



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 12 MARCH 2025 AT 19:00

Present:

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

Also Present:

E Payne, Town Clerk
1 Member of the public in person
1 Member of the public virtually

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Talbot and Saunders.

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

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There was one member of the public who wished to speak in relation to item 6.3, Tree Surveys.

4. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 5 February 2025 were received.

DECISION: It was **RESOLVED** to adopt the Minutes of the meeting held on 5 February 2025 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. There was an additional verbal update on the installation of the compostable toilet.

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

6. REPORTS

DECISION: It was **RESOLVED** to move item 6.3 Tree Surveys from the Agenda to this point in the meeting.

6.1 Tree Surveys

The member of the public was invited to address the meeting on this item. They explained that there is a hedge adjacent to their property on The Green which they



would like to remove and replant with laurel, at their expense, to increase the privacy for their home.

Members noted that the hedge is a beech hedge, which is a native British species, unlike laurel which is non-native. Members felt that with proper maintenance the beech hedge would thicken up, and keep its leaves in the wintertime, which would offer the resident the privacy they are seeking. The Member of the Public was happy with this approach.

Members noted the quotations for the trees works. They felt that it was important that any tree works were undertaken before the Easter holidays and note that the trees to be worked on would have minimal significance for bird nesting.

Members then consider the quotation from the arboriculturist to undertake the remaining tree surveys. Members were advised that going forward, the trees will be zoned into high, medium, and low risk with high and medium risk trees being surveyed every 3 years and low risk trees every 5 years.

DECISION: It was **RESOLVED** to:

- a) **Accept Quote A from Caddy Tree Services for the tree works at a cost of £1,500 plus VAT.**
- b) **Accept the quote from RGS Arboricultural Consultants at a cost of £3,500 plus VAT.**

ACTION: Town Clerk to commission tree works with the proviso that the works are completed before Easter.

ACTION: Town Clerk to meet with grounds maintenance contractor to discuss hedge at The Green.

6.2. Town Entrance Signage

Members received a report with proposed designs for the town entrance signage. Members noted the sites for the signs which had been agreed at a previous meeting and the variety of designs that Officers had provided in the report. Members noted that there was only a balance of £6,748 from the 50th Anniversary budget and asked the Town Clerk to identify any Public Realm budgets with underspend so a virement could be made and reported to the next meeting.

DECISION: It was **RESOLVED** to accept Quote A from Sign of the Times at a cost of £11,375.

ACTION: Town Clerk to commission new entrance signage once a new location at Wrayfields is agreed.

ACTION: Town Clerk to identify underspent Public Realm Budget for the remaining cost and report to the next meeting.

6.3 Brook Play Area - Replacement Gate

Members received a report with quotations for the replacement gate at Pix Brook Play Area.

DECISION: It was **RESOLVED** to accept Quote A from CPM Playgrounds at a cost of £3,450 to be met from EMR Pix Brook Play Area



ACTION: Town Clerk to commission gate replacement.

6.4. Cemetery Task and Finish Group

Members received the notes from the Task and Finish Group which had been set up to review all the cemetery documentation.

DECISION: It was **RESOLVED** to adopt all the relevant cemetery paperwork as outlined in the report.

ACTION: Town Clerk to arrange for all paperwork to be updated on website.

7. HIGHWAYS REPORT

Members received a verbal update from Cllr Smith on highways matters. Members considered the previous decision to relocate the vehicle activated signs (VAS) and whilst the Town Clerk is waiting for quotes, they were asked to obtain a quote for a further sign to be installed at one of the previously agreed locations to be considered at the next meeting.

ACTION: Town Clerk to obtain quotes from additional Vehicle Activated Sign for next meeting.

8. DELEGATED DECISIONS

Members received a report with the delegated decisions made by the Town Clerk under the Scheme of Delegation.

DECISION: It was **RESOLVED** to note the delegated decisions.

9. WORK PROGRAMME

Members received the Work Programme for this committee.

DECISION: It was **RESOLVED** to note the Work Programme.

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

There were no other items.

11. DATE OF NEXT MEETING

Wednesday 16th April 2025.

The meeting closed at 19:56

SIGNED BY CHAIR:

MINUTES APPROVED (date):