



**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE COUNCIL CHAMBER, STOTFOLD TOWN COUNCIL OFFICES, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON 11 SEPTEMBER 2024 AT 19:00.**

**Present:**

Cllr Mary Cooper (Chairperson) Cllr Liz Anderson (Vice Chairperson), Cllr Steve Buck, Cllr Steve Hayes, Cllr Jos Headington, Cllr Brian Saunders, Cllr Brian Saunders, Cllr Jon Smith, Cllr John Talbot, Cllr Bryony Woods

**Also Present:**

Adam Leadbeater – Public Realm Manager  
Helen Child – Public Realm Officer

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**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jane Hyde. It was **RESOLVED** to:

***Accept the apologies.***

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

There were none.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

It was **RESOLVED** that the Minutes of the Public Realm Committee Meeting held on 3<sup>rd</sup> July 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**

The report was noted.

**6. REPORTS**

**6.1 Review of Fees and Charges: 2025 - 2026**

Members reviewed the fees and charges proposal for the 2025 to 2026 period. Amendments to the fees were discussed and agreed and it was **RESOLVED** to **RECOMMEND TO GOVERNANCE & RESOURCES** to:

***Adopt the amended fees and charges for 2025 to 2026.***

## 6.2 Budget 2025 - 2026

Members received a proposed budget for the Public Realm Committee. Members considered various cost centres which were updated. It was **RESOLVED** to **RECOMMEND TO GOVERNANCE & RESOURCES** to:

***Adopt the updated budget as proposed for 2025 to 2026.***

## 6.3 Drainage at Riverside Car Park

It was **RESOLVED** to:

***Accept quote A from Kiteley Construction to the value of £11,350.00 to be taken from the open spaces budget subject to permission being granted by IDB.***

## 6.4 Riverside Noise Complaint

Members received a report regarding a complaint received about noise from the MUGA. It was **RESOLVED** to:

***Continue with planned routine maintenance of the MUGA fencing. No additional noise reduction intervention was felt necessary.***

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

Members received a request from a resident to trade at Riverside when Stotfold Juniors FC are playing. Members considered that the best location to trade was inside the inner car park on the hard standing to mitigate pedestrian queues and vehicle movement. It was **RESOLVED** to:

***Approve a trial period of one season 2024/25 at a cost of £15.00 per trading day.***

## 6.6 No Mow May

Members received a report on No Mow May, a campaign to help pollinators by allowing wildflowers and other vegetation to grow longer.

It was **RESOLVED** that:

***Stotfold Town Council will observe the principles of No Mow May in all non-sports pitch grass areas.***

## 6.7 Annual Play Area Inspections

Members received the annual play area inspections and noted there were no urgent items. It was **RESOLVED** to:

***Note the Annual Play Area Inspections have been completed.***

## 6.8 Bottle Fill Station

Members discussed options provided for a water filling station at Greenacre Centre.

It was **RESOLVED** to:

***Obtain two additional quotes and investigate the option of wall mounted fountains in addition to that reported.***

#### **6.9 Mural in Underpass**

Members received a report on a potential mural in one of the underpasses to commemorate the 50<sup>th</sup> anniversary of the formation of Stotfold Town Council. It was **RESOLVED** to:

***Obtain costs for this Committee's consideration.***

#### **6.10 Notice Board Location Report**

Members received an updated on the project to replace notice boards in the town centre. It was **RESOLVED** to:

***Approve installation of notice boards at the following locations:***

- ***Memorial Hall – Option 3***
- ***The Green – Option 1***
- ***Brook Street Toilets – Option 2***
- ***Norton Road Allotments – Remove existing timber fencing and replace with palisade on which the notice board will be mounted.***

#### **6.11 Use of Millennium Green**

Members received a request from Stotfold Mill to use Millennium Green for parking during the Steam Fair weekend. It was **RESOLVED** to:

- a) ***Approve permission for the use of Millenium Green on 5<sup>th</sup>/6<sup>th</sup> October 2024 as overflow parking for The Mill's Steam Fair Event.***
- b) ***Delegate future decisions related to use of the Millennium Green and The Green to The Town Clerk.***

#### **6.12 Memorial Inspections**

Members received a report outlining the regime for Memorial Inspections by the Cemetery & Allotments Officer. It was **RESOLVED** to:

***Note the Cemetery & Allotments Officer is suitably qualified to undertake memorial inspections.***

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

Members received a request from a circus operator to use The Green. It was **RESOLVED** to:

- a) ***Approve the hire of The Green for the operation of a circus on 17-21 October 2024.***
- b) ***That a policy for the hiring of Open Spaces will be considered by this Committee at a future date which will enable Officers to confirm future bookings without the need for this Committee's consideration.***

**7. HIGHWAYS REPORT**

Cllr Jon Smith updated the Committee on recent highways issues in Stotfold.

**8. WORK PROGRAMME**

The work programme was noted.

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

Cllr Saunders reported alcohol being used on The Green during Eat Feast and The Car Show is in contravention with the Public Space Protection Order. This was noted.

Cllr Anderson questioned the progress of the installation of a personnel access and egress from Arlesey Road Car Park. It was advised that this work will be carried out when EV charging points are installed, however a temporary solution will be adopted immediately.

Cllr Anderson questioned the replacement of the Jubilee Oak tree at Prince Charles Avenue. The Contractor JLES have verbally agreed the replacement of this tree.

Cllr Anderson reported that one of the two Jubilee Lime trees on The Green was looking unwell, this was noted and will be investigated.

Cllr Cooper requested we sought advice for a TPO to be placed on the maple tree in the vicinity of the Memorial Hall from CBC Tree Officer.

Cllr Talbot reported the Ivel Old Brook grate is blocked with debris and requires clearing. Officers will report this to IDB.

**10. DATE OF NEXT MEETING**

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

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

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