



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD
COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5
4HG ON WEDNESDAY 5 FEBRUARY 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 B Saunders, Cllr J Smith, Cllr J Talbot, and Cllr B Woods.

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

All Members were present

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Headington declared an interest in item 6.7 as an allotment holder at Norton Road allotment holder. He has been granted a dispensation.

3. PUBLIC SECTION

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

DECISION: It was RESOLVED to suspend standing orders for Public Participation.

A member of the public wished to address the meeting regarding item 6.4. They spoke about their request to use the Riverside MUGA for their football scheme.

DECISION: It was RESOLVED to reinstate standing orders.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 11 December 2024.

DECISION: It was RESOLVED to accept the minutes of the meeting held on 11 December 2024 as a true record of the meeting.

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

Members received the Clerk's report. There was a verbal update on the following items.

a) Installation of new streetlights

Members were advised that a S50 licence application needs to be made for new streetlights at a cost of £600 per light. The application form has been returned from the contractor and will be submitted to CBC. Members queried why it was necessary to



complete a S50 application form when one of the lights is going to be installed on town council owned land. The streetlight on Norton Road may need this licence. The streetlight in Cornflower Close is on land which has not yet been adopted so permission may need to be sought from the developer. Members queried why this application hasn't been submitted previously. The Town Clerk can't comment on what the previous contractor did when it related to the installation of streetlights and connections to an electrical supply. The Clerk will investigate and report to a future meeting.

ACTION: Town Clerk to investigate licence for installation of new streetlights and report to a future meeting.

b) Noticeboards

These have been ordered with a 6–8-week delivery schedule. Permission has been granted by the landowner for the installation of the notice board at the entrance to Hallworth Drive.

c) Tree Survey

This was undertaken on 21 January 2025. Unfortunately, it has become known that several areas were missed from the specification e.g. Valerian Way, Greenacre Park, Millenium Green. The additional cost for this is £3,200 and the Clerk will bring a report to the next meeting for Members information.

ACTION: A report on additional areas to be surveyed for trees to be considered at the next meeting

6. REPORTS

DECISION: It was **RESOLVED** to move agenda item 6.4 to this point of the meeting.

6.1 Request to Use Riverside MUGA

Members considered a request by a company to use Riverside MUGA for a football scheme. Members were advised that the scheme offered three weeks free to play before joining fees started. The scheme was proposed to run on Mondays from 5-6. Members were advised that the netball sessions didn't start until 5pm. Members advised the member of the public that it was a free to use facility, and that use was on a first come, first served basis. If they were willing to accept these terms then they were able to use the MUGA.

DECISION: It was **RESOLVED** to approve the use of Riverside MUGA for football scheme on Mondays from 5-6 at no charge.

ACTION: Update Riverside noticeboard with information on this football scheme.

6.2 Greenacre Centre Planters and Bins

Members received a report on proposed planters and bins. Members noted the new requirements to install bins which can be used to separate recyclable and non-recyclable waste. They also considered three designs for planters.



DECISION: It was **RESOLVED:**

- a) To order Option A Bin Style B from The Bin Shop website at a cost of £621.18 per bin
- b) To order Option B two planters from Amberol at a cost of £400 plus logo costs
- c) To delegate the replacement of any bins in future to the Town Clerk with the approved design provided it is within budget and then reported under delegated powers.

ACTION Town Clerk to order bins and planters as set out in the report.

6.3. Drinking Fountain at Greenacre Centre

Members received a report on a proposed drinking fountain at Greenacre Centre. Members noted that some of the drinking fountains were rented whilst others required more capital outlay to purchase. Members considered whether the installation of a water fountain was a prudent use of precept. A rental option would give Members the opportunity to evaluate whether the facility was being used.

DECISION: It was **RESOLVED** to install a wall mounted water fountain, rented from Supplier D Aquacool at a cost of £9.99 per week with installation and delivery costs extra.

ACTION: Town Clerk to arrange for installation of water fountain.

6.4. No Mow May

Members received a report to consider additional areas to be incorporated into No Mow May. The proposed areas were considered along with a suggestion from the Grounds Maintenance Contractor that these areas were sown with wildflowers. It was considered that one of the suggested areas, the mound at Riverside, was not suitable due to the lack of soil at the site due to the water pipes under the soil.

DECISION: It was **RESOLVED** to:

- a) Add the mounds at Arlesey Road to the No Mow regime but not the mound at Riverside
- b) Not to sow these areas with wildflower seeds

ACTION:

- a) Town Clerk to instruct Grounds Maintenance Contractor.
- b) Promote the scheme via Social Media and article in Stotfold News.

6.5. New Netball Posts and Nets at Riverside

Members received a report with a request from the Netball user group to purchase new netball posts and nets. Members were advised that the previous netball nets had been vandalised during the summer. The storage of the nets was also discussed, following the suggestion that the posts were dismantled and laid down flat, to chain them to the railings. Members felt that this wasn't feasible for all users.

DECISION: It was **RESOLVED** to purchase new netball posts and nets from Nexus Sports at a cost of £558.



ACTION: Town Clerk to purchase new netball posts.

6.6. Stotfold Junior Football Club

Members received a verbal report with a request to reconsider the increase in the charge for the rent to play football on Town Council owned land. Members considered the amount of investment that the town council had committed to through the Pitchpower grant, which was designed to improve the football playing surfaces. The inspection reports had been received, and the condition of the pitches had improved. Members were advised that there are nearly 1000 young people enjoying playing football through the club and acknowledged the work that the club does.

DECISION: It was **RESOLVED** to keep the charge for the junior football team at £7,500 per annum effective from 1 April 2025.

ACTION: Town Clerk to advise Stotfold Junior Football Club of the committee's decision.

6.7. Norton Road Allotments Easement

Members received a request from the landowner of the adjacent site to Norton Road allotments to enter into an easement with the Town Council to install a water and data conduit across the allotments. Members considered that this easement may adversely affect plot holders.

DECISION: It was **RESOLVED** to refuse the request.

ACTION: Town Clerk to notify the landowner of the Committee's decision.

Cllr Headington declared an interest in this item as an allotment holder at Norton Road and took no part in the vote.

6.8. Tiny Forests

Members received a report following an approach by CBC about planting a Tiny Forest. Members considered that this was more aimed at more urban areas. It was noted that the offer also included more mature trees to replace trees which had died. Members felt that this was the wrong time of year to plant trees and that provided that the trees were not provided until later the year, they would like to take up this offer.

DECISION: It was **RESOLVED** to:

- a) Decline the offer of a Tiny Forest
- b) Accept the offer of mature trees on the proviso that they were supplied later in the year.

ACTION: Town Clerk to decline the offer of a tiny forest and arrange for mature trees if they are available later in the year.

6.9. Letters to Heaven

Members received a report with a proposal to install a 'Letters to Heaven' post-box. Member discussed whether this was relevant to the cemetery and were advised that there is the facility to ask for prayers to be said in the local church. However, it was noted that this was not acceptable to all residents.



DECISION: It was **RESOLVED** to not accept the recommendation to install a Letters to Heaven post box.

7 HIGHWAYS REPORT

Members received a verbal report from Cllr Smith regarding highways matters. Members felt that residents should be reminded to report highways issues via Fix My Street. The location of the vehicle activated signs was discussed and it was agreed to relocate them to new locations on Arlesey Road and Vaughan Road.

ACTION: a) **Town Clerk to promote Fix My Street to residents.**
b) **Town Clerk to organise relocation of vehicle activated signs.**

8. WORK PROGRAMME

Members received the work programme for this committee.

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

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

There were no items.

10. DATE OF NEXT MEETING

Wednesday 12th March 2025.

The meeting closed at 20:28

SIGNED BY CHAIR:

MINUTES APPROVED (date):