

**MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE  
HELD ON WEDNESDAY 18<sup>TH</sup> JULY 2018 AT 7.45PM IN THE COUNCIL CHAMBER, GREENACRE  
CENTRE, STOTFOLD**

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Committee Members present: Mrs M Cooper (Chairman)

Mrs A Clarey	B Collier
A Cooper	S Hayes
Mrs J Hyde	S Jackson
C Phelps	J Talbot

Also present: the Town Clerk – Mrs K Elliott-Turner

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**72/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs S Bundock.

**73/18 DISCLOSURE OF MEMBERS INTERESTS**

There were none. Members were 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.

**74/18 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

**75/18 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

**Clerk's Report**

For information, following complaints about cars being driven across the footpath or adjacent grassed area as a short cut from Valerian Way to Buttercup Road, Vine Technical Services advise that they have discussed with Central Beds Highways (who have to approve additional street furniture) and they have agreed that two bollards can be installed at the Valerian Way end of the footpath and two more to protect the grassed area where the grit bin is (which won't remain there) so that people cannot bypass the footpath bollards. A plan was circulated to Members, showing the location of the four bollards. It is their aim to have these installed at the earliest opportunity, and they are currently seeking quotes from contractors.

**Matters Arising**

Minute 52/18 – Following a request to meet with Steve Lakin, Principal Highways Officer, he advises that he is shortly due to leave the post, and our new contact on this matter is likely to be Paul Salmon. However, with regard to our suggestion of a safety camera at the junction of Brook Street/High Street, he advises that they do not have the 'back office' facilities required to deploy CCTV to monitor moving traffic offences. Hence, they are reliant on the Police taking enforcement action – he has flagged this issue with them. The Clerk will push for a meeting with Paul Salmon.

Minute 67/18 – Further to the noise nuisance complaint regarding Riverside Playing Field car

park and the matter being forwarded to Bedfordshire Police, PC Sally Bonham has given a view about the installation of a gate to the car park. She feels that if it was of good, strong, solid quality with an equally solid lock she would say it is worth doing. However, she acknowledges that there would be issues as to who would be responsible for locking and unlocking to allow legitimate use, the cost of installing it and resistance from the community. Alternatives which could be considered are increased and good lighting, installation of CCTV cameras and consideration to a public space protection notice. She advises that Bedfordshire Police is aware of youth issues, ASB and drug use around Stotfold, as well as many other areas. The difficulty is catching the individuals doing the behavior. They patrol as often as they can and will take positive action if the evidence is there.

Minute 70/18 – Nick Carafola, Highways Area Steward, advises that in regard to pothole/patch repairs, the only ones he is waiting to be done are Hitchin Road and Church Road. Road closures are required to facilitate so this has really slowed down the delivery. As soon as he has firm dates, he will advise. With regard to major works due for Stotfold, he hasn't been provided with any dates as yet from the Structural Maintenance Team. In regard to future works around Stotfold, Members asked that the public right of way across the Church to the car park is also included. This roadway now has category 1 defects, and complaints are now being received by funeral directors driving from the road to the car park for services.

Minute 71/18 – further to repeated chasing for the white lining required at the Hitchin Road/A507 roundabout to be completed, Nick Carafola, Highways Area Steward, advises that they are hoping to have this work done in conjunction with a road closure to facilitate the carriageway patching for Hitchin Road. Their contractor Ringway Jacobs is still in the planning stage of coordinating this work, once they have been provided with a target date, they will advise. A further request has been put to Nick for the installation of signage in Hitchin Road as to head towards the roundabout, indicating which lane you should be in. Pressure is to be maintained on Highways to install signage, and a request is to be made to Central Beds Council's Road Safety Team to assess the road layout on the roundabout as an urgent matter, before white lining starts.

### **Correspondence**

Copy of the Woodland Trust 'Broadleaf' magazine, Summer 2018 edition, is available for Members.

### **76/18 LANDSCAPE MAINTENANCE & MANAGEMENT PLAN – ARLESEY ROAD**

For information, a copy of the Landscape Maintenance & Management Plan for the Arlesey Road site was circulated to Members. This includes an outline of the purpose, the site, the Town Council's maintenance responsibilities (recreation area) and the Football Club's area of maintenance responsibility (stadium area).

### **77/18 QUOTES FOR PITCH AND RECREATION AREA MAINTENANCE – ARLESEY ROAD**

Copies of quotes received from our Landscape Contractor, Rik Golder Ltd, for remedial works to the drained pitch area (not stadium pitch) at Arlesey Road were circulated to Members, together with quotes for ongoing future maintenance work.

### Remedial work

Remedial work to drained pitches for autumn/winter 2018/2019, to aerate with tines October and March, autumn and winter fertiliser, chain harrow, roll and soil analysis £5,440 plus vat

Options for ongoing maintenance

1. Aerate with tines March and October, autumn winter fertiliser, overseed worn areas as required, soil analysis, weed spray, chain harrow, roll £7,140 plus vat
2. Vertidrain, overseed, autumn and winter fertiliser, aerate with tines march and October, chain harrow, roll, soil analysis £11,820 plus vat

**RESOLVED** that the quote from Rik Golder Ltd for the remedial work at the Arlesey Road drained pitch area (not stadium pitch) at £5,400 plus vat is accepted, with the work being undertaken autumn/winter 2018/2019.

With regard to ongoing maintenance thereafter, Members noted the two options, and would ensure that consideration is given to including an appropriate sum in the 2019/2020 budget.

**78/18 FOOTPATH LINK FROM DROVERS LANE TO RIVERSIDE PLAYING FIELD (KINGFISHER WAY PUBLIC RIGHT OF WAY)**

Residents of Drovers Lane have noted that the developers of the site have left a gap in the fencing to the rear, appearing to lead to Riverside Playing Field. Investigations were made with the developers and the Public Rights of Way Officer as to whether this was intended to be a footpath, whether an official request had been made by the developers to link it to the existing public right of way in Riverside Playing Field – Kingfisher Way, and who would take on maintenance responsibilities.

The lead Public Rights of Way Officer has now left Central Beds Council and this matter has been taken up by Richard Thompson, Principal Highways Officer/Senior Technician, Area 1. He has made a site visit and noted that there is a gap in the boundary fence line adjoining the recreation ground, however the footway on Drovers Lane doesn't actually meet the fence line. There is an intentional gap of around two feet that has been left by the developer (as shown in photographs circulated to Members), and he wants to establish why this has been left.

Assuming that the developer did intend for there to be a formal link to the recreation ground, he would need written approval from both Central Beds Council Assets (as owners of this section of Riverside Playing Field) and the Town Council (as tenants of that section of land) for a link to be provided on the recreation ground side. He would also need to agree what type of surface would be most suited for this location and who would be responsible for maintaining it.

His initial suggestion is to clear the bank of vegetation and possibly grass seed it, and it could then be added to a grass cutting contract for either the recreation ground or the public footpath.

Alternatively, he could ask the developer to install a close board fence panel in the gap and block off the route completely, should there have been no original intention to link through, and if no agreement is reached between both Councils.

This Council has previously, informally, suggested that a link through would be a good idea on pedestrian safety grounds, as currently if you are walking to the recreation area from The Green area, you could either use Little London footpath alongside Silver Birch Avenue, or you have to use Malthouse Lane, which has a section with no footpath on a sharp bend.

**RESOLVED** that:

- i. We formally agree that we wish to see a footpath link between Drovers Lane and Riverside Playing Field (Kingfisher Way public right of way)
- ii. We will cut back a link from the Kingfisher Way footpath to the gap in the Drover Lane fencing to enable temporary access, and we will cut back the banks either side of the footpath on land leased by Stotfold Town Council from Central Beds Council
- iii. Central Beds Council is asked to provide appropriate footpath surfacing for the footpath link
- iv. The Principal Highways Officer/Senior Technician is asked to pursue the matter with the developers of Drovers Lane as to their intention for the footpath entrance, and confirm with them their need to ensure maintenance of their side of the boundary. Also to ensure that residents who have car ports adjacent to the footpath in Drovers Lane are consulted and agree to its use

**79/18 BARRIERS AND FOOTPATH OBSTACLES**

Following a request to meet with Steve Lakin, Principal Highways Officer (see matters arising), he advises that Central Beds Council's policy espouses 'least restrictive access'. Unless there are road safety grounds, they would support the removal of barriers that create issues for users of disability scooters and wheelchairs. A copy of their policy on access controls is available [http://www.centralbedfordshire.gov.uk/Images/least-restrictive-access-policy\\_tcm3-6501.pdf](http://www.centralbedfordshire.gov.uk/Images/least-restrictive-access-policy_tcm3-6501.pdf). He has requested an annotated map showing the location of each barrier we have reported so he can check whether the land is part of the public highway, and this is being provided.

Steve Lakin also asks if this Council would be willing to match fund a programme of barrier removal works through an RMF application – this would raise the likelihood of a scheme being approved for funding in the Annual Plan for 2019-20. Cost depends on the number of barriers to be removed.

**RESOLVED** that we are not considering match funding for barrier removal at this time.

**80/18 SITE INSPECTION – LAND SOUTH OF STOTFOLD DEVELOPMENT – PUBLIC ART**

During June, the Clerk, Council Chairman and Vice-Chairman undertook a walkabout of the Land South of Stotfold development with the Central Beds Council Landscape Planner/Public Art Officer, Ecologist and representatives from Taylor Wimpey and Persimmon Homes. A report on remedial landscaping works is awaited and will be reported to Committee when available.

During the visit, discussions were held regarding Section 106 public art money remaining for this development, and this Council's previous wish to see an art/landscaped performance area on the park land to the rear of the Greenacre Centre. This area is also to be used as an area for people to meet, sit and talk. The sum of £43,828 is available, and the Landscape Planner/Public Art Officer suggests additional features such as bespoke street furniture/waymarking to compliment the performance area/community hall setting.

Previously, Council has expressed a wish to see a type of 'forum' area, for sitting, performing, etc. The Public Art Officer has asked the Committee for feedback on a concept for the project, and this will help inform the draft public art brief.

Members discussed this matter at length, looking at options online.

**RESOLVED** that the following feedback is forwarded to the Central Beds Council Landscape Planner/Public Art Officer:

Continue with the idea of a 'forum', to be sited in the corner space by Marigold Way, or other available space within the park. As it is a very open and sunny area, some sort of human sundial on the floor (google images have some good examples), but it must be fairly low maintenance, so ideally not completely grassed which would require fiddly strimming. Blockwork or paving slabs is favoured. This could be within the forum area or sited elsewhere on the park. Members would also like to reflect Stotfold's Mill history and would like an interactive sculpture. This could be the human sundial but could be an addition in the form of a sculpture which children could touch and climb on – the idea of a large mill wheel has been suggested.

#### **81/18 ROSPA REPORT – REPLACEMENT OF SHACKLES, CHAINS AND SEATS**

The ROSPA report for a number of years has highlighted potential wear on shackles and chains and a number of seats on all of our swings. Members considered replacing all shackles, chains and seats, including reinstating some swings which are now missing – cost of maximum £2,155, labour £300 (a breakdown was provided by Councillor Hayes). This is with a view to retaining any seats that are in reasonable condition as spares for future, thus we will be able to demonstrate as far as ROSPA is concerned that we have renewed any potential wear items on swings and we can then monitor going forward, knowing we start from a safe base. It is accepted that there is no definitive method of testing the frames, which will continue to be highlighted in their reports.

**RESOLVED** that shackles, chains and seats are replaced as per breakdown for all play equipment items, as required, to a maximum of £2,155 plus vat, plus labour.

#### **82/18 CONSULTATION – PROPOSED TRAFFIC CALMING ROOK TREE LANE**

Members considered proposed traffic calming measures for Rook Tree Lane – raised junction on Rook Tree Lane at junction with new access road for development currently under construction. Deadline for comments 20<sup>th</sup> July.

**RESOLVED** that we have no objections to the proposed traffic calming measures for Rook Tree Lane.

### **83/18 ALLOTMENT FEES**

Members considered the current allotment plot tenancy rates, and whether to apply an increase for the allotment year commencing 29<sup>th</sup> September 2019, giving the required one year's notice.

Rates for current allotment year ending 28<sup>th</sup> September 2018 are £44 full plot, £22 half plot, from 29<sup>th</sup> September 2018 they will increase to £50 full plot, £25 half plot. Any increase applied from 29<sup>th</sup> September 2019 to Norton Road Allotments will also apply to Common Road Allotments being managed by the Town Council on behalf of the Eleemosynary Charity of William Field.

**RESOLVED** that from 29<sup>th</sup> September 2019 allotment fees for Norton Road and Common Road for a full plot will be £52 and for a half plot will be £26.

### **84/18 COMMON ROAD ALLOTMENTS – MANAGEMENT FEE**

The Heads of Terms for management of Common Road Allotments by the Town Council on behalf of the Eleemosynary Charity of William Field, states that a £500 management fee shall be payable by the Charity to the Council annually. This is to be reviewed every fifth year. Members are asked to consider whether to increase the management fee for the next five years.

Council's management responsibilities are: invoicing and collecting tenancy fees and follow up work to ensure payment, carrying out regular inspections of the plots, deal with issues arising, and if major issues occur report to the Charity, deal with granting of tenancy agreements, manage tenancy agreements – start up and termination, breaches of tenancy, etc, instruct contractor to carry out reasonably required routine maintenance work.

**RESOLVED** that the management fee for the Common Road Allotments shall be £600 for the next 5 year period, plus their contribution to the RBS allotment software.

### **85/18 PURCHASE BINS – RIVERSIDE PLAYING FIELD**

Members considered purchasing replacement metal litter bins for Riverside Playing Field, as the current ones are old and damaged (one by fire).

Quotes obtained:

Glasdons – Metal Chieftain £433.95 plus vat

Everglade 85L £287.07 plus vat

**RESOLVED** that x2 of the Everglade 85L litter bins are purchased at a total of £574.14 plus vat.

### **86/18 COMPLAINT – USE OF THE GREEN FOR PARKING**

Members considered a complaint received about using The Green for parking, particularly by the Football Club. A copy of the correspondence was circulated to Members. The complainant feels this use deprives locals of the use of the area for its intended purpose.

A letter is to be sent to the complainant to advise that we note their concerns, however the Football Club will be relocating to another site in the town, and so the problem of them using The Green for parking will go – this should be in approximately 1 year.

### **87/18 STOTFOLD APPLE DAY 2018**

Members considered a request from Stotfold Cider Press to hold their annual Stotfold Apple Day in Brook Street Car park, as in previous years. Sunday 7<sup>th</sup> October between 10am and 6pm – event itself takes place between 12pm and 5pm. Stotfold Cider Press will be providing a free service to residents to pulp garden apples into juice for residents to take away to drink as fresh apple juice or to ferment to cider. The local branch of CAMRA (Campaign for Real Ale) will be providing a Cider Bar. A local farm has expressed interest in bringing pigs for people to feed the pomace to. Stotfold Cider Press will provide the Clerk with a risk assessment and copy of TENS licence prior to the event. They would like to be able to access water and power from the public toilets as in previous years, and to erect a banner during the preceding week.

**RESOLVED** that permission is given for Stotfold Cider Press to hold their Stotfold Apple Day in Brook Street Car Park on Sunday 7<sup>th</sup> October, as above. A copy of the TENS licence and risk assessment is to be provided to the Clerk prior to the event. Use of water and power from the public conveniences is approved, and access is to be arranged. Subject to receipt of the risk assessment, erection of a banner on the catenary wire around the car park is also approved.

### **88/18 GENERAL WORK**

**RESOLVED** that the following is actioned as appropriate:

#### Public Rights of Way (CBC)

- The waymarker post (footpath sign) on Millennium Green is still out of the ground, laying on site. This has previously been reported some months ago and we were advised that it was to be replaced as the bottom of the post is rotten
- Footpath 1 (Wrayfields) is impassable with weeds along much of its length, plus at the entrance by the 5-bar gate
- Footpath from Mill Lane to Poggles Wood (adjacent to Cemetery) is very overgrown
- We have received numerous complaints this year about poor footpath maintenance, and we do not appear to have had any of our seasonal grass cuttings – query what the problem is with the grass cutting regime, query why the footpaths are not being maintained, highlight the fact that we have had complaints

#### Landscape Contractor

- The overgrowth from Mill Lane to St Mary's Academy on Rook Tree Lane needs cutting back. This was overlooked for some time, and should be done under his contract

- Ask when the verge cutting in Mill Lane, Wrayfields and Malthouse Lane is to take place, as they are now very overgrown and fall within the 30mph cutting limits of the town

#### Central Beds Council

- Highways to clear the weeds from the paving outside The Haven and the flowerbeds at the front, which have 1m+ high weeds – this is Highways land
- Central Beds Council to weed spray the footpath between Roe Close and Hazel Grove, and assess footpath 11 for weeds
- Highways are asked to provide a second ‘no turning for large vehicles’ sign at the entrance to Brook Street from Hitchin Road, as we are still suffering with large vehicles coming up Brook Street, turning into Coppice Mead and getting stuck at Hazel Grove trying to turn around

#### General office

- Ask the developers of the Queen Street/Mill View development to cut back the hedge and grassed areas around the play area
- Ask Internal Drainage Board (IDB) if a fishing license is required to fish in Pix Brook. Teenagers were spotted fishing off Brook Street bridge, and when questioned, they advised that they keep the fish – although the fish are not very large!
- Ask Hertfordshire County Council to provide an emergency contact number on signage at the temporary traffic lights at Fairfield. When they were sited within the jurisdiction of Central Beds Council, an emergency number was provided to use if the lights were out – there have been several incidences where lights were out for a significant period of time, out of hours but which impacted on the morning rush hour.

#### **89/18 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

There were none.

There being no further business, the meeting was closed at 9.40pm

**CHAIRMAN**

**DATED**