

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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5<sup>th</sup> September 2024

**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, Greenacre Centre, Stotfold on **Wednesday 11<sup>th</sup> September 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 3<sup>rd</sup> July 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 Review of Fees and Charges**

To receive a report on the review of fees and charges for the financial year 2025/2026.

**6.2 Budget 2025 – 2026**

To consider this Committee's budget for 2025/2026 and any new projects.

**6.3 Drainage at Riverside Car Park**

To receive a report on the drainage issues at Riverside Car Park.

**6.4 Riverside Noise Complaint**

To consider a report on a noise complaint at the Riverside Recreation Area.

**6.5 Request to Trade in Riverside Car Park on Match Days**

To consider a report on a request to trade by a mobile food vendor on Match Days.

**6.6 No Mow May**

To consider a report on how the Town can engage in No Mow May.

**6.7 Annual Play Area Inspections**

To receive the annual play area inspections, note any recommendations regarding maintenance.

**6.8 Bottle Fill Station**

To consider a report for a bottle filling station.

**6.9 Mural in Underpass**

To consider using the 50th anniversary montage as a mural in an underpass.

**6.10 Notice Board Locations**

To consider a report regarding notice board locations.

**6.11 Use of Millennium Green**

To consider a report on use of the Millennium Green.

**6.12 Memorial Inspections**

To consider a report on Memorial Inspections at Stotfold Cemetery.

**6.13 Use of The Green for a Circus**

To consider a report on use of the Green in October for a first user.

**7. HIGHWAYS REPORT**

To receive a report from Councillor Smith, Highways Representative.

**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 16<sup>th</sup> October 2024.

**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 3<sup>RD</sup> JULY 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00**

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Committee Members present:

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

E. Payne – Town Clerk (virtual)  
Cllr L Miller – Non-Committee Member  
Cllr J Bendell – Non-Committee Member  
A. Leadbeater – Public Realm & Facilities Manager  
H. Childs – Public Realm Officer  
Member of Public – 1

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Buck and Cllr Smith.

It was **RESOLVED** to accept Cllrs Buck and Smith's' apologies for absence.

**2. DISCLOSURES OF MEMBERS' INTERESTS**

Cllrs Headington and Talbot requested dispensation regarding item 6.13 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**

There was no comment from the member of public present.

**4. MINUTES OF PREVIOUS MEETING**

Subject to an amendment of the Minutes to reflect Cllr Hyde as a Member of the Farming Co-Operative rather than the tenant working for her, it was **RESOLVED** that the Minutes of the Public Realm Committee Meeting held on 5<sup>th</sup> June 2024 were **ADOPTED** as a true and accurate record of the meeting.

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

**5.1 Unnamed Road to Pixbrook Academy:** Members were advised that this had been discussed at a Planning Committee Meeting on 26<sup>th</sup> June 2024 and the Democratic Services Manager was tasked with writing to CBC to request the name change.

**5.2 Allotment Compostable Toilets:** Cllr Hyde updated the Committee that the Eleemosynary Charity had approved the consultation questionnaire to be sent to allotment holders. The Town Clerk confirmed just over 50% of tenants across both allotment sites had responded with a positive response.

It was **RESOLVED** that the Town Clerk should make an application for the match-funded grant to the UK Prosperity Fund to install two compostable allotment toilets.

## **6. REPORTS TO COMMITTEE**

### **6.1 Tree Management Policy**

Members were asked to review the draft Tree Management Policy.

It was **RESOLVED** to **ADOPT** the Tree Management Policy.

### **6.2 Entrance Gate Signage**

The entrance signs on roads into Stotfold are all of different designs and seasoned. Members were provided with different design options for new entrance signs.

It was **RESOLVED** to install the shape design with the curved top in black and gold, but that the Town Clerk should source landscape images from the designer to bring to the Committee for consideration.

### **6.3 Use of outdoor spaces**

The Committee previously requested the implementation of a Hiring Agreement to manage use of the Town Council's green spaces as well as payment of a damage deposit.

It was **RESOLVED** that:

- Greenacre Park be removed from the Hiring Agreement as there are a number of other green spaces for use;
- Add the amount to be paid for the hiring deposit which is £250.00
- Bonfires will not be allowed.

### **6.4 Hedges at The Green**

The proposal was for hedges to be planted against the fence on Regent Street. Members discussed safety concerns related to planting.

It was **RESOLVED** that no hedges will be planted against the fence on Regent Street.

### **6.5 Environmental Policy Task & Finish Group**

There is a Statutory duty on local government to consider biodiversity issues.

It was **RESOLVED** to **DEFER** the proposal to implement an Environmental Policy Task & Finish Group by 3 months.

### **6.6 Love Parks Week**

The Love Parks Week from 26<sup>th</sup> July to 4 August 2024 was **NOTED**. The Town Clerk advised that a poster will be designed for the Litter Angels scheme and an article has been submitted to Stotfold News Magazine. The scheme will be promoted on social media and posters put up in Notice Boards and locally.

### **6.7 Stotfold Juniors – Use of Riverside**

Stotfold Juniors requested to install their goal post at the Riverside Recreation Ground against the fence.

It was **RESOLVED** to approve the installation of the goal post secure fittings at the Riverside Recreation Ground.

#### **6.8 Parking on Verges and Pavements**

Members discussed a proposal to conduct an audit of areas where cars are parking on pavements. The results of an audit could be presented to Central Bedfordshire Council to request changing various verges to parking bays.

It was **RESOLVED** that Cllrs Miller, Anderson and Bendell to undertake an audit of parking conditions across Stotfold and to bring the results of the audit to a Public Realm Committee Meeting in three months.

#### **6.9 Box Hedges**

The Cemetery & Allotment Officer's report proposed replacing hedges that have been damaged irreparably by box caterpillars despite multiple pest treatment applications.

The Public Realm Officer will speak to the contractor to establish costs for removing the hedges and planting any replacement plants.

It was **RESOLVED** to replace the box hedges with Japanese Holly (*Ilex Crenata*), with the gold version around the children's area and the green version around the Lower Garden of Rest at approximately £4,100 from the cemetery maintenance budget.

#### **6.10 Memorial Safety Policy**

The Town Council has a statutory duty to test the safety of memorial stones in its cemetery, with statutory guidelines recommending a five-year safety inspection cycle.

It was **RESOLVED** that the Town Council will bear the costs of works to make a memorial safe if no relative can be traced to bear the costs.

It was **RESOLVED** that the Town Council will adopt the Memorial Inspection Policy.

#### **6.11 Friends of the Stotfold Cemetery**

A previous Cemetery Committee proposed a "Friends of the Stotfold Cemetery group" pending recruiting a staff member to have responsibility for managing the group.

It was **RESOLVED** that the Town Council will create a Friends of the Stotfold Cemetery group to be managed by the Cemeteries & Allotments Officer and to join the National Federation of Cemetery Friends.

#### **6.12 Interment Request**

A member of the public requested waiver of non-resident ashes interment fees for her spouse who died on active government duty overseas.

It was **RESOLVED** to apply resident fees for this request for ashes interment.

#### **6.13 Allotment Fees**

National allotment management guidelines are that fee increases should be notified a year in advance.

It was **RESOLVED** that the Allotment Rents for the year 2025 – 2026 remain at £70 for a full allotment plot and £35 for a half-plot.

**6.14 CCTV At Riverside**

The Town Clerk reported to Full Council on 26<sup>th</sup> June 2024 about significant anti-social behaviour and broken bottles left at the play area at the Riverside Recreation area.

Members asked for a full breakdown of installation of CCTV and tannoy equipment, as well as future cost commitments.

It was **RESOLVED** to delegate powers to the Town Clerk to implement a mobile security patrol for a budget up to £1,260.

**7. HIGHWAYS REPORT**

There were no items to report.

**8. WORKS PROGRAMME**

The report was **NOTED**.

**9. PUBLIC REALM WORKS**

There were no comments.

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

10.1 At the Stotfest event, Cllr Hayes had been approached by a resident from Heron Way with a complaint about the height of trees at Waters End which prevents sunlight in their garden. Cllr Hayes requested this be investigated by the Public Realm Officer.

10.2 The Cemeteries & Allotments Officer will email tenants at the Common Road Allotment regarding putting the lock on the correct side of the gate to prevent tenants being locked in.

10.3 Cllr Hyde asked if the Town Council will resume its past practice of locking the cemetery gate. The Town Clerk will instruct a local company to look at using the barrel in the current lock and to integrate it into the gate.

10.4 The Town Clerk agreed the toilets at the Cemetery will be opened to the public following the completion of the bat survey.

**11. DATE OF NEXT MEETING**

Wednesday 11<sup>th</sup> September 2024.

The meeting closed at 21:02

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

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

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 11<sup>TH</sup> SEPTEMBER 2024**

**SUBJECT: CLERK'S REPORT**

**1. Mossman Centre AED**

Following the resolution to install a new AED in the town. As requested, enquires were made to British Telecom regarding the repurposing of the Baldock Road telephone kiosk. Unfortunately, the kiosk is not available at this time due to the lack of mobile signal coverage in that area. This may change in the future however there is no anticipated time scale. Subsequently we are moving forward with the Mossman Centre as the preferred location for the new AED and the Guiding Association have been contacted to gain their agreement.

**2. Riverside ASB Update**

Budget agreed at PR in July was £1260, of which we have used £885.00. Patrols started on Friday 15<sup>th</sup> July after a spate of anti-social behaviour at Riverside and have been ongoing, every Friday, Saturday and Sunday since this time. They carry out two patrols per evening, between the hours of 10pm – 12pm.

During the period we have witnessed a significant decrease in ASB, with little or no incidents to report.

**3. Allotments Compostable Toilets**

The Town Council has applied to the UK Shared Prosperity Fund for a fund match grant. The outcome of our application will be updated once we have further information.

**4. Use of Outdoor Spaces Agreement**

Item to note. Following the resolution of the Public Realm Committee Meeting 3<sup>rd</sup> July 024. The amended Outdoor Spaces Hire Agreement can be found here. [OUTSIDE SPACES Hiring Agreement 2024.docx](#)

**5. Riverside MUGA Lighting**

Due to the lack of engagement by the previous contractor following their agreement to repair the Riverside MUGA floodlights, a new contractor has been found. Owing to the overhead cost of powered access and labour, the light heads are going to be replaced with upgraded low energy units. This maintenance work will reduce the energy cost going forward and give a useable sports facility as we go into the darker months. The new lamps also come with a 7-year warranty including onsite repair, again giving a long term and cost-efficient solution. The cost for this work is estimated at £4500

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM COMMITTEE

**DATE:** 11<sup>th</sup> SEPTEMBER 2024

**OFFICER RESPONSIBLE:** ADAM LEADBEATER – PUBLIC REALM MANAGER

**SUBJECT:** REVIEW OF FEES AND CHARGES 2025/2026

**1. SUMMARY**

- 1.1 The last review of fees and charges was undertaken in November 2022, with the exception of the Cemetery (November 2023) and the Allotments (June 2024). This report details the current STC fees and charges with comparable local rates.

**2. RECOMMENDATION**

Members are asked to:

- a) Consider the STC rates based on similar local amenity hire and or CPI as of October 2023. All calculations in the table are based on 8% CPI, an accumulated total of the 2023 figure and current.
- b) Consider the charges for The Green and removing the non-operating day charge.
- c) If in agreement with the proposed increase, recommend to the Governance & Resources Committee that these fees and charges are implemented.

**3. BACKGROUND**

- 3.1 Please see below table 3.1 showing current charges made for facilities hire by STC agreed for the financial year 2023/2024.

Note: A 10% discount is applied for regular hirers as per the hiring agreement. A double fee is charged for non-resident of Stotfold.

**Table 3.1**

Location	Activity or Area	Class	2023/2024	2025/2026 8% CPI
Hitchin Road	Casual Football	Adult, per game	£50	£54
		Junior, per team	£30	£32.50
The Green	Fair & Circus visits	Per day non open	£33	£35.00
		Per open event day	£66	£71.50
Arlesey Road	Casual Football	Adult, per game	£50	£54
		Junior, per team	£30	£32.50
The Green Hitchin Road Riverside Arlesey Road	Stotfold Junior FC	Per season (non-exclusive use) Goal erecting and pitch marking provided by SFC	£5000	£5400



All Outdoor Locations	For profit activity	Per location, per session	£10	£11
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The below table 3.2 shows market research on current local facilities hire cost with which to make a comparison.

**Table 3.2**

Location	Type	Class	2023/2024
Arlesey	Village Hall	Weekdays	£14.50
		Weekends	£16.00
		Weekdays Non-Profit	£10.00
		Weekends Non-profit	£11.00
		Weekdays Non-Resident	£12.50
		Weekends Non-Resident	£14.00
Biggleswade	Community Hall	Corporate per hour	£35.00
		Community per hour	£28.00
		Caretaker assistance	£10.00
		10% discount for 7 or more bookings	
		20% reduction for charities & non-profit organisations	
	Training Room	Corporate per hour	£31.00
		Community per hour	£22.00
		Caretaker assistance	£10.00
		10% discount for 7 or more bookings	
		20% reduction for charities & non-profit organisations	
Letchworth	Full size grass pitch	2 hours hire minimum	£24.90
	Junior grass pitch	2 hours hire minimum	£12.60

- 3.2 The below table shows current charges made for Cemetery services by STC as agreed for the financial year 2024/2025. The recommended 8% CPI increase is shown in the 2025/2026 column.

**Table 3.3**

Location	Activity	Class	2023/2024	2025/2026 8% CPI
Adult sec.	Interment	Adult	£400	£432
		Child over 3	£400	£432
Baby sec.		Child under 3	£225	£243
In grave		Ashes	£225	£243
All	Purchase of burial grant	Double depth	£700	£756
Baby sec.		Child under 3	£325	£351
Beacon	Headstone and kerbs	4 feet height	£450	£486
Upper Lawn	Any monument	4 feet height	£450	£486
New sec.				
Old sec.				
Baby Sec	Headstone	2 feet 3 inches	£150	£162

Lower Lawn	Flat plaque	24 inches x 18 inches	£275	£297
Gardens of Rest. Lower Beacon Walled	Plot Purchase		£350	£378
	Interment		£250	£270
	Placing of a plaque	12 inches x 9 inches	£150	£162
Lime Trees	Scattering of ashes		£100	£108
All	Re registering of Exclusive Rights of burial grants		£100	£108
All	Additional inscriptions to an existing memorial		£100	£108

- 3.3 Allotment charges as resolved for the 2025/2026 period at the 7<sup>th</sup> July Public Realm Committee meeting. See Table 3.4 below.

**Table 3.4**

Location	Activity	2023/2024	2025/2026
Common Road	Full Plot	£70	£70
	Half Plot	£35	£35
Norton Road	Full Plot	£70	£70
	Half Plot	£35	£35

#### 4. FINANCIAL

- 4.1 It is noted that if the 8% CPI based increase is adopted, this would go some way to offsetting the market increase in utilities, insurance and maintenance cost incurred in providing the facilities.
- 4.2 It is further noted that if a hire per pitch system was considered for Stotfold FC Juniors, a more comparable revenue for this hire would be achievable. This revenue could build reserves for any planned and reactive pitch maintenance offering security now and when the current grant scheme withdraws.

#### 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Regular review of fees and charges is an internal control. Covering costs and building reserves.
Legals:	Stotfold Junior Football Club Contract
Resources/Stakeholder:	Stotfold Junior Football Club and Regular Hirers
Contracts/Finance:	Stotfold Junior Football Club and Regular Hirers
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

STC Budget 2025-26 V1.xlsx  
CEMETERY

		2022/23	2023/24	2024/25		Forecast	Proposed
		Actuals	Actuals	Annual Budget	Variance	for 2024/25	Budget 2025/26
<b>CEMETERY</b>							
<b>41 CEMETERY</b>							
4001	Income Burials	19,000	17,410	15,000	10,650	12,000	12,000
4002	Income - Memorials and Plaques	6,031	6,595	4,000	2,155	5,000	5,000
4003	Income - Chapel Lease	2,000	2,000	2,000	1,167	2,000	2,250
4006	Income - Plot Purchase	16,260	6,385	10,000	7,320	8,000	10,000
Total Inco		45,246	32,490	31,000	21,292	27,000	29,250
401	Rates	5,240	3,144	5,800	2,656	5,500	5,600
402	Wate Rates	106	103	300	259	300	300
404	Maintenance/Repairs	3,298	3,447	4,500	479	4,000	4,500
405	Grounds Maintenance	25,457	18,750	5,000	5,000	5,000	5,000
408	Pest Control	680	539	650	650	650	650
409	Tree Works	6,038	2,000	10,000	9,600	6,000	0
411	RBS Cem Package	296	377	600	20	600	600
Total Exp		50,877	28,360	26,850	18,664	22,050	16,650
<b>Cemetery</b>							
Income		45,246	32,490	31,000	21,292	27,000	29,250
Expenditure		50,877	28,360	26,850	18,664	22,050	16,650
Net Exp over Inc		5,631	-4,130	-4,150	-2,628	-4,950	-12,600

New cost centre under Open Spaces

		2022/23	2023/24	2024/25		Forecast	Proposed	
		Actuals	Actuals	Annual Budget	Variance	for 2024/25	Budget 2025/26	
<b>PUBLIC REALM</b>								
<b><u>21 MUGA RIVERSIDE</u></b>								
203	Electricity	0	0	0	0	0	1,500	New cost centre for Arlesey Road MUGA
206	Maintenance & Repairs	0	0	0	0	0	7,500	Fencing repairs
Total Expenditure		5,641	0	0	0	0	9,000	
Net Exp		5,641	0	0	0	0	0	
<b><u>22 Street Lighting</u></b>								
203	Electricity	18,809	6,534	30,000	26,981	22,000	30,000	Not all street lights are on the unmetered power supply.
206	Maintenance & Repairs	11,185	12,821	20,000	17,385	20,000	20,000	Phased schedule of repairs to be implemented
Total Expenditure		29,994	19,355	50,000	44,366	42,000	50,000	
Net Exp		29,994	19,355	50,000	44,366	42,000	50,000	
<b><u>23 Allotments</u></b>								
2002	Income - CR Service Charge	0	0	600	0	0	650	5-yearly review - due to review 2025-26
2003	Income - Allotments	2,417	2,502	2,000	1,970	2,500	2,400	
2011	Income - Common Rd Allots	0	759	0	0		0	Paid over to charity
Total Inc		2,417	3,261	2,600	1,970	2,500	3,050	
202	Water Rates	812	506	1,000	789	1,000	1,000	
206	Maintenance & Repairs	745	6,100	1,000	1,000	1,000	5,000	
226	Pest Control	555	617	750	750	750	750	
236	RBS Support Allotments	233	318	600	241	600	600	
Total Exp		2,345	7,541	3,350	2,780	3,350	7,350	
Net Exp over Inc		72	-4,280	-750	-810	-850	-4,300	

		2022/23	2023/24	2024/25		Forecast	Proposed
		Actuals	Actuals	Annual Budget	Variance	for 2024/25	Budget 2025/26
<b><u>25 Hitchin Road Rec</u></b>							
202	Water Rates	143	319	500	481	500	500
203	Electricity	538	705	1,450	1,157	1,000	1,450
231	Bowls Club Grant	266	1,074	3,650	3,271	3,650	3,650
Total Exp		947	2,098	5,600	4,909	5,150	5,600
<b>Net Exp over Inc</b>		947	2,098	5,600	4,909	5,150	5,600
<b><u>26 Brook Street Car Park &amp; Toilet</u></b>							
201	Car Park Rates	1,060	1,060	1,500	440	1,500	1,200
202	Water Rates	376	278	500	413	500	500
203	Electricity	300	197	600	483	600	400
206	Maintenance & Repairs	2,916	2,879	2,000	1,604	2,000	2,160
Total Exp		4,652	4,414	4,600	2,940	4,600	4,260
<b>Net Exp over Inc</b>		4,652	4,414	4,600	2,940	4,600	4,260

		2022/23	2023/24	2024/25		Forecast	Proposed	
		Actuals	Actuals	Annual Budget	Variance	for 2024/25	Budget 2025/26	
<b>27 Open Spaces</b>								
2005	Income - Open Spaces	7,288	7,307	7,000	4,830	7,000	7,000	
Total Inc		7,288	7,307	7,000	4,830	7,000	7,000	
205	Legal & inspections	440	440	3,500	513	3,500	3,500	
206	Maintenance & Repairs	37,714	34,353	30,000	23,299	30,000	20,000	Separate play area maintenance budget
NEW	Play Area Maintenance	0	0				10,000	
207	Grass Cutting Contract	40,195	42,674	5,000	5,000	5,000	5,000	EMR for GM. Sum in addition to EMR to supplement Pitchpower Grant
209	Lease costs - CBC land	0	0	300	300	300	300	
211	River Ivel Drainage	19	50	20	10	20	20	
212	Skip Hire	6,260	6,940	7,000	5,350	6,000	7,000	
213	Subscriptions/Licences	126	0	250	214	250	250	
223	Centenary Wood/Teasel	252	1,789	1,500	0	1,508	1,500	
225	Water Meter - The Green	61	77	70	53	60	80	
237	Floral Planting	0	0	3,000	3,000	3,000	3,000	
NEW	PPE	0	0	0	0	2,000	2,000	New budget code
409	Tree Works	6,038	2,000	0	0	0	15,000	Was cemetery budget code.
Total Exp		111,326	88,323	50,640	37,739	51638	67650	
Net Exp over Inc		104,038	81,016	43,640	32,909	44,638	60,650	

		2022/23 Actuals	2023/24 Actuals	2024/25 Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
<u>32 Verges</u>							
2006	Income - Agency Grants	0	0	4,015	4,015	4,015	4,100
	Total Inc	0	0	4,015	4,015	4,015	4,100
207	Grass Cutting Contract	23,661	14,772	5,000	5,000	5,000	5,000
	Total Exp	23,661	14,772	5,000	5,000	5,000	5,000
	<b>Net Exp over Inc</b>	<b>23,661</b>	<b>14,772</b>	<b>985</b>	<b>985</b>	<b>985</b>	<b>900</b>
<u>33 Arlesey Road Recreation Ground</u>							
201	Rates	0	0	1,000	0	1,000	1,000
232	Utilities	1,643	2,622	3,500	2,661	3,500	3,500
235	Pitch maintenance	6,500	0	8,000	8,000	8,000	25,000
	Total Exp	8,143	2,622	12,500	10,661	12,500	29,500
	<b>Net Exp over Inc</b>	<b>8,143</b>	<b>2,622</b>	<b>12,500</b>	<b>10,661</b>	<b>12,500</b>	<b>29,500</b>
<u>36 MUGA ARLESEY ROAD</u>							
203	Electricity	157	1,194	2,250	1,186	2,250	2,000
206	Maintenance & Repairs	87	1,425	5,000	5,000	5,000	5,000
	Total Expenditure		2,619	7,250	6,186	7,250	7,000
	<b>Net Exp</b>		<b>2,619</b>	<b>7,250</b>	<b>6,186</b>	<b>-1,064</b>	<b>-7,250</b>
<u>34 Green Wheel Grant</u>							
233	Green Wheel	1,500	1,500	1,500	1,500	1,500	1,500
	<b>Net Exp over Inc</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

Additional pitch maintenance to support Pitchpower grant

		2022/23	2023/24	2024/25			
		Actuals	Actuals	Annual Budget	Variance	Forecast for 2024/25	Proposed Budget 2025/26
Public Realm	Income	6,788	10,568	6,615	5,985	6,515	14,150
	Expenditure	186,542	144,996	133,190	109,895	125,738	179,860
	Net Exp over Inc	179,754	134,428	126,575	103,910	119,223	165,710



**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM COMMITTEE  
**DATE:** 11 SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** HELEN CHILD – PUBLIC REALM OFFICER  
**SUBJECT:** DRAINAGE AND BANK EROSION WORK AT RIVERSIDE RECREATION GROUND

**1. SUMMARY**

Following the resolution of the meeting of June comparable quotes were sought for riverbank erosion including dog steps. During this process one of the contractors recommended that the riverbank erosion and the surge drainage of the car park, would be economic to the works.

**2. RECOMMENDATION**

- 2.1 Members are asked to adopt Proposal A, which incorporates both the erosion and storm water drainage issues. In addition, it improves the open space access to Riverside Recreation Ground at no extra cost.

**3. BACKGROUND**

- 3.1 In March 2024 members of the Council requested that we consult drainage contractors to assess the situation and provide a proposal for the remedial works to be carried out. It was reported that the soakaway was not fit for purpose in removing storm quantities of rain water.
- 3.2 Following report to Committee on 5<sup>th</sup> June regarding riverbank erosion, it was resolved to seek further quotes incorporating dog steps as this was a contributing factor to the erosion of the riverbank in the affected area.
- 3.3 During the process of seeking the revised quotes for 3.1 and 3.2 above, it was noted that access to Riverside Recreation Ground from the car park is restricted by a bund and uneven slabs, making it difficult for this open space to be diversely accessible.
- 3.4 In addition, the bund causing restrictions to access was also surveyed as causing storm water to be withheld in the car park, due to blocking the passage of natural drainage to the river.

[Riverside bund and car park.jpg](#)

#### **4. FINANCE**

Proposal A - Total: £11,350.00 (Drainage and dog steps, including re-working access from car park)

Proposal B - Total: £9,033.00 (Drainage only)

Proposal C - Total: £10,677.00 (Bank erosion only)

#### **Proposal A Methodology**

##### **Car Park Drainage**

- Cut back existing metal barrier by approx. 500mm and reinstate end post.
- Remove existing slab footpath, dig out and form new path 4x 1.5 meters in concrete with brushed finish.
- Dig out and landscape grass area of 35m2 to allow water drain off from carpark and level access onto main grass area.
- Dress disturbed areas with topsoil and seed.
- Remove high concrete around existing barrier posts and concrete in new shuttered cube bases as ground level is presumed lower than existing posts.
- Reuse any dig out around new river steps.

##### **Sleeper Dog Steps**

- Dig out and reshape existing opening into river to allow for new steps 2.8 meters wide by 1m high, steps to be 150mm risers x 300mm deep treads.
- Use new solid oak sleepers attached to galvanised steel tube driven into riverbed for lower steps.
- Oak sleepers laid on concrete when on solid ground within the bank.
- Provide all necessary fixings to tie all sleepers in together.
- Finish for steps to be sleepers only with one laid upright to form riser and one sleeper laid flat in behind to form tread.
- All remaining dig out to be used to infill sides of steps and rebuild existing bank where it has worn away.

The uniqueness of Proposal A not only addresses the resolution to drain the car park more effectively under storm conditions and protect the riverbank from erosion, including the installation of dog steps, it also improves accessibility to the Riverside Recreation Ground by removing the bund which currently hinders wheeled access to the facility.

#### **Proposal B (See July 2024 Public Realm Committee Report)**

Quoted to address the storm surge drainage of the car park however declined to quote for the riverbank erosion and dog steps.

No adjustment to the recreation ground access was included in this quote either.

#### **Proposal C (see June 2024 Public Realm Committee Report)**

Quoted only for the riverbank erosion, but did not include dog steps

**5. IMPLICATIONS**

<b>Strategic Plan:</b>	
<b>Risk Management</b>	Flooding
<b>Legals:</b>	n/a
<b>Resources/Stakeholders:</b>	
<b>Contracts/Financial:</b>	
<b>Crime &amp; Disorder:</b>	
<b>Equalities:</b>	n/a
<b>Biodiversity:</b>	

REDACTED

27/08/2024

Ref: Riverside, Stotfold

Dear Helen

Please see the breakdown below of the works we discussed on my visit. All prices include labour, Hire and materials and all rubbish removal from site.

Any questions or if you feel I've missed something then don't hesitate to contact me, my details are at the bottom of the page.

Many thanks, REDACTED

- 
- **Car Park drainage**
  - Cut back existing metal barrier by approx. 500mm and reinstate end post
  - Remove existing slab footpath, dig out and form new path 4x 1.5 meters in concrete with brushed finish
  - Dig out and landscape grass area of 35m<sup>2</sup> to allow water drain off from carpark and level access onto main grass area
  - Dress disturbed areas with top soil and seed
  - Remove high concrete around existing barrier posts and concrete in new shuttered cube bases as ground level is presumed lower than existing posts
  - Reuse any dig out around new river steps
  - **Sleeper dog steps**
  - Dig out and reshape existing opening into river to allow for new steps 2.8 meters wide by 1m high, steps to be 150mm risers x 300mm deep treads
  - Use new solid oak sleepers attached to galvanised steel tube driven into riverbed for lower steps
  - Oak sleepers laid on concrete when on solid ground within the bank
  - Provide all necessary fixings to tie all sleepers in together
  - Finish for steps to be sleepers only with one laid upright to form riser and one sleeper laid flat in behind to form tread
  - All remaining dig out to be used to infill sides of steps and rebuild existing bank where it has worn away
-

- **Things to note**
- We will use a small section of the car park which we will fence off to keep digger and dumper overnight
- Fencing will also be provided around any working areas to prevent anyone entering the working area day or night
- Protective boarding will be provided where necessary
- Water supply and power can be provided by us unless informed otherwise
- We would require a key or would need the height restriction bar for the carpark opened during working hours for vehicle access and delivery drop offs if possible
- All works will be completed over a 1week 5day period, start Monday and finish Friday latest
- All rubbish and any leftover materials will be completely removed from site

**Total: £11,350.00 excluding VAT**

**VAT @ 20%: £2,270.00**

**Total inc VAT: £13,620.00**

**Sent:** Saturday, June 22, 2024 9:52 AM  
**To:** Helen Child <helen@stotfoldtowncouncil.gov.uk>  
**Subject:** Stotfold recreation soakaway

Hi Helen

Lovely to meet you.

Below is the spec, works and quote for the soakaway.

Firstly, we would highly recommend that a soakage test be carried out in advance to prove the capacity required. Reason being if the clay won't let water percolate out easily it can be overwhelmed in rainy season and can back up and flood the car park so a larger capacity soak away may be required.

A soakage test is a 1m x 1m x 1m deep hole filled with water and a timed measure of how much disappears over a set period.

We have done a full measure up of the car park area which has given us the estimated size soakaway you will need, this is based on the car park being 465 sqm, we have used standard assumption for maximum rainfall potential at any period however this is the most extreme scenario at 50mm per sqm of rainfall.

The soakaway will need to be 10 cubic meters which will consist of a 2.2m x 2.4 x 5.5m excavation approximately 13m from the silt trap in the car park.

We will start by removing the top layer of soil and separating this to reuse after the soakaway has been installed.

Once the excavation has been dug, we can proceed to install the soak away crate system with a membrane around it to stop ingress of dirt and roots to help keep it clear for years to come.

While all this is going on we will also be removing the old silt trap in the car park and renewing it along with a 13m trench to the new soakaway.

The pipe will be 160mm in diameter again this is to make sure that this is big enough to handle the max amount of rainfall for the car park.

Once all the digging has been done, we will then fill in around the soakaway with a large granular backfill to aid the soakaway followed by the soil we removed at the start. The 160mm pipe will be backfilled with shingle and then with the soil that has been removed previously, followed by the top soil we set aside to begin with.

We will tarmac along the trench line and around the new silt trap.

We will finish off by seeding the soil areas and a final clean up of the car park.

We will do our best to minimize the disruption to the ground around the excavation.

All excavations will be Heras fenced (these are 3m long 2.4m high and are bolted together) as well as barriers around that and also all holes will be covered every night.

We would require a small part of the car park near the soakaway in order to store the muck for the lorry to collect.

The quote is based on current material prices as of 22/6/2024 and the duration of works being 4 days.

This is based on a medium crate price which has a load capacity under the soil for up to 40 tonne

£8,300 NO VAT

Should you have any fair ground rides or lorries throughout the year then an upgrade to the 60 tonne create system could be required.

£9,033 NO VAT

Soakage test that would need to be carried out prior to the full works.

£180

If you have any questions or queries feel free to get in touch.

Thanks

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM MEETING

**DATE:** 11<sup>TH</sup> SEPTEMBER 2024

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

**SUBJECT:** RIVERSIDE NOISE COMPLAINT

### 1. SUMMARY

- 1.1 Members are aware of the anti-social behaviour that has occurred this summer at Riverside. A resident has complained on numerous occasions regarding noise from either youths congregating in the youth shelter or from games being played in the MUGA.

### 2. RECOMMENDATION

- 2.1 Members are asked to note the complaint and content of the Clerk's report regarding anti-social behaviour at the Riverside.

### 3. BACKGROUND

- 3.1 Officers have been contacted by a resident with a complain about the noise levels within the Riverside MUGA as follows:

*"The noise levels from the muga is really loud. We can hear the ball banging against the goal (which is just the fence, so it is very loud) with the windows shut, we have to turn up the radio so we can't hear it. It is having a negative effect on the enjoyment of our own home. When it's warm we are shutting our front windows so we don't have to hear it but then we can also hear it from the back of the house so we have to shut those windows as well.*

*It sounds like it is right outside the window (but it's not). We expected some noise but not to this point, the sound must travel. Is there anything the council can do to help with this by trying to soundproof the goal or something, as it is next to residential properties now so maybe a noise assessment is needed. I have read online about these muga's in local papers around the country and residents have been saying the same things to their local councils about the noise from them.*

*The above is not about just at night time it's just in general. I understand people are going to play football in there but should it really be this loud that we can hear it all the time when it's in use from our property?"*

- 3.2 Officers have noted that the older panels of the MUGA are in a state of disrepair and are obtaining quotes for potential repair work with both external companies and for repair works to be carried out by Council.
- 3.3 The resident lives in the flats on the old Roker Park site overlooking Riverside. These flats were built in

### 4. FINANCIAL

Any repairs to the fence at the MUGA will be met from maintenance budgets.



## 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Regular review of fees and charges is an internal control. Covering costs and building reserves.
Legals:	N/A
Resources/Stakeholder:	Stotfold Junior Football Club and Regular Hirers
Contracts/Finance:	Stotfold Junior Football Club and Regular Hirers
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM MEETING**

**DATE: 11<sup>TH</sup> SEPTEMBER 2024**

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

**SUBJECT: REQUEST TO TRADE IN RIVERSIDE CAR PARK ON MATCHDAYS**

### **1.1 SUMMARY**

- 1.1 Officers have been approached by a resident who runs a mobile snack bar and is seeking permission to trade during match days at the Riverside. We have been advised that some teams will be playing their matches there between 9am and midday on Saturdays.

### **2. RECOMMENDATION**

Members are asked to consider this report and advise if:

- a) They are in agreement with the proposal; and
- b) What charge to levy for the use of the car park.

### **3. BACKGROUND**

- 3.1 Members should consider granting consent would mean the resident would need to open the height barrier to allow for access into the car park. Operationally this could be done by installing a temporary padlock on the height barrier which is put on every Friday and removed again on Monday.
- 3.2 Additionally, this would mean that the capacity of the car park will be reduced on the days that they operate. The resident believes that their unit will take up 2 car parking spaces in the car park, their van is 4.4m x 3.2m and 2.5m tall. Consideration should be given relating to any pressures this would place on car parking.
- 3.3 There could potentially be an impact on litter at the site, however you will note that the applicant has mentioned they are prepared to litter pick following matches.
- 3.4 Should Members grant consent then this should be made subject to the following:
- a) As the area is accessible to the public then a street trading licence will be required from the vendor. This has been confirmed verbally by Central Bedfordshire Council.
  - b) Inspection of the Public Liability Insurance – Officers have seen confirmation that this is in place.
  - c) Completion of a Risk Assessment – Officers have received this.
  - d) Confirmation Food Hygiene Certificate Level 2 is held – Officers have received evidence that this is held.
- 3.5 The following correspondence has been received from the applicant:
- “Hello,  
I am looking at the possibility to be able to trade in my new business at the Riverside recreation ground car park.*

*A friend is manager of one of the Stotfold Juniors football teams. Following a meeting last week it has been decided that the under 8 teams will be playing some games there on Saturday mornings between approximately 9am to Midday. I am looking to see if it would be possible to be able to set up my mobile snack bar in the car park to be able to provide refreshments for the parents and players during this time. I will be providing bacon and sausage baps, burgers, cakes and hot and cold drinks. I am a Stotfold resident and use Liam's Traditional Butchers to supply my meat. I have a trading license from Central Bedfordshire Council and currently operate in Maulden Woods layby between Monday and Thursday. I carry full public liability insurance and have completed food hygiene and safety and received a 5-star rating from the above mentioned council. I use a generator for power and gas for cooking purposes and am more than happy to complete a full and thorough risk assessment. My trailer is 2.5 metres high so if successful will need to move the barrier to gain access for height restrictions. I will provide bins and will be more than happy to litter pick the football pitch area after all games are completed.*

*I wondered if it is possible for the council to consider my proposal to be able to provide this service during all matches. If there is any other information required please don't hesitate to contact me."*

- 3.6 Additionally, the resident has sent the following as they will be unable to attend the meeting themselves:

*"Unfortunately, I will be unable to attend the meeting due to a previous holiday commitment. The space that my van will occupy is 440cm x 320cm wide.*

*I was born in Stotfold and have recently started a business venture. I am looking into the possibility to be able to trade in the Riverside car park selling hot food, cake, and hot and cold drinks for approximately 2 hours on a Saturday morning providing refreshments for parents and players for the Stotfold Football Juniors matches being played there. I currently reside in Regent Street and use Liam's Traditional Butchers to supply my produce. After speaking with Central Bedfordshire Council, they have informed me that as long as I have public liability insurance and the relevant food hygiene certificate, I just require the land owners permission to be able to trade on their land. I can however provide my license for my current trading location at Maulden Woods if required. Please find attached in next email my Public Liability Insurance (5 million), Level 2 food hygiene certificate and comprehensive Risk Assessment.*

*Thank you so much for considering my proposal and if I can provide any further information, I will be more than happy to help with any additional questions.*

#### **4. FINANCIAL**

- 4.1 Members may wish to consider if they want to charge for the use of the space during match days.

#### **5. IMPLICATIONS**

Strategic Plan:	N/A
Risk Management:	RAMS and PLI to be obtained from resident.
Legals:	Land is owned/rented by Town Council from CBC.
Resources/Stakeholder:	N/A
Contracts/Finance:	Potential income generation.
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 11<sup>th</sup> SEPTMEBER 2024  
**OFFICER RESPONSIBLE:** ADAM LEADBEATER, PUBLIC REALM MANAGER  
**SUBJECT:** NO MOW MAY 2025

**1. SUMMARY**

- 1.1 "No Mow May" is an environmental campaign that encourages people to refrain from mowing their lawns for the entire month of May. The purpose of this initiative is to help support pollinators, such as bees, butterflies, and other insects, by allowing wildflowers and other plants to grow freely. By letting lawns grow longer and allowing more diverse plants to thrive, people can create temporary habitats and food sources for these vital pollinators, which are often in decline due to habitat loss and pesticide use.

**2. RECOMMENDATION**

- 2.1 Members are asked to note the promotion of "No Mow May" and resolve for STC to observe its principals in all non-sports pitch grass areas. Access pathways will be maintained to allow the open spaces to continue being enjoyed in an inclusive manner.

**3. BACKGROUND**

- 3.1 Stotfold Town Council is responsible for a number of open spaces which vary in their purpose. The proposal is to have a campaign of social media posts and an article in the Stotfold News about the areas available in the town to promote "No Mow May". This would be especially helpful for residents who may not be aware of the scheme and educate them to its benefits.
- 3.2 Early spring would be an ideal time to allocate the surplus hours from grounds maintenance contractors to focus on other equally important tasks.

**4. FINANCIAL**

- 4.1 There are minimal financial implications.

**5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	All social media posts approved by Town Clerk.
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer resource and Grounds Maintenance Contractor.
<b>Contracts/Financials</b>	N/A
<b>Crime &amp; Disorder</b>	Better use of open spaces may reduce ASB.
<b>Equalities</b>	All spaces are accessible.
<b>Biodiversity</b>	Enhance our biodiversity awareness.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**DATE:** 11<sup>th</sup> SEPTMEBER 2024

**OFFICER RESPONSIBLE:** ADAM LEADBEATER, PUBLIC REALM MANAGER

**SUBJECT:** ANNUAL PLAY AREA INSPECTIONS 2024

### 1. SUMMARY

The annual play area inspections are thorough evaluations of the STC-owned playgrounds and play equipment, conducted by a certified professionals organisation. The goal is to ensure the safety, functionality, and overall condition of the play area, identifying potential hazards that could lead to accidents or injuries. These inspections assess factors like equipment stability, wear and tear, proper installation, surfacing conditions, and compliance with safety standards.

### 2. RECOMMENDATION

- 2.1 Members are asked to note the Annual Play Area Inspections along with the summary of key identified works recommended in the body of this report.

### 3. BACKGROUND

- 3.1 The primary reason for conducting annual inspections is to prevent accidents, maintain a safe environment for children, and prolong the lifespan of the equipment by catching issues early before they become serious. Regular inspections are also often required to meet legal or insurance requirements and provide peace of mind to parents and caregivers. Stotfold Town Council is responsible for a number of play areas and instructed The Play Inspection Company to conduct our yearly evaluations. The key identified works following our inspections are detailed within the table below.

#### 3.2 Table 3.2.1

Play Area	Findings	Action	Risk Level
Riverside Rec BMX Ramp	Item has been severely damaged	Replace 2 x composite boards	Moderate

Please note that the risks for all other play areas were classified as low/very low

Click here to read the reports in full [Annual Play Inspections 2024](#)

### 4. FINANCIAL

- 4.1 Any maintenance will be handled by the relevant budget and is an operational decision.

## 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	All recommended repairs should be actioned as soon as possible, or effected equipment isolated from play
<b>Legals</b>	Risk of injury and subsequent action being taken against STC
<b>Resources/Stakeholders</b>	Officer and Town Rangers resource
<b>Contracts/Financials</b>	To be reported separately
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A.
<b>Biodiversity</b>	All repairs will be made with consideration to the effect on biodiversity

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM COMMITTEE  
**DATE:** 11<sup>th</sup> SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** ADAM LEADBEATER – PUBLIC REALM MANAGER  
**SUBJECT:** PROPOSAL FOR BOTTLE FILL AND DRINK STATION AT THE GREENACRE CENTRE

**1. SUMMARY**

- 1.1 The project proposal is to use the disused construction water supply at the Greenacre Centre for a public water point.

**2. RECOMMENDATION**

- 2.1 Members are asked to review the scoping report and advise the Clerk if they wish to proceed with the project.

**3. BACKGROUND**

- 3.1 Stotfold Town Council should consider installing public drinking water fountains for several reasons:

**a) Public Health and Hydration**

- Promotes Hydration: Access to drinking water helps ensure that residents and visitors stay hydrated, especially during hot weather or while engaging in physical activities.
- Reduces Dehydration Risks: Providing easy access to water can reduce the risk of dehydration-related health issues, particularly for vulnerable populations like the elderly, children, and outdoor workers.

**b) Environmental Benefits**

- Reduces Plastic Waste: Encouraging the use of public water fountains can significantly reduce the consumption of single-use plastic bottles, contributing to environmental conservation.
- Sustainability: Supporting sustainable practices aligns with environmental goals and can improve the town's ecological footprint.

**c) Social Equity**

- Accessibility: Ensuring that clean, free drinking water is available to everyone, regardless of their socioeconomic status, promotes fairness and equity within the community.
- Public Spaces: Enhancing public spaces with amenities like water fountains can make them more welcoming and inclusive.

**d) Economic Advantages**

- Cost Savings: Residents and visitors can save money by refilling their own bottles instead of purchasing bottled water.
- Tourism and Community Appeal: Well-maintained public amenities can attract visitors, enhance the town's image, and contribute to local economic growth.

**e) Community Well-being**

- Encourages Outdoor Activities: Access to water can support outdoor recreational activities, contributing to a healthier, more active community.
- Fosters a Sense of Community: Shared public amenities can enhance social interactions and the sense of community among residents.

**f) Implementation Considerations**

- Location: Strategic placement in high-traffic areas, parks, playgrounds, sports facilities, and downtown areas to maximize accessibility and usage.
- Maintenance: Regular maintenance and monitoring to ensure cleanliness, safety, and functionality.
- Design: Consideration for accessible designs that cater to all users, including children, elderly, and people with disabilities.

3.2 By addressing these considerations, Stotfold Town Council can effectively implement public drinking water fountains, contributing to the overall well-being of the community.

**4. PROPOSAL**

4.1 The proposal is to make use of the disused construction water supply at the west end of the Greenacre Centre building to install a fountain. The unit recommended is an Elkay EZH20 in evergreen. The specification of the fountain is detailed below and will provide a drinking water fountain, bottle fill station and pet water drinking bowl.

4.2 Water connection consideration. The current supply is, to the best of our knowledge, un-metered and not connected to the Greenacre Centre supply. The below installation considerations should be considered.

- a) A meter should be fitted to enable future payment of water used.
- b) UK Water Regulations need to be followed by the installer with regard to non-return valves and any other statutory requirements for connection to the main.
- c) Pre use and regular water quality testing to confirm the water is potable.

4.3 Installation consideration. The pre work to install a concrete base for the unit to the installation specification at annex A would be carried out by the Town Rangers

- a) Work site to be cordoned off from the public or animal access.
- b) Risk assessments to be undertaken and submitted.
- c) Hand mix concrete to be poured into timber shuttering.
- d) Maintenance schedule to be devised and implemented.

**5. FINANCIAL**

5.1 Estimate of costs

1 off Elkay EZH20	£5395.00
Timber Shuttering	£ 150.00
Concrete	£ 150.00
Plumbing	£ 500.00
Water Testing	£ 150.00

**Total £6,345.00 excl. VAT**

5.2 Costs would be incurred in addition to the above for periodic maintenance. Costs would also be incurred if damage to the unit occurs, requiring remedial work to be carried out.



**6. IMPLICATIONS**

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

# ELKAY® SPECIFICATIONS

## Elkay Outdoor EZH2O® Bottle Filling Station Bi-Level Pedestal with Pet Station Non-Filtered Non-Refrigerated Model LK4420BF1UDB

### PRODUCT SPECIFICATIONS

Elkay Outdoor EZH2O® Bottle Filling Station Bi-Level, Pedestal with Pet Station Non-Filtered Non-Refrigerated. Features shall include 316 Stainless, Heavy Duty Vandal-Resistant, Laminar Flow, Pet Fountain. Furnished with Vandal-Resistant bubbler. Mechanical Front Bubbler Button activation. Product shall be Floor Mount/Freestanding, for Outdoor applications, serving 2 station(s). Unit shall be lead-free design which is certified to NSF/ANSI 61 & 372 (lead free) and meets Federal and State low-lead requirements.

<b>Special Features:</b>	316 Stainless, Heavy Duty Vandal-Resistant, Laminar Flow, Pet Fountain
<b>Finish:</b>	Beige (BGE), Black (BLK), Blue (BLU), Brown (BRN), Evergreen (EVG), Gray (GRY), Orange (ORN), Purple (PUR), Red (RED), Terracotta (TER), White (WHT), Yellow (YLW)
<b>Power:</b>	No Electrical Required
<b>Bubbler Style:</b>	Vandal-Resistant
<b>Activation by:</b>	Mechanical Front Bubbler Button
<b>Mounting Type:</b>	Floor Mount/Freestanding
<b>Chilling Option:</b>	Non-Refrigerated
<b>Full Load Amps</b>	0
<b>Dimensions (L x W x H):</b>	26" x 31" x 64"
<b>Approx. Shipping Weight:</b>	205 lbs.
<b>Installation Location:</b>	Outdoor
<b>No. of Stations Served:</b>	2

**Special Note:** Bottle Filler Stations 1 (Upper), Bubbler Stations 1 (Low). Choose from 12 color options

- Mechanically-Activated bubbler continues to supply water in event of service disruptions.
- Laminar flow provides clean fill with minimal splash.
- Base material constructed from marine-grade 316 stainless steel provides the ultimate corrosion protection from even the most corrosive elements.
- Heavy Duty Vandal-Resistant:
  - Tamper resistant screws
  - Resists stains and corrosion
  - Heavy-gauge construction
- Vandal-resistant, bubblers are one-piece, chrome plated with integral hood guard design to prevent contamination from other users, airborne deposits and tampering.
- Pet Fountain: Features slow drainage for easy drinking.



**AMERICAN PRIDE. A LIFETIME TRADITION.**  
Like your family, the Elkay family has values and traditions that endure. For almost a century, Elkay has been a family-owned and operated company, providing thousands of jobs that support our families and communities.



**Included with Product:** Outdoor Bottle Filler

### PRODUCT COMPLIANCE

ADA

Buy American Act

GreenSpec®

NSF/ANSI 61 & 372 (lead free)



[Installation Instructions \(PDF\)](#)

Warranty pertains to drinking water applications only. Non-drinking water applications are not covered under warranty.

[Warranty \(PDF\)](#)

### OPTIONAL ACCESSORIES

LK4471LHB - Locking Hose Bib
97890C - Accessory - Direct Bury Adaptor
LK4470NLHB - Hose Bib

PART: \_\_\_\_\_ QTY: \_\_\_\_\_  
PROJECT: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
DATE: \_\_\_\_\_  
NOTES: \_\_\_\_\_  
APPROVAL: \_\_\_\_\_

*In keeping with our policy of continuing product improvement, Elkay reserves the right to change product specifications without notice. Please visit elkay.com for the most current version of Elkay product specification sheets. This specification describes an Elkay product with design, quality, and functional benefits to the user. When making a comparison of other producers' offerings, be certain these features are not overlooked.*

Elkay REV 07182017  
LK4420BF1UDB

2222 Camden Court  
Oak Brook, IL 60523

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LK4420BF1UDB\_spec.pdf

# ELKAY® SPECIFICATIONS

## Elkay Outdoor EZH2O Bottle Filling Station Bi-Level Pedestal with Pet Station Non-Filtered Non-Refrigerated Model LK4420BF1UDB

### MOUNTING INSTRUCTIONS and PLUMBING CONNECTIONS

Provide solid, well-drained surface to mount pedestal fountain (concrete pad recommended). Mount on a smooth, flat, finished surface with adequate support (300 lb. load minimum). Secure unit with (8) 3/8" minimum fasteners (not included). Refer to rough-in. Should be attached firmly to mounting surface in order to secure unit.

Modified low stream height bubbler for pet fountain.

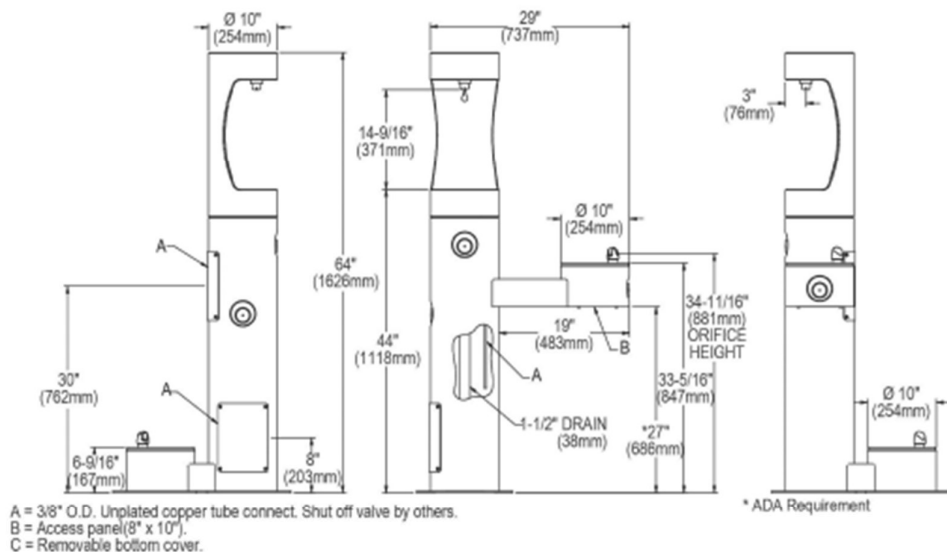
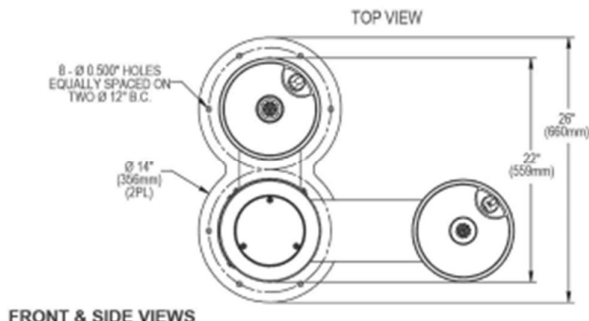
Locate and install plumbing through ground as required.

**NOTE:** Unit is not furnished with service valve.

Position pedestal over plumbing and secure base to fasteners. Remove access panels and connect supply and water lines. Turn on water supply and check for leaks. Reassemble access panels to pedestal.

Trap and service stop not included.

**OPERATING PRESSURES:**  
Supply water 20 – 105 psi maximum



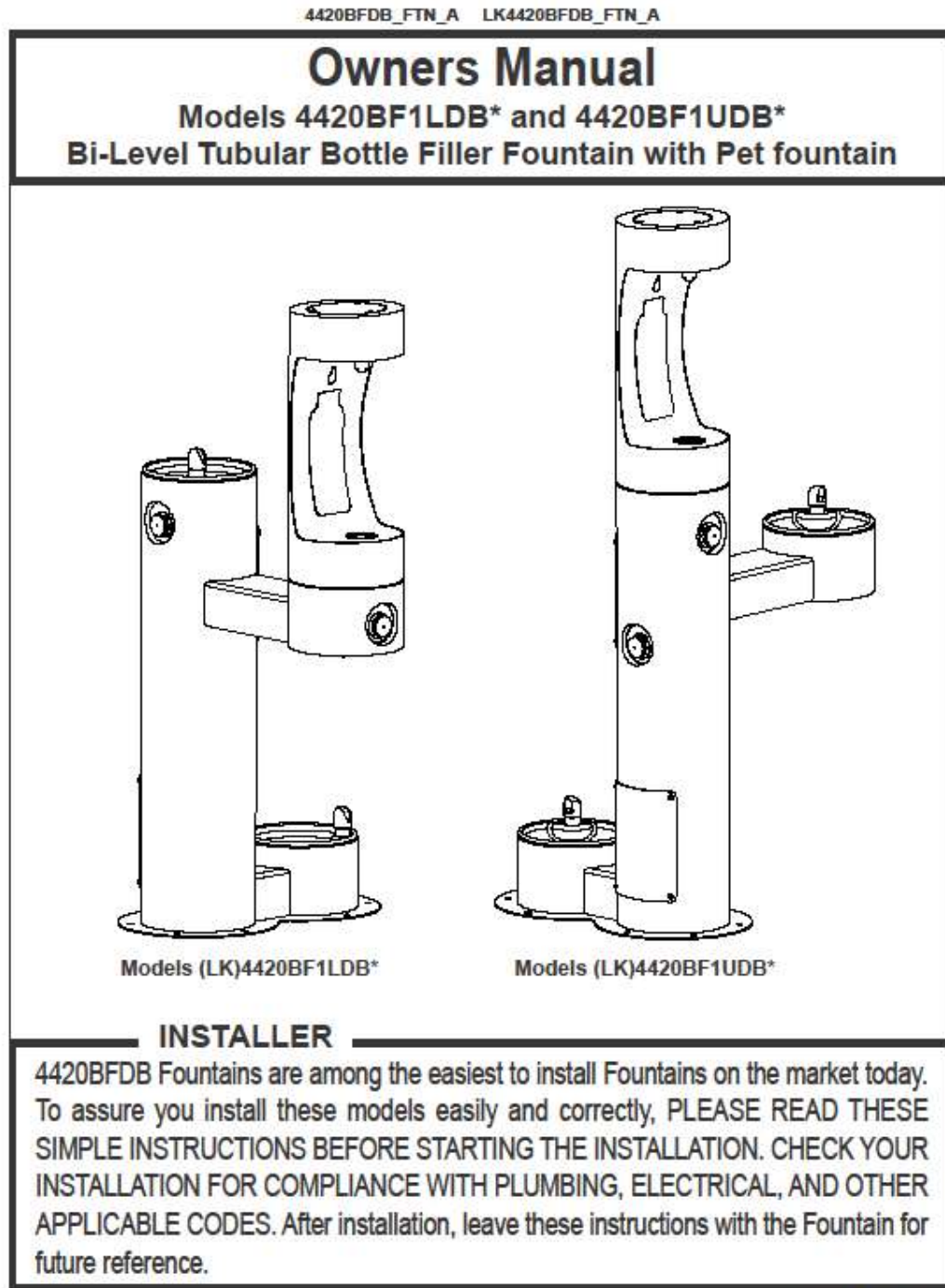
A = 3/8" O.D. Unplated copper tube connect. Shut off valve by others.  
B = Access panel (8" x 10").  
C = Removable bottom cover.

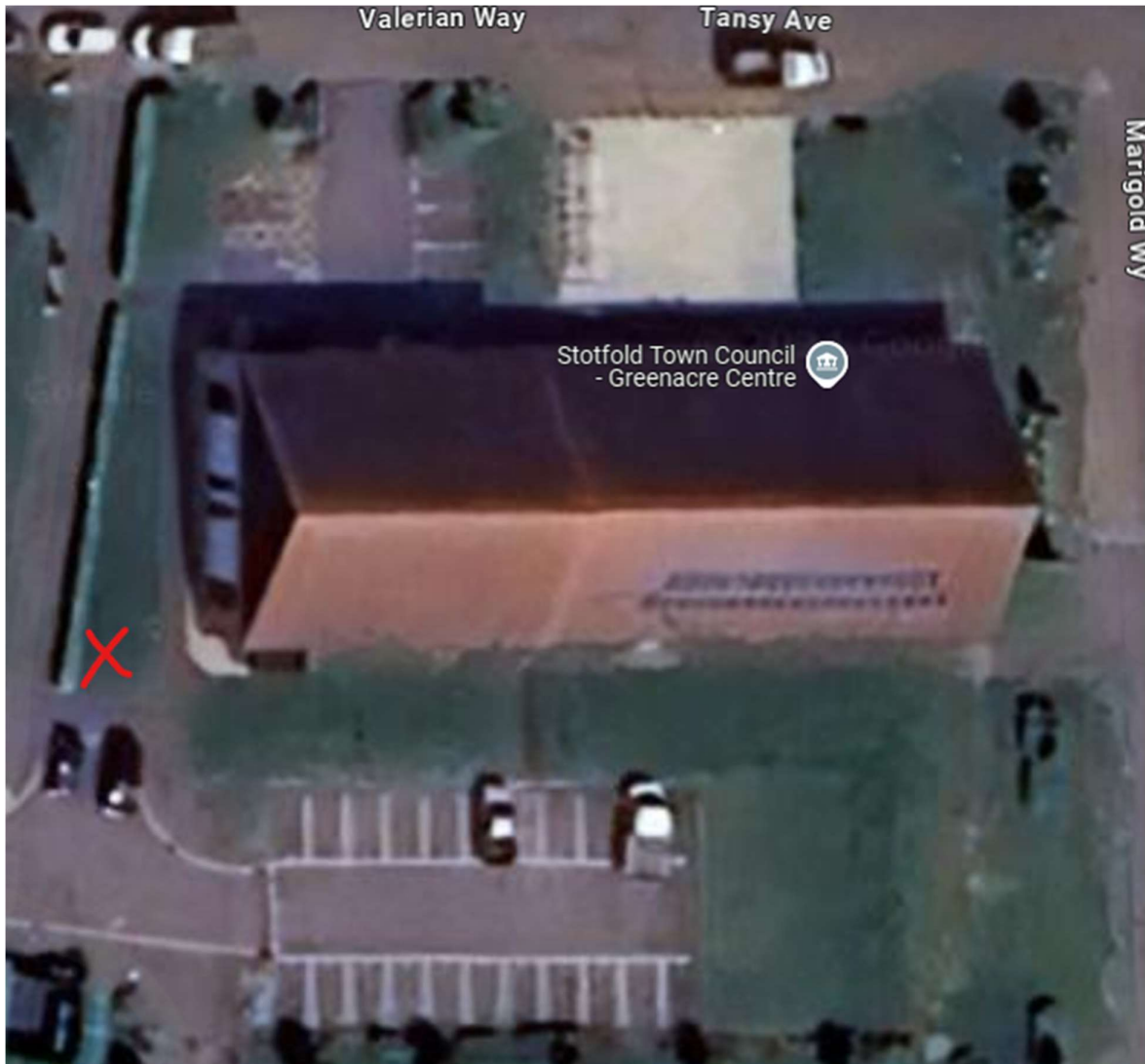
\* ADA Requirement

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Annex A.

Note: Double click picture to open PDF





**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 11<sup>th</sup> SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** MURAL IN UNDERPASS

**1. SUMMARY**

- 1.1 As part of the 50<sup>th</sup> anniversary of Stotfold Town Council, various images were commissioned to be used around the town, internally and on promotional material.
- 1.2 This report asks Members if they would like to include these images as a mural in one of the underpasses around the town.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider this report and advise the Clerk if they want to investigate this further.

**3. BACKGROUND**

- 3.1 Street art/murals can serve as a dynamic way to reflect the identity of a town, engage residents and enhance its cultural and visual landscape. It can beautify neglected or plain areas, transforming them into vibrant and engaging spaces. It often reflects local culture and history enabling to help build a sense of pride within the community.
- 3.2 Unlike traditional galleries, street art is open to all. This inclusivity fosters community engagement with art in public spaces.
- 3.3 There are two underpasses in the town (Norton Road and Arlesey Road). The Clerk has approached CBC who have advised that both underpasses have been painted with anti-graffiti paint. They have suggested that if the project was to proceed, the mural would need to be reproduced on panels to be installed.

**4. FINANCIAL**

- 4.1 No costs have been obtained at this time. There is a budget for the Stotfold anniversary.

**5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	Permission sought from CBC.
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer resource
<b>Contracts/Financials</b>	Budget in place
<b>Crime &amp; Disorder</b>	Possible source of graffiti
<b>Equalities</b>	Open to all
<b>Biodiversity</b>	N/A



**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM MEETING  
**DATE:** 11<sup>TH</sup> SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** COLIN ROGERS, PROJECT OFFICER  
**SUBJECT:** NOTICE BOARD LOCATIONS

**1. SUMMARY**

- 1.1 Officers were asked to obtain quotes for new Notice Boards to replace the current boards and add additional ones to locations in the town. A specification has been given and Officers have been exploring potential locations for the Notice Boards. Once the locations have been agreed, final quotes will be obtained for Members to consider which boards to purchase and install.

**2. RECOMMENDATION**

Members are asked to:

- a) Confirm location for noticeboards considering feedback given on the locations of the current boards and ownership of the land in which the current boards are located.

**3. BACKGROUND**

- 3.1 The current boards are located at the Memorial Hall, the Green and Norton Road Allotments. The boards are in need of replacing and potentially relocating to assist with the use and maintenance of the boards whilst also improving engagement with the notice boards themselves. Members are asked to consider the options for locations.

**a) Memorial Hall**

The current board is located on the grass verge next to Alfie's Barbershop. Officers have discovered that Stotfold Town Council do not own the land in which the current board is located. Additionally having the sign nearer the entrance of the Memorial Hall will increase engagement with the notice board.

**Option 1 – Replace Directional Sign at Memorial Hall**

We can arrange for the removal of the directional sign that is currently in situ. As the Simpson Centre is soon to be vacant, a notice board could replace this directional sign.

Picture of location:



### Option 2 – Wall Mounted

A wall mounted board could be located next to the front door which would make it conveniently placed for users of the Memorial Hall however there will be a limit on the size of the board that can placed here.

Picture of Location:



### Option 3 – Replace board at the current location.

The current location offers plenty of space, however it is in an area where visitors to the Memorial Hall and Simpson Centre will drive past this board and not engage with it. To do so we will require consent of the landowner. Officers could approach the landowner for their requirements and costs should Members wish for the new board to be installed in this location

Picture of the location:





**b) The Green**

The current board is located on the crossroad of Regent Street, Rook Tree Lane and Common Road as is currently located behind the hedgerow. This makes the board difficult to access.

**Option 1 – Verge on the outside of the hedgerow**

There is a piece of grass near to the bus stop which is on the outside of the hedgerow. Locating the board in this space would make it easier to access to change notices and maintain the board whilst hopefully capturing engagement from users of the bus stop. This is the preferred location for the new notice board.

A picture of this area:



What3words Location:

///mailer.configure.dance

<https://w3w.co/mailer.configure.dance>

### **Option 2 – Next to the Bus Stop behind the hedgerow**

A second suggestion would be to have the board installed behind the hedgerow, next to the bus stop. This will likely increase engagement with the notice board, however, as it will be placed behind the hedge would make it difficult to change the notices and maintain the board. It will also be essential that the hedgerow is trimmed often to ensure it does not obstruct the board.

A picture of this area:



What3words Location:

[///doctors.lotteries.wires](https://doctors.lotteries.wires)

<https://w3w.co/doctors.lotteries.wires>



### Option 3 – Install sign in the same location as the current one

A third option is to keep the board in its current location. As mentioned above, signs behind the hedgerow make it difficult for the notices to be replaced and the board to be maintained. The hedge can also obstruct the notice board.



What3words location:

///pickles.lions.slack

<https://w3w.co/pickles.lions.slack>

### c) Brook Street Toilets

This will be a new board installed on the Brook Street Toilet block.

#### Option 1 – On the street side of the block

This will make the board visible for pedestrians as they walk along the High Street. However the location of the board on this side would require people engaging with the board to be near the doors of the toilets, which could potentially limit engagement.

Picture of location



**Option 2 – On the wall nearest the car park**

The location of the board will allow users of the car park to engage with the board whilst using the car park.

Picture of Location



**d) Norton Road Allotment**

Members are advised that the new notice board at this location will involve the removal of the current structure erected which houses the board. As this will leave a gap in the fence, works will be required to palisade the fence panel.



#### 4. FINANCIAL

- 5.1 The replacement of the freestanding notice boards will require groundwork teams to remove and prepare the site for the installation of the new boards. Quotes have been obtained by officers ranging from £419.00 (inclusive of VAT). Officers will select the appropriate company to carry out this work.
- 5.2 A quote has been obtained from the company who installed the fencing at the Norton Road Allotments to repair the fencing behind the current board to allow for the new board to be fitted directly to the fence.

Take off horizontals and diagonal bracing rails from gate post to bracing post and reposition to allow steel pales to be fitted. Drill rails to allow pales to be fitted with anti-tamper nuts & bolts. Fix information board to steel palisade pales.

**Total - £ 299.33 + vat**

#### 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	All contractors to provide RAMS and PLI.
Legals:	Permission to be obtained to install boards on land not owned by Town Council.
Resources/Stakeholder:	Officer/contractors
Contracts/Finance:	Open spaces budget.
Crime & Disorder:	N/A
Equalities:	Easily accessible for non-digitally engaged.
Biodiversity:	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM  
**DATE:** 11<sup>th</sup> SEPTEMBER 2024  
**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK  
**SUBJECT:** USE OF THE MILLENIUM GREEN

**1. SUMMARY**

- 1.1 The Mill’s Steam Fair occurs on 5/6 October 2024.
- 1.2 The Town Council has been approached to allow parking on Millenium Green.

**2. RECOMMENDATION**

- 2.1 Members are asked to consider this report:
  - a) Advise the Clerk if they want to grant permission
  - b) Advise the Clerk if this can be a delegated decision for future requests.

**3. BACKGROUND**

- 3.1 The Mill asks each time there is a planned event to use Millenium Green. It would be more efficient to delegate this decision to an officer.

**4. FINANCIAL**

- 4.1 There are no financial implications

**5. IMPLICATIONS**

Strategic Plan	N/A
Risk Management	PLI and RAMS to be obtained from The Mill.
Legals	N/A
Resources/Stakeholders	Officer resource
Contracts/Financials	N/A
Crime & Disorder	
Equalities	Open to all
Biodiversity	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM MEETING**

**DATE: 11<sup>TH</sup> SEPTEMBER 2024**

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

**SUBJECT: MEMORIAL INSPECTIONS AT CEMETERY**

**1. SUMMARY**

Memorial Inspection training was undertaken in June by the Cemetery & Allotments Officer and an updated memorial inspection policy and risk assessment has been approved. The PR Committee is asked to consider the Cemetery Officer, being suitably qualified, should undertake these inspections with the support of Town Rangers if needed.

**2. RECOMMENDATION**

Members are asked to note the Cemetery Officer will undertake inspections as per policy.

**3. BACKGROUND**

- 3.1 All memorials should be inspected on a minimum 5-year cycle by the memorial authority, to comply with Health and Safety legislation to control any dangers that exist in the cemetery. Historically our records show some inspections were carried out in 2019 with a big proportion of memorials not inspected.
- 3.2 A Memorial Inspection Policy has been developed following attendance on a ICCM course for memorial inspections by the Cemetery officer and approved by this Committee on 3 July 2024.
- 3.3 Provisional assessment of the memorials present indicate the majority of those present being under 500mm high and a considerable number having been erected between 1980 and 2005, after which new standards were introduced regarding fixings of each memorial. These are considered to be most likely to have issued regarding toppling (being pushed over).
- 3.4 Having established a risk assessment framework we propose the following:
  - a) Raise Awareness externally and manage PR, notices in Press and Social Media, signs in Cemeteries and notifying memorial masons.
  - b) Purchasing temporary supports to stake problematic memorials and tape to cordon these off from the public.
  - c) Calendar of inspections to be established, prioritising areas that are likely to experience significant footfall over the coming year, and ensuring stones local to burials planned are inspected to minimise any danger to those attending interments.
  - d) Visual assessments to be carried out initially, with accurate findings being recorded, with photographs, followed by a hand test
  - e) Action any that require a temporary fix to stake. Contact family if traceable to notify them as they own the memorial, and hopefully arrange for it to be either fix or laid flat.
  - f) Local stonemasons such as IR Quince are able to offer laying down services with appropriate equipment.



#### 4. FINANCIAL

- 4.1 Visual inspections are to be carried out by the cemetery officer with additional help from town rangers when required, so no additional cost
- 4.2 Need to purchase temporary supports and hazard tape, create signage for cemetery and consider lifting equipment and PPE if needed for council repair, as required
- 4.3 Future laying down services will be sourced and presented to Committee

#### 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Cyclical memorial inspections reduces risk of injury. Sensitive to public on memorial issues so communication has to be professional and informative, ensuring that there is minimal disruption to the cemetery operation and visitors are aware.
Legals:	HSE Act 1974
Resources/Stakeholder:	Officer.
Contracts/Finance:	Memorial permits issued and income received.
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

**STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM MEETING**

**DATE: 11<sup>TH</sup> SEPTEMBER 2024**

**OFFICER RESPONSIBLE: COLIN ROGERS, PROJECT OFFICER**

**SUBJECT: REQUEST TO USE THE GREEN FOR CIRCUS**

**SUMMARY**

- 1.1 Officers have been approached by a company looking to use the Green for their Circus.
- 1.2 Officers are seeking clarification on why all new hirers of outside spaces need to be approved by this Committee when new hirers of town council-built facilities do not require this permission.

**2. RECOMMENDATION**

- 2.1 Members are asked to:
  - a) Consider whether they would agree with renting the Green, subject to the relevant health and safety and compliance paperwork for the circus being satisfactory and Safety Advisory Group support.
  - b) Delegate future decisions on the hire of outside spaces to Officers.

**3. BACKGROUND**

- 3.1 The request is set out below:

*"Thank you for returning my call just now and as I mentioned this being a last minute request as un-expectedly we have just had the news that one of the venues we were going to is no longer available. Opening dates would be from 17th to 21<sup>st</sup> October.*

*[REDACTED] was born out of our idea to bring quality entertainment to communities that often don't get the opportunity to visit shows like this on their doorstep. Unlike many Circuses we have a fully choreographed show from start to finish with superb lighting, costuming and music which is edited to fit each act.*

*Here is a link to our website, [REDACTED] which shows you our current production entitled "Golden Age".*

*Our shows feature a majority Ukrainian cast who we give employment to and since the invasion by Russia over 2 years ago now we have seen how still being able to perform has not only provided financially but has had a huge positive impact with their mental health.*

*Please find enclosed our H&S documentation and insurance cover.*

*References on request.*

*We would offer ground protection should the weather not be what it normally is however all our vehicles are considerably lighter than a Fair."*

- 3.2 Members should consider potential damage to the Green, taking into account the investment committed to the Green for the maintenance and improvement of the football pitch.
- 3.3 Members may also want to consider the parking implications of this hire. As it is something that may attract people from outside of Stotfold there will be an implication on parking in the vicinity.
- 3.4 Members have historically let the Green for use of Fun Fairs and other events.

#### **4. FINANCIAL**

- 4.1 The hirer will be charged £33.00 for any set up day and £66.00 for operational days.

#### **IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	RAMS, PLI and SAG permission to be sought .
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Officer resource
<b>Contracts/Financials</b>	Income to TC
<b>Crime &amp; Disorder</b>	Parking implications
<b>Equalities</b>	Open to all
<b>Biodiversity</b>	N/A

## PUBLIC REALM COMMITTEE WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Officer
16/10/2024	Q2 Income and Expenditure Report	To receive this Committee's income and expenditure report along with any notes on variances	Town Clerk
	Biodiversity Audit		
	Parking on verges & pavements	To consider a report from Cllrs Anderson, Bendell & Miller regarding parking on verges & pavements (originally considered 2024.07.03)	Town Councillors / Town Clerk
	Environmental Policy Task & Finish Group	To consider a proposal to implement an Environmental Policy Task & Finish Group (deferred for 3 months from 2024.07.03).	Democratic Services Manager
	Prince Charles Fence	Joint liability of fencing	Proj O
	Memorials Policy	To review the policy for memorials including benches, trees and memorial stones	Cemetery & Allotment Officer
	GAC Planters and bins		
	Location of Bench in Upper Garden of Rest	To consider the location of a bench at the Upper Garden of Rest	Cemetery & Allotments Officer
	Common Road Allotments	To consider a formal agreement between the Charity and Town Council	Town Clerk
	Cemetery Task and Finish group	To consider the formation of a Task and Finish Group to review the Cemetery documentation	Cemetery and Allotment Officer
	Exhumation Document and costings.	To consider the document and associated costs.	Public Realm Manager/Cemetery & Allotments Officer/Projects Officer
13/11/2024			