

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
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30 January 2025

Members of the Public Realm Committee:

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 **Council Chamber** on **Wednesday 5 February 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

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 or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



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 from Members.

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 11th December 2024 are a correct record.

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

6. REPORTS

To consider the following reports:

6.1. Greenacre Centre Planters and Bins

To receive a report on a proposal for new planters and bins at the Greenacre Centre.

6.2. Drinking Fountain at Greenacre Centre

To consider additional quotes following the Public Realm Meeting of 11th September 2024.

6.3. No Mow May

To receive a report with additional sites to include in No Mow May.

6.4. Request to Use Riverside MUGA

To consider a request to use Riverside MUGA for a paid-for football activity.

6.5. New Netball Posts and Nets at Riverside

To consider a request from a Netball User to purchase new posts and nets for the Riverside MUGA and consider storage.

6.6. Stotfold Junior Football Club

To reconsider the charge for the junior football club for using football facilities in the town. There is no report attached to this item.

6.7. Norton Road Allotments Easement

To consider a request for an easement across the Norton Road Allotments.

6.8. Tiny Forests

To receive a report regarding this tree planting initiative.

6.9. Letters to Heaven

To receive a report with a proposal to install a 'Letters to Heaven' postbox.

7. HIGHWAYS REPORT

To receive a report from Cllr Smith.

8. WORK PROGRAMME

To receive this Committee's Work Programme.

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

10. DATE OF NEXT MEETING

Wednesday 12th March 2025.



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTOFD SG4 5HG ON WEDNESDAY 11 DECEMBER 2024 AT 19:00

Present:

Cllr M Cooper (Chair), Cllr L Anderson (Vice Chair), Cllr S Buck, Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot

Also Present:

E. Payne – Town Clerk

A. Leadbeater – Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Headington and Cllr Woods.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members receive the minutes of the meeting held on 13 November 2024.

DECISION: It was **RESOLVED** to adopt the minutes as a true record of the meeting.

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

Members received the Clerk's report. Members queried the pedestrianisation of the area in front of the shops. It was discussed that it had been a temporary solution whilst the festive lights are in situ. All shop owners had agreed to the temporary closure, and it could be extended as a permanent situation.

Members queried the installation of a bleed kit at The Rooms. It was explained that this was an initiative to install bleed kits in locations around Bedfordshire. The Town Mayor had funded the cabinet from his mayoral allowance.

Town Rangers facilities are in being progressed.

There is one resident who is has indicated they are interested in taking part in the Snow Angel scheme.

The notice boards have been ordered. There was an update on the EV charging points and the car park area.



Members asked if there was an update on the security patrols at the memorial hall or elsewhere. At Riverside and the Memorial Hall there is photographic evidence of their visits. Members were advised that it's on the work programme for the March meeting.

DECISION: It was **RESOLVED** to note the Clerk's report.

6. REPORTS

6.1. Street Lighting Additions

Members received a report regarding installing additional streetlights. Members discussed the potential locations at Coppice Mead and Cornflower Close. Members felt that the location in Coppice Mead was not a suitable location for a streetlight due to a variety of reasons including light pollution to residents.

DECISION: It was **RESOLVED** to install a twin headed lamp in the location in Cornflower Close at the costs outlined in the report.

ACTION: Public Realm Team to organise for a new streetlight column to be installed at Cornflower Close.

6.2. Lone Working and Vehicle Tracking

Members received a report on lone working devices. Members discussed the merits of the various quotations, and it was noted that not all the devices offered the same functionality, but the quotes provided were the best comparison possible. It was noted that that key holders were a higher risk. Four devices are the minimum. Having 5 or 6 would give additional units for office staff.

DECISION: It was **RESOLVED** to:

- a) **Accept Quote A, Work Safe for four devices with an app subscription for the Cemetery & Allotment Officer.**
- b) **Not progress vehicle trackers.**

Action: Public Realm Team to organise Work Safe devices.

6.3. Stotfold Football Club - ASB Dogs

Members received a report regarding a complaint received from Stotfold Football Club about anti-social behaviour concerning dog fouling and off lead dogs. Members noted that the Town Council had installed additional bins at this location to encourage responsible dog walkers to dispose of dog waste. Members were concerned that there was no enforcement available to enforce anti-social dog behaviour.

Members felt that it was a public awareness issue and some additional signage and a campaign in the new year in the Stotfold News would help.

DECISION: It was **RESOLVED** to:

- a) **Install additional signage across all sites**
- b) **Organise a campaign in the New Year in Stotfold News**

Action: Public Realm Team to organise additional signage



Action: Community Engagement Officer to organise article for Stotfold News

6.4. Allotment Toilet Funding

Members received a report on the application to CBC's Shared Prosperity Fund for the compostable toilets which was unsuccessful.

DECISION: It was **RESOLVED** to proceed with the project with the funding being met by the Town Council, Public Realm Improvement Earmarked Reserve.

Action: Cemetery & Allotments Officer to write to Charity asking if they want to install a toilet at Common Road.

6.5. Law Commission Burial and Cremation Consultation

Members received an update from the Task and Finish group who had met to consider the Law Commission's Burial and Cremation Consultation. Thanks were given the Task and Finish Group for their diligence in undertaking this review.

DECISION: It was **RESOLVED** to:

- a) Submit the response as outlined in the report to the Law Commission's consultation.
- b) Approach the charity to see if they want to install a compostable toilet at Common Road.

6.6. Cemetery Task and Finish Group

Members received a report regarding setting up a Task and Finish Group to review the cemetery documentation.

DECISION: It was **RESOLVED** to:

- a) Set up a Task and Finish Group to review cemetery documentation. Membership to comprise of Cllrs Hyde, Woods (to be confirmed).
- b) Approve the Terms of Reference for the Task and Finish Group.

7. HIGHWAYS REPORT

Members received a verbal update from Cllr Smith on highways matters. There was nothing specific to report. There was no update the trees on Arlesley Road.

There is a streetlight on Little London Path not working. To be reported to Town Council contractor. ST2 on FP 11 is not working (between Brook Street and the High Street).

Action: Report streetlights mentioned above as faulty.

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 5 February 2025.

The meeting closed at 20:19.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM

DATE: 5 FEBRUARY 2025

SUBJECT: CLERK'S REPORT

1. Installation of New Streetlights

Members are advised that Officers have been informed that there is an additional cost associated with the installation of new streetlights. There is a charge to make an application for a S50 licence of £600 per light. Officers have completed as much of the form as they can, and we are waiting for the contractor to complete the remaining sections.

2. Notice boards

Officers are still waiting for permission from Amplius (was Grand Union) to replace the existing notice board adjacent to the Memorial Hall. In the event that permission is not granted, then an alternative site will need to be found adjacent to the Memorial Hall.

The ground where the boards are being installed has been surveyed to identify if there are any utilities or services.

3. EV Charging at Memorial Hall

A wayleave request has been sent from a third party acting on behalf of CBC requesting confirmation of ownership of the car park. A confidential report regarding this matter was raised at Full Council on 29 January 2025.

4. Stotfold Football Club – EV charging points

There have been no further comments from the football club about the surface of the car park following the installation of the EV charging points. The matter is considered closed.

5. Stotfold Junior FC

The junior football club have advised the Town Council that they plan to hold a football tournament on Saturday 7 and Sunday 8 June 2025. The Chair of the Committee was advised of this and there are no objections to the proposal.

There has also been a request by the Royston Crow League to hold the Cup Finals for this league at Arlesey Road. This is 22 and 23 March 2025. The Chair of the Committee has been consulted and there are no objections to this proposal.

6. Riverside Lease

The lease with CBC on the portion of the Riverside Recreation Ground has now expired. The Town Clerk has been emailing CBC to seek a transfer of the asset to the Town Council, without success.

STOTFOLD TOWN COUNCIL

COMMITTEE:

PUBLIC REALM COMMITTEE

DATE:

5 FEBRUARY 2025

OFFICER RESPONSIBLE:

CHARLIE ALLAN, PUBLIC REALM CO-ORDINATOR

SUBJECT:

GREENACRE CENTRE PLANTERS AND BINS

1. SUMMARY

- 1.1 Officers have been asked to obtain quotes for bins and planters located outside the Greenacre Centre.
- 1.2 This report outlines the proposal for implementing dual waste bins within the council's jurisdiction to comply with the mandatory recycling requirements set to take effect in 2026. It provides a comparison of available options and highlights the necessity of adopting this initiative.
- 1.3 The planters will be located at the front of the building on the forecourt with an additional bin situated to the rear of the Greenacre Centre on the pathway on the park, near to Roecroft Lower School.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) To consider the quotes below in respect of the bins to be installed and provide officers with instructions as to their preferred choice. Officers would propose to purchase 3 in total. 2 for the forecourt and 1 for the Greenacre Park.
 - b) To consider the styles of planter that could be installed at the Greenacre Centre. Once a style has been selected additional quotes will be supplied.
 - c) Once a preferred style of bin has been agreed, delegate the Town Clerk to replace bins when they reach end of life, or a new bin site is identified, within budget and reported under Delegated Powers.

3. QUOTATIONS - BINS

3.1 BIN STYLE A

QUOTE A – This is the preferred choice of Officers having purchased these bins previously.



Top :
Colour:
Jet Black RAL 9005
Optional Extras:
Fixing Kit
Additional Options – POA :
Alloy Banding

Total: £338.95

JPLN0175-1; JPLN0175-2; JPLN0175-3; JPLN0175-4; JPLN0175-5



Total - **£214.95**



Total **£235.00**

The UK Government has mandated that all local authorities must achieve specified recycling targets by 2026. This necessitates the introduction of infrastructure that facilitates public compliance with waste separation. Dual waste bins, with one side designated for general litter and the other for recyclable materials, are an effective solution to meet these legal obligations.

QUOTE A



Capacity: 160 litres (80 litres per side)

Cost per bin: **£621.18**

QUOTE B



Capacity: 200 litres (100 litres per side)

Cost per bin: **£697.47**

QUOTE C



Capacity: 180 litres (90 litres per side)

Cost per bin: **£615.00**

4. PLANTER STYLES

Style A



Officers have found this style comes in multiple materials – wood and recycled plastic - this style will cost around £300.00 in a wooden finish and about £550.00 in a recycled plastic frame. Members might want to consider this style with the view to create a “Community Hub” to incorporate seating with the planters.

Style B



Officers have found that this planter matches theme in other areas in the town but is a trough style. This will cost around £400.00. This can be customised to include “Stotfold Town Council” wording and our logo similar to the other planters in the town.

Style C



Officers have used this style before in the High Street it features a mix of seasonal plants and has been positively received by residents. this is estimated to cost around £600.00

5. FINANCIAL

5.1 We have been advised by Central Bedfordshire Council of the following:

“There’s also £231.58 for Informal Open Space which needs spending by 19.10.2025. This can be spent on things to improve the general open space, such as new or replacement bins, seats, fencing, footpath improvements and information boards. It can be spent at sites such as Recreation Grounds (excluding sports fairs), Informal Recreation Spaces and Small Amenity Spaces.”

5.2 This funding could therefore be used to contribute towards the cost of the additional bins or planters.

5.3 Greenacre Centre S106 funding could also be used for new bins and benches.

6. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Each option needs to be carefully considered in relation to the Town Council’s exposure to risk.
Legals:	Extensive legal investigation needs to be considered with associated costs.
Resources/Stakeholder:	Officers, legal advisors
Contracts/Finance:	EMR
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM COMMITTEE

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: CHARLIE ALLAN, PUBLIC REALM CO-ORDINATOR

SUBJECT: DRINKING WATER AND BOTTLE FILLING STATION,
GREENACRE CENTER

1. SUMMARY

- 1.1 This report summarises the findings and quotes obtained by officers regarding the installation of outdoor water fountains and bottle filling stations following the report given to this committee at its meeting on 11th of September 2024. A copy of the report is available on the following link.

[Report – 11th September 2024](#)

- 1.2 The aim is to provide sustainable hydration solutions while aligning with the council's environmental goals. Details from various suppliers are outlined below for consideration.

2. RECOMMENDATION

- 2.1 Members are asked to consider the quotes below in respect of drinking water fountains to be installed and provide members with instructions of preferred choice. Installation costs can then be established based on the option selected by Members.

3. WALL MOUNTED WATER FOUNTAINS

- 3.1 If Members choose a wall mounted unit then a location on the building with access to a water source will have to be identified.
- 3.2 The external tap is currently used by Rangers for jet washing areas around the Greenacre Centre. So, this will need to be factored into any decision.

Supplier A

Supplier A provided the following options:



Bottle Filling Station Only:

Cost: £2,675.00 + £150.00 installation fee.



Combined Water Fountain and Bottle Filling Station:

Cost: **£3,975.00** + £150.00 installation fee.

Supplier A has experience working with councils such as Leighton and Linslade, Dunstable Town, Hertfordshire County Council, Lowestoft, and Thame Parish Council.

Supplier B offers both indoor and outdoor options with personalisation features such as council crests:

Outdoor Wall-Mounted Unit (Still Water Only):

- Three-year term: £30 + VAT per week.
- Five-year term: £25 + VAT per week.

Outdoor Filtered and Chilled Wall-Mounted Unit:

- Three-year term: £40 + VAT per week.
- Five-year term: £30 + VAT per week.

Annual filter and warranty costs After 3/5 Year term

- Full call-out warranty and filter change: £600 + VAT.
- Filter change only: £300 + VAT.



Supplier C



Price: £2,447.98 - Installation costs would need to be established.

Supplier D

This company offers two wall mounted units that they believe would be suitable. These are available for rent or for purchase.

Option 1 – Bottle Fill Station Only



To Rent:

£9.99 / week / unit

Installation (any) - £75 / unit

Deposit (any) - £95 / unit (fully refunded at end of hire)

All prices are exc VAT.

“These rentals include biannual servicing, filter changes, all callouts, parts, repairs, full insurance, and warranty.”

To Purchase:

£1045 / unit

Installation - £105 / unit

Service Agreement (optional) - £150 / annum / unit

All prices are exc VAT.

“Service agreements are optional but strongly recommended, they include biannual servicing & filter changes.”

Option 2 – Bottle Fill and Drinking Fountain



To Rent:

£12.99 / week / unit

Installation (any) - £75 / unit

Deposit (any) - £95 / unit (fully refunded at end of hire)

All prices are exc VAT.

“These rentals include biannual servicing, filter changes, all callouts, parts, repairs, full insurance, and warranty.”

To Purchase:

£1445 / unit

Installation - £105 / unit

Service Agreement (optional) - £150 / annum / unit

All prices are exc VAT.

“Service agreements are optional but strongly recommended, they include biannual servicing & filter changes.”

4. FREESTANDING WATER FOUNTAIN

4.1 A freestanding water fountain could be installed where the current outside tap is located.



Supplier A

Officers believe this to be the unit proposed on the 11th of September 2024

This unit also has a dog bowl feature which will be used frequently with being next to a park which is busy all throughout the summer.

The cost of this unit will be **£5,395.00** installation costs will need to be established.

Supplier B



This is a cheaper option for the supply of a water fountain/bottle fill station. Members should consider that this option, although cheaper, could potentially be easier to vandalise/damage than the other options.

Cost: £726.00 – Installation costs will need to be established.

Supplier C



Total: £3,295.00 – Installation cost need to be established.

Supplier D:



In green colour delivery is 1-2 working days whereas other colours 14-16 weeks

No installation service included needs to be established.

Cost - **£3,003.60** – Installation costs need to be established

5. FINANCIAL

5.1 Funding to be met from S106 for Greenacre Centre or Building, depending on the location.

6. IMPLICATIONS

Strategic Plan:	N/A
Risk Management	Legionella testing
Legals:	n/a
Resources/Stakeholders:	Town Rangers
Contracts/Financial:	Open Space Maintenance Budget
Crime & Disorder:	May be subject to vandalism
Equalities:	n/a
Biodiversity:	Low risk to biodiversity impact

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM COMMITTEE

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: NO MOW MAY

1. SUMMARY

- 1.1 The Town Clerk recently met with the Grounds Maintenance Contractor who has suggested extending the No Mow Areas under the ground's maintenance contract.

2. RECOMMENDATION

- 2.1 Members are asked to consider extending the No Mow areas as outlined in the report and advice the Clerk if they wish to proceed.

3. BACKGROUND

- 3.1 No Mow May is an annual campaign by the Plantlife Charity that encourages individuals and local government to stop mowing parks, green spaces and lawns during the month of May. The campaign aims to increase biodiversity and provide food for pollinators like bees and butterflies.

- 3.2 Currently the areas that are included for this scheme within the town are

- Area at Greenacre open space near A507
- Section at Riverside Recreation Ground
- Banks and swales at Arlesey Road Recreation Ground

- 3.3 Additional areas suggested by the contractor are:

- Mounds at Arlesey Road near play equipment
- Mound at Riverside

- 3.4 They have also suggested that these areas could be sown with wildflowers. The Clerk has liaised with Cllr Anderson on this item, and they have advised that a lot of the success in this initiative is down to the preparation of the area before the wildflower seeds. This then continues with the management of the area after the wildflowers have bloomed.

- 3.5 Any initiative of this type should be supported by a media campaign to inform residents of the purpose of the scheme.

4. FINANCIAL

- 4.1 The savings from not mowing these areas will be held to offset additional maintenance on the shrub beds at the Greenacre Centre.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Concerns from residents about lack of maintenance.
Legals	TC owned site.
Resources/Stakeholders	Officers, Contractors
Contracts/Financials	Savings in grounds maintenance budget to be offset against maintenance in other areas.
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	Meet Biodiversity Policy

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: FOOTBALL AT RIVERSIDE MUGA

1. SUMMARY

- 1.1 A request has been received from a business to operate a paid-to attend football activity at Riverside MUGA on Wednesday evenings.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider the request
 - b) If the answer is no, then delegate the Town Clerk to respond to any future enquiries to run an organised activity at this location.

3. BACKGROUND

- 3.1 An approach has been made by an organisation who initially wanted to use a turf pitch with floodlights but were advised that the town council didn't have this type of facility. They then suggested that they could hire the Riverside MUGA from 5-7pm on Monday or Thursday, term time only for their football fun and development sessions.
- 3.2 Members have previously expressed that the Riverside MUGA should remain unlocked and used on a first come first served basis by anyone wishing to use the facility to organised or casual sport.

4. FINANCIAL

- 4.1 There are no financial implications.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Previous decision to not hire this facility.
Legals	N/A.
Resources/Stakeholders	Officers, user groups
Contracts/Financials	N/.
Crime & Disorder	Reduced vandalism
Equalities	N/A
Biodiversity	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: NETBALL POSTS FOR RIVERSIDE

1. SUMMARY

- 1.1 Several netball teams use Riverside to play netball in the evenings and during the day. The Town Council previously purchased netball posts and nets. The nets were vandalised in October 2024. The vandalism resulted in the nets being replaced and the poles were slightly bent. One of the netball groups have contacted the Town Clerk to ascertain if it was possible to replace them.
- 1.2 The vandalism was reported to the police along with CCTV of the incident.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Clerk if they wish to replace the nets and posts.

3. BACKGROUND

- 3.1 In 2023, almost 281,000 adults played netball in the UK. Levels of participation are growing fast, supported by Netball England who have introduced a variety of schemes including walking netball. Participation levels have been growing, especially in the 55-74 age bracket. The UK netball team won Gold at the 2018 Olympics, with the national team currently third in the international rankings.
- 3.2 Netball at Riverside tends to be a spring and summer activity, although there are floodlights on site which operate from dusk to 9pm.
- 3.3 The approach has been made by one of the regular users who would also like the posts and nets to be stored like the tennis posts are in a secure unit which would be locked to prevent potential vandalism.
- 3.4 Officers are not certain of the exact usage of the site for netball as it is organised on a first come first served basis, as the Town Council do not want to lock the facility. We are aware of netball being played on Monday and Tuesday evenings. There was a Monday daytime session but we are unsure whether this is operating at present.

4. PROPOSAL

- 4.1 There are the following proposed posts/nets

[NBL-024 Green Regulation Netball Post | Netball Match Post](#)

Popular with schools and netball leagues, it is a solid post, well manufactured and should last for years. They come with a post mounted option, but this would require holes being installed in the court surface which would affect the other sports played at that location.

Cost: £499

[Freestanding Championship Netball Post 80mm Aluminium - Complete with Rings & Nets - Pair - Hexa Sports](#)

Freestanding Championship Netball posts with heavyweight wheelaway bases

Cost: £558

Additional post protectors can be purchased for this product at a cost of **£184.80**

5. STORAGE

- 5.1 Due to their size, they can not be dismantled and stored in a container but could be detached from their bases and chained against the fence adjacent to the site, like the football posts for Stotfold Junior FC are currently being stored. This may reduce the potential for vandalism. The current posts are stored vertically and locked against the internal MUGA fence.
- 5.2 A key is issued to anyone wanting to use the netball posts which attracts a key deposit.

6. FINANCIAL

- 6.1 Costs could be met from the MUGA budget 21/206 which has no expenditure to date from a budget of £5,000.
- 6.2 The previous posts and nets were purchased in July 2023. They were vandalised in October 2024. They were supplied by Networld Sports and cost £294 including shipping.

7. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Key issued to stakeholders with deposit
Legals	N/A.
Resources/Stakeholders	Officers, user groups
Contracts/Financials	Budget identified.
Crime & Disorder	Reduced vandalism
Equalities	N/A
Biodiversity	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: EASEMENT AT NORTON ROAD ALLOTMENTS

1. SUMMARY

- 1.1 The Town Council was approached by the owner of the site adjacent to the Norton Road allotments regarding seeking an easement across the allotment site to install data and water pipes to the new properties being developed.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and:
- a) Advise the Clerk if they wish to grant an easement across Norton Road allotments
 - b) If yes, advise the landowner so that an easement can be drawn up at their expense.

3. BACKGROUND

- 3.1 The owner of the site adjacent to Norton Road allotments has approached the Town Council about an easement across the allotment site to run data cables and a water supply to the plot which is currently being developed for housing.
- 3.2 He would prefer to go via our land as the other routes would require him going through the road (additional costs to digging it up and reinstating it) or across the neighbouring field which is owned by another party. Apparently, he has previously put in a water pipe across our land, but we don't have a record of this.
- 3.3 Advice has been sought from the town council's solicitors which is below:

When granting someone permission to cross your land, there are a few key considerations to keep in mind. You will need to agree the scope of the access (e.g. whether they can cross on foot only or with vehicles, and any restrictions on times they can exercise this right), maintenance responsibilities and liability issues.

Once you've agreed on the terms with the landowner, we can assist by drafting a deed of easement. This deed will clearly outline the agreed terms and ensure that your interest is protected.

Our fee for preparing and completing a deed of easement would be £1,500 plus VAT and your legal costs should be covered by the landowner.

- 3.4 The proposed route for the easement is shown below, marked with a dotted line.

4. FINANCIAL

- 4.1 Costs will be met by the landowner.

5. IMPLICATIONS

Strategic Plan
Risk Management

N/A

A record of this easement to be kept for future reference. Any easement to be drawn up by solicitor.

Legals

Various allotment legislation.

Resources/Stakeholders

Officers, landowner

Contracts/Financials

No financial implications.

Crime & Disorder

N/A

Equalities

N/A

Biodiversity

Allotment site is cultivated with potentially lower biodiversity benefit than an uncultivated area. Area for easement is grass verge with some biodiversity significance.



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STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM COMMITTEE

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: TINY FORESTS

1. SUMMARY

- 1.1 The Town Clerk has been approached by CBC to ascertain if the Town Council would like to take advantage of funding to plant a Tiny Forest.

2. RECOMMENDATION

- 2.1 Members are asked to consider the approach and advise the Clerk if:
- a) They wish to proceed with a Tiny Forest and identify a potential site.
 - b) They wish to take up the offer of additional funding for free standard trees and identify a location for planting.

3. BACKGROUND

- 3.1 Email received from CBC:

Our Tiny Forest scheme creates small woodland areas of densely planted native tree species, occupying an area of no more than 200m² (or the size of a tennis court) planted in various shapes to fit the space available. The scheme is fully funded and would be delivered and project managed by Central Bedfordshire Council and our partners at Earthwatch, with planting days arranged to get the local community involved.

Last year, we planted three new Tiny Forests in Central Bedfordshire, and I'm reaching out because we are looking for more sites to work with to create five new Tiny Forests this coming winter. Landowner permission must be sought as with all our tree planting schemes, and utility checks and agreements will need to be carried out before we can formally offer project funding and support, so we are looking to identify possible sites as soon as possible. All the essential checks (such as utilities and soil sampling) will be dealt with by Central Bedfordshire Council and Earthwatch.

If our Tiny Forest programme is of interest to you, it would be great to discuss how we can work with you and support tree planting in your area further. To get started, please let me know any areas of land the town/parish council own and I can take a look at their suitability for this project.

Useful links:

<https://earthwatch.org.uk/program/tiny-forest/>

https://www.centralbedfordshire.gov.uk/info/289/trees/1562/tiny_forests

[https://www.centralbedfordshire.gov.uk/news/article/1092/more_tiny_forests_for_centra
l_bedfordshire](https://www.centralbedfordshire.gov.uk/news/article/1092/more_tiny_forests_for_central_bedfordshire)

- 3.2 We have recently been awarded [Local Authority Treescapes Funding \(LATEF\)](#) to support replacement planting of trees outside woodland in urban and peri-urban areas

that have been lost in the last 3 years to, or are at risk of loss from disease, pests, and aging. As part of our programme of works, we are inviting select Town and Parish Councils to receive free tree standards (minimum of 5) to replace lost trees, and funding for the first 3 years of maintenance for eligible projects.

If any of your sites would benefit from receiving replacement standards for trees lost in the last 3 years, or shadow planted trees for those you expect to lose over the coming years, please get in touch! We have funding for a limited number of trees available so recommend contacting us as soon as possible.

Terms:

- *Planting must replace trees outside woodland that have been lost in the past 3 years to, or are at risk of loss from disease, pests, and aging.*
- *Planting must be completed and evidence submitted to the Sustainability Team by 16th March 2025.*
- *Funding does not include officer time, labour, stakes, guards, mulch, water bags, or any other planting costs.*
- *All trees funded by LATF must be procured from Plant Healthy Certified suppliers ([Directory - Plant Healthy](#)).*
- *Councils will receive funding to arrange procurement of their own trees, subject to submitting satisfactory quotes from Plant Healthy Certified supplier(s) to the Sustainability Team.*
- *Planting cannot replace lost trees that were previously funded by CBC.*
- *Funding cannot be used to meet a legal or statutory requirement, for example a requirement of planning consent, or a Tree Protection Order (TPO).*
- *For external auditing purposes, tree recipients will be required to send to us brief seasonal monitoring and maintenance reports and be happy for members of the LATF team to potentially visit your site(s) to inspect LATF funded trees.*

*Please submit your expression of interest to begreen@centralbedfordshire.gov.uk with the subject heading 'LATF4 tree EOI' by **Monday 3rd February**. Please include details of your proposed planting project and how it meets the requirements outlined above. If you would like to arrange a call to discuss further, let us know and a member of our team will be in touch.*

- 3.3 A Tiny Forest covers 200m² which is equivalent to the size of a tennis course. The site can be any shape, but must cover 200m².
- 3.4 Following a conversation with the Chair of this committee, the following image shows an area of 200m² in relation to Jubilee Meadow, which could be one of the potential sites.

4. FINANCIAL

- 4.1 The location would need to be near a water source so there are water charge implications.
- 4.2 There will be ongoing maintenance obligations from the Tree Maintenance Budget.
- 4.3 There is no initial financial implications for the purchase of the trees.
- 4.4 There has been no discussion made about replacing trees in the event of vandalism.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Risk of trees not growing if not maintained and watered.
Legals	TC owned site.

Resources/Stakeholders
Contracts/Financials
Crime & Disorder
Equalities
Biodiversity

Officers
Budget needs to be in place for ongoing maintenance.
N/A
N/A
Meet Biodiversity Policy



STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM MEETING

DATE: 5 FEBRUARY 2025

OFFICER RESPONSIBLE: SUE WARD, CEMETERY OFFICER

SUBJECT: LETTERS FROM HEAVEN

1. SUMMARY

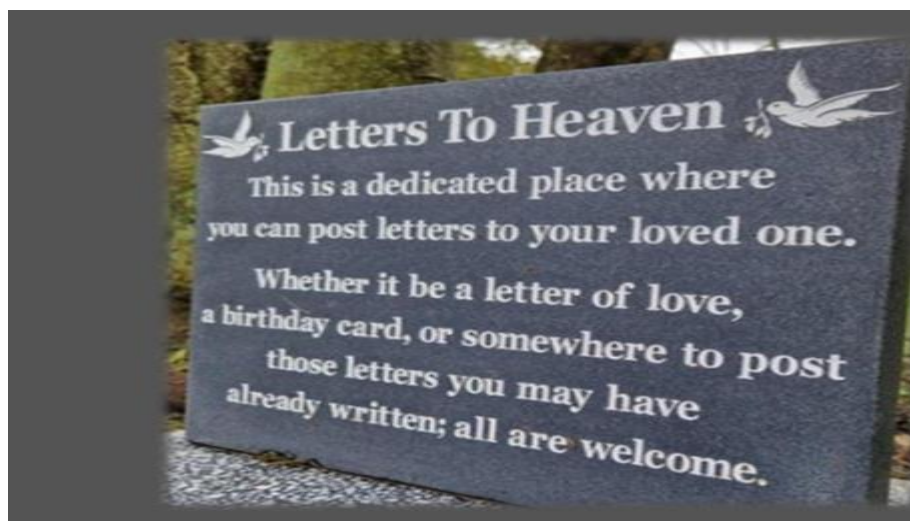
- 1.1 As part of the proposed Town Council's Cemetery management plan, it has been suggested that we install a post box for 'Letters to Heaven'.

2. RECOMMENDATION

- 2.1 Members are asked to consider the proposal outlined in this report and advise the Clerk if they wish to proceed with this

3. BACKGROUND

- 3.1 A number of Cemeteries and Crematoriums have started to offer a dedicated post box where people can write letters to those who they have lost. The post box provides an opportunity for individuals to write a letter or card to a loved one, whether in remembrance of a special event, anniversary, or simply a note of personal remembrance. The post box also aims to support individuals with their mental health when processing grief and emotions during the bereavement process
- 3.2 Engaging with the community is an important part of Council priorities and this will provide an opportunity for more active participation by residents in the Cemetery, hopefully encouraging participation in a Friends of the Cemetery group.





- 3.3 The letters or cards would be treated with complete confidentiality and sensitivity and never opened or read. We propose to follow other such schemes operating in the UK which use seeded paper which the council could provide at cost, this could then be shredded periodically and used to plant wildflower meadows either within the Cemetery near the mast perhaps or in other selected areas to fulfil our biodiversity target.
- 3.4 One organisation uses the paper in specially designed planters to create a permanent reminder of departed loved ones. Alternatively, we could establish a wildflower area near the phone mast at the Cemetery which is currently grassed.
- 3.5 The boxes are available in the UK, and the Town Rangers would be able to erect this on a suitable post in the Cemetery

Available from B&Q Marketplace for £269.99



4. FINANCIAL

- 4.1 Purchase of white post box and suitable post would be met from 41/404 Cemetery Maintenance and repairs.
- 4.2 Seeded notepaper as required

5. IMPLICATIONS:

Strategic Plan:	Community Engagement
Risk Management	Vandalism
Legals:	n/a
Resources/Stakeholders:	Third party supply of post box and paper
Contracts/Financial:	Cost to purchase and install the product.
Crime & Disorder:	Risk of vandalism.
Equalities:	n/a
Biodiversity:	Beneficial supply of seeds for biodiversity.
Privacy Impact:	n/a

PUBLIC REALM COMMITTEE WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Officer
12/03/2025	Town Entrance Signage	To receive quotations for entrance signage.	Town Clerk
	Schedule and cost of sporadic security patrol for the town	Following resolution from Nov PR	Town Clerk
16/04/2025	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
	Recycling and Sustainability Policy	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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