the Town Council's site. A licence is being issued to use the land and to make sure it is returned in the condition that it was found in.

**2. Riverside Culvert**

Maydencroft have completed their remedial snagging works to the culvert at Riverside Recreation Ground.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM COMMITTEE

**DATE:** 5<sup>th</sup> JUNE 2024

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

**SUBJECT:** LAND AT PIX ROAD AND HAZEL GROVE

**1. SUMMARY**

Members are asked to consider the complaint from a resident of Pix Road regarding the grounds maintenance grass cutting standards.

**2. RECOMMENDATION**

Members are asked to consider if a permanent solution to this issue can be agreed upon. The resident had enquired about the possibility of erecting a fence or paving the verges. Alternatively, the area could be tarmacked. Alternate solutions may be needed for each verge due to its proximity and type. Any proposed solution could then be investigated further and follow up reports given.

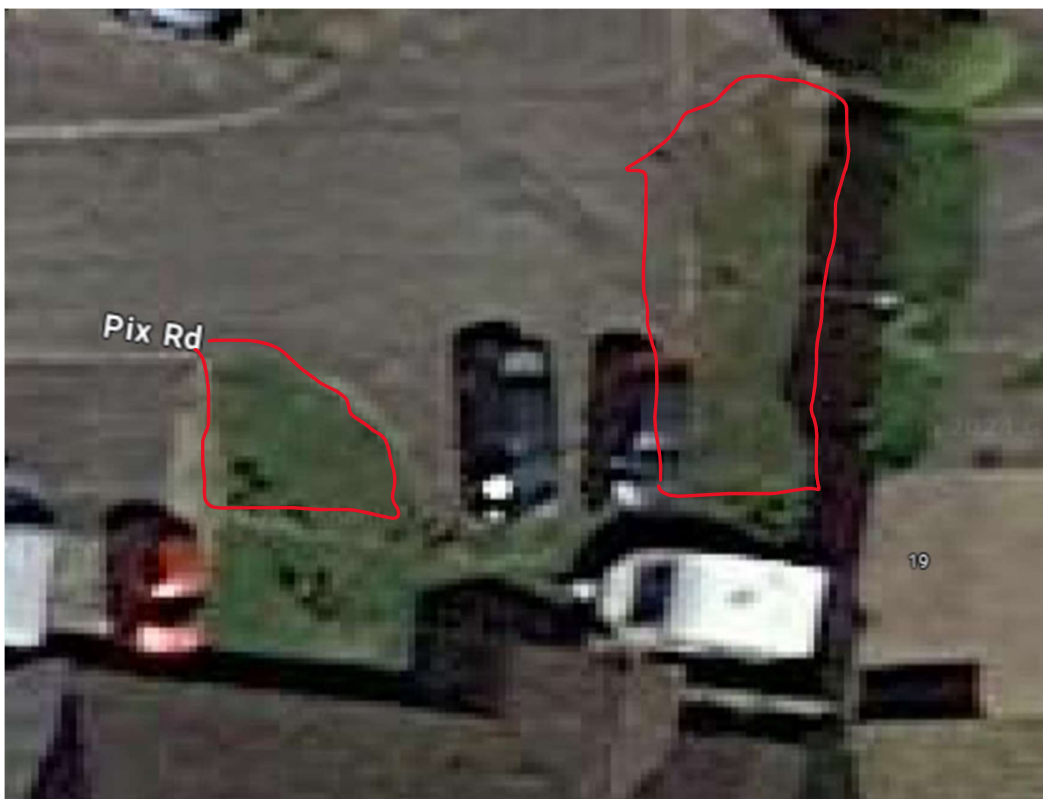
**3. BACKGROUND**

- 3.1 Officers have received a complaint from a resident of Pix Road who has complained that the cutting of the verges is causing the spread of dead grass and weeds onto her property, causing her difficulties in maintaining her own garden and flower beds. The property has a relatively unique proximity to the verges.

Officers have spoken with our contractors to see if a solution could be achieved. They have advised that they do not use mowers that can catch and contain the cuttings and that they blow the areas following cutting, however they cannot factor in what the wind will do after they have vacated the area.

Pictures of the area in question are below:

**Google Street View**







#### 4. FINANCIAL

The cost of the works are likely to be borne by Stotfold Town Council.

## 5. IMPLICATIONS

<b>Strategic Plan:</b>	Community Engagement
<b>Risk Management</b>	Damage to reputation
<b>Legals:</b>	n/a
<b>Resources/Stakeholders:</b>	Third party contractor to manufacture and install. Staff involvement with monitoring and cleaning.
<b>Contracts/Financial:</b>	Purchase of product and installation cost. Will be added to the Asset Register.
<b>Crime &amp; Disorder:</b>	Risk of vandalism.
<b>Equalities:</b>	Allows disabled or lesser abled members of the public to enjoy the leisure space.
<b>Biodiversity:</b>	Low risk to biodiversity impact. Product manufactured using recycled products in line with the Town Council's Biodiversity Policy.
<b>Privacy Impact:</b>	n/a

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 5<sup>th</sup> JUNE 2024**

**OFFICER RESPONSIBLE: HELEN CHILD  
PUBLIC REALM OFFICER**

**SUBJECT: RIVERSIDE RECREATION GROUND – RIVERBANK  
RESTORATION**

**1. SUMMARY**

Members raised concerns with the condition of the riverbank at Riverside Recreation Ground and this report outlines possible mitigation to prevent accidental entry into the river at this location.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider a proposal outlined in this report to restore 2 x 10m sections of the riverbank to remedy erosion damage, in order to reduce risk.

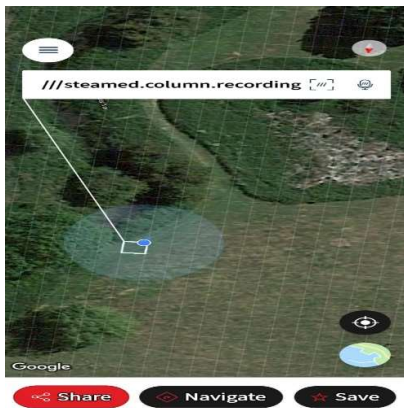
**3. BACKGROUND**

- 3.1 The riverbank at Riverside Recreation Ground is eroding in two places along the river's edge, causing concerns for the safety of unaccompanied children, (who might stray from the play area, as it is unfenced) and walkers. See pictures below.

**Area 1**



## Area 2

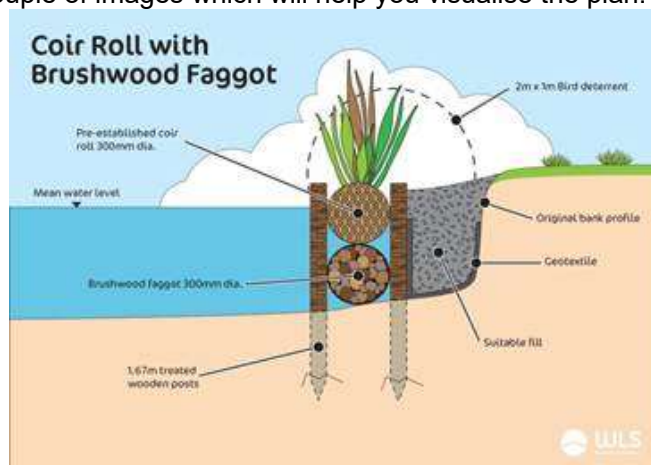


- 3.2 The recreation ground is multi-use, with picnic benches, a play area, ball game provision and a large field. The River Ivel runs adjacent to the grounds. A recent play inspection report highlighted the need to create a water safety risk assessment, with a view to provide reasonably practicable control measures to reduce risk.
- 3.3 Members previously received a water safety management proposal from RLSS, outlining the works required, however Members subsequently requested that a second proposal be sought.
- 3.4 A site assessment was undertaken by an STC Officer and the Contractor in March 2024, to assess the key areas of concern and discuss recommendations for required action, necessary to remedy erosion damage.

The new line of the bank will be established by installing brushwood faggots topped with pre-planted coir logs. The faggots and coir logs will be secured in place by being sandwiched every metre with Chestnut posts driven into the ground.

A geotextile membrane will then be installed behind the new revetment before being backfilled with soil to just under the water line. Pre-planted coir pallets will then be installed between the revetment and where the water line meets the bank and held in place with bamboo pegs. The coir pallets will provide fairly instant vegetation which when established will serve to strengthen and reinforce the bank from further erosion.

Below are a couple of images which will help you visualise the plan.





#### 4. FINANCIAL

Funds would be drawn from the Recreation Ground rolling improvement fund.

Contractor A - £10,677.50 + VAT

Contractor B - £1,850.00 + VAT

#### 5. IMPLICATIONS

<b>Strategic Plan</b>	Refurbishment of the play area within the next 18 months - 2 years
<b>Risk Management</b>	Risk to children and pedestrians using the area
<b>Legals</b>	Land is owned by STC
<b>Resources/Stakeholders</b>	No resource implication
<b>Contracts/Financial</b>	Funding is available
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	Would meet the Council's adopted Biodiversity Policy
<b>Privacy Impact</b>	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**DATE:** 5<sup>th</sup> JUNE 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** ALLOTMENT TOILET AND FUNDING

### 1. SUMMARY

1.1 The provision of compostable toilets was discussed at this Committee's meeting held on 14<sup>th</sup> February 2024. The resolution was:

- a) *Investigate if discounts are available for compostable toilets.*
- b) *Identify a location for the toilet.*
- c) *Apply for funding from Awards for All.*
- d) *Receive a report at the next meeting on allotment awards.*

### 2. RECOMMENDATION

2.1 Members are asked to:

- a) Note the 15% reduction in the price of the compostable toilets
- b) Consider making an application to UKSPF for funding towards the toilets
- c) Consult with Charity to see if they wish to contribute match funding towards a toilet for Common Road and if so, make an application for two toilets.
- d) Consider including in the grant application the costs for fencing at Norton Road which was discussed at the last meeting.
- e)

### 3. BACKGROUND

- 3.1 The original report presented to this Committee on 14<sup>th</sup> February 2024, outlined a series of options [6.4 STC Allotment toilets - Allotment of the year.pdf](#).
- 3.2 The preferred option was the compostable toilet from Woo Woo and the Clerk has obtained a reduction in price from the original of £11,995 to £9,770.75, a reduction of £2,224.25.
- 3.3 The Clerk had recommended making an application to Awards for All (Lottery funding), however, CBC have opened up the latest round of the UK Shared Prosperity Funding for grants between £3,000 to £40,000 which may be a better source of funding. It requires 20% match funding.
- 3.4 The Clerk recommends applying for funding for two compostable toilets, installing one at Norton Road and one at Common Road. The Town Council would seek the 20% match funding from H.O. Roe charity.
- 3.5 Members may want to consider applying for sufficient funding to cover the costs of the fencing for Norton Road which was considered at the last committee meeting.

- 3.6 The funding application requires feedback from users on their plans to install toilets. It would be an easily achievable matter to send out a short questionnaire to the allotment holders to gain their support of the project which is needed to support the application.

#### **4. FINANCIAL**

- 4.1 20% match funding per toilet would be £754.15. This would be met from EMR. Any other match funding e.g. for fencing would be met from the same EMR.

#### **5. IMPLICATIONS**

<b>Strategic Plan:</b>	N/A
<b>Risk Management</b>	N/A
<b>Legals:</b>	Equalities Act.
<b>Resources/Stakeholders:</b>	H.O. Roe own the Common Road allotment site
<b>Contracts/Financial:</b>	EMR available
<b>Crime &amp; Disorder:</b>	N/A
<b>Equalities:</b>	Would be a fully accessible toilet.
<b>Biodiversity:</b>	Compostable toilet does not need to use chemicals.

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**DATE:** 5<sup>th</sup> JUNE 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** REGISTRATION OF LOWER PART OF CEMETERY

**1. SUMMARY**

- 1.1 In 2018, the Land Registry announced its intention to achieve the registration of all freehold land by 2030. At the time, 85% of all England and Wales was registered. There are some significant areas that remain unregistered without proactive action, and this includes Parish and Town Councils. It is their intention to ensure that these assets are registered by the end of 2025.

**2. RECOMMENDATION**

- 2.1 Members are asked to note the actions of the Town Clerk in the registration of the Lower Part of the Cemetery.

**3. BACKGROUND**

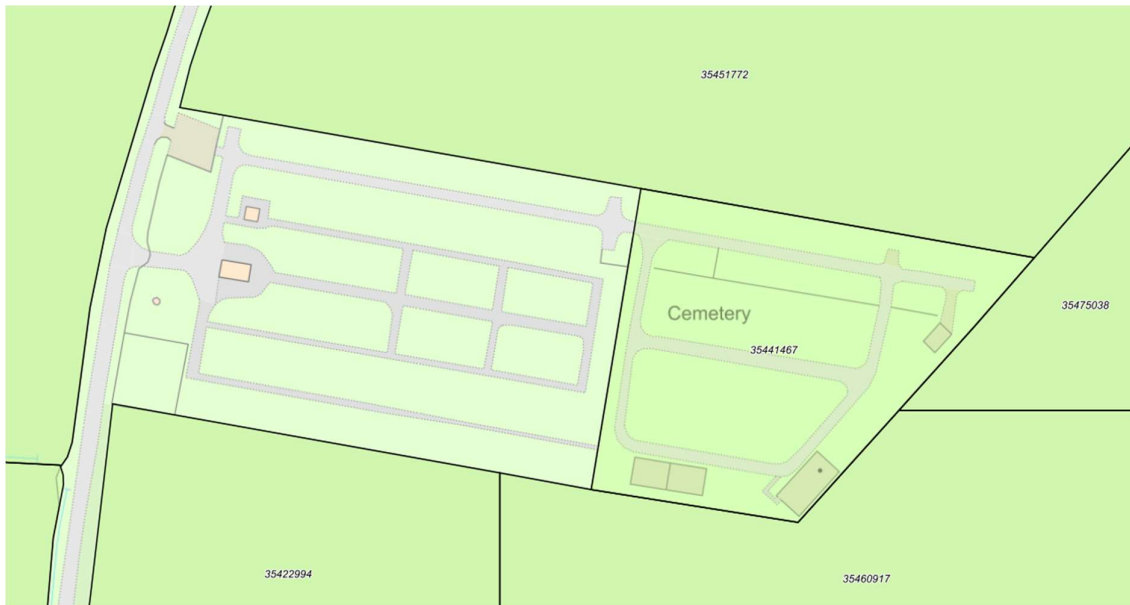
- 3.1 When the initial lease for the cemetery chapel was issued to Austins Funeral Directors, it was for a period of 5 years, under the threshold to register a head or sub lease with the Land Registry. However, after the decision of the now defunct Cemetery Committee, to renew Austin's lease for a further 5 years, it now is required to trigger the need to be registered with HM Land Registry.
- 3.2 Registration at Land Registry constitutes notice of the lease to all parties and for all purposes. If the lease is not registered, it follows that this notice is not given. The consequences of this are that a landlord may not be able to recover unpaid rent if the tenant fails to pay.
- 3.3 The Town Clerk instructed the Council's solicitors to act in the matter of the lease extension and it was at this stage that the solicitors reported to the Clerk that the land where the chapel is located is not registered (see figure below).
- 3.4 The benefits of registration for local authorities are:
- Transparency – supports the Transparency Code obligations where local authorities and other bodies must publish details of all land and building assets.
  - Ease – establishes proof of ownership and simplifies the process of buying/selling property.
  - Efficiency – effective asset management in line with audit requirements. All title (ownership) information is kept on HM Land Registry's Land Register database reducing the need to store old and often unclear deeds. The Register can be viewed quickly and securely online.
  - Protection – safeguard ownership of land and property in the event of a claim for adverse possession.
- 3.5 With the exception of The Green, which is a registered green under the Commons Registration Act, all other Town Council land is registered.

4. FINANCIAL

- 4.1 There is a financial implication, and the Clerk is waiting for a price to register the land. There is a budget for legal costs.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Legals	Transparency Code
Resources/Stakeholders	Solicitor instructed.
Contracts/Financials	Budget in place.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A



**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 5<sup>TH</sup> JUNE 2024**

**OFFICER: COLIN ROGERS, ADMIN SUPPORT OFFICER**

**SUBJECT: HITCHIN ROAD RECREATION GROUND - RESIDENT COMMUNICATION FOR CONSIDERATION**

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Good afternoon,

I am a resident on Hitchin Road and would like the use of the above facility for football matches to be re-considered.

The facility is regularly used for football, sometimes 3 matches or more in one weekend.

This pitch has been used for many decades, however, with there now being many more vehicles on the road and little to no off road parking for these vehicles it becomes very difficult and somewhat dangerous to access or egress our property, and many other properties, due to cars double parked all over the pavement on both sides of the highway. When a match is in progress there is usually an additional minimum of 20 to 30 cars that need parking, years ago they were able to park in RDB's forecourt (now Wycklond Close).

There is no appropriate parking provided for groups to use this facility safely nor without impacting nearby residents.

I am aware that many cars have been clipped by passing motorists causing damage, how long before someone is hurt?

I would ask the councillors, for next season, to consider refusing the use of the Recreation Ground for football matches on safety grounds.

Before any further matches are permitted I would ask that a risk assessment is carried out with regards to traffic management, it does seem that the facility is no longer fit for football matches when so many cars are involved.

Additionally I would ask that any use of the recreation ground for football matches, that the users are specifically requested to clean their boots in the changing rooms, on the pitch or at home and not to clean them on the pavement as they walk to their cars as this leaves a lot of unnecessary mud for pedestrians to avoid.

I do not wish to spoil anyone's fun but there are many more suitable pitches in Stotfold that provide a much more appropriate and safer solution.

Regards,

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 5<sup>th</sup> JUNE 2024**

**OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK**

**SUBJECT: DAY COMMEMORATIVE BENCH AT WAR MEMORIAL**

**1. SUMMARY**

- 1.1 Members are asked to consider the installation of a bespoke commemorative bench at the War Memorial in the Cemetery.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider the proposal and advise the Clerk if they wish to proceed.

**3. BACKGROUND**

- 3.1 6<sup>th</sup> June 2024 sees the 80<sup>th</sup> anniversary of D-Day and subsequently 8<sup>th</sup> May 2025 will see the 80<sup>th</sup> anniversary of VE Day.
- 3.2 There are various decorative commemorative bench designs which would make a nice addition to the war memorial area and prove a lasting tribute.





#### 4. FINANCIAL

4.1 Funds will be met from Ear Marked Reserves.

4.2 The costs as quoted are:

Qty	Description	Unit Price	Line Total
1	6FT D-DAY BENCH SHOT BLASTED AND POWDER COATED	£1375.00	£1375.00
1	BRASS OR STAINLESS STEEL PLAQUE WORDING OF YOUR CHOICE (OPTIONAL)	£100.00	£100.00
1	INSTALL (OPTIONAL) BASE MUST BE IN PLACE READY FOR BENCH TO INSTALL	£150.00	£150.00
1	DELIVERY FREE IF UK MAINLAND	£0	£0
1	STAINLESS STEEL PROTECTIVE BACK PLATE (OPTIONAL)	£225.00	£225.00
Subtotal			£1,850
<b>Total</b>			<b>£1,850</b>

4.3 The Clerk would recommend adding the Stainless Steel protective back plate to preserve the intricate precision cut shapes of the designs.

4.4 The total cost for the bench including the Stainless Steel protective back plate would therefore be **£1,850**.

## 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	N/A
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Would be added to asset register
<b>Contracts/Financials</b>	Met from EMR
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 5<sup>TH</sup> JUNE 2024**

**OFFICER RESPONSIBLE: HELEN CHILD,  
PUBLIC REALM OFFICER**

**SUBJECT: PLANNED WORK TO FOOTBALL PITCHES**

**1. SUMMARY**

Stotfold Town Council obtained grant funding from Pitch Power in 2023, to partially cover renovation costs to improve the condition of their football pitches. The planned renovation work began in October 2023 and has now reached its second phase.

In conjunction with STC and Pitch Power, Sherriff's were commissioned to carry out a planned renovation programme, recommended by Pitch Power, which has already shown significant improvements in the condition of the pitches, particularly those at Arlesey Road.

**2. RECOMMENDATION**

Members are asked to consider a proposal from Sherriff's as to whether they would like to proceed with ALL the annual renovation work as outlined in their proposal. The alternative would be to omit certain areas as outlined below.

**3. BACKGROUND**

In 2023 The Assistant Town Clerk attended Pitch Power training which highlighted the need to improve the standard of the football pitches in Stotfold, in order to meet FA standards.

Grant funding from the Football Foundation was attained to the sum of circa £47,000, to support a rolling six-year programme of renovation work. This has been allocated as follows:

**Year 2**

Arlesey Road	£9,652.00
Hitchin Road Rec	£800.00
Riverside Rec	£800.00
The Green	£532.00

In years one and two it is not compulsory that the Town Council match any funding, however the minimum spend in year two must equate to the grant provided (as above)

In subsequent years there is a requirement to part fund ongoing pitch renovations at Arlesey Road only.

#### 4. FINANCIAL

##### 4.1 Areas to be omitted:

###### a) Arlesey Road

Supply and spread approved LB Iron Sand @ 5mm depths,  
including brushing in to finish.

**£13,485.00**

Over-seeding using VREDO Twin-Disc Ceder –  
2 x passes across complete pitch with an additional  
2 x passes through the centre half of the pitch

**£6,367.62**

Our consultant, who is overseeing the pitch maintenance work, has advised that due to the optimum growing conditions, over-seeding would not be necessary this year, but this would need to be re-evaluated on an annual basis.

###### The Green & Hitchin Road

To proceed as per quotation.

###### Riverside

Due to the proximity of the River Ivel, the recommendation would be to omit:

Supply and apply Selective Herbicide Spray **£118.80**

##### 4.2 To-date costs incurred and project costs are as follows:

<b>Year 1 – 2023/24</b>	<b>Arlesey Rd</b>	<b>The Green</b>	<b>Hitchin Rd</b>	<b>Riverside</b>
Pitch Power recommended cost	£15,080.00	£1635.00	£3375.00	£2227.00
Pitch Power grant	£9,652.00*	£532.00	£800.00	£800.00
<b>Net cost to STC</b>	<b>£5,428.00</b>	<b>£1,103.00</b>	<b>£2,575.00</b>	<b>£1,427.00</b>

<b>Year 2 – 2024/25</b>	<b>Arlesey Rd</b>	<b>The Green</b>	<b>Hitchin Rd</b>	<b>Riverside</b>
Pitch Power recommended cost	£31,926.00	£2,109.00	£3,889.00	£2,455.00
Pitch Power grant	£9,652.00*	£532.00	£800.00	£800.00
<b>Net cost to STC</b>	<b>£22,274.00</b>	<b>£1,577.00</b>	<b>£3,089.00</b>	<b>£1,655.00</b>
Omit sanding	£13,485.00			
Omit seeding	£6,367.00			
<b>Net cost</b>	<b>£2,422.00</b>			

\*Please note that in years 1 and 2, no match funding from STC is required.  
The full grant payment schedule for all sites, over the six-year period, is as below.

<b>Arlesey Road</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Total</b>
Cost	£9652	£9,652	£9,280	£9,280	£8,905	£8,905	£55,680
Foundation grant	£9652	£9652	£6,436	£6,436	£3,218	£3,218	£38,612
STC Contribution	£0	£0	£2,844	£2,844	£5,688	£5,688	£17,068
<b>The Green</b>							
Cost	£532	£532	£356	£356	£178	£178	£2,132
Foundation grant	£532	£532	£356	£356	£178	£178	£2,134
STC Contribution	£0	£0	£0	£0	£0	£0	£0
<b>Hitchin Road</b>							
Cost	£800	£800	£534	£534	£266	£266	£3,200
Foundation grant	£800	£800	£534	£534	£266	£266	£3,200
STC Contribution	£0	£0	£0	£0	£0	£0	£0
<b>Riverside</b>							
Cost	£800	£800	£534	£534	£266	£266	£3,200
Foundation grant	£800	£800	£534	£534	£266	£266	£3,200
STC Contribution	£0	£0	£0	£0	£0	£0	£0

## 5. IMPLICATIONS

Stotfold Football Club have multiple teams playing to various standards within the leagues of which the use of good quality pitches would benefit.

In addition, Hitchin Road Recreation Ground houses an external adult team, who play to a high standard and have won various tournaments this year.

Without the investment in the renovation programme, the standard of our pitches would not meet recommended requirements.

<b>Strategic Plan:</b>	N/A
<b>Risk Management:</b>	N/A
<b>Legals:</b>	N/A
<b>Resources/Stakeholders:</b>	Managed by Public Realm Officer, outsourced to contractor
<b>Contracts/Financial:</b>	Forecasting of future expenditure noted.
<b>Crime &amp; Disorder:</b>	N/A
<b>Equalities:</b>	N/A
<b>Biodiversity:</b>	Spraying does have implications on Biodiversity duty.

## PUBLIC REALM COMMITTEE WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Necessity
05/06/2024	Tree Surveys	To review the specification for Tree Surveys	Public Realm Officer
	Benches at Arlesey Road	To consider the provision of benches at Arlesey Road	Public Realm Officer
	Land at Pix Road and Hazel Grove	To consider a report on a complaint regarding grass cutting at Pix Road and Hazel Grove	Admin Support Officer
	Riverside riverbank erosion mitigation	To consider quotations for the riverbank erosion mitigation	Public Realm Officer
	Allotment toilet and funding	To receive a report on allotment toilets and funding	Town Clerk
	Land Registration of the Cemetery	To receive a report about registering the cemetery with the Land Registry	Town Clerk
	Complaint regarding use of Hitchin Road	To consider a report on a complaint regarding use of Hitchin Road pitch for football	Admin Support
	D-Day Commemorative Bench	To consider the installation of a commemorative bench at the War Memorial	Town Clerk
	Planned work to football pitches	To consider Sherriff's programme of work to pitches	Public Realm Officer
03/07/2024	No Mow May	To consider No Mow May and identify areas for this to be applied to	Public Realm Officer
	Entrance gate signage	To receive a report on replacement entry signs	Town Clerk
	Hedges at The Green	To consider the planting of additional hedging at The Green	Public Realm Officer
	Drainage at Riverside Car Park	To receive a report on the drainage issues at Riverside Car Park	Public Realm Officer
	Environmental Policy Task and Finish Group	To consider a request for a Task and Finish Group for an Environmental Policy [to Include Tree Management Policy]	Public Realm Manager and Public Realm Officer
	Memorial Bench and Tree Policy	To review the policy and recommend its adoption to Council	Town Clerk
	Love Parks	To review a report on Love Parks initiative - 22nd July to 2nd August	Town Clerk & Public Realm Officer
	Friends of Stotfold Cemetery	To consider the formation of a Friends of the Cemetery Group	Town Clerk
	Solar Lights at the Cemetery	To consider a report on installing solar lights at the Cemetery 2025 - 2026	Town Clerk & C&AO
	Memorial Inspections	To receive a report on memorial safety	Town Clerk
	Location of Seat in Upper Garden of Rest	To consider the location of a bench at the Upper Garden of Rest	Public Realm Officer
11/09/2024	Fees Charges Review 2025 - 2026	Review fees and charges for football and cemetery (include comparisons with other local councils)	Democratic Services Manager
	Lamppost Audit	To receive a report regarding STC's lamp posts [review what the "faulty" and "dog waste" stickers look like and replace where	Public Realm Manager
	Dog Waste Bins Audit	[Review what green bin is being used for][How many across Stotfold]	
	Green Flag Review		Public Realm Officer
	Cemetery of the Year Award	For consideration in June 2025	Public Realm Manager