

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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05 March 2025

## Members of Stotfold Town Council:

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

**You are hereby summoned** to attend the **Public Realm Committee Meeting** to be held in the; **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 12 March 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

**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 to join the meeting](#) 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

To receive and accept apologies for absence.

For Decision

## 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 Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

## 3. PUBLIC SECTION

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

Members are asked to resolve that the Minutes of the Public Realm Committee Meeting held on 5 February 2024, are a correct record.

For Decision

## 5. CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION

For Information

## 6. REPORTS

To receive the following reports:

### 6.1. Town Entrance Signage

To consider quotations and locations for town entrance signage

For Decision

### 6.2. Pix Brook Play Area - Replacement Gate

To consider quotations for a replacement gate.

For Decision

### 6.3. Tree Surveys

- a. To receive a report on the tree surveys including costs for remedial works
- b. To note the cost for the additional tree survey areas

For Decision

### 6.4. Cemetery Task and Finish Group

To receive a report on the Cemetery task and finish group and ratify any recommendations.

For Decision

**7. HIGHWAYS REPORT**

To receive a report from Cllr Smith.

**8. DELEGATED DECISIONS**

To note the Town Clerk's delegated decisions.

For Information

**9. WORK PROGRAMME**

To note the work programme for this committee.

For Information

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

For Information

**11. DATE OF NEXT MEETING**

Wednesday 16th April 2025.

For Information



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD  
COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5  
4HG ON WEDNESDAY 5 FEBRUARY 2025 AT 19:00**

**Present:**

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

**Also Present:**

E Payne, Town Clerk

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**1. APOLOGIES FOR ABSENCE**

All Members were present

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

Cllr Headington declared an interest in item 6.7 as an allotment holder at Norton Road allotment holder. He has been granted a dispensation.

**3. PUBLIC SECTION**

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.

**DECISION: It was RESOLVED to suspend standing orders for Public Participation.**

A member of the public wished to address the meeting regarding item 6.4. They spoke about their request to use the Riverside MUGA for their football scheme.

**DECISION: It was RESOLVED to reinstate standing orders.**

**4. MINUTES OF THE PREVIOUS MEETING**

Members received the minutes of the meeting held on 11 December 2024.

**DECISION: It was RESOLVED to accept the minutes of the meeting held on 11 December 2024 as a true record of the meeting.**

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

Members received the Clerk's report. There was a verbal update on the following items.

**a) Installation of new streetlights**

Members were advised that a S50 licence application needs to be made for new streetlights at a cost of £600 per light. The application form has been returned from the contractor and will be submitted to CBC. Members queried why it was necessary to



complete a S50 application form when one of the lights is going to be installed on town council owned land. The streetlight on Norton Road may need this licence. The streetlight in Cornflower Close is on land which has not yet been adopted so permission may need to be sought from the developer. Members queried why this application hasn't been submitted previously. The Town Clerk can't comment on what the previous contractor did when it related to the installation of streetlights and connections to an electrical supply. The Clerk will investigate and report to a future meeting.

**ACTION: Town Clerk to investigate licence for installation of new streetlights and report to a future meeting.**

**b) Noticeboards**

These have been ordered with a 6–8-week delivery schedule. Permission has been granted by the landowner for the installation of the notice board at the entrance to Hallworth Drive.

**c) Tree Survey**

This was undertaken on 21 January 2025. Unfortunately, it has become known that several areas were missed from the specification e.g. Valerian Way, Greenacre Park, Millenium Green. The additional cost for this is £3,200 and the Clerk will bring a report to the next meeting for Members information.

**ACTION: A report on additional areas to be surveyed for trees to be considered at the next meeting**

**6. REPORTS**

**DECISION: It was RESOLVED to move agenda item 6.4 to this point of the meeting.**

**6.1 Request to Use Riverside MUGA**

Members considered a request by a company to use Riverside MUGA for a football scheme. Members were advised that the scheme offered three weeks free to play before joining fees started. The scheme was proposed to run on Mondays from 5-6. Members were advised that the netball sessions didn't start until 5pm. Members advised the member of the public that it was a free to use facility, and that use was on a first come, first served basis. If they were willing to accept these terms then they were able to use the MUGA.

**DECISION: It was RESOLVED to approve the use of Riverside MUGA for football scheme on Mondays from 5-6 at no charge.**

**ACTION: Update Riverside noticeboard with information on this football scheme.**

**6.2 Greenacre Centre Planters and Bins**

Members received a report on proposed planters and bins. Members noted the new requirements to install bins which can be used to separate recyclable and non-recyclable waste. They also considered three designs for planters.



**DECISION:** It was RESOLVED:

- a) To order Option A Bin Style B from The Bin Shop website at a cost of £621.18 per bin
- b) To order Option B two planters from Amberol at a cost of £400 plus logo costs
- c) To delegate the replacement of any bins in future to the Town Clerk with the approved design provided it is within budget and then reported under delegated powers.

**ACTION:** Town Clerk to order bins and planters as set out in the report.

### 6.3. Drinking Fountain at Greenacre Centre

Members received a report on a proposed drinking fountain at Greenacre Centre. Members noted that some of the drinking fountains were rented whilst others required more capital outlay to purchase. Members considered whether the installation of a water fountain was a prudent use of precept. A rental option would give Members the opportunity to evaluate whether the facility was being used.

**DECISION:** It was RESOLVED to install a wall mounted water fountain, rented from Supplier D Aquacool at a cost of £9.99 per week with installation and delivery costs extra.

**ACTION:** Town Clerk to arrange for installation of water fountain.

### 6.4. No Mow May

Members received a report to consider additional areas to be incorporated into No Mow May. The proposed areas were considered along with a suggestion from the Grounds Maintenance Contractor that these areas were sown with wildflowers. It was considered that one of the suggested areas, the mound at Riverside, was not suitable due to the lack of soil at the site due to the water pipes under the soil.

**DECISION:** It was RESOLVED to:

- a) Add the mounds at Arlesey Road to the No Mow regime but not the mound at Riverside
- b) Not to sow these areas with wildflower seeds

**ACTION:**

- a) Town Clerk to instruct Grounds Maintenance Contractor.
- b) Promote the scheme via Social Media and article in Stotfold News.

### 6.5. New Netball Posts and Nets at Riverside

Members received a report with a request from the Netball user group to purchase new netball posts and nets. Members were advised that the previous netball nets had been vandalised during the summer. The storage of the nets was also discussed, following the suggestion that the posts were dismantled and laid down flat, to chain them to the railings. Members felt that this wasn't feasible for all users.

**DECISION:** It was RESOLVED to purchase new netball posts and nets from Nexus Sports at a cost of £558.



**ACTION:** Town Clerk to purchase new netball posts.

#### 6.6. Stotfold Junior Football Club

Members received a verbal report with a request to reconsider the increase in the charge for the rent to play football on Town Council owned land. Members considered the amount of investment that the town council had committed to through the Pitchpower grant, which was designed to improve the football playing surfaces. The inspection reports had been received, and the condition of the pitches had improved. Members were advised that there are nearly 1000 young people enjoying playing football through the club and acknowledged the work that the club does.

**DECISION:** It was **RESOLVED** to keep the charge for the junior football team at £7,500 per annum effective from 1 April 2025.

**ACTION:** Town Clerk to advise Stotfold Junior Football Club of the committee's decision.

#### 6.7. Norton Road Allotments Easement

Members received a request from the landowner of the adjacent site to Norton Road allotments to enter into an easement with the Town Council to install a water and data conduit across the allotments. Members considered that this easement may adversely affect plot holders.

**DECISION:** It was **RESOLVED** to refuse the request.

**ACTION:** Town Clerk to notify the landowner of the Committee's decision.

*Cllr Headington declared an interest in this item as an allotment holder at Norton Road and took no part in the vote.*

#### 6.8. Tiny Forests

Members received a report following an approach by CBC about planting a Tiny Forest. Members considered that this was more aimed at more urban areas. It was noted that the offer also included more mature trees to replace trees which had died. Members felt that this was the wrong time of year to plant trees and that provided that the trees were not provided until later the year, they would like to take up this offer.

**DECISION:** It was **RESOLVED** to:

- a) Decline the offer of a Tiny Forest
- b) Accept the offer of mature trees on the proviso that they were supplied later in the year.

**ACTION:** Town Clerk to decline the offer of a tiny forest and arrange for mature trees if they are available later in the year.

#### 6.9. Letters to Heaven

Members received a report with a proposal to install a 'Letters to Heaven' post-box. Member discussed whether this was relevant to the cemetery and were advised that there is the facility to ask for prayers to be said in the local church. However, it was noted that this was not acceptable to all residents.



**DECISION:** It was RESOLVED to not accept the recommendation to install a Letters to Heaven post box.

**7 HIGHWAYS REPORT**

Members received a verbal report from Cllr Smith regarding highways matters. Members felt that residents should be reminded to report highways issues via Fix My Street. The location of the vehicle activated signs was discussed and it was agreed to relocate them to new locations on Arlesey Road and Vaughan Road.

**ACTION:** a) Town Clerk to promote Fix My Street to residents.  
b) Town Clerk to organise relocation of vehicle activated signs.

**8. WORK PROGRAMME**

Members received the work programme for this committee.

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

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

There were no items.

**10. DATE OF NEXT MEETING**

Wednesday 12th March 2025.

The meeting closed at 20:28

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

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



## PUBLIC REALM COMMITTEE – 12 MARCH 2025

### CLERK'S REPORT

#### 1. Cars on the Green

They have asked permission for their event to be held on 9<sup>th</sup> August. RAMS have been received, and the Clerk is waiting for confirmation of insurance.

#### 2. Tiny Forest

The Town Clerk has declined the offer of a tiny forest and completed an expression of interest for new trees. A response is awaited.

#### 3. Water Fountain

Site survey being undertaken 10<sup>th</sup> March 2025

#### 4. Compostable Toilet at Norton Road Allotments

Toilet is on order, delivery estimated 3 weeks so from week commencing 24<sup>th</sup> March. Awaiting confirmation of cost from the installers and confirmation of possible date ideally before Easter. Potential site identified at Norton Road on edge of the turning circle.

#### 5. Dog Fouling Signage at Arleseey Road

Signage has been commissioned and should be installed by the time of this meeting.

#### 6. Update on Streetlights

Waiting to hear back from Taylor Wimpey regarding the installation of the streetlight in Cornflower Crescent.

Norton Road streetlight installed at wrong location. Contractor to relocate to correct location once licence from CBC received.

Audit of street light repairs at Public Realm committee meeting April 2025.

#### 7. Pitch Power

Officers are in the process of submitting the annual Pitch Power report to the FA to support the grant process, along with pitch inspection reports from the contractors.

#### 8. Correspondence Received

An email has been received from a resident regarding Hitchin Road Recreation and the play area not being fenced off

*I am writing in regard to the big green park on Hitchin Road which has a number of play areas on the grounds. I want to make a formal request for consideration to be given to adding some sort of fencing around the four play areas to protect young children from the dozens of dogs that are off lead and running around the park. I have had personal experience where large dogs have run up to my 2-year-old toddler and really scared him whilst he has been on the swings and slides and as a mother with a newborn baby and toddler, it can feel really stressful when you don't know what a stranger's dog is capable of and they often have poor recall as they don't go back to their owners if called.*

*I have also had dogs almost knock my 2-year-old over as owners throw long distance balls for their dogs to fetch, so it feels increasingly hard to enjoy the park safely. All*

*other parks usually have fencing around play areas and have no dogs allowed signs making it clear dogs cannot enter the play areas for children.*

*I live on Hitchin Road and one of the reasons I bought a house here was the access to a park across the road, however I didn't realise how many large and boisterous dogs would be off lead in the park, otherwise I wouldn't have been so keen on the location. I have also witnessed dogs taking footballs off young children playing in the park by biting the balls and running off with them which deeply upset the children.*

*It would also be nice if some of the play areas could be better maintained or improved as the current play areas are rather old and in need of updating.*

*I know a lot of other local parents feel the same way so would be grateful for a solution as soon as possible. Thank you.*

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** REALM COMMITTEE

**DATE:** 12 MARCH 2025

**OFFICER RESPONSIBLE:** CHARLIE ALLAN, OPEN SPACES OFFICER

**SUBJECT:** TOWN ENTRANCE SIGNAGE

### 1. SUMMARY

- 1.1 As part of the Town Council's 50<sup>th</sup> anniversary, it was agreed by this committee on 3 July 2024 that new town signage would be investigated. Quotations have been received for signage in six locations

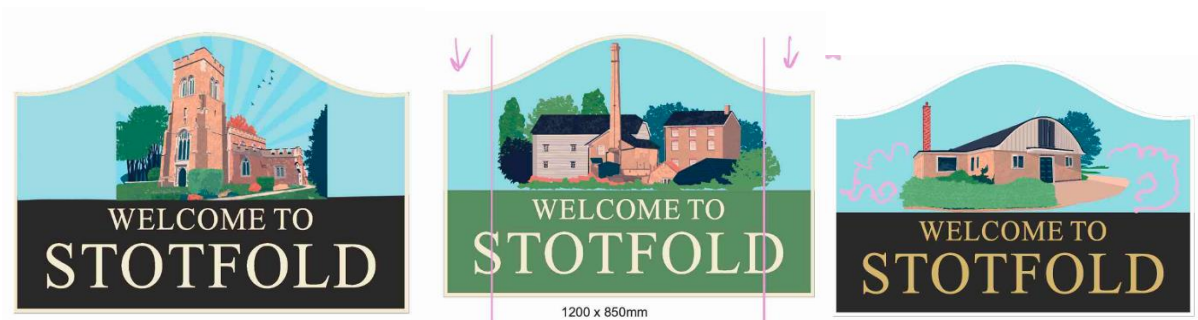
### 2. RECOMMENDATION

- 2.1 Members are asked to:

To consider quotes below in respect of the signage of the town and advise the Town Clerk of their preferred design.

### 3. BACKGROUND

- 3.1 Officers would recommend ordering six signs with two of each design. The designer has suggested the following design which would have extended greenery to fill out the empty spaces. Once a final decision on supplier has been agreed, the designer will work with the manufacturer on final designs.



- 3.2 The locations for the designs would be:

- a) Norton Road when travelling towards Stotfold from Letchworth
- b) Hitchin Road, near junction of Valerian Way
- c) Arlesey Road, near Fox and Duck
- d) Astwick Road, location to be determined
- e) Wrayfields (new location)
- f) Roundabout on A507 with Norton Road

#### 4. QUOTATIONS

##### 4.1 QUOTE A – this is the preferred choice of officers



Total cost of this style from this selected company is **£11,375** for six signs. This includes posts.

##### 4.2 QUOTE B



This is another potential style this would contain the same artwork as the others

Total : **£7,578.00**

#### 4.3 QUOTE C



Above is an example of the proposed style from company c

For 6 signs with matching posts: **£21,940.00**

#### 4.4 QUOTE D



This company supply and install the town sign on the right for £379.57 per sign

The gateway feature on the left is £939.80

Total for just signs **£2,277.42**

4.5 Installation isn't included and is estimated to be an extra £250-£300 per site (£1500-£1800)

4.6 Members may want to consider making these signs a feature and including additional planting around the signs including flowering shrubs and underplanting with spring bulbs.

#### 5. FINANCIAL

5.1 The budget for this expenditure is part of the Stotfold 50<sup>th</sup> Anniversary which has balance of £6748.00. Any expenditure above this sum could be met from General Reserves.

## 6. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Need permission from landowner to install signage, possibly CBC Highways
Legals	N/A
Resources/Stakeholders	Officers, CBC
Contracts/Financials	50 <sup>th</sup> anniversary budget
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 12 MARCH 2025**

**OFFICER RESPONSIBLE: COLIN ROGERS, PROJECTS OFFICER**

**SUBJECT: REPLACEMENT GATE, PIX BROOK PLAY AREA**

**1. SUMMARY**

1.1 As part of regular play area inspections, Town Rangers reported that the Pix Brook Play Area gate was not closing properly. After investigation, the gate is not economic to repair, and advice is that a replacement gate needs to be installed.

**Location of Gate:**

<https://w3w.co/dose.snowboard.rave>

**Image of Gate:**



**2. RECOMMENDATION**

2.1 Members are asked to consider the quotes below and provide instructions of Officers.

**3. QUOTES RECEIVED**

The following quotes have been obtained for a replacement gate:

**3.1 QUOTE A – Members, please note that this is a local contractor who has worked with the Council in the past.**

Break out and dispose old gate, supply and install a new combination gate

**Total: £3,450.00**



### 3.2 QUOTE B

2860mm (Total Width Inc Posts) x 1135mm High Double Bowtop Gate – Yellow

Installation (Hard Dig) - **£3,112.58**

Removal & Disposal of Existing Gates - **£420.00**

Subsidised Disposal of Removed Items - **£200.00**

**Total: £3,732.58**

### 3.3 QUOTE C

Order related Installation remove and dispose of the existing gate and install a new IAE maintenance gate - **£2,080**

Supply 1.2m High Playspec Maintenance Gate Powder Coated Yellow - **£914.29**

Extra freight costs for 3rd party sales - **£150.00**

**Total - £3,144.29**

### 3.4 QUOTE D

To remove and install a replacement pedestrian / maintenance gate into a soft dig complete with

concrete foundations allowing for good access and disposal of old gate - **£1,350.00**

Prosafe pair Maintenance gate - **£1,525.00**

To travel to site with up to 3 staff members per vehicle including mileage cost - **£207.10**

Environmental disposal of waste generated from maintenance work. Waste License No:CBDU124380 - **£40.00**

To supply and erect safety management barriers to protect the area of work whilst maintenance is carried out. Remove fencing / barriers once complete. - **£45.00**

To prepare maintenance works risk assessments and method statements covering playground repairs works. - **£30.00**

**Total: £3,197.10**

## 4. FINANCE

4.1 Costs can be met from EMR S106 Pix Brook Play area which currently has a balance of £434,385.00

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Gated play areas prevent children leaving the areas and dogs accessing play areas, making them safer
Legals	N/A
Resources/Stakeholders	Officers, Contractors
Contracts/Financials	EMR Budget
Crime & Disorder	N/A
Equalities	Equalities Act
Biodiversity	N/A



## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**DATE:** 12 MARCH 2025

**OFFICER RESPONSIBLE:** COLIN ROGERS, PROJECTS OFFICER  
SUE WARD, CEMETERY & ALLOTMENTS OFFICER

**SUBJECT:** PHASE 1 TREE SURVEY RESULTS AND ACTIONS

### 1. SUMMARY

1.1 Following the Public Realm Committee meeting of the 16 October 2024, Officers instructed a Tree Survey of the trees at:

- The Green
- Cemetery
- Riverside Playing Field
- Pix Brook Play Area
- Hitchin Road Recreation Ground
- Waters End
- Heron Way
- 1 tree at the Simpson Centre
- Centenary Wood

1.2 The result of the survey has now been received, and actions are required as mentioned in the survey. Members, please note, that a report in respect of the remaining trees in the town forms part of this agenda pack.

1.3 We have had residents contact us in respect of some trees which formed part of this phase of the survey and Officer's comments in respect of these enquiries are contained within the report.

### 2. RECOMMENDATION

2.1 Members are asked to:

- a) Note the findings of the tree survey
- b) To review the quotes supplied for the high-risk trees and authorise Officers to carry out the required maintenance.
- c) To review quotes for the works recommended for one medium risk tree and provide instructions to Officers in respect of the resident's complaint in relation to the ingress of tree roots.
- d) To note Officer's comments in respect of another enquiry in respect of trees and their impacts on the resident's property.

2.2 Members are asked to consider the terms of the [Tree Management Policy](#) when instructing Officers.

### 3. BACKGROUND

#### 3.1 Findings of the Tree Survey

Officers have received the report which is available on the following links:

[Written Report](#)

[Raw data](#)

[Associated Plans showing locations.](#)

3.2 The surveyor's comments in respect of the urgency in which the works will be needed to be carried out are as follows:

"FYI: High priority is within 3 months; Medium is 6 months, and low priority can be deferred for up to 18 months."

#### a) High Risk Trees

Members will note that there are 4 trees which are High Risk as follows:

##### HIGH PRIORITY WORKS

Ref. No.	Tag #	Species (Common Name)	Age Class	Height (m)	Stem dia. (mm)	Physiological Condition	Structural Condition	Observations / Comments	Recommendations	Work Priority	QTRA
2	5555	Lime	Mature	18	700	Normal	Poor	Small amount of significant deadwood within crown. Defective union at 9m (weaked limb over highway to west)	Reduce main scaffold limb to west by 6m + collect photographic record of suspect union	High	1/400
6	5559	Rowan	Mature	6	350	Normal	Poor	Significant lean to north. Significant basal decay	Remove to ground level	High	1/4K
35	5588	Lime	Mature	13	720	Normal	Fair	Significant deadwood over park entrance. Basal epicormic growth (cannot fully inspect base)	Remove basal epicormic growth Remove all significant deadwood	High	1/4K
13	5793	Lime	Mature	24	850	Normal	Fair	Minor basal epicormic growth. Significant deadwood and hanging deadwood over footpath	Remove all significant deadwood	High	1/4K

#### b) Medium Risk Tree and Resident Complaint

The following tree is medium risk but does form part of a resident complaint:

27a	5579	Sycamore	Young	7	250	Normal	Good	Tree is causing damage to 3rd party driveway	Remove to ground level and chemically treat stump	Medium	1/40K
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The resident has raised concerns that the roots of the above tree is causing damage to their driveway.

The Town Council's Tree Management Policy details the following:

##### 6.1 **Root ingress in gardens**

6.1.1 *The council is unable to prevent root ingress within adjacent gardens, it is not considered actionable nuisance and therefore we do not undertake root removal where this has occurred. Reduction or removal of some tree species which regenerate through shoots from their buried roots can often exacerbate the problem as it stimulates them to produce more roots.*

6.1.2 *The council will not accept responsibility for tree roots that have gained access to drains or services as a consequence of these services being unfit for purpose. Tree roots do not*

generally break drainage pipes but may be attracted by the moisture of a leaking pipe and enter. The onus is on the owner to get the drain repaired at their own expense.

6.1.3 Where tree roots have caused minor damage to non-supporting structures such as garden walls the council will not take any action. It is the responsibility of the property owner to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example, installing a section of railing or bridging foundations around the base of a tree).

6.1.4 If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account.

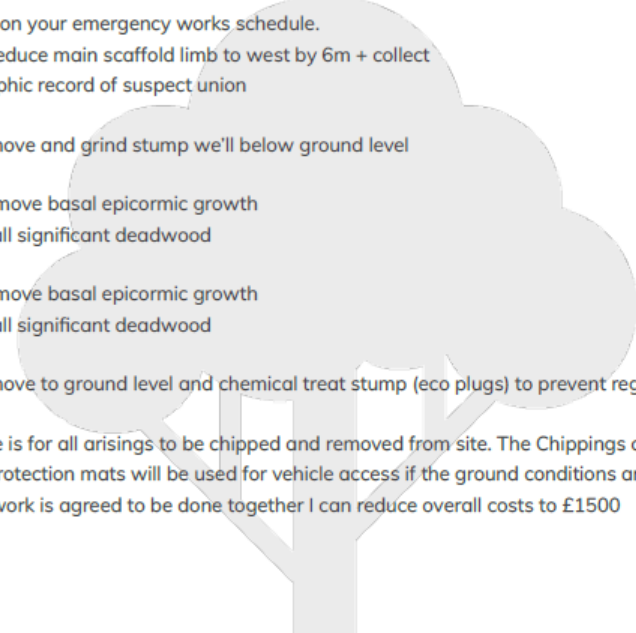
6.1.5 The council will not accept responsibility for tree roots damaging hard paving on adjacent land. The onus is on the owner to repair paths, drives and patios, etc, to take account of adjacent trees and tree roots. “

3.3 Members are asked to note the recommendations in respect of the relevant tree and authorise Officers to proceed with the work. Officers suggest that should this tree be removed, a replacement tree is planted, and the resident advised to consider ongoing maintenance of their property/driveway with the proximity of the trees in mind.

#### 4. QUOTATIONS FOR WORKS

4.1 Officers have obtained quotes for the high-risk trees and that of the work detailed for the tree subject to a resident complaint. The quotes are as follows:

**QUOTE A** – Members note that this quote will be **£1,500** if all of the work is carried out at the same time.



Re: Trees on your emergency works schedule.	£450.00
#5555: Reduce main scaffold limb to west by 6m + collect photographic record of suspect union	
5559: remove and grind stump we'll below ground level	£250.00
5588: Remove basal epicormic growth Remove all significant deadwood	£250.00
5793: Remove basal epicormic growth Remove all significant deadwood	£550.00
5579: remove to ground level and chemical treat stump (eco plugs) to prevent regrowth	£200.00
The quote is for all arisings to be chipped and removed from site. The Chippings can be dropped at one of your allotment sites. Ground protection mats will be used for vehicle access if the ground conditions are overly soft due to weather. If all the work is agreed to be done together I can reduce overall costs to £1500	
Subtotal	£1,700.00
Total	£1,700.00

## QUOTE B - £1,450

Work to be carried out from a recent tree report T2 lime to remove major deadwood and reduce back limb from highway. T6 mountain ash to fell grinding out stump. T35 lime tree to remove major deadwood and epicormic basal growth. T13 lime tree to remove major deadwood. All green waste is recycled and removed from site.	1.00	1,200.00	20%	1,200.00
T 5579 sycamore tree situated along side of The green to fell grinding out stump. All green waste is recycled and removed from site.	1.00	250.00	20%	250.00
Subtotal				1,450.00
TOTAL VAT 20%				290.00
TOTAL GBP				1,740.00

## QUOTE C - £1,296

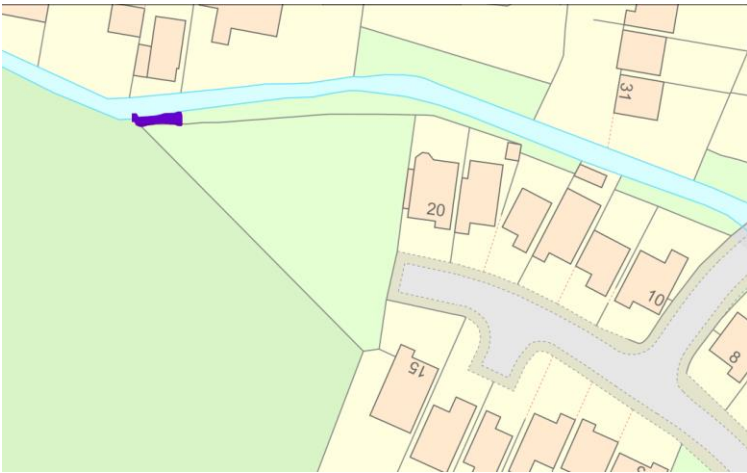
5555 - Reduce Main Limb to the West by 6m and Collect Photographic Record of Suspect Union.	£180.00
5559 - Fell, Process and Remove Rowan, Including Stump Grinding.	£260.00
5588 - Remove Basal Epicormic Growth. Remove all Significant Deadwood.	£180.00
5579 - Fell, Process and Remove Sycamore Tree, to Ground Level, Including Chemically Treating the Stump.	£300.00
5793 - Remove all Significant Deadwood.	£160.00
All Arising Waste to be Removed from Site	£0.00
Net Amount:	£1,080.00
VAT@20%	£216.00
Client signature to approve specification and agree to terms and conditions:	
<b>Quote Total</b>	<b>£1,296.00</b>

### 4.2 Resident Enquiry regarding trees at Waters End/Heron Way

Officers have received an enquiry in respect of trees in Waters End/Heron Way forming part of group G1. The survey details the following:

N/A	G1 Untagged	Ash Willow	Middle aged	12	500	Normal	Good	Group consists of all trees in brook. Cannot fully inspect/access all trees due to dense bramble	No action required	N/A	N/A
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The resident enquired about pruning of the trees due to encroachment on their boundary and impacting the light into their garden. They would like to reduce the height of the trees by approximately 10ft. The resident has stated that they will do this themselves and therefore will not be at a cost to the Council. The trees in question fall approximately within the area-coloured purple.



The Tree Management Policy details as follows:

#### **5.4 Shade**

*There is no legal right to light therefore the council has no legal obligation to abate this nuisance. Pruning will often have negligible impact on the amount of light reaching a house and can have the adverse effect of accelerating additional growth. Therefore, under normal circumstances tree works is not considered. We will not prune or fell a tree in our ownership to improve natural light to a solar panel as trees are an important asset in tackling climate change."*

### **8. Adjacent Landowners**

#### **8.1 Permitted works to Town Council owned trees**

**8.1.1** *Property owners have a common law right to make private arrangements to prune back council owned tree branches overhanging their property, as long as the tree is not subject to a Tree Preservation Order, within a Conservation Area or have any planning restrictions attached to them.*

**8.1.2** *The cutting back should only be up to the fence or boundary line. Should works be required beyond the boundary line in order to cut back to suitable pruning points, approval must be sought from the Town Council. The Town Council will need to meet the contractor to agree the works, see proof of insurance, qualifications, professional membership and site risk assessment before they are allowed to carry out work on council owned land.*

**8.1.3** *Cuttings must be disposed of in an appropriate manner – the council does not require these to be returned. Any cuttings left on council owned property will be deemed as fly tipping and will be subject to appropriate enforcement action.*

**8.1.4** *Any works undertaken to council owned trees must be carried out to the relevant industry standards as set out in BS 3998. It is recommended that works are undertaken by a suitably trained professional tree surgeon carrying the relevant levels of Public Liability Insurance unless the works are such that you could carry them out with hand secateurs or similar. The person undertaking these works would be liable for any works which injury/damage or result in the death of the tree as a result of poor practices.*

On the basis that the tree survey states that no action is required to these trees, and based on the Town Council's Tree Management Policy would advise the resident as follows:

- a) That they are free to cut any encroaching branches up to their boundary line.
- b) That since no works have been recommended to the trees in question, the Town Council will not be pruning or lopping the trees in accordance with our Tree Management Policy.

4.3 Timescale for the work to be undertaken is end of March, beginning of April. Officers would advise works to trees on the Green are undertaken before the Easter holiday commence on 4 April.

## 5. FINANCIAL

5.1 The budget for this work is Tree Surgery (41/409) with a balance of £9,600.

5.2 Members have also agreed to transfer any unspent budget into a reserve for future tree works.

## 6. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Failure to comply with the report would affect our liability in the event of a claim
Legals	Health and Safety at Work Act
Resources/Stakeholders	Officers, Contractors, Public
Contracts/Financials	Budget in situ
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Undertake tree works before bird nesting season

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM  
**DATE:** 12 MARCH 2025  
**OFFICER RESPONSIBLE:** COLIN ROGERS, PROJECTS OFFICER  
**SUBJECT:** ADDITIONAL AREAS FOR TREE SURVEY

### 1. SUMMARY

Following the issuing of the tree survey as instructed by Members on the 16<sup>th</sup> October 2024, Officers discovered that this instruction did not include all trees within the town that are the responsibility of the Town Council.

### 2. RECOMMENDATION

2.1 Members are recommended to use the contractor who was instructed originally in this instance. Their quote for surveying the remaining trees is below.

### 3. BACKGROUND

3.1 The areas that have not been surveyed are:

- a) The green spaces within the Greenacre Estate shown edged red on the [plan](#) excluding Pix Brook play area.
- b) Arlesey Road Playing Field.
- c) Prince Charles Avenue. The areas shown edged red on the [plan](#).
- d) Norton Road Allotments.
- e) Millennium Green. Shown edged red on the following [plan](#).

### 4. FINANCIAL

- 4.1 To complete a survey of the remaining trees in the town, the company has quoted **£3,500 + VAT.**
- 4.2 This will be met from the tree budget (41/409) which currently has a balance of £9,600 less the costs of tree work to be determined at this meeting.

### 5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Identifying risk to public health and arboriculture health. Contractors will provide PLI and relevant RAMS
Legals	Health and Safety at Work Act 1974
Resources/Stakeholders	The services of a tree surgeon for implementation of works identified in the Survey
Contracts/Financial	Budget in situ.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Low risk to biodiversity impact

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM MEETING**

**DATE: 12 MARCH 2025**

**OFFICER RESPONSIBLE: SUE WARD, CEMETERY AND ALLOTMENTS OFFICER**

**SUBJECT: ALLOTMENT TASK AND FINISH PROJECT**

### **1. SUMMARY**

- 1.1 After a review meeting all the cemetery forms covering interment and memorials have been redesigned with consistent Council branding and contact details. The Handbook has been updated with information regarding the history of the site, the layout and vegetation in the cemetery. The section which covers the Exclusive Right of Burial and Transfers of issued Deeds after someone has passed was clarified and two additional documents explaining what each means were added to the Handbook.
- 1.2 A thorough review of cemetery legislation was taken into consideration when putting this together.

### **2. RECOMMENDATION**

The Task and Finish group agreed on all the changes during the review and this Committee are requested to adopt the following documents:

- 2025 Application for Purchase of Exclusive Burial Rights
- 2025 Notice of Interment
- 2025 Memorial Application
- 2025 Additional Inscription Application
- 2025 Application for Re-registering Burial Rights
- 2025 Application for Scattering Ashes
- 2025 Application for Memorial Tree
- 2025 Application for Memorial Bench
- 2025 Application to Surrender Burial Rights
- 2025 Cemetery Handbook

A link to the documents can be found below

[Cemetery Documents](#)

### **2 BACKGROUND**

- 3.1 It had been noted that residents have been confused about the regulations governing the cemetery, and to ensure these were fit for purpose, the Council agreed to convene a Task and Finish Group.
- 3.2 Various documents were considered, a review of local cemetery and crematorium information together with other council's documentation undertaken and the Handbook redesigned into



sections which can be placed on our website for ease of residents and funeral directors' use. This handbook now clearly explains the history and background of the cemetery and gives guidance on what the process for interment is and what they can expect once purchasing a Deed of Right of Burial.

- 3.3 Our documentation was developed over the last 15 years so was in different formats, and with a move towards digital communication for the cemetery, we carried out a complete review of all forms that may be needed by relatives of the deceased. Branding was added, together with more transparent language around council responsibilities and the relatives' responsibilities, helping to clarify both our role and the legislation which governs the Cemetery.
- 3.3 Risk assessment of the site have been carried out previously, and it was agreed with the Town Clerk that they don't form part of this project however it is under review and will be added to our risk register that is signed off by all councillors in due course.

#### 4. FINANCIAL

- 4.1 Annual fees and charges information for 25-26 has been updated in line with Council Resolutions

#### 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A.
<b>Risk Management</b>	Updating documents in line with current legislation and identifying risks to the Town Council will form part of the Town Council's Risk Management Strategy and Risk Register.
<b>Legals</b>	Local Authorities' Cemeteries Order 1977 (LACO)
<b>Statutory</b>	Officer/ Funeral Directors /Residents and families
<b>Resources/Stakeholders</b>	Fees received from relatives for interment and memorials
<b>Contracts/Financial</b>	
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	N/A
<b>Privacy Impact</b>	N/A

<b>Decision Date</b>	<b>Responsible Committee</b>	<b>Contractor/Service Provider</b>	<b>Reason/Authority</b>	<b>Financial Implication</b>	<b>Consultation (if any)</b>
02/01/2025	Public Realm	C&D Farms	Rent for Skip Jan 2025	£100.00	
06/01/2025	Public Realm	Wilsted Skip	Change skip	£300.00	
07/01/2025	Public Realm	Sparkx	Repairs to faulty lights	£2,390.40	
11/02/2025	Public Realm	Wilsted Skip	Skip Change	£300.00	
12/02/2025	Public Realm	Auckland Manufacturing	Dog Fouling Signs	£150.00	
14/02/2025	Public Realm	Bugs & Things	Pest control at cemetery	£489.00	
17/02/2025	Public Realm	F H Brundle	Fencing repairs	£361.40	
19/02/2025	Public Realm	Shefford Landscaping	Installation of notice boards	£439.33	
19/02/2025	Public Realm	Gilks Fencing	Installation of notice boards	£511.83	
27/02/2025	Public Realm	Wilsted Skip	Change skip	£300.00	
27/02/2025	Public Realm	AA Sherrif & Sons	Pitch Maintenance	£2,294.86	
03/03/2025	Public Realm	C&D Farms	Skip storage	£100.00	

**Outcome/Action**

Invoice paid

Contractor instructed

Contractor instructed

Contractor instructed

Contractor instructed

Contractor instructed

Supplies ordered

Contractor instructed

Contractor instructed

Contractor instructed

Contractor instructed

Contractor instructed

Meeting Date	Agenda Item	Description	Officer
16/04/2025	Schedule and cost of sporadic security patrol for the town	Following resolution from Nov PR	Town Clerk
	Street Lighting Audit and costings	Following resolution from Nov PR item 6.1 - Visual map of all streetlights	Public Realm Manager & Project Officer
	Planting at Village Sign	To consider removing some of the shrubs around the village sign and planting with a floral display	Town Clerk
	ASB Patrols	To consider a request from the Buildings Management Committee Meeting of 8th January 2025 to include the Memorial Hall in any antisocial behaviour patrols.	Town Clerk
	Planting at Greenacre Centre	To consider additional planting at the GAC to mitigate wind near AC external units	Town Clerk
	Delegated Decisions	To receive the Clerk's list of Delegated Decisions relating to this Committee as per the Scheme of Delegation.	Town Clerk

**FUTURE MEETINGS**

Allotment Competition  
Friends of the Cemetery  
Recycling and Sustainability Policy

Judges required for allotment competition in August to coincide with National Allotment Week  
Meeting end of April  
To receive a proposed policy and recommend its adoption to Full Council. To consider setting up a Sustainability Working Group

Town Clerk

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**Attachments**

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