



**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 16<sup>th</sup> OCTOBER 2024 AT 19:00**

**Present:**

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

**In Attendance:**

Cllr J Bendell  
Cllr L Miller

**Also Present:**

E. Payne – Town Clerk  
A. Leadbeater – Public Realm Manager

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**1. APOLOGIES FOR ABSENCE**

All Members of the Committee were present.

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

Item 5.3 - Cllr Saunders declared a personal, non-pecuniary interest as a member of Stotfold Football Club.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

- 4.1 Item 6.11 noted that the heading referred to “Millennium Green”, but the text referred to “The Green”. The Minutes were amended reflect that item a) referred to approved use of Millennium Green and item b) referred to delegated future decisions related to use of the Millennium Green **and** The Green. It was **RESOLVED** that:

***The amended Minutes of the Public Realm Committee Meeting held on 11<sup>th</sup> September 2024 were adopted as a true record of the meeting.***

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

**5.1 Tree at Risk: Maple on Hallworth Drive**

The Clerk updated the Committee that he has been informed that the tree longer exists on this site as it has been removed by Grand Union Housing.

**5.2 Antisocial Behaviour: The Memorial Hall**

Two incidents of ASB were reported to the Town Council, including one incident of assault. Additional security patrols have been arranged for evenings between 18 to 20 October and 25 to 27 October 2024 using funding reallocated from a previous security patrol at Riverside.



### 5.3 Football Club request to use the Arlesey Road Recreation Ground

The Football Club submitted a written request to use the Arlesey Road recreation ground as overflow parking for a Fireworks event on 5 November 2024.

Members noted that the Football Club should have a risk assessment submitted with the CBC Safety Advisory Group, which should clarify marshalling requirements for the event. The Clerk has written to the Football Club to advise them of the need for the safety risk assessment related to the use of the ground.

***Cllr Brian Saunders declared an interest in this item.***

### 5.4 Riverside Dog Steps

The Town Council is waiting for approval from the Internal Drainage Board related to installation of the dog steps. The contractor has advised that if they proceed with the car park works and does the dog steps later, this will result in a 15% price increase due to having to hire equipment twice. Officers are progressing the matter.

## 6. REPORTS TO COMMITTEE

### 6.1 Tree Survey

Members considered quotations to undertake a Tree Survey in accordance with the newly adopted Tree Policy. It was **RESOLVED** to:

***Accept the Quote for a Tree Survey from RGS Arboriculture Consultants at a cost of £2,2380 + VAT.***

Cllr Talbot requested a review of the trees at the back of Thatch Cottage at Brook End.

### 6.2 Parking on verges and pavements

Members received a verbal report from Cllrs Anderson, Bendell and Miller regarding parking on verges & pavements. Cllr Miller noted that there were a number of vehicles parked on verges on The Avenue, Hitchin Road, Common Road, Meadow Way and near Vaughan Road where the verges would benefit from being converted into off-street parking.

It was **RESOLVED** to:

***Write to CBC to inform them of the persistent problem of parking on verges and to ask for remedial action.***

### 6.3 Open Space Hiring Policy

Members reviewed the draft Policy on future bookings of open spaces.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

***The Open Space Hiring Policy is adopted.***



#### 6.4 Ranger Facilities and Relocation

Members reviewed a report for a proposed new location for the Rangers' and Public Realm tools and materials.

Members noted other potential options could be Mill Lane's Ark Development, Wrayfields and Fen End. It was **RESOLVED** that:

***The Public Realm Manager will investigate additional sites and business rates and bring this matter back to another Public Realm Committee Meeting.***

#### 6.5 Memorials Policy

Members reviewed the Policy for memorials including benches, trees and memorial stones. Cllr Hyde asked for the Policy to be updated to note that the Town Council only plants Irish Yew trees (*Taxus Baccata Fastigiata*), at the cemetery, because they grow straight and have a limited crown width which is important to note in the Policy.

Subject to including the name *Taxus Baccata Fastigiata* as the approved Yew tree amendment, it was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

***The Memorials Policy is adopted.***

#### 6.6 Location of Bench in Upper Garden of Rest

Members considered the location of a bench at the Upper Garden of Rest. It was **RESOLVED** that:

***Benches can be installed in the cutout areas in the walled Garden of Rest.***

#### 6.7 Exhumation Document and Costings

Members considered the report and costings for exhumations. It was **RESOLVED TO RECOMMEND TO FULL COUNCIL** that:

- a) The Exhumation Policy and Procedure is adopted by Full Council.***
- b) To implement the charge of £350 for exhumation fees.***

#### 6.8 Allotment Task and Finish Group

Members reviewed the outcomes of the Task & Finish Group meetings. A number of changes were made to the documentation, including the implementation of handbook with regulations for each site. It was **RESOLVED** to:

***Implement the updated allotment documentation.***

#### 6.9 Beekeeping at Norton Road on Allotments

Members considered a request to keep bees at Norton Road allotments and a policy for their management. Cllrs Hayes and Hyde wished to note that the Common Road allotments already have a no-bees policy. It was **RESOLVED to RECOMMEND TO FULL COUNCIL** that:



***The Beekeeping Policy for Norton Road Allotments is adopted.***

**6.10 Allotment Toilets**

The Town Clerk advised the meeting that the funding application had not been successful, and this item will be included in a future Public Realm Committee meeting.

**7. HIGHWAYS REPORT**

Cllr Jon Smith updated Members on highways matters across Stotfold and Fix My Street reports.

**8. WORK PROGRAMME**

The Town Clerk provided a verbal update on the Work Programme.

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

**9.1 Street Lighting**

Members discussed a number of street light issues across Stotfold.

**9.2 Town Centre Planters**

Cllr Hyde complimented the planters on the High Street following the completion of winter planting.

**10. DATE OF NEXT MEETING**

This was corrected to Wednesday 13<sup>th</sup> November 2024.

**11. CONFIDENTIAL ITEMS**

It was **RESOLVED**:

***That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.***

**11.1. Prince Charles Fence**

Members considered a report on the joint liability of fencing. It was **RESOLVED** to:

- a) Note the legal advice.**
- b) Write to affected property owners regarding joint liability.**

The meeting closed at 20:40.

**SIGNED BY CHAIRMAN:** .....

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