

MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE MEETING HELD ON WEDNESDAY 5TH JUNE 2024 IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Committee Members present:

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

Also present:

E. Payne – Town Clerk (virtual)
H. Childs – Public Realm Officer
S. van der Merwe – Democratic Services Manager
Member of Public – 1

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Saunders.

It was **RESOLVED** to accept Cllr Saunders' apologies for absence.

2. DISCLOSURES OF MEMBERS' INTERESTS

Cllrs Headington and Talbot requested dispensation regarding item 6.3 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.

Cllr Hyde declared an interest in item 5.4 as the tenant farmer undertakes work for her.

3. PUBLIC SECTION

There was no comment from the member of public present.

4. MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Public Realm Committee Meeting held on 8th May 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 Prince Charles Avenue Roadworks: The Town Clerk has permitted the roadworks company working at Prince Charles Avenue to use Town Council land at Queen Street for equipment storage and a site cabin.

5.2 Riverside Culvert: One of the sandbags was reported at the Public Realm Meeting on 5th May 2024 as needing replacement and this has now been changed.

5.3 Prince Charles Avenue: The Town Clerk updated the Committee on another piece of land at Prince Charles Avenue where the developer has been undertaking works to make this fit for adoption by Central Bedfordshire Council. The Clerk has requested the contractor's Public Liability Insurance Certificate and Risk Assessment, as well as a timeline of works. Town Council staff will inspect the land before commencement of the works to ensure the land is returned to the state it was in at the end of the

planned project. The Town Clerk has requested that the contractor write to all adjacent residents regarding the works.

- 5.4 Barn on Unnamed Road leading to Pix Brook Academy: The farmer tenant will have** space in his barn for additional storage of Town Council equipment later in the year. Central Bedfordshire Council as landowner have approved the arrangement and a licence will be drawn up to formalise the arrangement.

Cllr J Hyde requested the Town Council write to Central Bedfordshire Council to notify them that the road has historically been called "Stone Road". Cllr Cooper requested this be brought to a future Planning Committee Agenda.

6. REPORTS TO COMMITTEE

6.1 Land at Pix Road and Hazel Grove

Members received a report regarding complaints received from a resident regarding the Grounds Maintenance contractors and the performance of their duties on land adjacent to the resident's property.

It was **RESOLVED** to write to the resident to ask her if she would like to adopt the cutting of the land on the triangular section. The Town Council will continue to cut the grass on the rectangular section along the left of the property.

6.2 Erosion of riverbank at Riverside

Members were asked to review two quotes to restore eroded sections of the riverbank.

The Public Realm Officer noted that the section near the bridge is steep and poses a hazard to children. Members noted that the section near the bridge is a well-known point where residents can access the river and that the Town Council leases the section near the ford point from Central Bedfordshire Council.

It was **RESOLVED** to defer this meeting to 3rd July 2024 meeting to allow officers to obtain like-for-like quotes and to obtain quotes for dog steps.

6.3 Allotment toilet and funding

The Town Clerk advised Members that the Cemeteries and Allotments Officer will submit a report to the next Eleemosynary Charity Trustees Meeting of 24th June 2024. The Town Council will prepare a short questionnaire to allotment holders to be sent after the Trustee Meeting to demonstrate that allotment holders are in support of the request for a compostable toilet.

Members noted that the Town Council should take advice on the VAT issue related to the Common Road allotment toilet.

It was **RESOLVED** that the Town Council carry out a site survey to determine if the toilet can be sited within the boundaries of Common Road.

It was **RESOLVED** that the Town Council send a short questionnaire to allotment holders on both sites after the Trustees' meeting on 24th June 2024.

It was **RESOLVED** that the Town Clerk has delegated authority to make an application for match funding from the UKSPF if the Trustees agree with the project.

6.4 Land registration of the Lower Part of the Cemetery

Members received a report advising the Town Council that part of the cemetery is not registered with the Land Registry and the affect that this is having on extending the lease for the chapel lease.

Members **NOTED** the actions of the Town Clerk in the registration of the Lower Part of the Cemetery.

6.5 Complaint regarding use of Hitchin Road

Members received a report with a complaint from a resident regarding the use of Hitchin Road by football clubs.

Members requested that the Town Council send a letter to Stotfold Junior Football Club to ask them to include a map with information on areas where parking should be avoided when they issue their match day notice to visiting clubs.

It was **RESOLVED** that the Town Council purchase and install a 2-metre boot cleaner on the wall at the changing rooms.

6.6 D-Day Commemorative Bench

Members received a report outlining a proposed commemorative bench to be installed adjacent to the War Memorial.

It was **RESOLVED** that the Town Council purchase a commemorative bench from Roll and Scroll at a cost of £1,850 without reference to a battalion, with a back plate and to add the wording "Installed by the grateful residents of Stotfold" on the plaque.

6.7 Planned work to football pitches

Members reviewed an update on the football pitches maintenance works and discussed the plan for the 2024 – 2025 year.

It was **RESOLVED** not to proceed with overseeding and spraying for this financial year, but to meet the cost of the rest of the expense for the remainder of planned works.

The Committee **RESOLVED** to consider sports pitch specialist for Arlesey Road pitches for the Ground Maintenance Contract once the contract is completed.

7. HIGHWAYS REPORT

Members discussed roadworks currently underway on Queen Street and Regent Street.

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

Cllr Talbot commented on trees on Hitchin Road Recreation Ground that would require crowning. Cllr Cooper pointed out that tree works for this financial year's contracts include works to those trees in the Autumn.

11. DATE OF NEXT MEETING

Wednesday 3rd July 2024.

The meeting closed at 20:47

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____