

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



28 August 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr J Smith (Deputy Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear.

You are hereby summoned to attend the **Town Council** meeting to be held at the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 3 September 2025 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.



E Payne
Town Clerk

Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).



The seven principles of public life
Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

438/25

For Decision

APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

439/25

For Decision

DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Members' declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

440/25

For Information

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 before the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

441/25

For Information

MEMBERS ON OTHER AUTHORITIES

To receive and note the reports of CBC Ward Councillors.

442/25

For Decision

COUNCIL MINUTES

To approve the minutes of the Council meeting held 25 June 2025 as a true record of the meeting.

443/25

For Information

MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Civic Attendance report attached for information.

444/25

REPORTS TO FULL COUNCIL

444.1/25

For Decision

Skate Park Correspondence

To receive correspondence from a resident regarding the Skate Park and agree on a response.

#skatepark

444.2/25

For Decision

Skate Park - Pre Application Advice

To receive the pre-application advice for the Skate Park and agree on the next steps.

#skatepark

444.3/25 Skate Park Funding

For Decision

To receive a report on funding the skate park project and agree a statement on the project to be released to residents and the press.

#funding #skatepark

444.4/25 Simpson Centre Consultation

For Decision

To receive a report to consider the next steps for the Simpson Centre consultation.

#consultation #simpsoncentre

444.5/25 Community Governance Review

For Information

To note the Town Council's response to the Community Governance Review, including Fairfield PC's approach to parish boundaries.

#CGR

444.6/25 Jubilee Meadow Transfer

For Decision

To ratify the transfer of Jubilee Meadow to Stotfold Town Council.

444.7/25 Overview and Scrutiny Committee

For Decision

To ratify the decision of the Governance and Resources Committee to form an overview and scrutiny committee, adopt the Terms of Reference, appoint councillors to the committee and agree the person specification for members of the public.

#overviewandscrutiny

445/25 COMMITTEE MINUTES

To receive the minutes of the following Committee meetings and note any recommendations:

445.1/25 Planning Committee - 4 June 2025

For Information

To receive the minutes of this committee. There were no recommendations.

#planning

445.2/25 Planning Committee - 2 July 2025

For Information

To receive the minutes of this committee. There were no recommendations.

#planning

445.3/25 Public Realm Committee - 9 July 2025

For Information

To receive the minutes of this committee. There were no recommendations.

#publicrealm

445.4/25 Community Engagement - 16 July 2025

For Information

To receive the minutes of this committee with any recommendations.

#communityengagement

445.5/25 Buildings Management - 23 July 2025

For Information

To receive the minutes of this committee. There were no recommendations.

#buildingmanagement

445.6/25 Governance & Resources - 30 July 2025

For Information

To receive the minutes of this committee with the following recommendations:
a) An overview and scrutiny committee is convened, which will be covered at another point in the meeting.

#governanceandresources

446/25 FINANCE & RISK MANAGEMENT

446.1/25 Expenditure

For Decision

To approve expenditure for May, June and July 2025.

446.2/25 Income Report

For Information

To note income received during May, June and July 2025.

446.3/25 Income and Expenditure Report to date

For Information

To note the income and expenditure report to date.

446.4/25 Budget Timetable

For Decision

To note the timetable for the setting of the Budget and Precept for 2026/27.

447/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES

For Information

448/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY

For Information

449/25 DATE OF NEXT MEETING

8 October 2025

450/25 CONFIDENTIAL ITEM

For Decision

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.

450.1/25 Memorial Hall Feasibility Study Quotes

For Decision

To receive a confidential report on the Memorial Hall costings for the options.

[2025-06-25 - Town Council - Minutes.pdf](#)

[2025 - 07 - Mayor's Civic Attendances - September 2025.pdf](#)

[Skate Park Correspondence.pdf](#)

[Email from Resident.pdf](#)

[Wheeled Sports Facility - Letter to Residents.pdf](#)

[October 2024.pdf](#)

[November 2024.pdf](#)

[V1 - Stotfold TC Wheeled Sports Survey printable.pdf](#)

[FAQs.pdf](#)

[STC Wheeled Sports Facility Survey Feedback Report.pdf](#)

[Rec Minutes 14.6.23.pdf](#)



MINUTES OF THE MEETING OF TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 25 JUNE 2025 AT 19:00

Present:

Cllr J Smith (Vice Mayor), Cllr L Anderson, Cllr J Bendell, Cllr MM Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr, J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

Apologies:

Cllr Brian Saunders, Cllr Steve Buck

Also Present:

Cllr K Woodfine, CBC Ward Councillor
E Payne, Town Clerk

423/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Buck and Saunders.

Decision: It was **RESOLVED** to accept apologies.

424/25 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest received.

424.1/25 REQUEST FOR DISPENSATION

A request for a dispensation was received from Cllr Saunders in his role as Director of Stotfold Football Club. As the form had not been completely accurately, this item would be considered at the next meeting.

Action: Town Clerk to add Cllr Saunders Request for Dispensation to the agenda for the next meeting.

Standing Orders were suspended.

425/25 PUBLIC SECTION

There were no members of the public present.

426/25 MEMBERS ON OTHER AUTHORITIES

Cllr Woodfine gave an update on the local plan, Greenacre developments, highways, school bus service from Arlesey to Stotfold and Ofsted inspection of CBC's children's services.

Standing Orders were reinstated

427/25 COUNCIL MINUTES



Members received the minutes of the Full Council meeting held 7 May 2025 and the Extra-Ordinary Town Council Meeting of 28 May 2025.

Cllr Hyde sought clarification on item 404/25 Representatives on Outside Bodies. It was agreed that it should have read “that the Council could appoint trustees who are no longer councillors” and the minutes were amended to reflect that point.

Decision: It was **RESOLVED** to adopt the minutes of the meetings held on 7 May 2025 and 28 May 2025 as a true record of the meetings.

428/25 MAYOR’S ANNOUNCEMENTS AND CIVIC ATTENDANCE

Members noted the civic attendance report.

429/25 CLERK’S REPORT

There was no Clerk’s report.

430/25 COMMITTEE MINUTES

430.1/25 Planning Committee – 7 May 2025

Members received the minutes of the Planning Committee meeting held on 7 May 2025. There were no recommendations.

Decision: It was **RESOLVED** to note the minutes

430.2/25 Planning Committee Meeting - 21 May 2025

Members received the minutes of the Planning Committee meeting held on 21 May 2025. There were no recommendations.

Decision: It was **RESOLVED** to note the minutes

430.3/25 Community Engagement Committee - 21 May 2025

Members received the minutes of the Community Engagement Committee meeting held on 21 May 2025.

Decision: It was **RESOLVED** to adopt the following policies:

- a) Sponsorship and Advertising Policy and Town Council Sponsorship Programme
- b) Safeguarding Protection Policy
- c) Community Engagement Policy
- d) Social Media Policy

430.4/25 Buildings Management Committee – 28 May 2025

Members received the minutes of the Building Management Committee meeting held on 28 May 2025. There were no recommendations.

Decision: It was **RESOLVED** to note the minutes

430.5/25 Governance & Resources Committee - 4 June 2025

Members received the minutes of the Governance and Resources Committee



Decision: It was RESOLVED to adopt the following recommendations.

- a) The contract for the internal auditor is extended until the end of year audit for 2026/27.
- b) The Anti-Fraud and Corruption Policy is adopted.
- c) Operation London Bridge is readopted.
- d) The Document Management and Retention Policy is adopted.

430.6/25 Public Realm Committee - 11 June 2025

The minutes of the Public Realm Committee meeting held on 11 June 2025 were received. There were no recommendations.

Decision: It was RESOLVED to note the minutes

431/25 FINANCE & RISK MANAGEMENT

431.1/25 Internal Auditor's Report for the end of year Audit 2024 - 2025

Members received the Internal Auditor's Report for end of year audit 2024 -2025. There were no recommendations.

Decision: It was RESOLVED to note the Internal Auditor's Report

431.2/25 Asset Register 2024 - 25

Members received the asset register. Concerns were raised the accuracy of the register as there were several items listed which Members were aware had been disposed of. The Clerk advised that it was planned to undertake a review of all assets during August and that the updated asset register would be reported to a future meeting.

Decision: It was RESOLVED to note the asset register.

Action: Town Clerk to update the asset register and take it to a future meeting.

431.3/25 Annual Governance Statement 2024 - 2025

Members received the Annual Governance Statement for 2024 - 2025.

Decision: It was RESOLVED to approve the Annual Governance Statement for 2024-25.

431.4/25 Accounting Statements 2024 - 2025

Members received the accounting statement for 2024-25 including the end of year income and expenditure report, earmarked reserves and balance sheet for the period ending 31 March 2025.

Decision: It was RESOLVED to approve the Accounting Statements for 2024-25.

431.5/25 Exercise of Public Rights

Members received the dates for the exercise of public rights.

Decision: It was RESOLVED to note the dates for the exercise of public rights.



431.6/25 Expenditure Report April 2025
Members received the expenditure report for April 2025. There were no comments.

Decision: It was RESOLVED to approve the expenditure report for April 2025.

431.7/25 Income Report April 2025
Members received the income report for April 2025. There were no comments.

Decision: It was RESOLVED to note the Income Report for April 2025.

431.8/25 Income and Expenditure Year to Date
Members received the income and expenditure report and the earmarked reserves report. There were no comments.

Decision: It was RESOLVED to note the income and expenditure report and earmarked reserves report.

432/25 REPORTS

432.1/25 Consultation Policy
Members received a report outlining a potential policy for handling consultations.

Decision: It was RESOLVED to adopt the Consultation Policy.

432.2/25 Cemetery Toilet Consultation
Members received the proposed cemetery toilet consultation. Members felt that not having a toilet at all at the cemetery was not an option and should be removed. It was agreed that the consultation document should make it clear that the town council has the funds to pay for these works in reserves, without it affecting the precept. Concerns were raised about the lack of any facilities and a temporary toilet solution should be investigated.

Decision: It was RESOLVED to

- a) Approve Cemetery Consultation document with those amendments.**
- b) Circulate the consultation document for a period of 4 weeks, commencing in September 2025.**
- c) Investigate a temporary toilet solution for the cemetery**

Action: Town Clerk to commence consultation in September 2025.

Action: Town Clerk to investigate temporary toilet solution for cemetery

432.3/25 Management of Reserves

Members received a proposal to review how the Town Council uses its reserves including a review of the Reserves Policy and the implementation of a Capital Projects Strategy. Members felt that there was no benefit to be derived from this change of how the reserves are managed.

Decision: It was RESOLVED to not adopt the recommendations outlined in the report.



432.4/25

Annual Report

Members received a draft of the Annual Report for 2024-25.

Decision:

It was RESOLVED to approve the Annual Report 2024-25.

433/25

MEMBERS ON OUTSIDE BODIES

Members received a written report from Cllr Talbot regarding Area 5 and a verbal report from Cllr Anderson from St Mary's Academy.

Decision:

It was RESOLVED to note the reports.

434/25

MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY

There were no items.

435/25

WORK PROGRAMME

Members received the work programme. There were no comments.

436/25

DATE OF NEXT MEETING

Wednesday 3 September 2025.

437/25

CONFIDENTIAL ITEM

Decision:

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.

437.1/25

Simpson Centre

Members received a confidential report on the Simpson Centre. Members noted that the response rate had been very close with a 50/50 split between refurbishing the building for community use and the three options to sell the site for development; with the most popular option being for senior living.

Members felt that there needed to be more information made available to residents about the costs relating to the refurbishment of the Simpson Centre and how that would affect the precept and Town Council budget in the future.

Decision:

It was RESOLVED to

- a) **Re-consult with residents at a later date to offer the following options:**
 - i) **Sell the Simpson Centre with outline planning permission for senior living development with the funds to be invested in renovating the Memorial Hall.**
 - ii) **An option to retain the Simpson Centre for purposes to be directed by Members together with appropriate costings and the estimated impact on the Town Council budget and any required increase in the precept.**
- b) **To reconsider this once the options for the refurbishment of the memorial hall are received.**
- c) **To consult with neighbouring properties about the future of the site.**



437.2/25

Cafe Lease

Members were asked to delegate the signing of the café lease to the Mayor, and Vice Mayor, witnessed by the Town Clerk. Members were advised that the terms and conditions were the same as those from the previous tenant.

Decision: It was RESOLVED to delegate the signing of the café lease to the Mayor and Vice Mayor.

The meeting closed at 20:15

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



STOTFOLD TOWN COUNCIL

Mayor's Civic Attendances

16 July 2025	25 th Anniversary of Stotfold Bowls Club
12 August 2025	Wicksteed Park with Amplius Youth Work
15 August 2025	VJ Wreath Laying

Deputy-Mayor's Civic Attendances April 2025

16 July 2025	25 th Anniversary of Stotfold Bowls Clubhouse
15 August 2025	VJ Day Service at St Mary's Church

[Email 07062023.pdf](#)
[FIT Guidance for Outdoor Sport and Play England Nov 2020.pdf](#)
[Skate Park Pre Application Advice.pdf](#)
[DocPreApp - Names redacted.pdf](#)
[Skate Park Funding.pdf](#)
[Statement on Skate Park September 2025.pdf](#)
[Simpson Centre Consultation.pdf](#)
[1 - Spec Plan.pdf](#)
[3 - Title Plan.pdf](#)
[4 - Asbestos Report.pdf](#)
[6 - Simpson Centre Consultation Results.pdf](#)
[Simpson Centre Consultation Statement September 2025.pdf](#)
[CGR Report.pdf](#)
[2025-08-21 CBC re CGR.pdf](#)
[Jubilee Meadow Transfer report.pdf](#)
[Report on Transfer 31906.024 Stotfold Town Council.pdf](#)
[Final transfer.pdf](#)
[20779-LTP-01 B.pdf](#)
[Overview and Scrutiny Committee.pdf](#)
[2025-06-04 - Planning Committee - Minutes - Approved.pdf](#)
[2025-07-02 - Planning Committee Meeting - Minutes.pdf](#)
[2025-07-09 - Public Realm Committee - Minutes.pdf](#)
[2025-07-16 - Community Engagement Committee - Minutes.pdf](#)
[2025-07-23 - Building Management Committee - Minutes.pdf](#)
[2025-07-30 - Governance Resources Committee - Minutes.pdf](#)
[May 25 Expenditure Report.pdf](#)
[June 25 Expenditure Report.pdf](#)
[July 25 Expenditure Report.pdf](#)
[May 25 Income Report.pdf](#)
[June 25 Income Report.pdf](#)
[July 25 Income Report.pdf](#)
[July 25 Committee Report.pdf](#)
[Budget Setting Timetable 2026-27.pdf](#)

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
MEETING DATE: 3 SEPTEMBER 2025
REPORTING OFFICER: COLIN ROGERS, PROJECTS OFFICER
REPORT TITLE: SKATE PARK CORRESPONDENCE

1. PURPOSE OF THE REPORT

Officers have received a formal complaint and challenge of the Skate Park proposal and consultation on several grounds. Officers wish Members to see this correspondence and provide clarification on the responses.

The email is enclosed as an attachment to this report but can also be viewed [here](#).

The legislation quoted by the resident is also attached to this report but is also available on the links in the respective sections of the report below.

2. RECOMMENDATION

Members are asked to:

- a) Consider the contents of the letter
- b) Confirm their agreement to the responses recommended by Officers to the items raised by the resident, which are in italics below.

3. BACKGROUND

The letter was received by the office on the 23rd July 2025 at 18:23 via email to enquiries@stotfoldtowncouncil.gov.uk. Officers have advised the resident that a reply will not be possible in the 28 days requested due to this meeting being the earliest the Full Council will sit following receipt of the email. The resident has also been invited to attend the meeting.

The grounds for the complaint are as follows below, with Officer's comments detailed afterwards which Officers propose to send to the resident in response.

"1. Failure to Carry Out Statutory Planning Consultation

Legal basis: Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that, once a planning application is validated, the local planning authority must:

- Erect site notices or advertise in a local newspaper;
- Notify all adjoining landowners and occupiers by letter;

- Consult statutory bodies, including the highways authority, Environment Agency and (where relevant) Historic England.

Deficiency: Instead of this mandatory procedure, the Council has relied solely on a non-statutory online poll. Such an informal survey does **not** discharge the DMPO’s requirements and cannot be given weight in determining a planning application. Any decision made on its basis would be vulnerable to an **ultra vires** challenge and likely to be quashed by the courts.”

Legislation Quoted

[Article 15 Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

Officer’s Comments:

The Town Council is not the local planning authority. We are the landowner. We have not yet decided the proposed route forward regarding a planning application in respect of the proposed skate park. We have had a pre-application meeting with Central Bedfordshire Council Planning Officers which has now been received, the advice received will be presented to this committee under a separate report.

The legislation quoted relates to obligations of the local planning authority, not Stotfold Town Council. As no planning application has been made yet, Officers do not believe that this is relevant at this stage. We will be guided by Central Bedfordshire Council as to what application and procedure needs to be followed.

“2. Contravention of the Council’s Statement of Community Involvement (SCI)

Legal basis: Section 18 of the Planning and Compulsory Purchase Act 2004 obliges every local planning authority to publish and adhere to an SCI, detailing how it will involve residents, businesses and special-interest groups in both plan making and applications.

Deficiency: The Council’s own SCI commits to proactive engagement methods—workshops, focus groups, direct mailings and targeted outreach to underrepresented stakeholders (e.g., elderly residents, disability groups, local businesses). None of these were deployed. The sole reliance on an open access survey contravenes the SCI and undermines the community’s legitimate expectation of meaningful engagement.”

Legislation Quoted

[s18 Planning and Compulsory Purchase Act 2004](#)

Officer's Comments

S18 of the Planning and Compulsory Purchase Act 2004 concerns the preparation and revision of local development documents by local planning authorities e.g. Central Bedfordshire Council, who have their own Statement of Community Involvement. [11.2 Appendix A Draft CBC Statement of Community Involvement.pdf](#)

Stotfold Town Council do not have a Statement of Community Involvement.

The consultation run in relation to the skate park had multiple layers which included:

- 1. A third-party communication company was instructed to assist the Town Council with the consultation.*
- 2. A mail drop to houses in the Greenacre estate, a copy of the letter is attached to this report, or is available [here](#). Some properties may not have received this letter, due to access issues or dogs preventing delivery.*
- 3. A public meeting at the Greenacre Centre on the 10th October 2024 between 3pm and 7pm. This was advertised in the Stotfold News, banners were erected at the Green and the Greenacre Centre and correx boards erected at all MUGAs and green spaces in the town. These were also shared with local skate shops.*

A second Stotfold News article featured the month afterwards reminding residents of the closing date. Copies of the Stotfold News Articles are an attachment to this report, but are also available on the links below:

[Stotfold News Article October 2024](#)

[Stotfold News Article November 2024](#)

- 4. A questionnaire was available online to gather feedback from residents with paper copies available from our offices. Paper copies were available at our McMillan Coffee Morning hosted by the Town Council at the Greenacre Centre on the 27th September 2024 to capture elderly resident feedback and were advertised in the Stotfold News (see articles above). A copy of the paper questionnaire is attached to the report but is available [here](#).*
- 5. The consultation ran for several weeks, from the 24th September 2024 and concluded on the 10th November 2024 and was open to all residents to participate in. Officers were available at all times throughout the consultation period to assist any residents with the questionnaire or the proposal. A dedicated email inbox was also set up so residents could contact Officers directly in respect of the proposal.*

6. *A dedicated page on the Town Council’s website was set up to contain a link to the consultation questionnaire and provided information including frequently asked questions and concept designs. The FAQs are attached to this report but are available [here](#).*
7. *Officers attended all schools in Stotfold, apart from the Academy of Central Bedfordshire, but their students were given the opportunity to complete questionnaires. At these visits Officers obtained feedback from the students on the concept design via students writing on A3 copies of the designs and provided students with QR codes and paper copies of the questionnaire. Each school facilitated this in different ways, St Mary’s School allowed us to speak directly to years 3 and 4 in their classes. Roecroft School allowed a panel of students to discuss the proposal with us. Etonbury Academy allowed us access to all their students at lunchtime and Pix Brook Academy provided us with a cross section of students to speak with. Flyers were left at each school to be passed around to students, this included a QR code to the questionnaire.*
8. *There were several social media posts throughout the consultation period advertising the public meeting and the questionnaire as well as answering FAQs in respect of the proposal. There were 14 posts from 25th September 2024 – 9th November 2024.*
9. *A user group has been formed and has met to discuss the design of the skate park. It is important to provide input to the design which the Town Council themselves cannot offer.*

“3. Breach of the Public Sector Equality Duty (PSED)

Legal basis: Section 149 of the Equality Act 2010 requires decision-makers to have due regard to the need to:

1. Eliminate unlawful discrimination and harassment;
2. Advance equality of opportunity;
3. Foster good relations between people with and without protected characteristics.

Deficiency: Nearly 30% of survey responses came from under 19s—minors with no rates liability—yet the Council has offered no Equality Impact Assessment demonstrating how it has considered or mitigated against potential disadvantage to other protected groups (e.g., older residents, those with mobility impairments). This age skew must be addressed by either reweighting the data or excluding non-ratepayer responses from the decision making sample.”

Legislation Quoted

[s149 Equality Act 2010](#)

Officer's Comments

As detailed above the consultation was open to all residents and that although 28.41% of the replies were from under-19s, the majority of replies were from residents aged over 19.

Of those that responded, 64.2% of those were in favour of the proposal, with 6.8% being neutral and 28.99% providing a negative response to the proposal. This can be viewed on our website currently but a copy of that survey result is attached to this report and is available [here](#).

An Equality Impact Assessment was not undertaken, however as detailed in point 2 the consultation was multi layered and was accessible to all residents throughout the duration of the consultation, as were the Officers and Councillors of Stotfold Town Council. To eliminate responses based on age would likely fall foul of the Town Council's objective to include all residents. Although young people may not pay the precept, they are stakeholders in the proposal and are the most likely users of the facility.

The single biggest response group to the consultation was those residents aged between 40 – 49.

In respect of the design Betongpark, the company who has designed and will construct the facility should it proceed, have commented as follows:

“Considering accessibility and inclusivity in the proposed design, including features to ensure the space can be used and enjoyed by people with different abilities and interests. This includes suitable radii on ramps for wheelchair uses, connected pathways and appropriate platforms widths. The design as a whole will be well suited for people of all ages and abilities and will be well suited for users of different ages to mix and facilitate intergenerational learning. Intergenerational learning is hugely important in the development of young people, and can be equally important for the mental health of older users who may have a lack of social interaction in their everyday life.”

Officers are of the opinion that excluding or reweighting responses from residents under 19 or non-ratepayers would not be consistent with the Public Sector Equality Duty under Section 149 of the Equality Act 2010. Age is a protected characteristic, and discounting the views of younger people because of their age or rates status would amount to less favourable treatment of a protected group. The consultation was open to all residents, and the high proportion of younger respondents reflects the nature of the proposed facility and its likely users; their views are therefore both relevant and necessary to ensure compliance with the Equality Act.

“4. Omission of Essential Expert Studies and Transparency Requirements

Legal basis:

- **Local Government Act 1972, section 100B:** All background papers for decisions must be published for public inspection at least five clear days before the meeting.
- **Local Government Act 1972, section 100C:** Members of the public have a right to inspect related documents.

Deficiency: The Council has not published any:

- Traffic impact assessments (parking capacity, safety);
- Noise, light and environmental impact reports;
- Property value impact analyses.

Without these reports as background papers, the community cannot make informed representations, and the Committee cannot lawfully consider all relevant material.”

Legislation Quoted

[s100B Local Government Act 1972](#)

[s100C Local Government Act 1972](#)

Officer’s Comments

The legislation quoted is in respect of items forming part of a Town Council meeting’s agenda. The skate park has been discussed at various meetings including:

Full Council

4th October 2023

26th June 2024

4th December 2024

29th January 2025

Extraordinary Meeting on 28th May 2025

Recreation Grounds, Public Lands & Lighting Committee

9th February 2022

8th November 2023

14th June 2023

The tender was advertised on contracts finder, and can be found on the following link - <https://www.contractsfinder.service.gov.uk/notice/cfc40476-d857-41cc-9151-1b608816d910?origin=SearchResults&p=1>

The minutes, agendas and supporting documentation are available on our website to view except for the meeting of the 9th February 2022, but we will supply a copy of the minutes to the resident in our response.

The Town Council have not published the site surveys which included Utilities, CBR and Infiltration surveys as these have been used to shape the design of the skate park itself, as opposed to the decision-making process of the Town Council.

Traffic impact assessments, noise, light and environmental impact reports and property-value impact analysis have not been carried out. As mentioned above, we have received pre-application advice from Central Bedfordshire Council who specify the reports required from a planning perspective. These will be commissioned if required by the Planning Authority.

“5. General Power of Competence Cannot Override Statutory Duties

Legal basis: Section 1 of the Localism Act 2011 grants a general power of competence, but only “subject to ... any other statutory provisions.” It does **not** permit bypassing consultation, equality or transparency requirements.”

Legislation Quoted

[s1 Localism Act 2011](#)

Officer’s Comments

Stotfold Town Council does have the General Power of Competency; we agree that it does not override other obligations or duties.

“6. High-Handed Dismissal of Alternative Proposals

Beyond these legal and procedural failures, the process has been marked by a regrettably **high-handed** approach: I have read the consultation findings, which to be frank prompted this action and within it suggestions for alternative, non-residential sites (such as Riverside Recreation Ground or Stotfold Football Club land) have been neither acknowledged nor evaluated, and the consultation has been framed as though there were a unanimous mandate in favour by skewing the data through the inclusion of children, that favour the scheme.

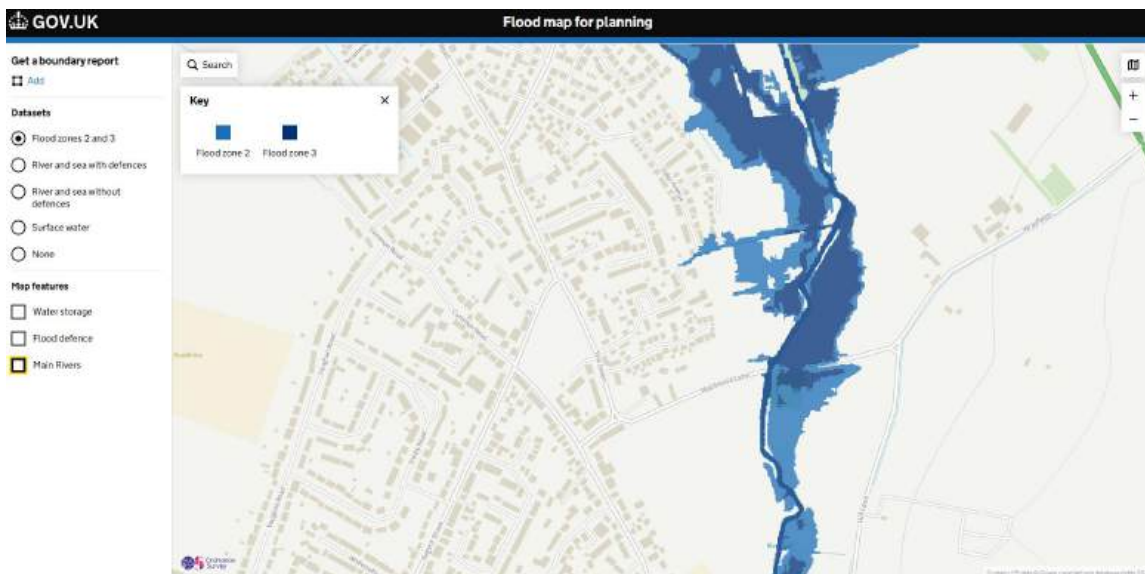
This dismissive stance undermines genuine community dialogue and risks alienating those whose concerns remain unaddressed.”

Officer's Comments

The original decision to site the facility at Greenacre Park was considered at the Recreation Grounds, Public Land & Lighting Committee on the 14th June 2023. The reasons for which are seen within those minutes, available [here](#). (Minute 87/23). This was reconfirmed in the Full Council meeting on the 26th June 2024 when the tender was awarded. The minutes are available [here](#). (Minute 288/24.1)

Additional factors include that the proposed location is close to the A507 to counter noise generated from the skate park and, unlike the Riverside, is not in an area at risk to flooding. A screenshot of the flood map is below.

Plan Extract Showing Flood Area, Riverside Playing Field - <https://flood-map-for-planning.service.gov.uk/map?seg=fz&lyr=&cz=521960,237424,16.56>



The Town Council received advice on the 7th June 2023 in respect of the proximity of houses to the facility and were advised: “A skate park is to be located (sic.. not less than) 30m from dwellings. If you are proposing a concrete skate park these are quieter than metal ramps.” A copy of the email chain is attached to this report and is available [here](#).

The 30m guidance is also detailed in “Guidance for Outdoor Sport and Play – Beyond the Six Acre Standard – England” published in November 2020. Available [here](#). (page 9)

Any proposal of a facility at the Riverside would have to be placed far enough away from houses however not so close to the river that additional consent would be required. Development within 8-9 m of an ordinary watercourse requires Local Flood Authority Consent as required under the Land Drainage Act 1991, this is supported by Central

Bedfordshire Council's bye-laws in respect of Land Drainage. The bye-laws are available on the following link:

https://www.centralbedfordshire.gov.uk/info/340/flooding_strategic_and_development_in_formation/1870/local_land_drainage_bye-laws_-_central_bedfordshire_watercourse_management

Stotfold Town Council do not own the entirety of Riverside. A plan is below showing the approximate ownership split of the Riverside. The Town Council own the Freehold of the land coloured blue, the land coloured pink is leased from Central Bedfordshire Council. The section of the Riverside owned by the Town Council currently houses the MUGA and is open to all residents to use and the remaining open space in this section is used by Stotfold Junior Football Club for their matches. To site the facility in the bottom half of the Riverside, near to where the old site was located, would make obtaining funding difficult due to the fact the land is leased. The lease has expired and Officers are seeking a renewal of the lease or asset transfer.

Plan Showing Ownership Divide – Riverside



Summary of the Land Drainage Act 1991 from Gov Assist.

Key Points:

- **Land Drainage Act 1991:** This Act gives powers to Internal Drainage Boards and Lead Local Flood Authorities to regulate works in, over, or within a specified distance (usually 8 metres, but sometimes 9 metres depending on local policy) of a watercourse. Consent is required for any works that could affect the flow of water or access for maintenance.
- **Purpose:** The buffer zone is to ensure access for maintenance, reduce flood risk, and protect the water environment.
- **Consent:** Carrying out works within this distance without the necessary consent is an offence under the Act.

Practical Implications:

- Before any development or works within 8 or 9 metres of a watercourse, you must seek consent from the relevant authority (usually the Lead Local Flood Authority or Internal Drainage Board).
- This is in addition to any planning permission that may be required.

Arlesey Road is not a viable site for several reasons including the fact that the areas of the open space not already housing leisure equipment is used by Stotfold Junior Football Club for their matches. Additionally, Arlesey Road Playing Fields is not owned by Stotfold Town Council, it is leased from Central Bedfordshire Council, this would make raising funding difficult due to the terms of that lease.

As a Council we want to encourage use of all our green spaces. The separation of sports allows for inclusivity and gives everyone an opportunity to enjoy outdoor activities at multiple venues around the town. Having all activities in one place can have its own accessibility issues with all users trying to occupy the same spaces.

Pre-Application Advice

The pre-application advice has now been received from Planning Officers at Central Bedfordshire Council. The contents of the pre-application advice is presented to Councillors under a separate report.

“Requested Remedial Steps and Timetable

To establish a lawful, transparent and balanced process, I urge the Council to:

1. **Submit and validate** a formal planning application, triggering Article 15 DMPO consultation (site notices, letters, statutory consultees).
2. **Implement the SCI** in full: host workshops, focus groups and targeted mailings to homeowners, businesses, disability groups and elderly residents.
3. **Publish and complete** an Equality Impact Assessment, re-weighting or excluding non-ratepayer inputs to correct the current age bias.

4. **Commission, publish and consult on** expert traffic, noise, environmental and property-value impact reports as formal background papers under the Local Government Act 1972.
5. **Evaluate and compare** alternative non residential sites (e.g., Riverside Recreation Ground, Stotfold Football Club land) with cost, access and environmental analyses.”

Officer’s Comments

Officers comment as follows, adopting the same numbering:

1. *We await Councillor’s instructions following receipt of the pre-application advice from Central Bedfordshire Council.*
2. *Stotfold Town Council do not have an SCI in which to implement, however please see above our comments as to the extent of the consultation.*
3. *As detailed above our consultation was open to all residents, an Equality Impact Assessment has not been undertaken, nor are they mandatory.*
4. *We will be guided by Central Bedfordshire Council in relation to the reports that are required from a planning perspective, any reports required for a planning application will be available to view as part of the application.*
5. *See above our comments on other sites.*

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications relating to this report.

5. IMPLICATIONS

Risk Management: Risks include potential legal challenge if statutory processes are not followed, reputational risk from perceived lack of transparency, and project delays if required studies are not completed. Mitigation: follow planning authority guidance, commission required impact assessments and maintain open communication with residents.

Legal: The council must comply with planning law, the Equality Act 2010, and transparency requirements under the Local Government Act 1972. The council is not the planning authority but must ensure all statutory processes are followed once an application is submitted.

Resources/Stakeholders: The project will require officer time for ongoing consultation, responding to resident concerns, and managing external consultants. Engagement with local schools, user groups, and residents will continue.

Contracts/Procurements: Procurement has followed public sector requirements, with the tender advertised on Contracts Finder. Further contracts may be required for impact assessments.

Crime and Disorder: Provision of a wheeled sports facility may help reduce anti-social behaviour by providing a positive outlet for young people.

Biodiversity and Environment: Environmental impacts will be assessed as part of the planning process. The chosen site avoids flood risk areas and is not expected to adversely affect local biodiversity.

Equalities: The facility is designed to be accessible and inclusive. Consultation included all age groups, and the design accommodates users of varying abilities. No group is excluded from participation.

Residents Impact Assessment: The facility is expected to benefit young people and families, with some concerns from nearby residents regarding noise and traffic. These will be addressed through planning conditions.

Sustainability/Climate Impact: The facility will use durable materials and is sited to minimise environmental impact. Further sustainability measures will be considered during detailed design and planning.

Data Protection and Privacy: All consultation data has been handled in accordance with data protection laws. No personal data will be published.

Colin Rogers

From:
Sent: 23 July 2025 18:23
To: Enquiries
Subject: Wheeled Sports Facility

Categories: Colin, forwarded to Emma

You don't often get email from

[Learn why this is important](#)

Stotfold Town Council
The Greenacre Centre
Valerian Way, Stotfold, SG5 4HG

Dear Members of the Planning Committee,

Re: Proposed Skate Park at Greenacres Park – Legal and Procedural Deficiencies

I write to formally challenge the current approach to consulting on the proposed skate park at Greenacres Park. Having reviewed the survey process against both statutory requirements and the Council's own governance documents, I identify the following critical failings that render any decision premature, legally vulnerable and procedurally unsound.

1. Failure to Carry Out Statutory Planning Consultation

Legal basis: Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 requires that, once a planning application is validated, the local planning authority must:

- Erect site notices or advertise in a local newspaper;
- Notify all adjoining landowners and occupiers by letter;
- Consult statutory bodies, including the highways authority, Environment Agency and (where relevant) Historic England.

Deficiency: Instead of this mandatory procedure, the Council has relied solely on a non-statutory online poll. Such an informal survey does **not** discharge the DMPO's requirements and cannot be given weight in determining a planning application. Any decision made on its basis would be vulnerable to an **ultra vires** challenge and likely to be quashed by the courts.

2. Contravention of the Council's Statement of Community Involvement (SCI)

Legal basis: Section 18 of the Planning and Compulsory Purchase Act 2004 obliges every local planning authority to publish and adhere to an SCI, detailing how it will involve residents, businesses and special-interest groups in both plan-making and applications.

Deficiency: The Council's own SCI commits to proactive engagement methods—workshops, focus groups, direct mailings and targeted outreach to under-represented stakeholders (e.g., elderly residents, disability groups, local businesses). None of these were deployed. The sole reliance on an

open-access survey contravenes the SCI and undermines the community's legitimate expectation of meaningful engagement.

3. Breach of the Public Sector Equality Duty (PSED)

Legal basis: Section 149 of the Equality Act 2010 requires decision-makers to have due regard to the need to:

1. Eliminate unlawful discrimination and harassment;
2. Advance equality of opportunity;
3. Foster good relations between people with and without protected characteristics.

Deficiency: Nearly 30% of survey responses came from under-19s—minors with no rates liability—yet the Council has offered no Equality Impact Assessment demonstrating how it has considered or mitigated against potential disadvantage to other protected groups (e.g., older residents, those with mobility impairments). This age skew must be addressed by either re-weighting the data or excluding non-ratepayer responses from the decision-making sample.

4. Omission of Essential Expert Studies and Transparency Requirements

Legal basis:

- **Local Government Act 1972, section 100B:** All background papers for decisions must be published for public inspection at least five clear days before the meeting.
- **Local Government Act 1972, section 100C:** Members of the public have a right to inspect related documents.

Deficiency: The Council has not published any:

- Traffic impact assessments (parking capacity, safety);
- Noise, light and environmental impact reports;
- Property-value impact analyses.

Without these reports as background papers, the community cannot make informed representations, and the Committee cannot lawfully consider all relevant material.

5. General Power of Competence Cannot Override Statutory Duties

Legal basis: Section 1 of the Localism Act 2011 grants a general power of competence, but only "subject to ... any other statutory provisions." It does **not** permit bypassing consultation, equality or transparency requirements.

6. High-Handed Dismissal of Alternative Proposals

Beyond these legal and procedural failures, the process has been marked by a regrettably **high-handed** approach: I have read the consultation findings, which to be frank prompted this action and within it suggestions for alternative, non-residential sites (such as Riverside Recreation Ground or Stotfold Football Club land) have been neither acknowledged nor evaluated, and the consultation has been framed as though there were a unanimous mandate in favour by skewing the data through the inclusion of children, that favour the scheme.

This dismissive stance undermines genuine community dialogue and risks alienating those whose concerns remain unaddressed.

Requested Remedial Steps and Timetable

To establish a lawful, transparent and balanced process, I urge the Council to:

1. **Submit and validate** a formal planning application, triggering Article 15 DMPO consultation (site notices, letters, statutory consultees).
2. **Implement the SCI** in full: host workshops, focus groups and targeted mailings to homeowners, businesses, disability groups and elderly residents.
3. **Publish and complete** an Equality Impact Assessment, re-weighting or excluding non-ratepayer inputs to correct the current age bias.
4. **Commission, publish and consult on** expert traffic, noise, environmental and property-value impact reports as formal background papers under the Local Government Act 1972.
5. **Evaluate and compare** alternative non-residential sites (e.g., Riverside Recreation Ground, Stotfold Football Club land) with cost, access and environmental analyses.

Please confirm, within **28 days** of this letter, a clear timetable for each of these steps, including dates for public workshops and the publication of background papers. I look forward to your detailed response, which will form the basis for constructive engagement by all affected residents.

Yours faithfully,

(Greenacres resident)



CONSULTATION ABOUT STOTFOLD'S NEW WHEELED SPORTS FACILITY

Dear Resident,

We are writing to you about Stotfold's proposed new wheeled sports facility at Greenacre Park and would like to invite you to take part in the consultation process.

As you may be aware, the previous wheeled sports facility site at the Riverside is no longer viable and has been closed. This is due to a variety of reasons, not least including the risk of flooding at the site and the proximity to residential development.

Greenacre Park has now been identified as the most suitable location for a new wheeled sports facility in Stotfold.

Greenacre Park offers a range of community benefits for a new wheeled sports facility, not least because the new facility can be built into the ground. This will mean that noise issues can be mitigated, surface water can be better managed and the aesthetic of the park itself means that the number of ramps that are visible above ground is minimised.

The proposed design also allows for clear sight-lines to assist in reducing any potential anti-social behaviour.

The Town Council has appointed experienced contractors Betongpark Limited to design and construct the new facility. Betongpark has experience designing wheeled sports facilities of all shapes and sizes in the UK and abroad.

Betongpark and Stotfold Town Council are keen to hear from as many people in our community as possible, including local residents and likely users of the new facility.

This is to ensure we develop plans that are inclusive, accessible to all ages and skill levels, and address any concerns about noise, vandalism and possible anti-social behaviour.

We are therefore holding a consultation event on Thursday, 10th October from 3pm to 7pm at The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG.

You are invited to attend our consultation event in person to discover more about the Council's vision for the new facility. You will be able to hear from both Councillors and Betongpark about the current plans, as well as to ask questions and share your feedback and ideas for how we can ensure the new wheeled sports facility benefits the whole community.

If you are unable to participate in person, you are also able to take part in our online consultation. To find out more, visit our website at www.stotfoldtowncouncil.gov.uk and follow the link to 'Wheeled Sports Facility Consultation'.

If you are unable to take part in the online consultation or would prefer to complete the consultation survey on paper, please contact the Council on 01462 730064 or send an email to wsf@stotfoldtowncouncil.gov.uk.

We look forward to seeing you in person on Thursday, 10th October or to otherwise hear from you with your ideas, questions and comments.

Yours faithfully,

Stotfold Town Council

STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

Telephone: 01462 730064 | Fax: 01462 834452

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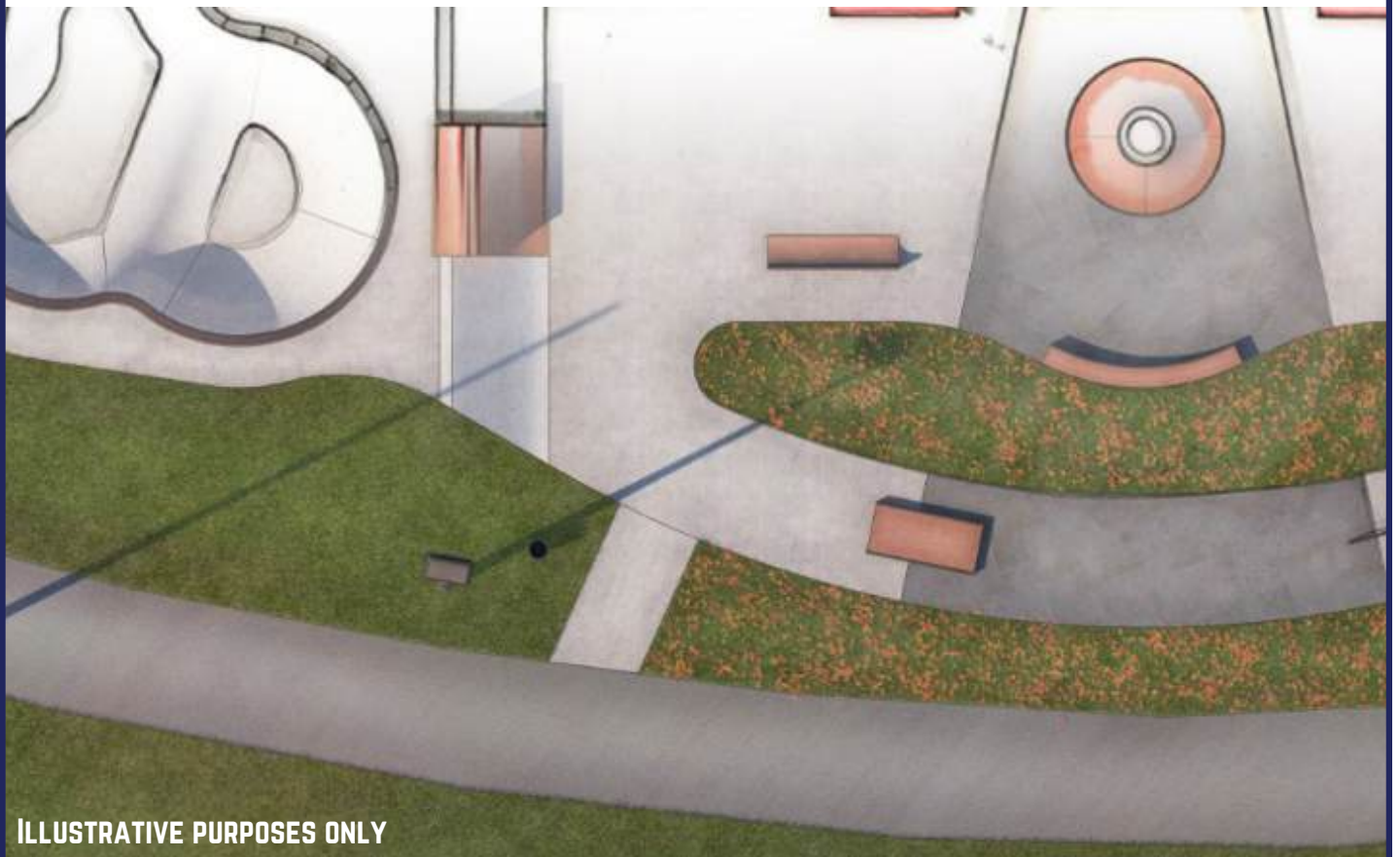
WHEELED SPORTS FACILITY CONSULTATION

**DISCOVER OUR VISION. ASK QUESTIONS.
SHARE YOUR IDEAS AND FEEDBACK.**



OUR VISION FOR A NEW WHEELED SPORTS FACILITY FOR THE STOTFOLD COMMUNITY

A chance to share your vision for the new wheeled sports facility in Stotfold with the Betongpark design and construction team. Wheeled sports facility experts will be on hand to speak with you in person and take on board comments for the final design.



ILLUSTRATIVE PURPOSES ONLY

THREE WAYS TO TAKE PART IN THE CONSULTATION FOR THE NEW STOTFOLD WHEELED SPORTS FACILITY

1 IN-PERSON ON 10TH OCTOBER 2024.

Join us in-person on Thursday, 10th October between 3pm and 7pm. Hear from the Betongpark Limited team, ask questions and share feedback. The in-person consultation event takes place at The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG.



2 TAKE OUR SURVEY ONLINE OR ON PAPER.

If you cannot attend the in-person event on 10th October, visit our website at www.stotfoldtowncouncil.gov.uk or scan the QR code below to discover more and take part in our digital survey. You can also request a printed copy of the survey by calling the Council on 01462 730064.



3 STILL GOT QUESTIONS? GET IN TOUCH.

If you have any questions about the consultation, get in touch with the Council by calling 01462 730064 or send an email to wsf@stotfoldtowncouncil.gov.uk.



STOTFOLD TOWN COUNCIL

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Stotfold NEWS

October 2024 Issue 233

News
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Information

Delivered FREE to 4,900 homes in Stotfold & Fairfield.



Proud recipient of the Stotfold Town Council Mayor's Recognition Award for 2024

STOTFOLD TOWN COUNCIL

The Greenacre Centre
Valerian Way, Stotfold
Hitchin, Herts, SG5 4HG
Telephone number: 01462 730064
Email address: enquiries@stotfoldtowncouncil.gov.uk
Website: www.stotfoldtowncouncil.gov.uk
Opening hours: Monday - Friday 10am - 4pm Wednesdays 1pm - 4pm

New Stotfold Town Councillors

Lisa Miller



Cllr Lisa Miller

I've lived in Stotfold for over 20 years and have always taken an interest in matters affecting the town. I'm a recently qualified Social Worker and before that I worked in child protection for 20 years. That role was a natural follow on from working in a nursery school/children's centre. My children grew up in Stotfold and attended local schools.

Whilst studying to be a Social Worker I also enrolled as a Special Constable with Bedfordshire Constabulary. My duties have been many and varied, from policing a Luton Town v Millwall football match to patrolling the Luton and Bedford Night Time Economy (NTE). As you can imagine, this involved engaging with members of the public in very stressful situations, where communication and decision making are extremely important, especially when trying to defuse potentially violent situations. On patrol, I preferred to engage with members of the public with a view to preventing antisocial behaviour rather than dealing with the consequences.

My aim as a Town Councillor is to use my professional skills and experience to help keep Stotfold a great place to live by being innovative and supportive and to seek out and listen to the views and ideas of my fellow residents to the benefit of us all.

Bryony Woods



Cllr Bryony Woods

I moved to Stotfold in July 2022 with my husband in the middle of a heatwave. Having grown up in Luton, Stotfold was a part of Bedfordshire that I knew very little about and we were both keen to involve ourselves in our new community. Having both trained as opera singers and working as freelance musicians, we felt that Stotfold would benefit from a community choir and in March 2023, the Stotfold Singers was born. Working with communities is a fundamental part of being a freelance musician and the most rewarding part of the job isn't performing at events and in concerts, but seeing friendships blossom within the choir, watching confidence in music-making grow and organising social events for the choir members and their friends and family to attend.

Having been involved in the local community in this way and finding myself being drawn towards public service, I enquired in joining Stotfold Town Council and in January 2024, I was co-opted as a Town Councillor. I am particularly passionate about community engagement and have been working with this committee on developing events such as the Stotfold Walking Market, Stotfest and the 80th anniversary of D-Day commemoration. I look forward to helping develop and create future events, making Stotfold a vibrant and interesting place to live.

Can you Help?

Did you attend and enjoy Stotfest? We're always looking for volunteers who can help us with our events and we're current planning our Christmas Lights Switch On. If you'd like to be involved, please email sarah@stotfoldtowncouncil.gov.uk or give us a call 01462 730064.

Working Steam Weekend

On the 5th & 6th October we will be at Stotfold Mill's Working Steam Weekend. Come along and chat to our councillors about anything you like and buy our 50th Anniversary beer, gin and cups.

We look forward to seeing you there!



'Stotfest' earlier this year.



National Allotments Week

To celebrate the National Allotments Week, 12 – 18 August, we held an open day at both our Common Road and Norton Road sites. Members of the public were invited to look round and learn about growing fruit and vegetables. We also held an allotment competition with winners for Best Plot and Eco Plot on each site. Stotfold Mayor, Steve Buck, presented prizes and certificates to all the winners.

The winners were:

Common Road
Best Plot - John H
Eco Plot - Hannah T

Norton Road
Best Plot - Marion S
Eco Plot - Heather L



Pictured: Allotment winners, all receiving prizes and certificated from Stotfold Mayor Cllr Steve Buck.

Wheeled Sports Facility Consultation

We will be hosting a public consultation for the proposed Wheeled Sports Facility at the Greenacre Centre on the 10th October from 3pm – 7pm.

We invite all residents to attend the event to meet and discuss the proposal with the contractor, Councillors and Officers.

We are seeking to capture all feedback and comments, so to give your own, please contact us on 01462 730 064, email wsf@stotfoldtowncouncil.gov.uk or visit our website.



Council Meetings

Full details of all meetings including agendas are available on our website: www.stotfoldtowncouncil.gov.uk Meetings are held on Wednesday evenings at the Greenacre Centre and normally start at 7pm. Please check our website for timings.

- 30 October Governance & Resources Committee
- 6 November Town Council Meeting
- 13 November Public Realm Committee
- 20 November Community Engagement Committee
- 27 November Building Management Committee

Dates for your Diaries:

- Sunday 20 October Mayor's Civic Service, St Mary's Church
- Sunday 10 November Remembrance Sunday, War Memorial & St Mary's
- Saturday 30 November Christmas Lights Switch On, High Street



STOTFOLD SKATEPARK

PUBLIC CONSULTATION

A chance to share your vision for the new proposed wheeled sports facility in Stotfold with the Betongpark design and construction team in collaboration with Stotfold Town Council. Betongpark wheeled sports facility experts and Councillors will be on hand to speak with you in person and take on board comments for the project and its design.



THE GREENACRE CENTRE,
VALERIAN WAY,
STOTFOLD,
HITCHIN,
SG5 4HG

3-7PM
THURSDAY 10TH OCTOBER

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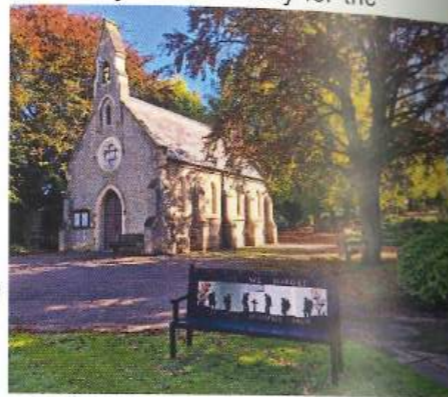
Opening hours: Monday - Friday 10am - 4pm Wednesdays 1pm - 4pm



Remembrance Day

Stotfold & Arlesey branch of the Royal British Legion would like to invite all residents of Stotfold to attend the Remembrance Day service and parade. Please meet at the War Memorial in Stotfold Cemetery at 14:30 ready for the service to begin at 14:45. After the laying of the wreaths there will be a parade to St Mary's Church in time for the full service at 15:30.

We have recently installed a bench of remembrance at the War Memorial. This provides a fitting space to sit in quiet reflection.



Mayor's Fundraising Event

If you enjoyed The Scallywags at Stotfest all those months ago, you can now see them again and raise money for the Mayor's chosen charity, Respite@Home, at the same time. The Scallywags will be playing at Stotfold Conservative Club on Friday 22nd November 2024.



Macmillan Coffee Afternoon Fundraising

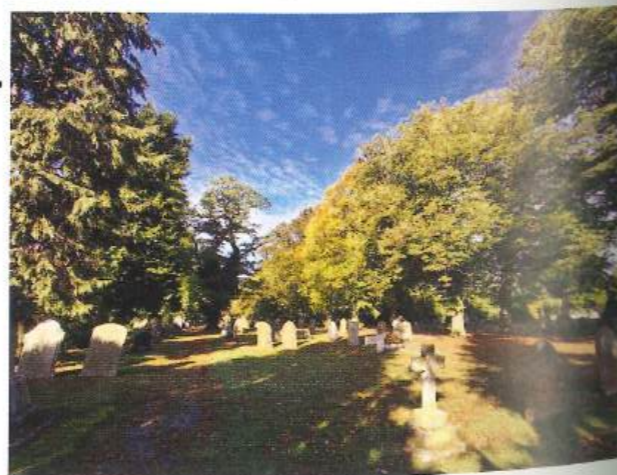
Members of the public attended the Town Council's Macmillan Coffee Afternoon and raised £339.31 for this truly worthy cause. There were many generous donations of cake made by members of the public, staff at the Town Council and Town Councillors' other halves! Over 70 people attended the event held between 14:00 and 16:30, with afternoon entertainment provided by Brook and the BackBeats. The afternoon was rounded off by a visit from Bav Shah, High Sheriff of Bedfordshire who spoke about the history of the High Sheriff role and his contribution to the Community.

Christmas Lights Switch On Event

After the successful move last year, our Christmas Light switch on event will remain on the High Street. There will be food, drink, crafts, charity stalls, fairground, local businesses, live music and maybe a special Christmassy guest. The event will take place on Saturday 30 November, 16:00 - 19:00, with the lights being switched on at 18:00

Friends of the Cemetery

Established in 1897, Stotfold Cemetery is an attractive local amenity, with the old chapel at the foot of the hill and the beacon at the top. It's home to a wide variety of trees and wildlife, and is well known for its tranquil atmosphere and the views from the top of the hill over surrounding areas.



We are currently looking to help set up a Friends of the Cemetery group, people who have a love of the site and want to see it cared for, to remember their loved ones and who would like to help us decide on how we should renovate some of the planting on site. If you would like to know more then please email sue@stotfoldtowncouncil.gov.uk.

Council Meetings

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REMEMBER TO TAKE PART IN THE CONSULTATION FOR THE NEW STOTFOLD WHEELED SPORTS FACILITY

TAKE OUR SURVEY.



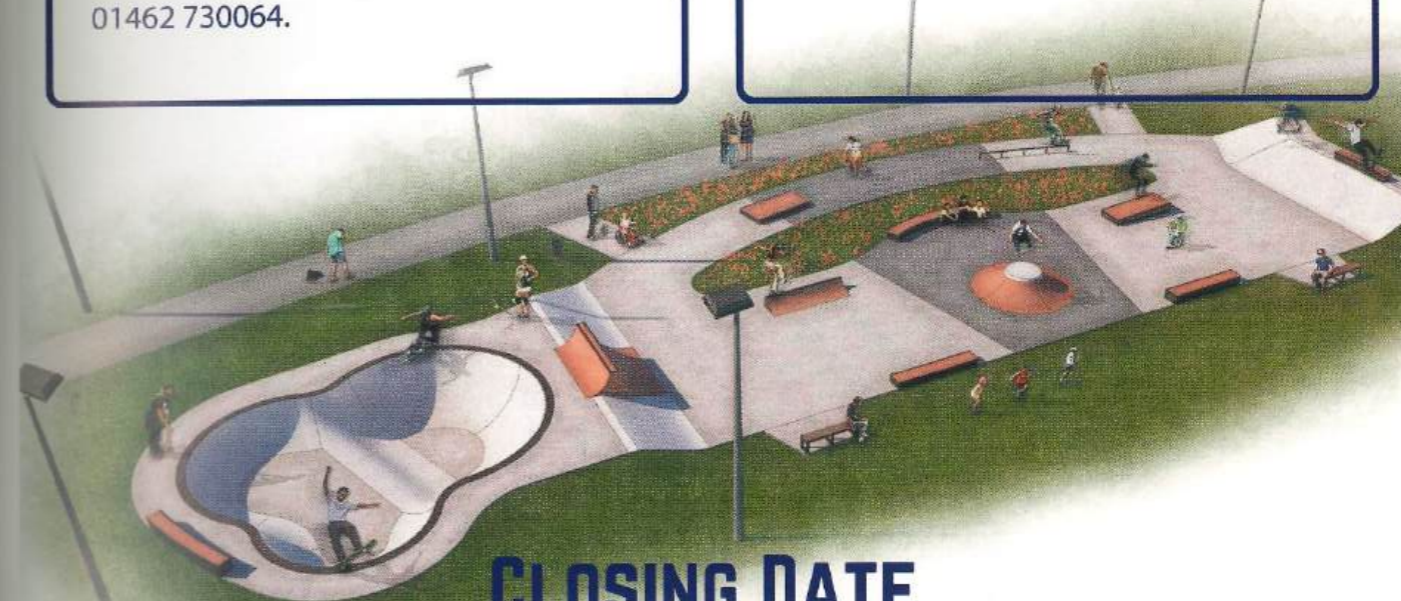
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You can also request a printed copy of the survey by calling the Council on 01462 730064.

STILL GOT QUESTIONS? GET IN TOUCH.



If you have any questions about the consultation, get in touch with the Council by calling 01462 730064 or send an email to wsf@stotfoldtowncouncil.gov.uk.



CLOSING DATE

10TH NOVEMBER 2024

MAKE SURE YOUR VOICE IS HEARD



STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, SG5 4HG

Telephone: 01462 730064 | Fax: 01462 834452

wsf@stotfoldtowncouncil.gov.uk | www.stotfoldtowncouncil.gov.uk



STOTFOLD SKATEPARK PUBLIC CONSULTATION

Stotfold Town Council would like to hear your ideas and feedback on our vision for a brand new Wheeled Sports Facility in Stotfold.

Firstly, please tell us about yourself

1. What is your Post Code?

2. What is your age group? Under 11 11-14 15-19 20-29 30-39
 40-49 50-59 60-69 70-79 80+

What do you think of our vision?

3. How likely are you to personally use the planned skate park?

I would never use it I would rarely use it (Once a month or less)
 I would use it sometimes (A few times per month) I would use it often (A few times per week)
 I would use it all the time (Every day)

4. How do you feel about the council's overall vision for a new facility and skatepark?

I am **completely against** the vision I am **somewhat against** the vision
 I'm **neither for nor against** I **somewhat support** the vision
 I **completely support** the vision

5. Tell us, in your own words, why you think that?

Please Turn Over

Your feedback on the current design proposals

6. Would you be interested in taking up wheeled sports following the construction of the skatepark?

Yes No

7. What do you like most about the proposed design for the park?

8. What do you not like, or would like to see improved?

9. What is your favourite element to ride?

10. How would you want to use the space, with who, what time of the day / week?

11. What attracts you to wheeled sports?

12. What do you see as a barrier to using skateparks?

13. What makes you feel safe in a space?

14. What skateparks do you currently use, if any?

15. Do you have an ideas for planting / colour / texture?

**Thank you for taking time to complete this survey. Please return the survey to:
Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG.
01462 730064 | wsf@stotfoldtowncouncil.gov.uk | stotfoldtowncouncil.gov.uk**



STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

Telephone: 01462 730064 | Fax: 01462 834452

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FREQUENTLY ASKED QUESTIONS

Why this design?

The current design is only a concept. Resident and user feedback is very important to shape the nature of the design and to make it a facility accessible to all ages and skill levels whilst also having residents in mind to address concerns regarding noise, vandalism and possible anti-social behaviour.

We would welcome all feedback given either at the consultation event or to the email address above from both users of the park and residents with concerns or questions.

Who will be carrying out the construction?

Betongpark Limited were successful in the tender process. They have built wheeled sports facilities in the UK and abroad and have a wealth of experience in working on projects of all sizes and styles. Further information about them and their work can be found on their website:

www.betongpark.co.uk

How much will this cost to build?

The budget for the construction of the facility is £299,340.

How will this project be funded?

The construction of the wheeled sports facility is being funded from multiple sources. Under the planning agreement for the Greenacre Estate, known as a s106 Agreement, a sum of money was given to Stotfold Town Council to invest in local facilities. £100,000 of this money has been committed to the Wheeled Sports Facility by the Councillors at Stotfold Town Council.

The remainder of the funding will be sourced through various grants, crowd funding and other schemes.

When will this be finished?

The Wheeled Sports Facility will need to obtain planning permission. Following the consultation and the feedback received from both the residents and the users, a final design will be agreed, and planning permission will be sought for the implementation of the facility. The construction time following that is subject to any planning conditions and other factors that we cannot predict at this stage.

Who will maintain this facility?

Unlike the previous facility located at the Riverside, the new facility will be constructed primarily of concrete to ensure that the facility can be easily maintained. Concrete is a much more robust and long-lasting material for skateparks compared to timber or metal. Concrete skateparks will not need to be replaced like metal or timber skateparks, which erode faster. While concrete skateparks do require some maintenance, it is easily sealed and



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cleaned and will be able to be ridden for decades to come. The Town Rangers will be responsible for day-to-day maintenance of the facility as they are with the other open and community spaces around the town.

Other items of maintenance will be assessed and approved by the Public Realm Committee in the usual way.

Why this location?

The location of the old facility is no longer suitable due to the proximity of the old site to residential development and the River Ivel which would leave the facility vulnerable to flooding. The proposed site is close to the A507, to reduce any nuisance to nearby properties.

The location of the site also allows the park to be built into the ground, which is beneficial for many reasons, including noise mitigation, the management of surface water, and the aesthetic of the park itself means that the number of ramps that are visible above ground is minimised. The design also allows clear sightlines to assist in reducing any potential anti-social behaviour.

Lighting

The facility will be lit up in the evening, the current proposed times for this will be up until 9pm. This is to increase safety of the users at the park and those nearby, and to deter anti-social behaviour from occurring at the facility. The implementation of the lighting at the facility will likely be a planning consideration.

Noise

There are many benefits to having a facility built from concrete. One of the main benefits of this is the reduction of noise caused by those using the facility.

The proposed design of the facility will also mean that the facility is built into the ground to assist with the transmission of noise. The proposed site is also close to the A507 the proximity of which will also reduce the noise generated by the facility to reduce impact to nearby residential properties.

Graffiti

We are aware that the last facility was easy to deface and damage due to the design and the materials used in the construction. The new facility will be built almost entirely from concrete making it difficult to damage, easier to repair and harder for people to deface.

Parking

We appreciate that residents will be concerned about the potential pressures that such a facility could cause on the Greenacre Estate. As part of the planning application, we have been advised that a traffic survey would need to be carried out to assess the impacts such a facility could have on parking. Specific details will have to be discussed at this stage. However, we believe that most users who use the facility will either walk, skate, bike or scoot as they will be local users and those that would drive are likely to do outside of working hours and therefore it is unlikely to clash with the school run traffic.



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Anti-social behaviour

One of Betongpark's pivotal design considerations is to mitigate the risk of anti-social behaviour whilst encouraging positive social interactions. The concept for the facility is created using open space with vantage points offering clear lines of vision to reduce the number of secluded areas.

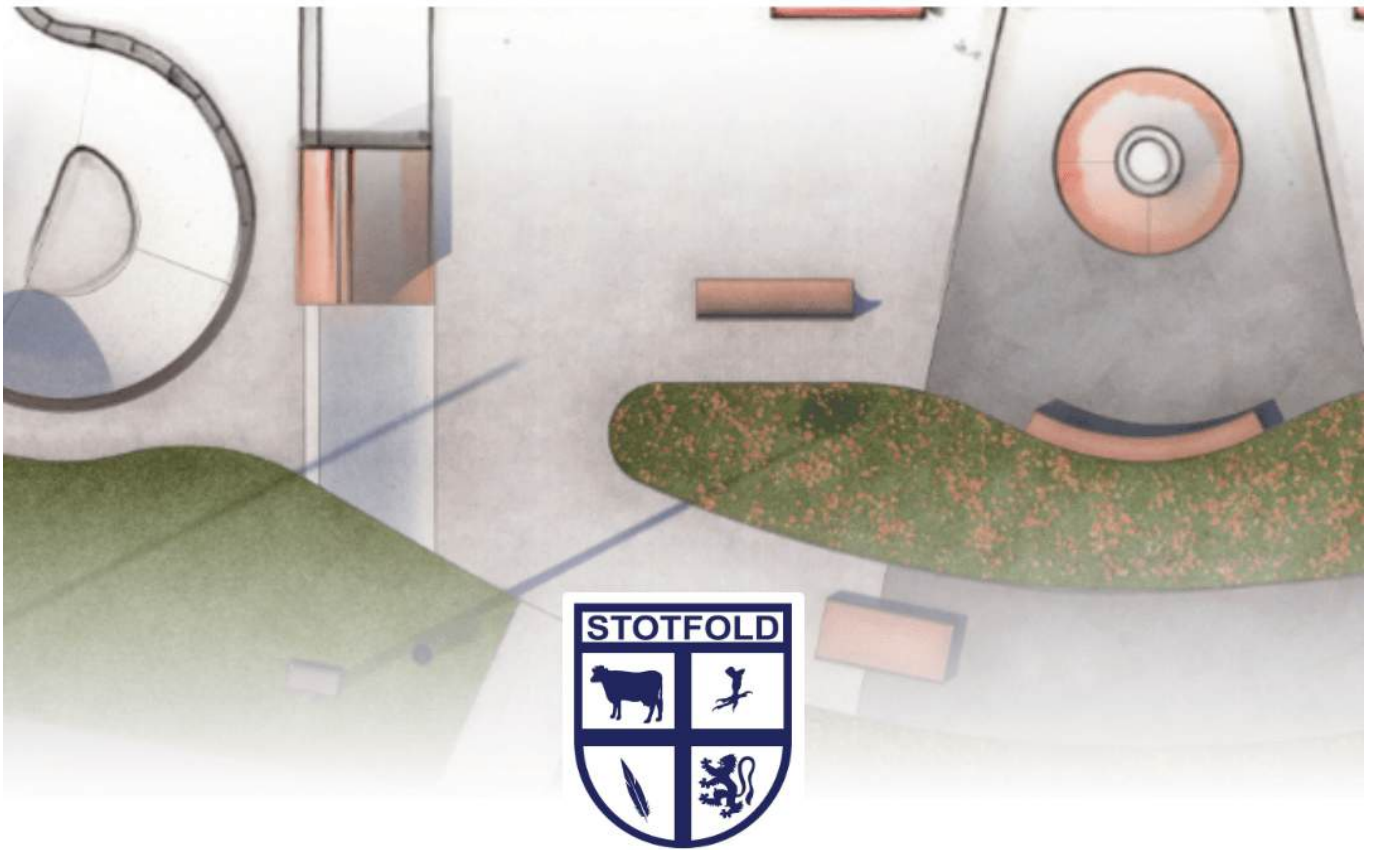
It will also be well lit during use to assist in accomplishing this goal.

A well designed and used skate park will mean the park is in use regularly which will allow the community to stamp out anti-social behaviour themselves and to deter congregation taking place at the facility.

STOTFOLD SKATEPARK

PUBLIC CONSULTATION

SHARE YOUR VISION FOR THE NEW WHEELED SPORTS FACILITY IN STOTFOLD.



STC Wheeled Sports Facility Survey Report

Report produced by Breakthrough Communications on behalf of Stotfold Town Council.
Report date 14th November 2024.

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Executive Summary

This report consolidates written feedback from 338 survey respondents, gathered between September 24th 2024, and November 10th 2024, regarding the proposed wheeled sports facility at Greenacres Park.

While the council's vision for the proposed facility received significant support, particularly for its potential benefits to youth and families, there was opposition that centres on concerns about community impact and facility management in particular.

Design adjustments, location considerations, and further community engagement are suggested by respondents to balance diverse community interests and enhance the facility's accessibility, safety, and appeal for long-term positive impact.

Community Feedback Highlights

Demographic and geographic overview:

- Responses represented a wide age range, with notable interest from adults aged 30-49.
- 297 respondents provided their post codes, with many respondents residing in close proximity to the proposed site.
- While respondents span all age groups, interest in using the facility is polarised, with 51% stating they would never make use of the proposed facility and - separately - 47% expressing strong support for the vision.

Support for the council's vision:

- Support: Those who support the facility see it as an opportunity for youth engagement, physical activity, and community building. Proponents believe the skatepark will provide a safe, positive space for skill development, socialising and family-friendly recreation, particularly for younger residents.
- Concerns: Opposing respondents highlight concerns about anti-social behaviour, noise, parking congestion, and perceived limited value to the broader community. Alternative suggestions include re-allocating funds to amenities like a splash park or pump track.

Usage potential:

- A significant portion of respondents (17.75%) indicated they would use the park frequently, while others (15%) would use it sporadically, showing demand among specific demographics, especially families and younger users.
- Desired usage times are primarily after school, weekends, and evenings, with safety being a central concern for evening use.

Design preferences:

- **Positive Design Aspects:** Respondents appreciate the inclusive, versatile design featuring bowls, ramps, rails, and spacious layout, catering to various ages and skill levels. There is enthusiasm for features that support scooters, bikes, and skateboards.
- **Suggested Improvements:** Key suggestions include adding a pump track, varied ramps, family seating, shaded areas, safety measures (lighting, CCTV), and flat ground for beginners. Requests for aesthetic enhancements such as local graffiti art, greenery and community-centred décor were frequent.

Barriers and safety concerns:

- Potential safety issues are a concern, with some respondents suggesting measures to deter anti-social behaviour, including CCTV, appropriate lighting and clear sight-lines. Inclusivity for all skill levels and preventing intimidation by more experienced users were also highlighted.
- Accessibility for all ages and a need for community inclusivity are essential, with respondents advocating for a welcoming, well-maintained, and socially positive environment.

Environmental and aesthetic suggestions:

- Respondents proposed incorporating trees, shrubs, and hardy plants for visual appeal, shade, and natural noise buffering. Suggested colours range from vibrant graffiti-inspired elements to natural tones that blend with the surroundings.

Responses to the survey questions

1. What's your post code?

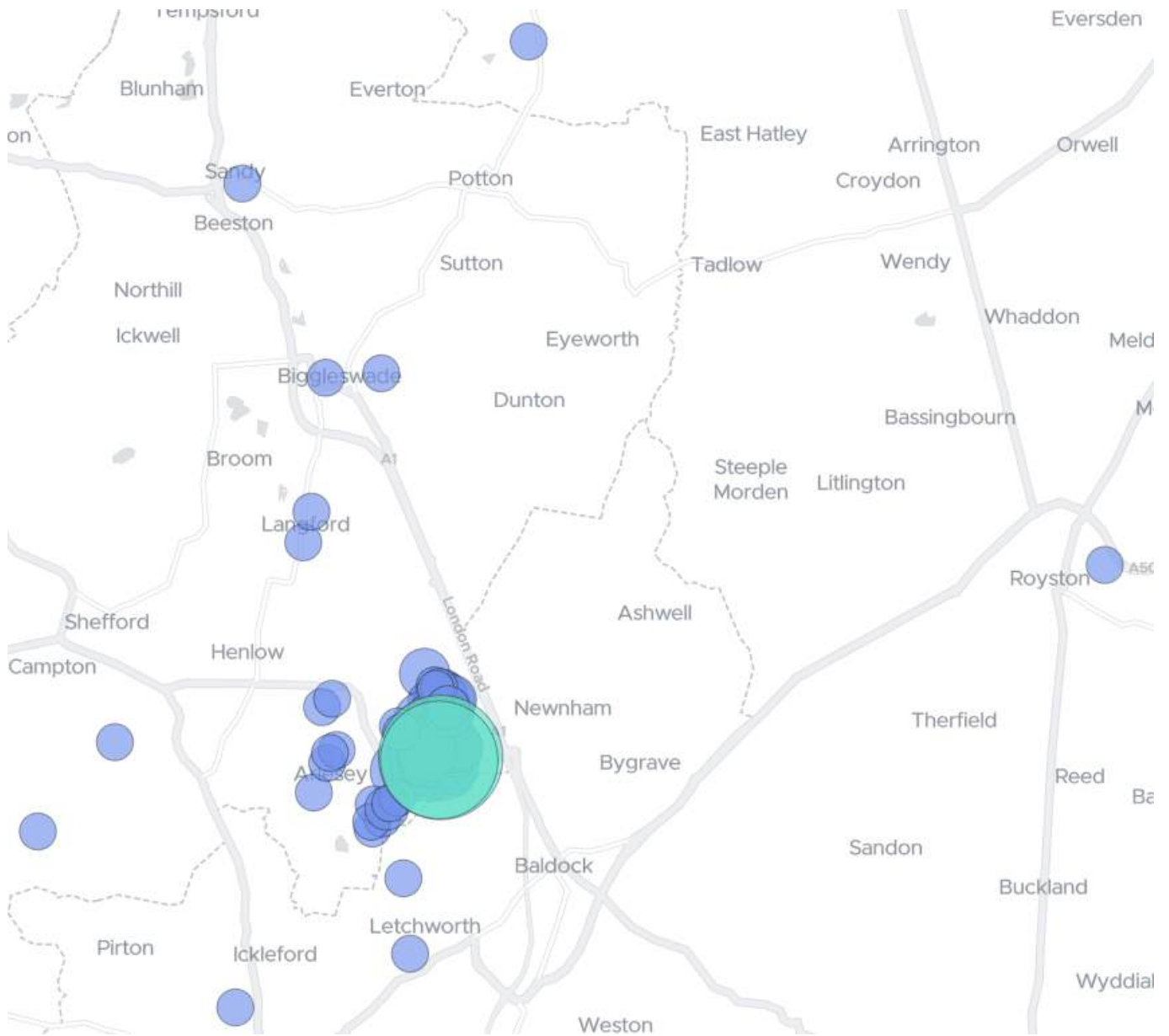
297 respondents provided this information. The 41 that did not provide this were responses from surveys completed at local schools, supported by council staff.

- SG5 4HQ - 10 responses
- SG5 4HH - 6 responses
- SG5 4EG - 5 responses
- SG5 4ER - 4 responses
- SG5 4GR - 4 responses
- SG5 4GJ - 4 responses
- SG5 4JS - 4 responses
- SG5 4QZ - 3 responses
- SG5 4BQ - 3 responses
- SG5 4HG - 3 responses
- SG5 4LL - 3 responses
- SG5 4LS - 2 responses
- SG5 4ET - 2 responses
- SG5 4DY - 2 responses
- SG5 4PN - 2 responses
- SG5 4NL - 2 responses
- SG5 4LY - 2 responses
- SG5 4LJ - 2 responses
- SG5 4NJ - 2 responses
- SG5 4HL - 2 responses
- SG5 4HJ - 2 responses
- SG54 4HT - 2 responses
- SG54 4JD - 2 responses
- SG54 4PT - 2 responses

Postcodes with only 1 response:

SG5 4TD, SG5 4PF, SG5 4QF, SG5 4PG, SG5 4ST, SG5 4EA, SG5 4LA, SG5 4NE, SG5 4NA, SG5 4RT, SG5 4SS, SG5 4TF, SG5 4TJ, SG5 4NS, SG5 4FB, SG5 4FX, SG5 4SU, SG5 4BX, SG5 4JR, SG5 4PE, SG5 4NX, SG5 4JD, SG5 4HR, SG5 4BW, SG5 4ED, SG6 3RT, SG5 4AJ, SG5 4HW, SG5 4PU, SG5 4BB, SG5 4BS, SG5 4RY, SG5 4PZ, SG5 4PP, SG5 3ND, SG5 4LX, SG5 4TB, SG5 4LH, SG5 4AU, SG5 4HX, SG5 4DJ, SG18 9NG, SG5 4LD, SG19 3EZ, SG5 4RX, SG5 4EH, SG5 4DL, SG5 4GS, SG5 4HU, SG54 4TL, SG54 4JE, SG54 4LF, SG54 4HE, SG54 4JX, SG54 4PG, SG54 4LY, SG61 1SA, SG54 4AR, SG54 4ER, SG54 4EG, SG54 4EW, SG54 4GR, SG54 4RY, SG54 4ET, SG54 4GE, SG54 4HH, SG54 4RU, SG54 4DJ, SG15 6RY, SG54 4HQ, SG54 4LP, SG54 4JR, SG17 5PZ, SG54 4AS, SG54 4TD, SG54 4AJ, SG18 0JZ, SG54 4ED, SG54 4EE, SG54 4HJ.

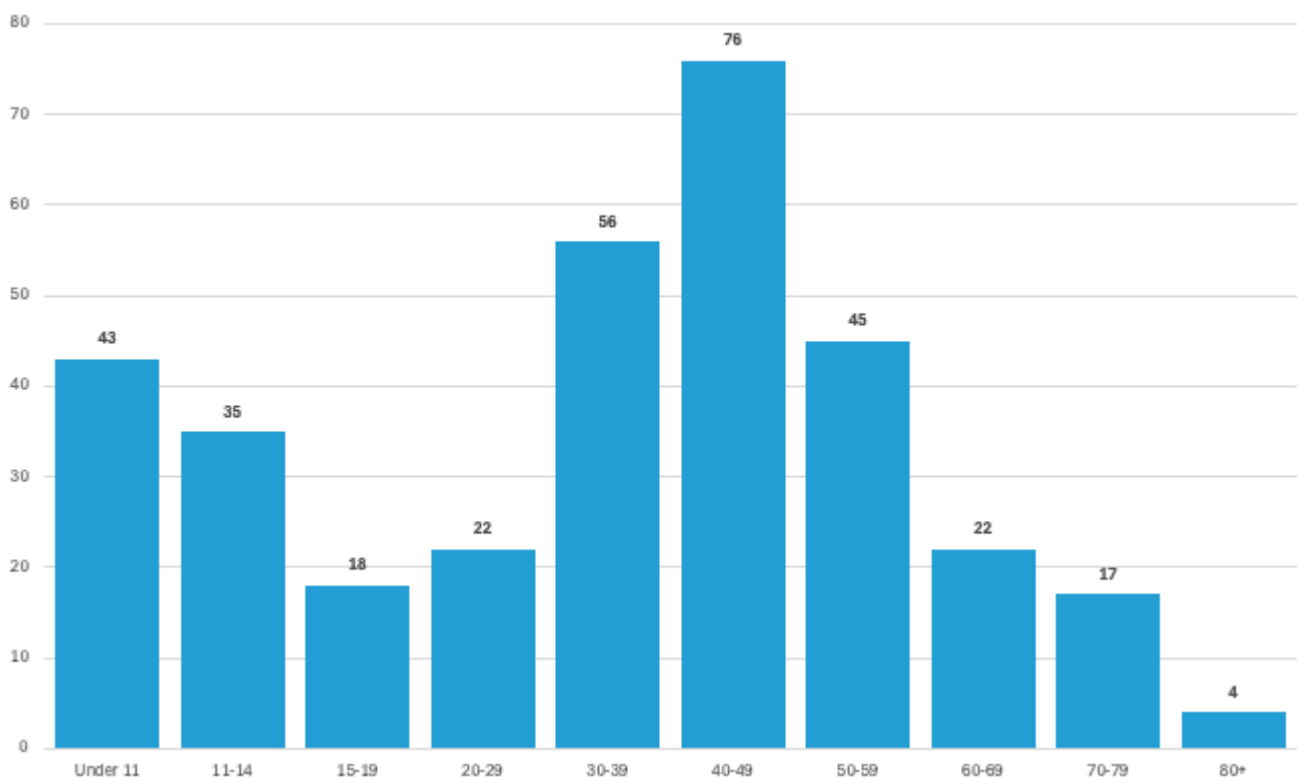
A map visualising the responses is shown below, indicating which geographic areas responses originated from, based on supplied post code.



2. What is your age group?

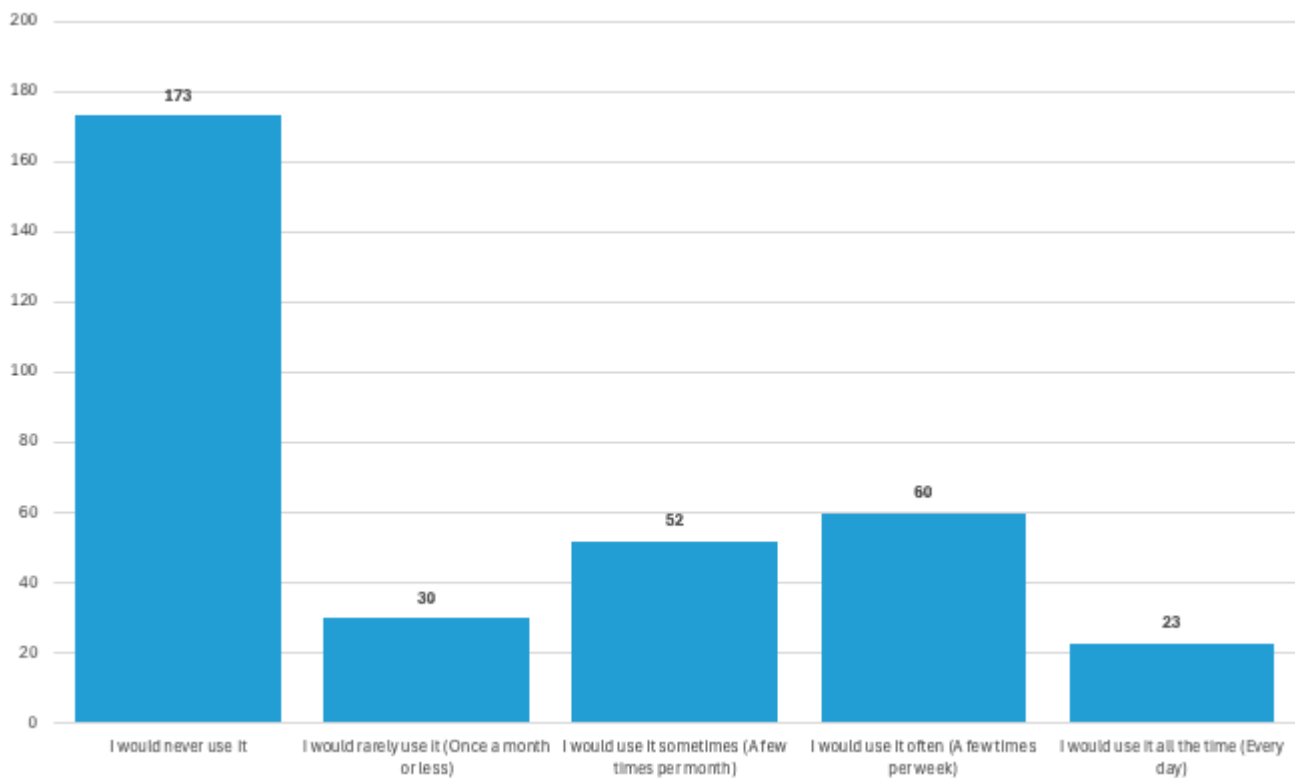
Of the 338 responses, the age breakdown is as follows:

- Under 11: 43 responses (12.72%)
- 11-14: 35 responses (10.36%)
- 15-19: 18 responses (5.33%)
- 20-29: 22 responses (6.51%)
- 30-39: 56 responses (16.57%)
- 40-49: 76 responses (22.49%)
- 50-59: 45 responses (13.31%)
- 60-69: 22 responses (6.51%)
- 70-79: 17 responses (5.03%)
- 80+: 4 responses (1.18%)



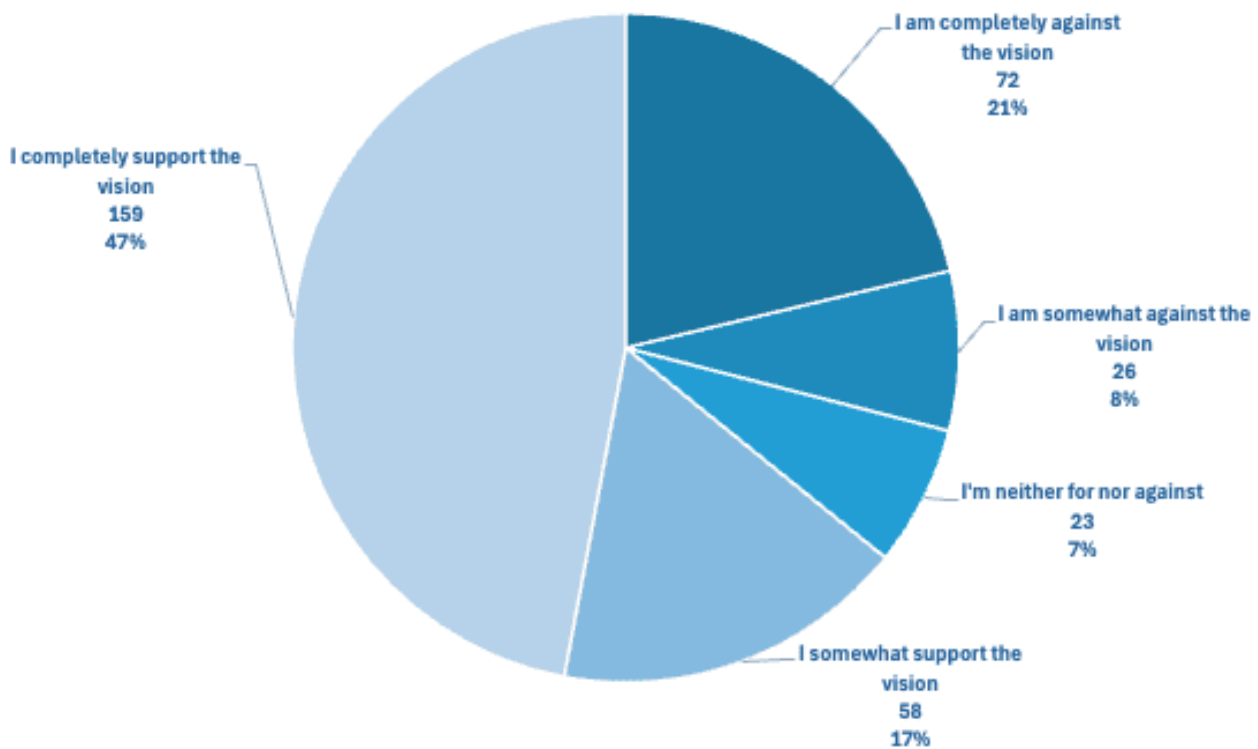
3. How likely are you to personally use the planned skate park?

- I would never use it: 173 responses (51.18%)
- I would rarely use it (Once a month or less): 30 responses (8.88%)
- I would use it sometimes (A few times per month): 52 responses (15.38%)
- I would use it often (A few times per week): 60 responses (17.75%)
- I would use it all the time (Every day): 23 responses (6.80%)



4. How do you feel about the council's overall vision for a new facility and skatepark?

- I am completely against the vision: 72 responses (21.30%)
- I am somewhat against the vision: 26 responses (7.69%)
- I'm neither for nor against: 23 responses (6.80%)
- I somewhat support the vision: 58 responses (17.16%)
- I completely support the vision: 159 responses (47.04%)



5. You said (how you feel about the vision). Tell us, in your own words, why you think that?

"I am completely against the vision"

A variety of concerns were cited by those who said "I am completely against the vision". Key themes of opposition include anticipated anti-social behaviour, inadequate parking, noise pollution, and the perceived lack of necessity for the skate park.

Respondents suggest alternative locations and uses of funds that they feel would better serve the broader community, stating that the skate park caters to a minority and represents an inefficient allocation of public resources.

Below is a breakdown of these views, with quantified alignment and representative excerpts.

Anti-Social behaviour

- No. respondents that aligned to this theme: 45
- Examples:
 - "Skate parks typically end up covered in graffiti, rubbish, and illegal activities by teenagers."
 - "I worry about teenagers using it as a meeting place for drinking, smoking, and anti-social behaviour, which will disturb residents."
 - "There is already an issue with littering and drug dealing; a skate park will only draw more of this to the area."

Parking and Access Issues

- No. respondents that aligned to this theme: 28
- Examples:
 - "The influx of visitors will place further strain on parking and intensify these disruptions to daily life."
 - "Parking at school times is already difficult, and this facility would exacerbate the issue."
 - "Residents frequently experience blocked driveways due to park visitors, and a skate park would worsen this."

Noise Pollution

- No. respondents that aligned to this theme: 21
- Examples:
 - "The current park amplifies playground noise; adding a skate park will worsen this."
 - "Illuminating it until 9 PM will lead to excessive noise that disturbs residents."
 - "Concerned that the noise from a skate park will affect nearby homes, especially at night."

Alternative Locations Suggested

- No. respondents that aligned to this theme: 25
- Examples:
 - "The skate park would be better placed near the football club on Arlesey Road where it won't impact residential areas."
 - "This facility should be built in a more central location to benefit the wider town, not just Greenacres residents."
 - "Why not place it at the old skate park location by the riverside, away from houses?"

Financial Concerns and Resources

- No. respondents that aligned to this theme: 19
- Examples:
 - "A splash park would benefit more families and foster community connections."
 - "Money could be spent on repairing roads or improving other facilities."
 - "This is a waste of funds for something only a small percentage will use."

Concerns for Property Value and Quality of Life

- No. respondents that aligned to this theme: 14
- Examples:
 - "This skate park will turn a pleasant green area into an eyesore, reducing house values."
 - "I don't want a concrete skate park view from my window that attracts graffiti and

rubbish."

- "Worried about the impact on my property value and the quality of life due to noise and litter."

"I am somewhat against the vision"

Respondents who said they are "somewhat against the vision" for the proposed wheeled sports facility at Greenacres Park expressed moderate opposition, with concerns focusing on anti-social behaviour, the location's impact on parking, noise pollution, and the potential for under-utilisation.

Some respondents also suggest that other types of facilities, like a pump track or soft play area, would serve the community better. Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Antisocial Behaviour

- No. respondents that aligned to this theme: 6
- Examples:
 - "I live very close to where this skate park will be and am very concerned about noise and anti-social behaviour."
 - "Noise pollution from the skate park would add to the nuisance we already have from the football club and school."
 - "I do see that you're doing your best to mitigate noise, but I, for one, would not like to be living in Angelica Avenue."

Alternative Facility Suggestions

- No. respondents that aligned to this theme: 8
- Examples:
 - "A pump track would be more inclusive and suitable for a wider range of residents."
 - "A soft play facility would be better and wouldn't encourage anti-social behaviour."
 - "A skate park doesn't offer much variety, and a pump track like the one at Stewartby would be fantastic here."

Financial Concerns and Priorities

- No. respondents that aligned to this theme: 5
- Examples:

- "Money needs to be spent on doctors, not on a skate park."
- "Stotfold council should focus on new developments while leaving old areas without updates or suitable facilities."
- "Funds would be better allocated to improving the paths and basic facilities that long-standing residents have requested."

Safety and utilisation concerns

- No. respondents that aligned to this theme: 7
- Examples:
 - "I worry that it won't be adequately lit and maintained, creating safety issues."
 - "As a parent, I would not let my teenager go there alone due to the potential for bullying and litter."
 - "I had to change my route home due to feeling unsafe when a skate park was built nearby, and I don't want to feel the same here."

"I am neither for nor against"

Respondents who are "neither for nor against" the proposed wheeled sports facility express a mixture of ambivalence and conditional acceptance, with various considerations for its design, placement, and potential impact on the community.

Their comments reflect a neutral stance with suggestions for improvements and broader inclusivity. Concerns include design efficacy, possible anti-social behaviour, accessibility, and the need for facilities that cater to diverse age groups.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Conditional Use Based on Suitability and Safety

- No. respondents that aligned to this theme: 7
- Examples:
 - "I would potentially take my children there, depending on if it seems suitable with older children there/teens causing trouble."
 - "I'm not sure if that's what the community needs the most and if that green space could be used better."
 - "It could impact the amount of wildlife in the area, yet it could be beneficial for the residents of Stotfold."

Concerns Around Design and Anti-Social behaviour

- No. respondents that aligned to this theme: 5
- Examples:
 - "I would be concerned about anti-social behaviour and its impact on residents, especially since the bowl will be below ground."
 - "I'm never going to use it, but I hope it won't get vandalised and will be used without bullying."
 - "Would like to see what contingency plans are proposed for any problems in use of the park."

Broader Inclusivity and Diversity of Facilities

- No. respondents that aligned to this theme: 6
- Examples:
 - "Feel like the plans are aimed more at older children; there is an opportunity to involve younger children starting on scooters and bikes."
 - "Facilities are needed for young people, but money should also go toward facilities for older people who lack transport."
 - "Provision for teenagers is lacking in the town, but I also think other age groups could benefit from additional resources."

Neutral or Ambivalent Stance

- No. respondents that aligned to this theme: 5
- Examples:
 - "I don't really care about what happens to the skate park."
 - "Because I don't really mind."
 - "I would not use the facility or have any family members who would use it."

Suggestions for Improved Design and Use of Space

- No. respondents that aligned to this theme: 3
- Examples:
 - "Engage with a garden or parks designer to avoid 'desire paths'—people will want

more direct paths."

- "There is a lot of communication about this; it seems repetitive and may not be relevant to many in the town."
- "It's placed towards one end of the town, and I would not let my children go there on their own."

"I somewhat support the vision:"

Respondents who "somewhat support the vision" for the proposed wheeled sports facility largely favour the concept, recognising its potential benefits for youth engagement, physical activity, and community development.

However, their support is tempered by suggestions for improvement, including modifications to accommodate more types of wheeled sports, better anti-social behaviour management, and alternative locations.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Expanded Facility Design for Multi-Use and Inclusivity

- No. respondents that aligned to this theme: 16
- Examples:
 - "I think it's a great idea and design, but it would be good to have more for bikes and scooters as well as skateboarding."
 - "It would be amazing as a dual skate park/pump track for BMX and skate use."
 - "A separate space for roller skating would be great for people who want to learn and practice without overlapping with skateboarding."

Anti-Social behaviour Concerns and Suggested Management

- No. respondents that aligned to this theme: 10
- Examples:
 - "To completely support the vision, I need assurance on noise levels and that anti-social behaviour will be addressed, with policing of the park required."
 - "Idea is good, but would like to see CCTV installed and parking managed to reduce street congestion."
 - "Hopefully, it's a safe place for children without causing unsociable behaviour."

Suggestions for Improved Design Elements

- No. respondents that aligned to this theme: 8
- Examples:
 - "The skate park would benefit from shelter for rainy days and a half-pipe."
 - "Needs smaller ramps for younger children to ride their scooters or bikes."
 - "The bowls look great, but it would be nice to add a big jump for stunts."

Support with Alternative Location Suggestions

- No. respondents that aligned to this theme: 7
- Examples:
 - "It's a good facility but would be better located at Riverside Rec, where there's already space for this."
 - "I support the skate park but wish it were in the old Riverside location to keep Greenacres more open for general use."
 - "My children are excited about the skate park but we're disappointed with the location."

Positive Impact on Youth Engagement and Physical Activity

- No. respondents that aligned to this theme: 12
- Examples:
 - "It's great for young people to be active and gives them something to do in their free time."
 - "It's a wonderful addition that allows kids of all ages to have fun and socialise."
 - "The more we provide for the youth of Stotfold, the better—it keeps them away from boredom and engaged in positive activities."

Interest in Inclusivity for All Ages and Genders

- No. respondents that aligned to this theme: 5
- Examples:
 - "Most local parks target younger children or teenage boys, leaving few options for teenage girls. It would be great to consider design elements that encourage use by all genders."
 - "Facilities like this should offer something for each person—whether you skate, bike,

or roller-skate."

- "I would like to see facilities that grow with my young children and are accessible to a wide range of ages."

"I completely support the vision"

Respondents who "completely support the vision" for the proposed wheeled sports facility overwhelmingly endorse it, highlighting its value for youth engagement, physical activity, and community-building. They emphasise the skate park's potential to provide a safe, productive space for young people to gather, socialise, and develop skills.

Supporters also see the facility as addressing a current lack of recreational amenities in Stotfold, potentially benefiting families and individuals of all ages.

Below is a breakdown of these themes, with quantified alignment and representative excerpts.

Youth Engagement and Physical Activity

- No. respondents that aligned to this theme: 42
- Examples:
 - "It's perfect for children and adults of all ages to have something to do, getting kids active and off their screens."
 - "Skating is a great sport and should be encouraged; this facility will give children a productive way to socialise and stay fit."
 - "My 8-year-old daughter is keen to have a skatepark facility nearby to practice in—she's so excited about it."

Community and Social Benefits

- No. respondents that aligned to this theme: 30
- Examples:
 - "This would be a fantastic place for children and teens to meet, build friendships, and foster a sense of community."
 - "The skatepark will provide a safe environment for kids and teens to hang out together and take up new hobbies."
 - "Skateparks are wonderful for socialising, helping young people and even adults to bond over shared interests."

Addressing a Lack of Local Facilities

- No. respondents that aligned to this theme: 27
- Examples:
 - "Stotfold has very limited amenities for young people, so this skatepark would be a huge asset to the community."
 - "Facilities like this are desperately needed for the town's growing population—it's a fantastic addition."
 - "I grew up here and wish we had something like this. The youth in Stotfold need more outdoor spaces like this to keep them engaged."

Environmental and Economic Impact

- No. respondents that aligned to this theme: 5
- Examples:
 - "Having a skatepark here would mean fewer car trips to nearby towns, benefiting the environment."
 - "It will draw people to the area, who may also support local businesses like cafes and shops."
 - "A local skatepark saves families the time and fuel needed to reach other towns for similar facilities."

Requests for Additional Features and Safety Measures

- No. respondents that aligned to this theme: 8
- Examples:
 - "It would be great to have more shaded areas or seating so families can enjoy the space too."
 - "A well-lit facility with plenty of bins and perhaps some CCTV will help keep the area safe and clean."
 - "The bowl and ramps look amazing, but I'd love to see a separate flat area for beginners to practice."

Positive Impact on Community Well-being and Crime Reduction

- No. respondents that aligned to this theme: 6
- Examples:
 - "This will give kids a place to go rather than wandering the streets, potentially

reducing anti-social behaviour."

- "It's great that it's not too close to houses, so it minimises disruption while still giving kids a dedicated space."
- "With more recreational spaces, we can prevent kids from turning to negative behaviours out of boredom."

6. We're really keen to get your ideas on how to make the planned skatepark the very best it can be. Would you like to share your ideas about the proposed design?

182 respondents opted to share specific feedback, which is detailed in the subsequent questions, however please note that the subsequent design feedback questions were not mandatory and so not all questions received responses. 156 chose not to leave any specific feedback.

7. Would you be interested in taking up wheeled sports following the construction of the skatepark?

- Yes: 103 responses (58.2%)
- No: 73 responses

8. What do you like most about the proposed design for the park?

160 responses to this question.

The proposed park design was well-received by respondents, especially for its inclusivity, variety of features, and the thoughtful layout. Respondents are particularly excited about the design elements that cater to different skill levels and age groups, with strong enthusiasm for features like bowls, ramps, rails, and general spaciousness.

While most responses are positive, a few respondents expressed neutral or uncertain feedback. Overall, the park design is appreciated for its potential to create an inviting, versatile space for active, safe outdoor activities.

- **Key Design Features (Bowls, Ramps, Rails)**

- Many respondents highlighted specific design elements like the bowl, ramps, and rails. The "bowl" was mentioned frequently, showing a strong preference for this feature, both for its function and the excitement it adds.
- Ramps and obstacles were valued, particularly by those looking for a variety of activity levels and challenges.

- **Spaciousness and Layout**

- Comments about "large space," "spaced out," and "different heights" suggest that the layout and roominess are valued. This theme reflects an appreciation for a well-organised, open space that allows easy movement and safe engagement.

- **Inclusivity and Accessibility**

- Multiple respondents noted that the design appears inclusive, catering to different ages and skill levels, which enhances its appeal. The focus on making the space welcoming to all participants, from beginners to experienced users, was a recurring theme.

- **Modern and Safe Environment**

- Responses describe the park as "modern," "well-thought-out," and "adequately lit," with a focus on making it a "safe environment" for kids. Safety and modern design elements contribute positively to perceptions of the park as a community space.

- **Encouragement of Outdoor Activity**

- Respondents appreciated that the park would encourage outdoor activity, particularly for kids, as a healthy alternative to screen time. This theme reflects a desire for spaces that promote physical activity and social interaction.

- **Overall Positive Reception and Excitement**

- Several responses indicated general enthusiasm with comments like "everything," "really good design," and "exciting design." This reflects a broad approval of the park's proposed vision and its appeal as a fun, engaging space for the community.

- **Neutral/Uncertain Responses**

- A few respondents were neutral or unsure about the design, with comments like "N/A," "Not applicable," and "Nothing." Additionally, some expressed conditional support, noting that they hadn't yet seen the design or were uncertain if it was suitable for kids.

9. What do you not like, or would like to see improved?

Feedback on potential improvements to the proposed park design reveals a mix of constructive suggestions and concerns, primarily centred around enhancing inclusivity, safety, and community compatibility. Respondents show interest in additional features like a pump track, varied ramps, a half-pipe, and amenities like seating and sheltered areas.

Key concerns include location, potential noise, anti-social behaviour, and safety measures like lighting, fencing, and surveillance. These insights suggest that while there is enthusiasm for an inclusive outdoor space, design adjustments and added facilities may better address the diverse needs of community members.

- **Additional Features and Facilities**

- **Pump Track:** Many respondents suggested adding a pump track, with some expressing that this would increase appeal to all genders and age groups and align with the community's interest in cycling.
- **Varied Ramps and Half-Pipe:** Requests for additional features such as a half-pipe, mini ramps, and diverse jump heights indicate a desire for more varied and skill-inclusive elements.
- **Flat Ground and Open Space:** There is a call for more open, flat ground for beginners and roller skaters, as well as areas suitable for scooters and freestyle skating.
- **Seating and Shelter:** Respondents expressed the need for seating, picnic benches, shaded areas, and even a potential coffee stand, to enhance comfort for visitors and families.

- **Safety Concerns and Anti-Social Behaviour**

- **Surveillance and Lighting:** Concerns around anti-social behaviour, including potential drug use and bullying, were prominent. Many respondents recommended improved lighting, CCTV, and the presence of staff or frequent monitoring to deter misuse of the space.
- **Noise and Community Impact:** Noise and the potential impact on nearby residential areas were mentioned, with some suggesting relocating the park further from homes.
- **Fencing and Controlled Access:** The idea of enclosing the area with fencing was raised to enhance safety, particularly to separate users from dogs and reduce litter or vandalism risks.

- **Inclusivity for All Ages and Skill Levels**

- **Beginner and Child-Friendly Areas:** Several comments emphasised the need for designated areas for younger children or beginners, including smaller ramps and

protected zones.

- **Accessibility for Multiple Sports:** Respondents expressed a desire for a multi-use design that accommodates BMX riders, skateboarders, roller skaters, and scooter users, which would help maximise the park's utility.

- **Location and Environmental Concerns**

- **Alternative Locations:** There was notable feedback suggesting that the proposed location may not be ideal. Alternative sites, such as near the Stotfold Football Club or farther from residential areas, were recommended to minimise disruptions.
- **Environmental and Flood Concerns:** Some respondents were concerned about increased rainwater runoff and potential flooding. Suggestions included integrating permeable surfaces or soakaways to mitigate water impact.
- **Preservation of Green Space:** A few responses emphasised the importance of maintaining grassy areas for dog walkers and open space lovers, advocating for a balanced approach that doesn't overrun the existing park area.

- **Community and Aesthetic Considerations**

- **Community Ownership and Art:** Suggestions to involve local artists in decorating the park and to create a welcoming aesthetic highlight a desire for community pride and ownership of the space.
- **Sustainability and Noise Management:** Preferences for concrete as a quieter, more durable material reflect an interest in sustainable, low-maintenance design that minimises noise.

10. What is your favourite element to ride?

The survey reveals a diverse range of preferred elements for riding, with scooters, bikes, and skateboards being the most popular choices among respondents. Key elements like bowls, half-pipes, and ramps were frequently mentioned, indicating a strong preference for features that allow jumps, drops, and smooth transitions.

Some respondents, who do not actively use skateparks, highlighted the importance of seating and spectator areas, reflecting broader interest in family-friendly amenities. Overall, there is a clear demand for versatile park elements that cater to multiple types of wheeled sports and varied skill levels.

- **Preferred Riding Equipment**

- Scooters: Scooters emerged as the most popular equipment, with many responses indicating scooter riding as the primary or favoured activity.
- Bikes and BMX: Bikes were also popular, with users expressing interest in areas that accommodate cycling, pump tracks, and features suited to BMX-style riding.
- Skateboards and Roller Skates: Skateboards and, to a lesser extent, roller skates were also mentioned. This highlights the need for elements that facilitate skateboarding, such as rails, ledges, and smooth transition areas.

- **Favoured Park Elements**

- Bowls and Pools: The bowl or pool was a favourite for many respondents, who appreciate the flow and challenge it provides, especially for skateboarding and scooting.
- Half-Pipes and Quarter-Pipes: The half-pipe was frequently mentioned, particularly by users interested in jumps and high-intensity tricks.
- Ramps and Drops: Many respondents enjoy ramps for their versatility, including jump boxes, flyouts, and drop-in features for both beginners and more experienced riders.

- **Multi-Use and Inclusive Design**

- Pump Track: Some respondents advocated for a pump track to make the park more accessible and versatile for a variety of users, including younger children and families.
- Flat Ground and Beginner-Friendly Zones: For those interested in practising or learning, the inclusion of flat ground areas and smaller ramps was recommended to allow gradual skill progression.

- **Amenities for Spectators and Families**

- Seating Areas: Those who accompany children or prefer spectating expressed interest in seating areas near the park, emphasising that a family-friendly environment would

increase the park's appeal.

- Observing High-Risk Tricks: Some respondents enjoy watching high-risk tricks on the half-pipe or bowl, indicating that these areas could be engaging for spectators.

11. How would you want to use the space, with who, what time of the day / week?

The proposed park space would be widely used by families, children, and friends, primarily during after-school hours, weekends, and school holidays. Respondents envision the park as a place for social gatherings, family activities, and skill development for children and teens.

Evening use is anticipated, but concerns about safety and anti-social behaviour could influence usage patterns. The feedback suggests that safe, inclusive, and well-monitored amenities would make the space more attractive for families and individual users alike.

- **Primary Users and Activities**

- Families and Children: The majority of respondents plan to use the space with children, either for skateboarding, scootering, biking, or simply as a community gathering spot. Families anticipate using the park regularly, especially after school, on weekends, and during holidays.
- Friends and Peer Groups: Many teens and young adults would use the space with friends, focusing on recreational activities and socialising. This highlights the park's role as a social hub, particularly for school-aged children and teens.

- **Time of Use**

- After-School and Weekend Use: Most respondents indicated they would use the space after school and on weekends, reflecting a demand for a recreational area that fits into school schedules and family routines.
- Flexible Hours: Some users, especially adults and those with flexible schedules, mentioned using the park during quieter hours, like early mornings or weekdays when kids are in school.
- Evening Usage: A subset of respondents expressed interest in using the park in the evening, especially in warmer months. Evening use suggests the need for adequate lighting and safety measures to ensure a welcoming environment after dark.

- **Desired Amenities and Safety Concerns**

- Family-Friendly and Inclusive Environment: Families expressed a desire for a safe, accessible, and well-maintained environment, with some also mentioning amenities like seating, picnic spots, and shaded areas to make the space more comfortable.
- Concerns Over Anti-Social behaviour: A recurring theme was concern about potential anti-social behaviour, especially in the evenings. Respondents would prefer measures like CCTV, security lighting, and potential closing times to mitigate safety risks, making the space more family-friendly.

- **Usage Frequency and Routine**

- Regular and Routine Use: Some families and teens indicated daily or frequent use, particularly if the park offers a range of features catering to various skill levels and age groups.
- Seasonal Variations: Some responses suggested that park use would be more frequent during spring and summer, due to better weather and longer daylight hours, but with the potential for reduced use in colder months.

12. What attracts you to wheeled sports?

The appeal of wheeled sports among survey respondents centres on themes of fun, adrenaline, skill development, and social connection. Many are drawn to the excitement and physical challenge, appreciating wheeled sports as both a personal pursuit and a family activity that fosters a sense of community.

While some respondents feel no attraction to wheeled sports, the majority see it as a valuable, accessible way to exercise, enjoy outdoor activities, and cultivate new skills.

- **Excitement and Adrenaline**

- A common attraction to wheeled sports is the thrill and adrenaline they provide. Respondents enjoy the high-energy experience, especially when performing tricks or moving at high speeds. This element of excitement makes the sports appealing to both participants and spectators.

- **Skill Development and Challenge**

- Many participants appreciate the opportunity to learn and improve new skills over time, whether it's mastering tricks or building confidence in a new sport. Wheeled sports offer a rewarding sense of progression and accomplishment, making it engaging for all ages.

- **Social Connection and Community**

- Social aspects, including meeting friends and joining a welcoming community, are key draws. Wheeled sports provide a friendly environment where individuals of all ages and skill levels can connect, socialise, and support one another's progress.

- **Fun and Enjoyment**

- A significant portion of respondents find wheeled sports simply enjoyable. Fun is cited as a primary motivator, with participants valuing the ability to play and be active in an unstructured, playful way. This enjoyment often extends to family activities, where parents and children alike find wheeled sports engaging.

- **Physical Activity and Health**

- For some, wheeled sports serve as a form of exercise that promotes physical fitness and mental well-being. Participants value the outdoor aspect of the activity, seeing it as a healthy alternative to indoor or sedentary pastimes. It allows them to be active while doing something they genuinely enjoy.

- **Freedom and Expression**

- Some respondents appreciate wheeled sports as a way to express themselves and experience a sense of freedom. This freedom, paired with creativity in learning tricks and moves, adds depth to the experience, fostering a personal and meditative quality.

for some participants.

- Negative or Neutral Responses
 - A portion of respondents expressed no interest in wheeled sports, either due to personal preference or lack of engagement in the past. These responses underscore that while wheeled sports have wide appeal, they may not resonate with everyone in the community.

13. What do you see as a barrier to using skateparks?

Key barriers to using skateparks centre on concerns about safety, intimidation by older or anti-social groups, accessibility challenges, and perceptions of skateparks as hubs for undesirable behaviour.

While many are enthusiastic about using a community skatepark, they stress the importance of inclusivity, safety measures, and thoughtful design that promotes an accessible and welcoming environment for all ages and skill levels.

1. Safety and Anti-Social behaviour

- **Anti-Social Concerns:** Many respondents worry about skateparks attracting anti-social behaviour, including drug use, vandalism, and littering, which can make the environment uncomfortable or unsafe, particularly for younger children.
- **Intimidation by Older Youths:** A common theme is the fear that older teens or groups may intimidate younger or beginner users, deterring them from using the park freely.
- **Safety Features:** Suggestions include anti-vandalism seating, more bins, regular maintenance, and lighting, especially for winter months and evening use. CCTV and open design were also recommended to improve safety and visibility.

2. Inclusivity and Community Accessibility

- **Access for All Ages and Abilities:** Respondents expressed concern that skateparks can sometimes be dominated by more experienced riders, creating a barrier for beginners, younger children, and people with disabilities. There's a call for inclusive design, with elements suitable for various skill levels.
- **Diverse Wheeled Sports:** There's an interest in ensuring the park accommodates multiple wheeled sports, including bikes, scooters, and roller skates, rather than being skateboarding-exclusive.
- **Local Access and Fairness:** Some raised concerns that the park may primarily serve certain neighbourhoods. Accessible pathways for users to reach the park from other parts of town are recommended.

3. Physical and Environmental Constraints

- **Weather and Maintenance:** Environmental factors like wet or icy surfaces, darkness in winter, and seasonal flooding can limit usability. Ongoing maintenance to ensure clean, dry, and safe surfaces is seen as crucial.
- **Physical Ability and Age:** Older users, adults, and those with mobility challenges noted that age or fitness can be a barrier. Some suggest dedicated seating areas for

spectators or parents.

4. Negative Perceptions and Social Stigma

- **Stereotypes of Anti-Social behaviour:** Several respondents referenced the lingering stigma that skateparks are tied to delinquency. This perception, rooted in past stereotypes, can deter families and young children from engaging. Ensuring a positive, family-friendly environment could help reshape these attitudes.
- **Judgment and "Skatepark Etiquette":** Some users feel judged or intimidated, especially if they're beginners, with experienced riders dominating the space. The notion of "skatepark etiquette" can be unfamiliar, leading to unintentional conflicts between new and seasoned users.

5. Design Preferences and Aesthetics

- **Overcrowding and Space Management:** Crowded parks can feel chaotic and unwelcoming. Respondents suggest design considerations that allow space for each group (e.g., beginners, families, experienced riders) to engage safely.
- **Soft Landscaping:** Many respondents mentioned the harsh appearance of typical skateparks. Soft landscaping and greenery could help create a more inviting, community-oriented feel.

14. What makes you feel safe in a space?

Feeling safe in a skatepark setting is strongly tied to visibility, lighting, community presence, and openness. Respondents express a preference for well-lit, open areas with clear visibility, proximity to public spaces, and surveillance to deter anti-social behaviour.

Cleanliness, maintenance, and community involvement also contribute to a welcoming atmosphere. Specific measures to ensure inclusivity, particularly for younger users and women, are also recommended to foster a comfortable environment for all ages and backgrounds.

- **Visibility and Lighting**

- **Good Lighting:** Well-lit spaces are seen as critical, particularly for evening use and during winter months. Lighting is not only practical but also acts as a deterrent to anti-social behaviour.
- **Openness and Clear Sightlines:** Respondents feel safer in open areas without hidden or secluded spots. Clear sightlines and a visible layout increase the sense of security by reducing spaces for people to hide or engage in negative behaviour.

- **Community Presence and Inclusivity**

- **Community and Family Atmosphere:** A family-friendly, inclusive environment contributes significantly to perceived safety. Spaces that attract a broad age range, including parents and children, are seen as safer and more inviting.
- **Inclusivity for All Ages and Genders:** Many respondents, particularly women, emphasise the need for inclusivity. Visible efforts to make young women and beginners feel safe and welcome, combined with a balanced demographic, are considered essential to creating a comfortable space.

- **Surveillance and Security Measures**

- **CCTV and Monitoring:** Surveillance, such as CCTV cameras, is frequently mentioned as a way to increase safety and discourage negative behaviour. Some respondents also suggest periodic security patrols to maintain order and reassure users.
- **Natural Surveillance:** Being close to housing or public areas, where natural surveillance is possible, also contributes to a feeling of safety. When the park is visible to others in the community, it discourages isolated behaviour and promotes accountability.

- **Cleanliness and Maintenance**

- **Regular Maintenance and Litter Management:** Clean and well-maintained spaces make users feel safe and respected. Respondents suggest having plenty of bins to manage litter and regular upkeep to maintain the park's appearance.
- **Design for Community Ownership:** Involving local artists or the community in

decoration helps foster a sense of ownership, potentially reducing vandalism and encouraging respect for the space.

- **Positive Social Environment**

- **Friendly Atmosphere and Skatepark Etiquette:** The presence of respectful and supportive users makes people feel welcome. Politeness, respect, and awareness of skatepark etiquette (especially for scooters) are all valued qualities that contribute to a positive environment.
- **Space for Everyone:** Providing dedicated areas or ensuring there is enough space for everyone, regardless of skill level, reduces intimidation and fosters a welcoming social environment.

- **Additional Safety Features**

- **Safety Equipment and Barriers:** Respondents suggested safety barriers and nearby seating for parents or spectators. Clear guidelines on protective gear, such as helmets, help users feel safer while practising tricks and moving around the park.

15. What skateparks do you currently use, if any?

The current skatepark usage patterns reveal that many local residents travel to nearby towns such as Letchworth, Shefford, Biggleswade, Potton, and St. Neots to access skateparks, reflecting the high demand for a local facility.

Popular destinations like Norton Common (Letchworth), Shefford, and Biggleswade are frequently mentioned, along with several pump tracks and specialty parks further afield, such as Adrenaline Alley in Corby.

Many respondents noted the inconvenience of traveling due to distance or overcrowding, underscoring the community need for an accessible, well-equipped skatepark in their area.

- **Popular Local Skateparks and Pump Tracks**

- Letchworth (Norton Common): This is one of the most frequently visited skateparks due to its proximity and amenities, though users note it can become overcrowded.
- Shefford and Biggleswade: These parks are also frequently used, with many people choosing them due to their close location. Users enjoy them but mention a lack of variety and sometimes insufficient facilities.
- Potton and Arlesey: These are commonly visited but noted as limited in terms of size and quality, with several comments suggesting they lack proper facilities for a wide range of users.

- **Specialty Parks and Pump Tracks**

- Adrenaline Alley (Corby): For advanced users or those seeking more challenging courses, Adrenaline Alley is a destination, though it requires a considerable travel commitment.
- Pump Tracks: Respondents appreciate pump tracks in areas like Buntingford, St Albans, and Lower Stondon for their flexibility and accessibility to various wheeled sports, with some users suggesting a pump track would be an ideal addition to the proposed local park.

- **Inconvenience Due to Distance and Limited Local Options**

- Travel Barriers: Many users express frustration at having to travel to access decent skatepark facilities, with most nearby options requiring significant travel time. This reflects the unmet demand for a quality skatepark closer to home.
- Overcrowding at Existing Parks: Even when nearby skateparks are available, they are often busy, which detracts from the experience, especially for younger or beginner riders.

- **Desire for a High-Quality, Local Facility**

- **Variety of Sports Supported:** Many respondents hope for a skatepark that accommodates multiple types of wheeled sports, including scooters, BMX, and skateboarding, rather than exclusively catering to one sport.
- **Local Availability:** There is strong support for a local skatepark to reduce travel time and provide a reliable, community-oriented space that users can access regularly.

16. Do you have an ideas for planting / colour / texture?

Ideas for planting, colour, and texture focus on blending functionality with aesthetics that reflect the local community and natural surroundings. Suggestions emphasise incorporating greenery, graffiti art by local artists, and durable materials that are low-maintenance and suited to the demands of a skatepark environment.

A mix of natural elements, such as hardy plants and seating in shaded areas, along with bright colours and inviting textures, would make the space both visually appealing and user-friendly.

● **Colour and Artistic Elements**

- **Graffiti and Local Art:** Many respondents suggested inviting local graffiti artists to decorate the park, creating a space that reflects the community's character. This could include murals or geometric designs to add vibrant colour and personality.
- **Bright, Engaging colours:** Bright, welcoming colours like blue, red, pink, and neon shades were popular choices, aiming to make the space lively and visually appealing. Some respondents suggested using contrasting colours to help specific areas stand out.
- **Natural Tones and Blending with Environment:** Others recommended more subdued, natural colours, such as greens, browns, and greys, to allow the skatepark to harmonise with its surroundings, particularly if there is significant planting around the park.

● **Planting and Greenery**

- **Wildlife-Friendly and Low-Maintenance Plants:** Respondents showed strong interest in native plants that attract pollinators, such as grasses, wildflowers, and perennials like lavender or sunflowers. These would add natural colour and texture, providing a softer contrast to the skatepark's hardscape.
- **Trees and Shrubs as Borders:** Many suggested trees and shrubs around the park's perimeter to enhance the green space and create a natural buffer, without encroaching on the skate area. Hardy, low-maintenance plants were preferred to prevent debris like leaves from impacting the skate surfaces.

● **Texture and Material Considerations**

- **Smooth and Durable Concrete:** Concrete is the preferred material for its durability and smooth texture, which is suitable for various wheeled sports. Respondents emphasised avoiding metal ramps and gravel to ensure a safe, low-maintenance surface.
- **Non-Slip, Skate-Friendly Surfaces:** Safety was a concern, with suggestions for non-slip,

high-grip materials that could withstand the wear of wheels and minimise the risk of injuries.

- Varied Textures: Some respondents proposed experimenting with textured surfaces for areas outside the main skate zone, providing a sensory experience and varied practice for different wheeled sports.

- **Functional and Social Spaces**

- Seating and Shade: Seating areas were frequently requested, particularly for parents and spectators. Shaded areas with benches or picnic tables would allow for relaxation and socialising, making the park more family-friendly.
- Water Fountain and Bins: Practical features, such as water fountains and ample bins, were suggested to support cleanliness and hydration, enhancing comfort for extended visits.
- Designated Viewing Areas: Some respondents suggested incorporating spectator-friendly spaces, like dedicated seating with clear sightlines, so people can watch safely without encroaching on active areas.

- **Environmental Considerations**

- Natural Shading and Temperature Control: To make the park comfortable in warm weather, respondents recommended natural shading through trees or the addition of a shaded structure. Additionally, eco-friendly features, like drought-resistant plants, were suggested to reduce maintenance costs and environmental impact.
- Noise Reduction and Pollution Control: Respondents expressed concern about noise from nearby roads and recommended planting trees or shrubs as a natural sound buffer to maintain a peaceful environment.

MINUTES OF A MEETING OF THE RECREATION GROUNDS, PUBLIC LANDS & LIGHTING COMMITTEE HELD ON WEDNESDAY 14th JUNE 2023, AT 7.25PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE.

Committee Members present:

Mrs M Cooper (Chairman), Mrs L Anderson, S Buck, S Hayes, Mrs J Hyde, J Smith, J Talbot

Also present:

Ms C Jenkins – Assistant Clerk and 2 Members of the public.

72/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Hall and B Saunders.

73/23 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no disclosures of members interests or requests for dispensation. 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.

74/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

75/23 MINUTES OF PREVIOUS MEETING

RESOLVED that the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on 24th May 2023 are confirmed as a correct record.

76/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

- Ward members grant – boot scraper, bins and benches are all now installed
- Arlesey Road Electric meter for the MUGA is due for installation in July.
- Bridge on Greenacre – letter from a resident is requesting railings to be installed on the bridge after a child had a fall. A quote will be asked for tubular railings to be fitted.
- Invoice from Teasel for a strimmer - £629.99 to be taken from Teasel budget.

Update on the funding for Football pitches.

Reports have now been completed for all our football pitch conditions. These have now been submitted for grants to provide funding to keep the pitch surfaces up to standard for the next 6 years. Details are as follows:

The Green – conditions deemed as GOOD (52%)

Grant awarded £2134.00 Council contribution: £0.00

Hitchin Road Recreation ground – conditions deemed as ADVANCED (64%)

Grant awarded £3200.00 Council contribution: £0.00

Riverside Playing Fields – conditions deemed as GOOD (57%)

Grant Awarded £3200.00 Council contribution: £0.00

Arlesey Road pitches – condition of total 6 pitches
Deemed as BASIC – GOOD (45% - 52%)
Grant Awarded £55,680.00 Council contribution: £17,068.00
Amount works out at £2844.66 per year for 6 years.

RESOLVED that the Committee agreed to pay £17,068.00 over 6 years as the Councils contribution to the grant funding.

Hedges at Norton Road Allotments

Members asked for a letter to be written to TEASEL inviting them to the next REC meeting to discuss work to be carried out on the hedge. The TEASEL group have checked this and stated that the job is big a task for them. Security is the biggest issue with the hedge overgrown.

RESOLVED: That Mr Johanssen is to check the hedge and quotes for both fencing and hedge laying to be sought.

MUGA compound and netball hoops

Height has been looked at, 2.5m high and wide, double doors required, quotes to be submitted to next meeting

The pitch marking will be carried out on 28th June, weather permitting

Netball lines on the MUGA – costs £650.00 for marking out

77/23 HIRE OF THE GREEN – CLASSIC CAR SHOW

Members noted a letter from a resident requesting to hire the green for the classic car show. A free event for the town, with charity fund raising.

RESOLVED that 12th August 2023 is suggested for the event, together with the usual marshalling and help with car parking.

78/23 LITTLE LONDON FOOTPATH

Members discussed a small fingerpost sign for the Little London Footpath.

RESOLVED: to purchase sign in Cornflower Blue with capitals font at £249.00+VAT. The additional plaque size is to be determined, together with the appropriate wording.

79/23 TERMS OF REFERENCE - UPDATES

Members were asked to check and update the terms of reference for this committee. Amendments to make were as follows:

- Prince Charles Avenue is now adopted.
- Jubilee Meadow – once adopted – no associated play equipment.
- TEASEL should read be in capital letters.
- Remove details of job specification for MUGA caretakers.
- Remove MUGA caretakers salaries within the committee budget.
- To add, Review contracts for maintenance for MUGAs and all weather pitches, Pix Brook Play area, Arlesey Road, Greenacre Park, Hitchin Road and Riverside recreation ground.

Copy of amended Terms of Reference to be available for councillors at the next meeting.

80/23 REQUEST TO USE THE GREEN – ST MARYS SCHOOL

Members noted a request from St Marys School to use the Green for their sports day on 11th July 2023.

RESOLVED that St Marys School can use the Green for their sports day on 11th July 2023.

81/23 PROPOSAL FOR STOTFOLD FAYRE

Members noted a request to hold a new fayre at Stotfold. Members were concerned about how this would work and noted it is very close to the already popular Mill Weekend.

RESOLVED that the organiser would be welcomed to a future meeting to discuss how the event would be run.

82/23 BENCH OUTSIDE LARKSFIELD SURGERY

Members noted a request for a bench to be installed on Pendleton Way, outside the Larksfield Surgery for people to wait on. Bench needs to be made of recycled plastic which will weather well. members asked if any S106 money was available. Quotes would be supplied for the next meeting.

83/23 KISSING GATE MILLENNIUM GREEN / GATE ON ROOK TREE LANE

Members were informed that both gates to Millennium green were in need of repair or replacement.

The gate off Rook Tree Lane to Millennium Green needs to be mended or replaced.

RESOLVED: that TEASEL will be asked to look at the gate and quotes for materials or a new gate will be provided.

The gate by Pop Studios on Mill Lane that lead to the Millennium Green was removed by TEASEL around 6 months ago as it was leaning and dangerous. It was considered not urgent to replace this, if needed at all.

84/23 HITCHIN ROAD REC – CHANGING ROOMS

Members were updated on the works being carried out to Hitchin Road Changing rooms. No internal plastering has been completed yet and beading has been left with gaps. The electrics above the door need to be isolated, plastering completed and electrics all put back.

A quote from has been received from Griggs electrical £288.00+VAT to complete the electric works and plastering.

RESOLVED for work to be completed at a cost of £288.00+VAT.

85/23 TOWN RANGER EQUIPMENT – BUDGET

Members discussed a budget to be organised for equipment, clothing and PPE for the new Town Rangers. At present they need to order equipment and tools to be able to carry out their roles.

RESOLVED that £3500.00 be made available to purchase clothing, PPE, equipment and tools for the Town Rangers. This will be reviewed again later in the year.

86/23 GENERAL POWER OF COMPETENCY

Members discussed the general power of competency that Stotfold Town Council is allowed to follow, providing they have a CiLCA qualified Clerk.

This will enable the clerk to authorise certain work and purchases, without seeking agreement each time from committee.

At this point a member of the public arrives to view the meeting.

RESOLVED that the clerk be allowed to authorise up to £2000 routine works, and £5000 for an emergency situation.

Discussion should be made with the Chairman, or Vice-Chairman, of the relevant committee when any money is spent from the committees budget.

87/23 SKATE PARK AREA – FUNDING

As part of the Town Councils Strategic Plan, it was agreed to carry out a review of the play equipment at Riverside Recreation Grounds and The Green.

Members noted that the Skate Park has been removed from Riverside Recreation Ground now for some time. Now that nearby housing overlooks the area and the river is in close proximity, it was thought this was not an ideal location for a new skate park.

Members suggested a new location for the Skate Park to be on the rear of Greenacre Park, along the hedge line with the A507. In the future there will be car parking and the Library and other facilities present. The area will need to be well lit to avoid Anti-Social Behaviour and a programme for any graffiti should be considered.

It was discussed to apply for a Community Asset Grant to help to return this facility to the town. The grant could be up to £25,000. Councils are able to apply for one than one grant for other projects, although only one grant will be chosen per ward. The funds will need to be spent in 12 months. Questions were then asked whether the Community Asset Grant is match funded?

Skate Park designers were discussed, Maverick and Gravity both being named. Both would conduct a consultation with potential users of the facility. The facility would benefit Stotfold and allow social interaction between different age groups.

RESOLVED that £100,000 would be allocated to the project and following checks to our Financial regulations, designs and quotes would be sought.

88/23 BRIDGE INTO JUBILEE FIELD

Members received a quote from Gilks for £22,739+VAT to supply and install a vehicle access bridge from the Riverside Recreation ground to Jubilee Meadow. Bridge is 3m in width, wide enough for a tractor.

RESOLVED Grasscutting contractors and Mr Johanssen to be asked for the height, width and weight of their grass cutting machinery to determine whether bridge access is correct for tractor, trailer and loader.

89/23 RIVERSIDE MUGA UPDATE

Members received an update on the Riverside MUGA project.

- Line marking is still to be completed – Tennis and Netball to be marked out.
- Purchase of Netball posts – quotes received are £278.00, £1300.00 and £902 for 2 posts.
- Compound quote
- Lighting quotes received from Griggs electrical £1810.00+VAT and T. Seymour £1060.00+VAT
- Installation of new CCTV – quote received from Shebang, awaiting quote from Ace Security.
- Surfacing has been completed

RESOLVED that the lighting quote from T. Seymour for £1060.00 be accepted.

90/23 NORTON ROAD ALLOTMENTS- QUOTE FOR COMPOST BIN

Members received a quote from Mr Rik Golder to provide a compost bin for Norton Road Allotments.

RESOLVED that the quote for £965.50 inc VAT be accepted.

91/23 MILLENNIUM GREEN AND GREAT CLOSE MEADOW – GRASS CUT

Members were notified that Mr David Johannsen requests permission make his usual cut of Millennium Green in July 2023.

RESOLVED that Mr Johannsen be allowed to cut Millennium Green in July 2023, free of charge to the Council.

92/23 REPORT – HERBICIDE USE WITH GRASS CONTRACT

A report was considered by members regarding the grass contract held between Stotfold Town Council and Countrywide. Discussion was had on the biodiversity measures in the contract and the spraying of weeds with pesticides etc.

Whilst pitch may be currently growing daisies and other flowers, it is acceptable to play football on these surfaces, therefore avoiding spraying of herbicide.

As a local authority we do have a duty of care to residents to reduce or stop spraying of weeds. It is recommended that more strimming of areas is advised.

It was noted this does not include the Stotfold Cemetery grass areas.

RESOLVED that the Town Council agreed to the minimum amount of spraying. This will be discussed with Countrywide as to methods to continue.

93/23 HIGHWAYS REPORT

A report received from Councillor Smith, Highways Representative:

- CBC Councillor Kathryn Woodfine is meeting tomorrow with Highways regarding the Greenacre area.
- Very large pothole opposite Hallworth Drive, possibly connected with road closure of Hitchin Road. Bus route needs to be alerted of road closure.
- Installation of Bollards opposite The Crown.

94/23 PUBLIC REALM WORKS

Members were reminded that matters for Central Beds Council can be reported via <https://www.fixmystreet.com/> and if they have any matters that are to be reported to other parties or are general repair or maintenance work for the council, these should not be held until the next committee meeting but should be reported to the office.

- Pothole on Rook Tree Lane by the bungalows – to be reported

95/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

It was noted that there was recently a play company on Hitchin Road Recreation ground which had been a new booking through the office. It was run by a local teacher who had started football coaching.

There being no further business, the meeting was closed at 9.16pm

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

RE: Skate park idea - Greenacres Field

From Naomi Henry <Naomi.Henry@centralbedfordshire.gov.uk>
Date Wed 7/6/23 10:27 AM
To Cllr Steve Buck <cllrstevebuck@stotfoldtowncouncil.gov.uk>

Good morning Steve,

Pleased to hear you are still looking to provide a skate park provision.

Do you have a map of the location you are proposing and I can look at next week as on leave from midday today.

A skate park is to be located 30m from dwellings. If you are proposing a concrete skate park these are quieter than metal ramps.

Kind regards

Naomi

Naomi Henry

Play Sites Officer

Leisure Services

Central Bedfordshire Council Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ
Direct Dial: [0300 300 4335](tel:03003004335) | Internal: 74335 | Email: naomi.henry@centralbedfordshire.gov.uk

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From: Cllr Steve Buck <cllrstevebuck@stotfoldtowncouncil.gov.uk>
Sent: Wednesday, June 7, 2023 10:11 AM
To: Naomi Henry <Naomi.Henry@centralbedfordshire.gov.uk>
Cc: Cllr Liz Anderson <cllrlizanderson@stotfoldtowncouncil.gov.uk>
Subject: Skate park idea - Greenacres Field

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Good morning Naomi,

We spoke many moons ago about the skate park provision here in Stotfold. I have spoken Liz about our idea of doing one down at riverside, with the river creating an issue, we produced an alternative.

The section towards the rear of the Greenacres field near the A507 would lend itself nicely and mask the potential noise, what are our thoughts on this?

I have also thought about going after the community assets grant to, do you have many other parishes have gone for this?

Provided we install lighting etc etc this could mean we could have a modern facility on this field.

Regards

Councillor Steve Buck

Town Mayor

<https://www.justgiving.com/crowdfunding/cllrstevebuck-mayors-charity2023>

This year I am supporting MNDA and MIND if you would like to donate please click on the link above . The charities and I are grateful of any support that you can give.



Stotfold Town Council
Greenacre Centre, Valerian Way, Stotfold
Hitchin, Herts, SG5 4HG
01462 730064

enquiries@stotfoldtowncouncil.gov.uk

www.stotfoldtowncouncil.gov.uk

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Guidance for Outdoor Sport and Play

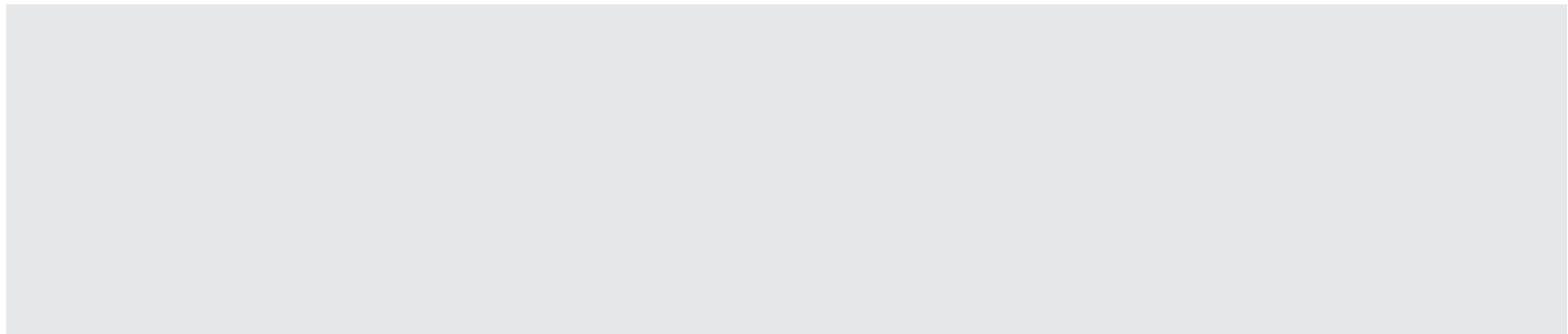
Beyond the Six Acre Standard

England



Green Spaces for Good

Contents



This PDF has interactive elements including hyperlinks to useful external resources. Throughout this document, wherever you see text underlined, it is a link to either another page within this document or an external webpage.

You can use the arrows at the top right of each page to move to the previous or next page, or the link underneath the arrows to return to this contents page.

Foreword



'At first glance the similarities between toddlers playing in the local park and professional athletes competing at the highest level seem tenuous but they both share one basic requirement: a need for outdoor recreational space.'

Parks, playgrounds and playing fields play a vital role in building healthy neighbourhoods contributing to the physical, mental and emotional well-being of local people. Without access to these spaces the quality of life and wellbeing of residents is reduced.

Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard emphasises the need for a range of both formal and informal outdoor spaces to meet our recreational needs and the practical tools to guarantee sufficient space is available.

Outdoor recreational spaces are the foundation stone for an active, healthy nation. Fields in Trust's expert advice ensures provision of these spaces is part of the fabric of our communities.'

The Rt Hon The Lord Coe CH KBE

'Since the 1930s, Fields in Trust has provided guidance on the provision of outdoor space for sport, play and recreation that is both respected and valued across the sector. This new publication recognises the need for people to have access to a wide range of outdoor spaces for recreational purposes and the intrinsic value these important spaces bring to the health and well-being of our communities.'

HRH The Duke of Cambridge
President, Fields in Trust

'I welcome this updated guide which councils and neighbourhood planning groups may find helpful when they consider planning for open space.'

The Rt Hon Greg Clark MP
Former Secretary of State for Communities and Local Government

Introduction

'Guidance for Outdoor Sport and Play' is a one-stop shop for the practitioner – local planning authorities, developers, planners and urban designers, landscape architects and parish and town councils – in the planning and design of outdoor sport, play and informal open space.



Fields in Trust

Fields in Trust is the operating name of the National Playing Fields Association (NPFA), and has been protecting outdoor space for sport and recreation since 1925. Its mission is to safeguard and improve protected space for future generations.

Fields in Trust currently safeguards over 2,500 sites, a total of 28,000 acres of land (11,331ha.) including playgrounds, playing fields, and formal and informal parkland across the UK.

Examples of Fields in Trust's protection work include the [King George V Fields](#), the [Queen Elizabeth II Fields](#) and [Centenary Fields](#).

Open Space Guidance

As part of its protection work, Fields in Trust has offered guidance for practitioners on open space provision and design known as the Six Acre Standard (6AS) since the 1930s and most recently updated to Planning and Design for Outdoor Sport and Play (PDOSP) in 2008.

The benchmark standards within PDOSP remain a useful guidance tool. However, there is need for review, given the substantial changes in the political, planning and social landscapes since 2008 including:

- * reforms to national planning policy and guidance and the introduction of Neighbourhood Planning and CL; and
- * a growing trend towards a preference for individual participatory sport.

Sustainability

Updated guidance for open space and play provision resonates with national planning policy, in particular the presumption in favour of sustainable development, the promotion of its economic, social and environmental roles and the seeking of positive improvements in the quality of the environment, and people's quality of life. In promoting healthy communities, access to high quality open spaces can make an important contribution to health and wellbeing. Such open spaces should not be built on unless any loss is appropriately replaced or outweighed by new provision.

Open space also plays an important role in meeting the challenge of climate change and flooding through integrating Sustainable urban Drainage Systems (SuDS) and providing opportunities for conserving and enhancing the natural environment.

A review of current national planning policy and guidance related to open space provision can be found [here](#).



King George V Field,
Warminster



Queen Elizabeth II Field,
Southwark



Centenary Field,
Coventry

Policy context

National Policy – England

i. National Planning Policy Framework

The [National Planning Policy Framework \(NPPF\)](#) as revised in June 2019, forms the key national policy document and is a material consideration in planning decisions.

ii. National Planning Practice Guidance

[National Planning Practice Guidance \(NPPG\)](#) provides additional guidance to the NPPF, including in relation to open space, sports and recreation, in the form of an online resource.

iii. The Localism Act – Neighbourhood Planning Orders

The [Localism Act](#) paved the way for planning powers to be passed down to local communities through the production of [Neighbourhood Plans](#). Neighbourhood Plans are to be prepared by community groups, guided by Local Planning Authorities, and plan for a range of land uses, including outdoor sports and recreation uses.

iv. Planning Agreements and Community Infrastructure Levy (CIL)

The [Community Infrastructure Levy \(CIL\)](#) is a method of collecting funds from development to pay for necessary delivery and maintenance of infrastructure. Local authorities have the freedom to set their own priorities for what the money should be spent on. A portion of the CIL funds (up to 25%) will be payable to local communities with Neighbourhood Plans in place, for the purpose of localised spending on priority projects. CIL funds are capable of being used to fund local sport and recreation facilities.

v. Other Material Orders/Legislation

- * Metropolitan Open Land designation (in London).
- * [Planning Policy Guidance 17: Planning for open space, sport and recreation \(PPG 17\)](#): although no longer current guidance, the content is still of practical value, along with [The Companion Guide to PPG 17](#) (Assessing Needs and Opportunities).
- * [Disposal or change of use of playing field and school land \(2015\)](#).
- * [Housing and Planning Act 2016](#)
- * [Housing White Paper – Fixing Our Broken Housing Market](#)

Green Flag Awards

Managed by Keep Britain Tidy and Keep Wales Tidy these awards reward the best green spaces in the country. Green Flag recognises the importance of Fields in Trust permanent safeguarding of open spaces in its processes.



Fields in Trust Policy Framework

Good planning and design is central to the philosophy and objectives of Fields in Trust and adds value to the overall quality of an area, helping to create a sense of place and space as well as contributing to the health and wellbeing of residents.

The Fields in Trust policy framework seeks the protection, provision and improvement of outdoor spaces for sport and play as part of the provision of sustainable communities.

Policies are kept under review to ensure that they remain relevant and proportionate. Current land-use policies include:



Policy 1 – Promoting Healthy Communities

As its core principle Fields in Trust protects the legacy of high quality outdoor spaces to facilitate opportunities for sport, play and recreation.



Policy 2 – Protection of Open Space

Fields in Trust seeks to contractually protect individual outdoor spaces for sport, play and recreation in perpetuity via [deed of dedication](#). Fields in Trust does not look to own or manage sites but to work with all recreational landowners to secure the future of their local spaces for recreation.



Policy 3 – Safeguarding of Facilities

Fields in Trust objects to the loss of existing open space for sport play and recreation unless exceptional circumstances can be demonstrated. The development of community playing fields and school playing fields should be refused unless replacement facilities of equal quality and quantity can be provided to serve the same catchment area to meet the need of both new and existing communities.



Policy 4 – Town and Village Greens

Whilst noting that recreational use of land may meet the criteria for registration of land as a town and village green, Fields in Trust prefers that such space be protected by deeds of dedication to ensure that an appropriate balance is struck between protection and flexibility to improve the space.



Policy 5 – Green Belt Development

Fields in Trust supports the provision of playing fields and other appropriate recreational facilities in the Green Belt consistent with policy for Green Belt development.



Policy 6 – Sustainable Development

Fields in Trust supports sustainability benefits arising from outdoor spaces including energy use and generation, carbon reduction, conservation of natural resources such as air, water, soil and biodiversity, sustainable consumption and production.



Policy 7 – Telecommunications

Fields in Trust does not normally support telecommunications apparatus and structures on playing fields if they conflict with the primary purpose of the land. Any such cases will be considered on individual merit.



Policy 8 – Planning and Design

Fields in Trust attaches great importance to the planning and design of facilities for communities. Good planning will achieve the provision of open spaces (formal and informal). Designated spaces (LAPs, LEAPs, NEAPs and MUGAs) should be provided on all developments in line with the guidance set out in this document.



Policy 9 – Planning Agreements

Fields in Trust seeks to secure the provision and protection of spaces for outdoor sport, play and recreation through planning conditions or obligations.



Policy 10 – National Planning Policies

Fields in Trust seeks to support national guidance and policies geared towards the protection of outdoor space for sport, play and recreation.

Fields in Trust guidelines: guidance for the practitioner

Fields in Trust's benchmark standards, or local guidance derived from them, were widely used by local authorities for many years and they were referred to by other bodies, including Sport England who used to refer to them for benchmarking purposes. 75% of LPAs in [a survey commissioned by Fields in Trust in 2014](#) use the PDOSP or guidance that promotes equivalent levels of provision demonstrating the continuing relevance of Fields in Trust's Benchmark Guidelines.

The 2015 guidance backed up by research retains the same headline rates of provision, but draws out new recommendations for accessibility, the application of standards and the minimum dimensions of formal outdoor space. The standards also no longer differentiate between urban and rural areas.

Using this current guidance will help to ensure that the provision of outdoor sport, play and informal open space is of a sufficient size to enable effective use; is located in an accessible location and in close proximity to dwellings; and of a quality to maintain longevity and to encourage its continued use. It is recommended that Equipped/ Designated Play Spaces be promoted in the form of:

- * Local Areas for Play (LAPs) aimed at very young children;
- * Locally Equipped Areas for Play (LEAPs) aimed at children who can go out to play independently; and
- * Neighbourhood Equipped Areas for Play (NEAPs) aimed at older children.

These can be complemented by other facilities including Multi Use Games Areas (MUGAs) and skateboard parks etc.

Open spaces can also provide dual use for Sustainable urban Drainage Systems (SuDS), delivering recreational benefits by using attenuation and storage areas for play and/or sports areas.

Table 1 sets out Fields in Trust Benchmark Guidelines for a range of open space and equipped play areas. These benchmarks reflect the findings of the survey of local standards for open space applied by local planning authorities.

Quantity guidelines should not be interpreted as maximum levels of provision, and it is recommended that these are adjusted to take account of local circumstances.

Accessibility guidelines are provided as walking distance from dwellings. Indicative walking distances can be determined from the accessibility guidelines as set out below.

- * 250m = 2–3 minutes' walk
- * 400m = 5 minutes' walk
- * 800m = 10 minutes' walk
- * 1,200m = 15 minutes' walk
- * 1,600m = 20 minutes' walk

It should be recognised that when applying these benchmarks, local features and obstacles to pedestrian and cycle movement should be taken into account. In doing so, accessible and sustainable play and sport facilities will be maximised.

High quality green spaces go a long way to encouraging people to use facilities positively and actively. Fields in Trust favours the use of durable equipment to reduce the burden and cost of maintaining open spaces, and recommend that management and maintenance regimes be put in place to ensure repair and replacement can be facilitated over time as necessary to maintain the standard of quality.

Definitions can be found within the glossary for the open space and equipped/designated play area typologies.



Equipped and designated play spaces should be in accessible locations and in close proximity to dwellings

Table 1: Fields in Trust recommended benchmark guidelines – formal outdoor space

Open space typology	QUANTITY GUIDELINE ² (hectares per 1,000 population)	WALKING GUIDELINE (walking distance: metres from dwellings)	QUALITY GUIDELINE
Playing pitches	1.20	1,200m	<ul style="list-style-type: none"> * Quality appropriate to the intended level of performance, designed to appropriate technical standards. * Located where they are of most value to the community to be served. * Sufficiently diverse recreational use for the whole community. * Appropriately landscaped. * Maintained safely and to the highest possible condition with available finance. * Positively managed taking account of the need for repair and replacement over time as necessary. * Provision of appropriate ancillary facilities and equipment. * Provision of footpaths. * Designed so as to be free of the fear of harm or crime. * Local authorities can set their own quality benchmark standards for playing pitches, taking into account the level of play, topography, necessary safety margins and optimal orientation³. * Local authorities can set their own quality benchmark standards for play areas using the Play England Quality Tool.
All outdoor sports ¹	1.60	1,200m	
Equipped/designated play areas	0.25 See table 4 for recommended minimum sizes	LAPs – 100m LEAPs – 400m NEAPs – 1,000m	
Other outdoor provision (MUGAs and skateboard parks)	0.30	700m	

¹The ‘All outdoor sports’ typology includes ‘Playing pitches’ within it. The remaining 0.4ha within this guideline encompasses courts and green comprising natural or artificial surfaces. See Glossary for more detail.

²Quantity guidelines should not be interpreted as either a maximum or minimum level of provision; rather they are benchmark standards that can be adjusted to take account of local circumstances.

³Technical standards produced by [Sport England](#), national governing sporting bodies or professional or trade organisations, such as the [Institute of Groundsmanship](#) and the [Sports and Play Construction Association](#) can prove helpful.

Table 2: Recommended Application of Quantity Benchmark Guidelines – Equipped/Designated Play Space

The guidelines are recommended to relate to residential and mixed-use developments involving non-specialist residential use (i.e. the standards should be reviewed where there are high levels of student housing, or sheltered accommodation) using average household sizes for the relevant local planning authority.

Table 2 sets out recommended benchmark guidelines for the provision of equipped/designated play space. These should be provided on site in accordance with the minimum sizes set out at [Table 4](#). A financial contribution (i.e. through S106 or CIL) towards improvement of an existing equipped/designated play space may be sought in lieu of on-site provision for larger scale play spaces, or where existing play space lies within the walking distance guideline of a proposed development (see Table 2).

Scale of Development	Local Area for Play (LAP)	Locally Equipped Area for Play (LEAP)	Neighbourhood Equipped Area for Play (NEAP)	Multi-Use Games Area (MUGA)
5-10 dwellings	✓			
1-200 dwellings	✓	✓		Contribution
201-500 dwellings	✓	✓	Contribution	✓
501+ dwellings	✓	✓	✓	✓

Table 3: Fields in Trust Recommended Benchmark Guidelines – Informal Outdoor Space

Fields in Trust [survey of local standards](#) identified the use of local standards for informal outdoor spaces such as Parks and Gardens and the broad use of national standards for space such as Natural England’s ‘Nature Nearby’ Accessible Natural Greenspace Guidance. Fields in Trust considers that these spaces can play a valuable role in complementing formal outdoor space provision consistent with its objectives, and provide opportunities for play and recreation. Table 3 sets out benchmark guidelines for informal outdoor space.

Open Space Typology	QUANTITY GUIDELINE ³ (hectares per 1,000 population)	WALKING GUIDELINE (walking distance: metres from dwellings)	QUALITY GUIDELINE
Parks and Gardens	0.80	710m	<ul style="list-style-type: none"> * Parks to be of Green Flag status. * Appropriately landscaped. * Positive management. * Provision of footpaths. * Fields in Trust protection * Designed so as to be free of the fear of harm or crime.
Amenity Green Space	0.60	480m	
Natural and Semi-Natural	1.80	720m	

³ Quantity guidelines are provided as minimum guidelines and should not be interpreted as maximum levels of provision, and it is recommended that they are adjusted to take account of local circumstances.

How to apply this guidance

Fields in Trust's benchmarks form a suitable basis for informing planning policies at district or neighbourhood level, and to inform planning decisions on individual proposals.

Quantity

The quantity guidelines can be applied across all urban and rural settings. Account should be taken of the intensity of use of a particular facility: it may be appropriate to relax the quantity guidelines where facilities support a high intensity of usage (e.g. MUGAs, Synthetic Turf Pitches supported by floodlighting).

Accessibility

Accessibility thresholds should be measured as distances actually walked rather than 'as the crow flies' (see also the [indicative walking times on page 5](#)). Significant obstacles or impediments to local access such as main roads should be avoided in accessing open spaces. Open Space and play facilities should be located and be accessible from bus stops, pedestrian and cycle routes to promote sustainable travel. Other larger scale strategic facilities such as swimming pools or golf courses will have broader catchments – these lie beyond the scope of this guidance.

Quality

The quality guidelines should be applied to encourage people to use facilities which are safe, secure and fit for purpose.

Spatial Requirements Recommended Minimum Sizes

The recommended minimum spatial requirements for the more popular outdoor sports and games are set out in [Table 4](#). These requirements allow for safety margins and the movement of pitches from season to season. Unless stated otherwise, the areas given are those for senior use. The information is provided only as a guide. The margins around pitches should allow for maintenance operations to be carried out. Further guidance on the dimensions of each type of facility can be found in many other publications, including those of the [Sports and Play Construction Association](#) and [Sport England](#).

Buffer Zones

A suitable relationship can be created by using the minimum buffer zones for specific facilities. These off-set distances ensure that facilities do not enable users to overlook neighbouring properties, reducing the possibility of conflict between local residents and those at play.



Conflict between local residents and those at play should be kept to a minimum

Table 4: Recommended minimum sizes – formal outdoor space

Open space typology	Minimum sizes		Minimum dimensions	Buffer zones	
Playing pitches	<u>Association football</u>				
	Adult soccer	0.74ha	106 x 70 metres	-	
	Mini soccer U7/U8 pitch	0.14ha	43 x 33 metres		
	Mini soccer U9/U10 pitch	0.25ha	60 x 42 metres		
	<u>Rugby Union</u>		0.70ha	100 x 70 metres	-
	<u>Hockey</u>				
	Mini Hockey	0.31ha	65 x 48 metres	-	
	<u>Lacrosse</u>		0.66ha	100 x 60 metres	-
	<u>Cricket</u>				
	Senior recreational 12 pitch	1.43ha	111.56 x 128.04 metres	-	
Other outdoor (non-pitch) sports	<u>Athletics</u>				
	6 lane track	1.51ha	172.03 x 87.64 metres	-	
	<u>Tennis courts</u>				
	1 recreational court	0.06ha	34.75 x 17.07 metres	-	
2 recreational courts	0.11ha	34.75 x 31.70 metres			
For each adjacent court	0.05ha	34.75 x 14.63 metres			
	<u>Bowling greens</u>				
	Flat green	0.12ha	34.4 x 34.4 metres	-	
	Crown green	0.08ha	27.4 x 27.4 metres		
Equipped/designated play areas	<u>LAP</u>		10 x 10 metres <i>(minimum activity zone of 100sqm)</i>	5m min separation between activity zone and nearest property containing a dwelling	
	<u>LEAP</u>		20 x 20 metres <i>(minimum activity zone of 400sqm)</i>	20m min separation between activity zone and the habitable room façade of dwellings	
	<u>NEAP</u>		31.6 x 31.6 metres <i>(minimum activity zone of 1,000sqm comprising an area for play equipment and structures & a hard surfaced area of at least 465sqm (the minimum needed to play five-a-side football))</i>	30m min separation between activity zone and the boundary of the nearest property containing a dwelling	
Other outdoor provision (MUGAs and skateboard parks)	<u>MUGA</u>		0.1ha	40 x 20 metres	30m min separation between activity zone and the boundary of the nearest property containing a dwelling

Annexe A: Glossary

6AS	Six Acre Standard (2001)	MUGA	Multi Use Games Area	Other outdoor sports	Courts and greens comprising natural or artificial surfaces, including tennis courts, bowling greens, athletics tracks and other outdoor sports areas
Accessibility	Convenient, inclusive and safe accessibility to outdoor facilities, particularly for children and the less mobile	Multi-functionality	Green space performs both important recreational activity space and important environmental functions, such as moderating surface water run-off, air pollution and wind speeds, as well as providing wildlife habitats to aid biodiversity	Parks and Gardens	Formal green spaces including urban parks, country parks, forest parks, and formal gardens
Amenity greenspace	Informal recreation spaces, communal green spaces in and around housing, and village greens	Natural and semi-natural greenspaces	Woodland, scrub, grassland, wetlands, open and running water, and open access land	PDOSP	Planning and Design for Outdoor Sport and Play (2008)
CIL	Community Infrastructure Levy	NEAP	Neighbourhood Equipped Area for Play (and informal recreation, and provision for children and young people)	Playing pitches	Pitch sports including soccer, rugby union, rugby league, hockey, lacrosse, cricket and American football
Designated play areas	Designated areas for children and young people containing a range of facilities and an environment that has been designed to provide focused opportunities for outdoor play comprising casual or informal playing space within housing areas. These play areas comprise LAPs, LEAPs and NEAPs	Non-specialist residential use	Dwellinghouse occupied by a single person or by people regarded as forming a single household, not including residential accommodation where care is provided, purpose-built student accommodation or holiday homes	Quality	The needs, expectations and experiences of users, and the design, management and maintenance of facilities
General Residential Use	Residential use within Class C3 of the Town and Country Planning Use Classes Order but excluding specialist forms of housing such as housing aimed at specialist groups (e.g. sheltered housing, student accommodation etc.) or housing not permanently occupied such as holiday homes	NPFA	National Playing Fields Association	Quantity	A measure of the amount of open space provision which is necessary to meet the needs of the local (and in some cases the regional) catchment
LAP	Local Area for Play (and informal recreation)	NPPF	National Planning Policy Framework		
LEAP	Local Equipped Area for Play (and informal recreation)	NPPG	National Planning Policy Guidance		
LPA	Local Planning Authority	Other outdoor provision	Other outdoor provision comprises MUGAS, skateboard parks and other outdoor provision		

Annexe B: Summary report of the survey work

Introduction

1. Fields in Trust undertook a review of recommendations on standards for outdoor play, sport and recreation within *Planning and Design for Outdoor Sport and Play* (formerly known as the Six Acre Standard). This work was undertaken on a phased basis: a Phase 1 desk top pilot study of 30 local planning authorities undertaken by Pegasus Group (July 2014) and a Phase 2 survey undertaken on behalf of Fields in Trust by David Lock Associates (DLA).
2. The Phase 2 survey comprised an online survey of local planning authorities, supplemented by further desktop research drawing on the Phase 1 study and other sources.

Quantitative Survey of Local Authorities

3. All local planning authorities throughout England and Wales were sent an online questionnaire relating to the practical use of standards for space for outdoor sport and play. A total of 107 English and 12 Welsh authorities responded to the survey. The Phase 2 report analyses the 119 responses from local planning authorities in England and Wales only. This represents a response rate for England and Wales of 33%.
4. A total of 81% of respondents express quantity standards for open space as 'hectares per 1,000 population'.
5. In relation to local standards for open space being met in planning decision-taking, and based on a scoring system with 1 being 'seldom' and 10 being 'always', 64% indicated a score between 7 and 10. This indicates a relatively high degree of compliance with open space standards in planning decision making.

Playing Pitches

6. 52% of respondents were able to provide data about their current standards for the provision of playing pitches on a hectares per 1,000 population basis. The median level of provision was 1.21 hectares per 1,000 population which is comparable with the recommendation of 1.20 hectares per 1,000 population in *'Planning and Design for Outdoor Sport and Play'* (2008). In 20 instances, the local planning authority standard for playing pitches employed is lower than the Fields in Trust benchmark recommendation.
7. The median accessibility standard from respondents was 1,200m from dwellings, which matches the Fields in Trust benchmark.

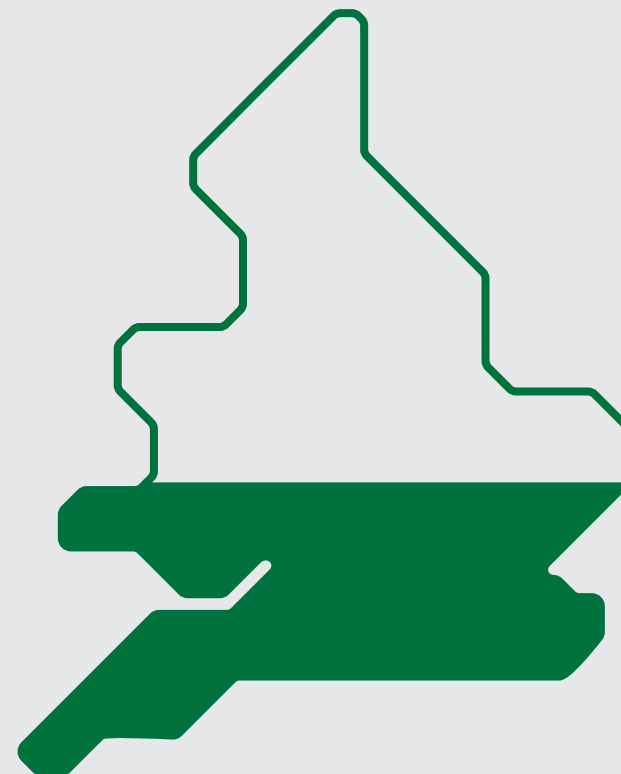
Other Outdoor Sports

8. 25% of respondents were able to provide data about their current standards for the provision of other outdoor sports, expressed as hectares per 1,000 population. Other outdoor sports (excluding pitches) included provision of bowling greens, tennis courts, athletic tracks and Gaelic football. Taken with the standards for Playing Pitches for the relevant authorities, the combined total exceeds the benchmark of 1.60 hectares per 1,000 population for All Outdoor Sport in *'Planning and Design for Outdoor Sport and Play'* (2008).

Designated Play Areas

9. 49% of respondents were able to provide data about their current designated equipped spaces for play, expressed as hectares per 1,000 population. The median level of provision was 0.25 hectares per 1,000 population. This is equal to the Fields in Trust benchmark standard for Designated Playing Space.
10. The median accessibility standard was 100m for LAPs, 400m for LEAPs, and 1,000m for NEAPs when considered individually. Accessibility standards were also more commonly expressed in terms of walking time, rather than distance.

The survey was able to analyse the standards of one third of local authorities in England and Wales



Other Outdoor Provision

11. 13% of respondents were able to provide data about their current provision for other outdoor provision, expressed as hectares per 1,000 population. Other outdoor provision comprised provision of natural and semi-natural green space, Multi-Use Games Areas (MUGAs), and wheeled sport (BMX track or Skate Park). A small number of respondents noted that 'other outdoor' provision was included as part of their requirements for open space for children and young people.

Parks and Amenity Green Space

12. 22% of the total number of respondents were able to provide data about parks and amenity green space as an overall standard, expressed as hectares per 1,000 population. For parks and amenity green space, where provided as an overall standard, the median level of provision sought was 1.0 hectare per 1,000 population.
13. For Parks on their own, 21% of respondents provided data which identified the median level of provision sought to be 0.8 hectares per 1,000 population.
14. For Amenity Green Space on its own, 21% of respondents provided data which identified the median level of provision sought to be 0.55 hectares per 1,000 population.

Other Open Space Standards

15. 42% of respondents were able to provide data about other standards for open space applied within their local authority area. 'Others' included an overall catch-all standard, allotments, community gardens, and urban farms, and natural and semi-natural greenspace.
16. The median overall standard of provision for 'others' was 1.59 hectares per 1,000 population.
17. The median level of provision for allotments, community gardens and urban farms was 0.3 hectares per 1,000 population.
18. For natural and semi-natural green space, the local standard of provision was 1.78 hectares per 1,000 population.

Quality

19. 59% of English and Welsh authorities identified that they had specific requirements regarding the quality of new open space provision. Of those respondents who specified their quality requirements, 18% apply a local assessment of quality (the most commonly used quality assessment by respondents). 10% apply the Green Flag standard to assess the quality of parks. 8% of respondents apply the Fields in Trust standards. 2% of authorities apply the Sport England standards in assessing the quality of sports pitches.

Appeals

20. A shortlist of 19 appeal decisions were reviewed relating to the disposal and reuse of open space, the replacement of open space or new provision. The decisions were specific to the particular circumstances of each case and no clear pattern regarding the use of Fields in Trust standards was apparent. However, a number of cases did make reference to Fields in Trust standards and used these as part of the decision-making process.

Conclusion and Recommendations

21. The survey work demonstrated clearly that the previous recommendations of 'Planning and Design for Outdoor Sport and Play' (2008) remain very relevant in the context of current provision in England and Wales. As provided by the National Planning Policy Framework and National Planning Practice Guidance, there is a need for local assessment but the use of Fields in Trust recommendations as quantitative Benchmark Standards carry general value. As illustrated from the survey results, there are variations both below and above the Fields in Trust Benchmark standards.



Annexe C: Further planning context

Planning Policy in England

1. An overview of the influential planning policy relevant to the provision of outdoor space for sport, recreation and play focuses on that within England. This reflects the local planning authorities surveyed as part of the 2015 Survey for those countries where the response rate was sufficient to provide a representative sample of local planning authorities. **Localism Act**

Act

2. The **Localism Act** of 2011, paved the way for planning powers to be passed down to local communities through the production of Neighbourhood Plans. **Neighbourhood planning legislation** came into effect in April 2012 and revised in recent legislation. Neighbourhood Plans are to be prepared by town and parish councils and community groups, guided by Local Planning Authorities, and plan for a range of land uses, including outdoor sports and recreation uses and designations. As such there is a need to respond to Neighbourhood Planning within the revised Benchmark Guidelines.

Community Infrastructure Levy (CIL)

3. The Community Infrastructure Levy (CIL) is a method of collecting funds from development to pay for necessary delivery and maintenance of infrastructure. It came into force in April 2010 through the **Community Infrastructure Levy Regulations 2010**. The latest amendments are set out in the **Community Infrastructure Levy (Amendment) Regulations 2015** which came into force in April 2015. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. Local authorities have the freedom to set their own priorities for what the money should be spent on.

4. A portion of the CIL funds (up to 25%) will be payable to local communities with Neighbourhood Plans in place, for the purpose of localised spending on priority projects. CIL funds are capable of being used to fund local sport and recreation facilities. The regulations set out controls to ensure the use of the levy and planning obligations does not overlap. **National**

Planning Policy Framework (NPPF)

5. The **National Planning Policy Framework** (published 2012, revised 2018), forms the key national policy document and is a material consideration in planning decisions⁴. The previous guidance 'Planning and Design for Outdoor Sport and Play' (PDOSP) predates the NPPF and the Benchmark Guidelines in the revised guidance reflect the relevant requirements of the NPPF, and the revocation of Planning Policy Guidance 17: Sport and Recreation on which the PDOSP was based.
6. The NPPF advocates a presumption in favour of sustainable development and identifies the three dimensions of sustainable development as economic, social and environmental. Access to high quality open spaces and opportunities for sport and recreation are highlighted as an important aspect of healthy communities.
7. One of the design principles set out under NPPF paragraph 127 states that policies should ensure that developments "places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users".
8. NPPF paragraph 96 states that "access to high quality open spaces and opportunities for sport and and physical activity is important for the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities ... and opportunities for new provision".

9. Benchmark Guidelines at the national level must therefore continue to be capable of adjusting to local circumstances.
10. The NPPF also promotes the protection of existing open space (paragraphs 97 & 99) which is a key aspect of Fields in Trusts' operations as a national charity that safeguards recreational spaces. Paragraph 180 also states that policies should "*identify and protect tranquil areas which have remained relatively undisturbed by noise and are prized for their recreational and amenity value for this reason*".

Paragraph 141 promotes the use of Green Belt land for beneficial outdoor sport and recreation opportunities, where it preserves the openness of the Green Belt (paragraph 145), or in London 'Metropolitan Open Land', which is afforded the same level of protection as the Green Belt.

11. Paragraph 29 relates to community involvement in planning decisions, including through Neighbourhood Planning, and states that: "*The planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities... To support this, local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.*"

⁴ See paragraph 13 of the NPPF, DCLG (March 2012)

13. Land can be designated as 'Local Green Space' in Local Plans or Neighbourhood Plans, which provides special protection against development for green areas of particular importance to local communities. Paragraph 100 of the NPPF sets out the requirements for designation and comprise:
 - ***“where the green space is in reasonably close proximity to the community it serves;***
 - ***Where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and***
 - ***local in character and is not an extensive tract of land.”***
14. Local Green Space designation exemplifies the importance to local communities of recreational space which is in close proximity to local people.
15. One of the three overarching objectives of the planning system, the social objective, states that the system should foster *“a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being”*.
16. Physical activity is fundamental to the overall health and wellbeing of the population, and therefore the provision of open space for sport, play and recreation is instrumental to this.

National Planning Practice Guidance (NPPG)

17. **National Planning Practice Guidance** provides additional guidance to the NPPF in the form of a web-based resource which is updated on a regular basis to incorporate changes in planning legislation and policy. The NPPG provides guidance on a wide range of topics, including in relation to open space, sports and recreation.
18. As the online NPPG is periodically updated, and to avoid referencing out-of-date guidance, a written summary of guidance is not provided in this document. Up-to-date PG guidance can be found at: www.planningguidance.planningportal.gov.uk/blog/guidance/
19. The following topic areas may be of particular relevance:
 - ii. Community Infrastructure Levy
 - iii. Natural environment
 - iv. Health and wellbeing
 - v. Neighbourhood Planning
 - vi. Open space, sports and recreational facilities, public rights of way and Local Green Space

Annexe D: Other ways to use this guidance

1. Beyond the Six Acre Standard: Guidance for Outdoor Sport and Play provides a fresh expression of Fields in Trust benchmark polices for sports and play provision. This annexe sets out further advice on how the guidance can be employed.

How Fields in Trust can help

- * Guidance.
- * The benchmark and the ways to meet it.
- * Research of equivalent cases.
- * Implementation: legal and ownership mechanisms to protect land over the long term.

Alternative and multi-use ways of providing sport and recreation within planned developments

2. In certain locations it may be appropriate to consider the sharing of facilities or the provision of multi-use facilities.
3. The dual use of facilities covers all situations in which the community is granted authorised access to school facilities for outdoor sport and recreation irrespective of the detailed financial arrangements or original intentions which guided the planning and provision of the facilities.
4. Provided that community safety and school security issues, including insurance, can be satisfied it is recommended that school playing space is made available to the local community out of school hours and during holiday periods. Hard surfaced or synthetic pitches and courts have the ability to sustain intensive use and may usefully provide opportunities for community use when not in use by the school and changing facilities are available.

5. The ability of natural grass pitches to sustain additional community use outside school hours will depend on a number of factors, including weather conditions, the drainage characteristics of the site, and the frequencies of sports being played. To avoid difficulties for the school and a potential decline in the quality of facilities, there must be a clear understanding of any necessary physical alterations to the premises and proper management of the dual use.
6. Many groups besides local authorities provide opportunities for children's play. The shared use of a play area may be offered to the community as part of a Section 106 agreement related to a planning application, for use by different groups of children.
7. There is also the potential for the active recreational use of features such as Sustainable Urban Drainage Systems (SUDs) in major developments which can be used as linear play areas.

Fields in Trust Benchmark Guidelines and Local Plans

8. The results of the [Phase 2 survey](#) demonstrate that the Fields in Trust benchmarks remain very relevant in the context of current provision in England and Wales. The Fields in Trust benchmarks provide a starting point for determining local standards of provision, accessibility and quality.

Fields in Trust Benchmark Guidelines and Neighbourhood Plans

9. [Neighbourhood Plans](#) are prepared by neighbourhood planning groups (often Town or Parish Councils), guided by Local Planning Authorities, and plan for a range of land uses, including outdoor sports and recreation uses. Fields in Trust Benchmarks can be used in identifying an appropriate level of outdoor sport and play provision. Councils should consider working with Fields in Trust to protect their existing provision, particularly where they do not currently meet the benchmark.

Fields in Trust Benchmark Guidelines and CIL

10. The [Community Infrastructure Levy \(CIL\)](#) allows local planning authorities in England and Wales to raise funds from developers to fund a wide range of infrastructure that is needed as a result of development. A portion of CIL funds will be payable to local communities close to the development location with Neighbourhood Plans in place for the purpose of localised spending on priority projects. These funds are capable of being used to fund local sport and recreation facilities, and local planning authorities and local communities should consider how these funds can be apportioned for the provision or improvements to such uses. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. CIL therefore presents a potential resource to allow smaller scale development to make an effective contribution to outdoor sport and play provision.

Fields in Trust Benchmark Guidelines and Local Green Space

11. Land can be designated as '[Local Green Space](#)' in Local Plans or Neighbourhood Plans, which provides special protection against development for green areas of particular importance to local communities. Fields In Trust Benchmark guidelines can assist in defining the role of such spaces in meeting open space needs within the local community.

Fields in Trust Benchmark Guidelines and Planning Applications

12. Planning applications must satisfy local policy requirements which include open space provision. Benchmark Guidelines and spatial requirements can be used to form the basis for determining locally derived standards based on need, accessibility and quality.

Fields in Trust Benchmark Guidelines and Appeals

13. In the determination of appeal decisions where the disposal and reuse of open space, the replacement of open space or new provision is a material consideration, Fields in Trust Benchmark Guidelines can provide an appropriate method of assessment, providing a robust basis for decision-takers to assess the provision of open space.

Fields in Trust Benchmark Guidelines and Disposals

14. Fields in Trust benchmarks can be utilised to ensure an appropriate provision for outdoor sport and play is provided for, when considering the disposal of or alternative use for existing open spaces.

Annexe E: Useful resources

Fields in Trust	www.fieldsintrust.org	Sport and Recreation Alliance	www.sportandrecreation.org.uk
Sport England	www.sportengland.org	Federation of Sports and Play Associations	www.sportsandplay.com
Sports and Play Construction Association	www.sapca.org.uk	Play England	www.playengland.org.uk
Grounds Maintenance Association	www.thegma.org.uk	Association of Play Industries	www.api-play.org
Chartered Institute for the Management of Sport and Physical Activity	www.cimspa.co.uk	Register of Playground Inspectors International	www.playinspectors.com
Football Association	www.thefa.com	RoSPA Play Safety	www.rospace.com/playsafety
Football Foundation	www.footballfoundation.org.uk	Playlink	www.playlink.org.uk

Useful publications

- 'A plain English guide to the Localism Act'
Department for Communities and Local Government (2011)
- 'Design for Play: A Guide to creating successful play spaces'
Play England (2008)
- 'Localism Act 2011' The Stationery Office Limited
- 'National Planning Policy Framework'
Department for Communities and Local Government (2012)
- 'National Planning Practice Guidance'
Department for Communities and Local Government
- 'Plain English guide to the Planning System'
Department for Communities and Local Government (2015)
- 'The Community Infrastructure Levy Regulations 2010'
The Stationery Office Limited
- 'The Community Infrastructure Levy (Amendment) Regulations 2013'
The Stationery Office Limited
- 'The Community Infrastructure Levy (Amendment) Regulations 2015'
The Stationery Office Limited
- 'The Neighbourhood Planning (General) Regulations 2012'
The Stationery Office Limited
- 'The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended'
The Stationery Office Limited
- 'Town and Country Planning Act 1990'
The Stationery Office Limited

Annexe F: Guidance for Outdoor Sport and Play – Steering Group

Dr. Ann Heywood is Consultant to Academic Partnerships International working with Cambridge and other universities to spread access to their educational offering globally, online. She is also a Trustee and Court Assistant of the Worshipful Company of Chartered Surveyors. She was formerly Principal of the College of Estate Management, the leading not for profit supported e-learning provider for the property and construction sector. Previously in private practice as Principal of sustainability consultancy (Principal Purpose) advising on best practice in sustainable development, construction and delivery. She was elected Green Surveyor of the year by RICS and chaired the RICS Presidential Commission on Sustainability (2004 – 2007), with a mission to increase sustainability awareness and good practice throughout the 120,000 members of the Institution, worldwide. She was also Special Adviser to the House of Commons Select Committee and a Non-executive Director, Salford Urban Regeneration Company (SURC) (2007 – 09) and has been an Executive Board Member of the Construction Industry Council (CIC) since 2009. Ann has been a Trustee of Fields in Trust since 2013.

Paul Garber is a qualified town planner with 48 years experience in development and construction. Prior to his retirement he was Group Planning Director of George Wimpey/Taylor Wimpey and a Director of GW/TW Strategic Land. His experience extends to master planning major developments throughout the UK, experience as an expert at over 600 Inquiries and providing advice to Government Agencies on design and the built environment. He was also a member of the Planning Committee of the HBF (Homebuilders Federation).

Outside his professional role he has had an extensive involvement in playing fields in the UK initially as a Trustee and Officer of the Surrey Playing Fields Association since 1978 and as a FIT Trustee since 2001. Paul also Chairs FIT's Land and Planning Committee. He was President of British Gymnastics and Vice President of European Gymnast (UEG). His other involvements in sport have included being Regional Chairman of the former Sports Council, Director of Sports Aid and a member of the Commonwealth Games Council for England. He has previously been a Team Manager for Team GB at Olympic Games.

With Thanks to **Tim Smith**, , former member of the Steering Group. Tim is a solicitor and partner at the city law firm Berwin Leighton Paisner. He was also a Trustee of Fields in Trust between 2010 -18. Tim is an acknowledged expert in Planning law with over 20 years' experience. He has been voted as one of the top ten planning solicitors nationally over several years. He has also been a member of the Law Society's Planning & Environment Committee since 2009. Tim has a wide-ranging practice acting for both private and public sector clients on all aspects of planning law.

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
MEETING DATE: 3 SEPTEMBER 2025
REPORTING OFFICER: COLIN ROGERS, PROJECTS OFFICER
REPORT TITLE: PRE-APPLICATION ADVICE –
WHEELED SPORTS FACILITY

1. PURPOSE OF THE REPORT

- 1.1 Following the Full Council decision on the 28 May 2025, Officers arranged for a Pre-Application meeting with Planning Officers from Central Bedfordshire Council and Betongpark.

2. RECOMMENDATION

Members are asked to note the contents of the Pre-Application advice and instruct Officers as to whether they wished to proceed either by way of:

- a) A Lawful Development Certificate for the Skate Park and a full planning application made in respect of the lighting following the construction of the facility.
- b) A full planning application for the facility and the lighting together.

Members are also to note that the Planning Officer has suggested a path is installed for access from Angelica Avenue to the facility. This did not form part of the tender and will therefore be an additional cost.

3. BACKGROUND

Officers attended a meeting with a Central Bedfordshire Planning Officer, and Betongpark to discuss and receive pre-application advice.

A copy of the report received is attached to this report and is available [here](#).

Betongpark have advised the following in respect of the options:

4. FINANCIAL IMPLICATIONS

5. IMPLICATIONS

Strategic Plan
Risk management
Legal

Resources/Stakeholders

*e.g. alignment with council priorities
identify any risk and proposed mitigation
identify any legal considerations or obligations
Impact on staffing, partnerships or volunteers*

Contracts/Procurements	<i>Contractual matters or procurement compliance</i>
Crime and Disorder	<i>Impact on local crime prevention (if applicable)</i>
Biodiversity and environment	<i>Implications on local biodiversity or environmental concerns</i>
Equalities	<i>Implications on different groups under the Equalities Act</i>
Residents Impact Assessment	<i>Describe how the proposal may positively or negatively affect residents</i>
Sustainability/Climate Impact	<i>Assess any environmental or sustainability considerations such as carbon footprint or climate resilience</i>
Data Protection and Privacy	<i>Identify any implications for the handling of personal data and compliance with data protection laws.</i>

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Stuart Maclure
5 Sheep Lane
Hackney
London
E8 4QS

Contact Andrew Mead
Direct Dial 0300 300 4663
Email andrew.mead@centralbedfordshire.gov.uk
Date 28th July 2025

Dear Mr. Maclure,

Application No: CB/25/02013/PAPC
Location: Greenacres Play Park, Norton Road, Stotfold
Proposal: Pre-application advice commercial development - written advice and meeting: Construction of bespoke concrete skatepark

I write in respect to your request for pre-application advice validated on 3rd July 2025.

As you are aware, this advice is based upon a number of internal planning specialists providing advice and takes into account the information discussed at our Teams meeting on 22nd July.

Site Location:

The site relates to an area of land at Greenacres Play Park located within the settlement of Stotfold.

Greenacres Play Park consists of public open space and is bordered by residential properties along Angelica Avenue to the east, the Greenacre Centre and Stotfold Library to the north, Roecroft Lower School to the west and the A507 to the south.

The northern part of Greenacres Play Park that includes the playground and basketball court is designated as an Outdoor Sport and Leisure and Open Space Site under Local Plan Policy EE13.

The Application:

Pre-application advice is sought for the construction of a bespoke concrete skatepark.

The skatepark is proposed to be located to the south of Greenacres Play Park and there would be a path connecting to the existing path around the park. The skatepark would comprise various different features such as kidney pool with pool coping and a plaza area with a quarter pipe ramp, rails and stairs. There would also be two seating areas around the edge of the park and a rain garden within the centre of the skatepark. There would also be floodlighting around the edge of the skatepark.

RELEVANT POLICIES:

Central Bedfordshire Local Plan 2015-2035 (CBLP) (July 2021)

LP SP2: National Planning Policy Framework - Presumption in Favour of Sustainable Development
 LP SP7: Windfall Development
 LP T2: Highway Safety and Design
 LP T3: Parking
 LP EE2: Enhancing Biodiversity
 LP EE3: Nature Conservation
 LP EE4: Trees, Woodlands and Hedgerows
 LP EE5: Landscape Character and Value
 LP EE8: Greensand Ridge Nature Improvement Area
 LP EE13: Outdoor Sport, Leisure and Open Space
 LP CC1: Climate Change and Sustainability
 LP CC5: Sustainable Drainage
 LP CC8: Pollution and Land Instability
 LP HQ1: High Quality Development
 LP HQ3: Provision for Social and Community Infrastructure

Neighbourhood Plan Policies

Astwick & Stotfold - The Neighbourhood Plan is in the early stages of production and a formal draft version has not yet been published or consulted on. As such, no weight can be attributed.

National Planning Policy Framework (NPPF) (December 2024)

Section 2: Achieving sustainable development
 Section 8: Promoting healthy and safe communities
 Section 9: Promoting sustainable transport
 Section 12: Achieving well-designed places
 Section 14: Meeting the challenge of climate change, flooding and coastal change
 Section 15: Conserving and enhancing the natural environment

Supplementary Planning Guidance/Other Documents

Central Bedfordshire Design Guide (August 2023)

Relevant Planning History:

No recent or relevant planning history for this site.

Adjacent site to the east:

Case Reference	CB/24/03066/OUT
Location	Land North of the A507 and South of Angelica Avenue, Stotfold
Proposal	Outline Application: development for up to 28 dwellings, with associated access, parking, drainage works, areas of open space, landscaping and any other associated infrastructure. All matters reserved apart from access.
Decision	In progress
Decision Date	In progress

Principle of Development

The site is located within the Settlement Envelope of Stotfold, which is defined under Policy SP7 of the CBLP as being a Minor Service Centre. The policy itself states that, within Settlement Envelopes the Council will support housing, employment and other uses including new retail, service and community facilities proportionate to the scale of the settlement, taking account of its role and function in the settlement hierarchy.

Greenacres Play Park is already used for outdoor recreation. Whilst the site itself does not lie within a designated Outdoor Sport and Leisure and Open Space Site under Policy EE13 of the Local Plan, the northern part of the park that includes the playground and basketball court is covered by this designation. The addition of the skatepark would be considered to strengthen the recreation offer of the Play Park as a whole. It is therefore considered to be in-keeping with the use of the site and as such is acceptable as matter of principle.

Design Considerations and the Impact on the Character and Appearance of the Area

The site is an existing area of public open space and it is considered that the skatepark would will be read as part of the wider facilities offered within this existing recreational ground and therefore visually acceptable and in keeping with the character of the area. The skatepark would not be readily visible from the A507 to the south given the screening afforded by the tree line adjacent to this road.

The Landscape Officer has raised no objections to the scheme in terms of the potential impacts on the wider landscape character and the visual amenity of the area. However, the Landscape Officer considers that it would be beneficial to understand the volume of material that would be excavated and if all this material is to be reused on the site. It is noted that at the site meeting it was mentioned that a cut and full excavation process would be used. The Landscape Officer has also advised any external lighting should be directed to where it is needed, with no horizontal spillage towards existing trees. Lighting columns in general should be as short as possible as light at low level reduces landscape and visual impacts. The location of lighting columns should avoid existing and new trees within the site area.

The Landscape Officer has also advised that the design should include new robust planting and consideration should be given to providing reinforced grass seeded areas where high use is anticipated. The Tree Officer advises that details of soft landscaping would need to be provided with any future planning application. The Tree Officer raises that the proposed rain garden within the centre of the site is likely to be affected by footfall and recreational use. This should be considered when any planting is proposed and it would be ideal to have some planting in this section which are hardy plants that can withstand being trampled. The Tree Officer has recommended planting such as lavender, Echinacea, Russian safe and maybe some creeping thyme for some ground coverage. The main problem is likely to be the establishment as the area may be walked over and sat on. It may be best to have some larger planting in the centre and then some smaller planting such as the creeping thyme around the edges where the footfall is most likely to happen.

For skateparks, there can often be concerns raised within the local community of perceived antisocial behaviour. As part of a planning application, it would be expected that it is demonstrated how mitigation measures to create a safe environment have been designed into the development. This includes ensuring that there is natural surveillance of the area and reducing areas that are out of sight. It was mentioned at the pre-application meeting that community safety and reducing the potential for anti-social behaviour has been considered throughout the design process. It is recommended that a section is included within the Design & Access Statement detailing how the proposal has been designed with this in mind.

Impact on Neighbouring Amenity

In terms of noise, the nearest noise sensitive receptor would be the residential properties along Angelica Avenue to the east of the site. It is noted that there is currently an outline application in progress for the erection of up to 28 dwellings at land to the south of Angelica Avenue to the east of the site (CB/24/03066/OUT). This application has not yet been determined, and in any case, given that it is an outline permission, in the event that it is approved the site layout would be subject to change and therefore it would not be known where the nearest residential properties could potentially be.

The Pollution Officer considers that the skatepark's location within the park sited furthest away from dwellings would be optimum. The Pollution Officer has raised no particular concerns regarding noise and disturbance and has not recommended a Noise Impact Assessment to support a future planning application. This is in recognition of its proposed separation distance from residential dwellings and the elevated background sound level in this location. Also, in the event that outline permission is granted and that permission is granted for the skatepark, it would likely be that the skatepark would be constructed prior to any subsequent reserved matters application for the housing development coming forwards.

However, the Pollution Officer has recommended that consideration is given to opening hours and a noise management plan. In this case, it is considered that a condition could be attached regarding the hours that the floodlighting would operate, which in turn would limit the hours that the skatepark would be used for. It is also considered that a management plan relating to the management of noise such as the display of signage could be dealt with by a suitably worded condition.

In terms of the floodlighting, it is considered that hours of operation of the floodlighting should be carefully considered to reduce the potential for light disturbance for neighbouring occupiers during the night time. It is recommended that any future planning application is supported by a Lighting Scheme detailing how light pollution impacts would be minimised. This could include details such as the hours of operation for the lighting, lux levels and luminaire shielding. Further details of this can be found within the 'Guidance Notes for the Reduction of Obtrusive Light' by the Institute of Lighting Professionals.

Highway Considerations

The skatepark would be sited within the existing park, approximately 15m north of the A507 and 30m away from Angelica Avenue to the northeast. It is not considered that the proposal would result in a material increase in traffic generation and parking demand that would require additional parking provision over and above the existing parking arrangements of the wider Greenacres Play Park. The Highway Officer has raised no concerns in terms of highway safety.

The skatepark would be accessible by foot via the existing pathway that runs around the perimeter of the park and provides pedestrian access from Angelica Avenue to the east, Marigold Way to the north, Roecroft Lower School to the west and Campion Avenue to the south west. There would be a path linking up to the existing circular route to the south.

Whilst an area of land from Angelica Avenue down to the skatepark has been shown in the red line site boundary on the Site Location Plan, it is not clear whether it is proposed for a pathway to be added within this area, connecting the site to Angelica Avenue. This appears to already be used as a form of informal access into the park from Angelica Avenue and so it is recommended that a surfaced path is considered from Angelica Avenue to avoid creating a 'desire path', as without a formalised path users would be likely to cut across the grass from the skatepark to Angelica Avenue, rather than use the existing paved path that extends around the whole park.

Flood Risk and Drainage

The site is located within Flood Zone 1. The SuDS Officer has reviewed the pre-application proposal and advises that they would not normally expect to see drainage for play areas, however, if drainage is installed, their advice should be utilised. Please see the SuDS Officer's full report attached to this pre-application advice. The SuDS Officer advises that the site is next to the Pix Brook, which is known to have a very flashy nature and the brook responds very quickly during rainfall and does cause flooding of several areas. The SuDS Officer advises that culverting of watercourses will not be supported. Please see the further advice within the full report attached to this pre-application.

Ecology

The Ecologist advises that from aerial photographs, the site appears to consist of amenity grassland of low amenity value. The Ecologist has not raised any concerns regarding potential impacts on protected species and their habitats. The Ecologist has, however, commented that it appears that no existing trees or hedgerows would be removed or impacted by the proposals, however, recommends that the proposed planting should be of native species and local provenance or plants that have berries and flowers beneficial to wildlife.

The Ecologist has advised that the floodlighting should be fitted with back shields to reduce backwards light spill onto any habitat features. This would help to mitigate potential impacts of lighting on any foraging/commuting bats along the tree belt corridor adjacent to the A507 to the south. You may wish to review the 'Bats and Artificial Lighting at Night' Guidance Note prepared by the Institution of Lighting Professionals (ILP) (GN08/23), as this may provide some useful guidance on suitable lighting design.

Biodiversity Net Gain

The provision of Biodiversity Net Gain (BNG) is mandatory under Schedule 7A of the Town and Country Planning Act 1990. In accordance with the Act, developers must deliver a BNG of 10%. Applications which are exempt from providing a BNG of 10% are detailed at: Biodiversity net gain: exempt developments - GOV.UK (www.gov.uk).

In accordance with the National Planning Policy Guidance (NPPG), the following information must be provided with any application which is not exempt from providing BNG:

- a statement confirming whether the applicant believes that planning permission, if granted, would be subject to the biodiversity gain condition
- the pre-development biodiversity value of the on-site habitat on the date of application (or an earlier date) including the completed metric calculation (showing the calculations, the publication date and version of the biodiversity metric used to calculate that value)
- where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date
- a statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation')
- where unauthorised degradation has taken place between 30 January 2020 and the submission of the planning application, the relevant date should be immediately before these activities were carried out
- a description of any irreplaceable habitat on the land, that exists on the date of

- application (or an earlier date)
- a plan drawn to an identified scale (including the direction of north), showing on-site habitat existing on the date of application (or an earlier date), and any irreplaceable habitat
- the completed Metric with both pre-development and post-development values is required up front with your planning application
- a draft version of the plan is required to be submitted with your planning application. (A finalised version is then required prior to the commencement of the development).

As the NPPG states, the LPA may refuse to validate the application if this information is not provided.

Any application for such a development would be required to submit the required information and must provide at least 10% BNG (unless exempt). If the application is thought to be exempt from BNG requirements, this must be stated in the planning application form and reasons must be provided.

Any off-site provision should be on a registered habitat bank, visible at Biodiversity gain sites register (data.gov.uk).

At the pre-application meeting, it was queried whether there is any specific requirement for an Ecologist to be instructed or whether the above could be prepared in-house. The Ecologist has subsequently advised that if the Small Sites Metric (SSM) is to be used to calculate the baseline BNG units, then an Ecologist would not be required and the SSM assessment can be undertaken by a competent person in-house. Users of the SMM should be competent in identifying habitats present on site (pre-development) and management requirements for habitats to be created or enhanced within the landscape design (post-development). Government guidance should be followed - <https://www.gov.uk/government/publications/statutory-biodiversity-metric-tools-and-guides>.

Leisure

The Leisure Officer has been consulted and advises that they have no objection to the provision of a new skatepark at Greenacres Park but suggest that there should be engagement with the local community on its design.

Accommodating a range of activities within an open space is supported by Leisure and encourages a variety of people to visit and share spaces providing vital community cohesion and enjoyment.

There can, however, be some negativity towards skateparks because of perceived antisocial behaviour, however, if the skatepark is well located then this does not cause a nuisance to residents. Skateparks can provide a safe place for skaters who would otherwise be skating on the streets or on private land. The Leisure Officer recommends a concrete skatepark as it is quieter and more durable in the long run.

Where skateparks are to be constructed for the local community, it is expected that the Town Council and skatepark company facilitate a series of engagement events with the community and stakeholders. These discussions will directly inform the chosen design. Central Bedfordshire Council will only support the skatepark design if there has been community involvement. It is understood from our site meeting that these initial stages of community engagement have already taken place.

A comprehensive scheme for the construction of the skatepark should be submitted including details of lighting, paths/roadways, fencing etc.

Wheeled sports areas should conform to BS EN 14974, available from BSI.

The following recommendations apply to skateparks:

- involve skaters and other users in the design and management of the facility
- discuss siting of the provision with the local police architectural liaison officer
- site the facility so that it is overlooked and has some informal supervision, and is away from overhanging trees etc.
- the choice of construction materials, e.g. metal, concrete, should consider site location, proximity of housing etc. in relation to noise generation.
- site the facility a minimum of 30m from the nearest dwelling boundary (recommended by Fields In Trust)
- the use of fencing is not a specified requirement, however, each site will be assessed individually
- make sure that there is good access for emergency vehicles
- ensure there is good, firm access to the area including hard surface paths/roadway
- ensure that all equipment is built and installed to BS EN 14974
- ensure that correct signs are provided (see BS EN 14974 for an example)
- obtain a post installation inspection from a qualified inspector (see Association of Play Industries Inspector (API) (<https://www.api-play.org/>)) to ensure safety standards are met
- obtain an independent annual inspection (API)
- inspect the site regularly - minimum of once a week
- document all inspections and keep records (RoSPA recommended a minimum of 15 years)
- undertake all repairs/maintenance problems as soon as possible

Skateboard GB have produced design and development guidance in partnership with Sport England, which may be a useful resource to help with the design of the skatepark - [Facilities Guide | Skateparks & Spaces | Skateboard GB | Run by skateboarders. For skateboarders.](#)

Greenacre Park does not currently appear as a designated open space under Policy EE13 of the Local Plan. However, Greenacre Park had not been built at the time of publishing the Local Plan mapped sites but should now be included as a designated Large Formal Recreation Space.

Engagement with the Local Community

In accordance with paragraph 41 of the NPPF, the Council strongly encourages you to discuss your proposal with nearby residents. This may provide an opportunity for you to amend your plans to address any local concerns regarding the development, prior to the submission of a planning application.

Construction Code of Practice for Developers and Contractors

The Council has adopted a Construction Code of Practice for Developers and Contractors in order to minimise the impact of construction work on residents who live near to development sites. The Code can be accessed on the Council's website using the following link:

https://www.centralbedfordshire.gov.uk/info/44/planning/674/codes_of_practice_for_plannin

g.

Compliance with the Code will be secured by the imposition of a condition on planning approvals or preferably as part of a S.106 planning obligation. If you intend to make a planning application for the above proposal you will be expected to confirm that you will comply in full with the requirements of the Code if planning permission is granted for the development. A developer's agreement to comply with the Code is a factor which will be taken into account in the Council's decision-making process.

Environmental Code of Practice for Developers and Contractors

The Council has endorsed an Environmental Code of Practice for Developers and Contractors in order to minimise the impact of development on natural features and secure their integration into development rather than removal. The Code can be accessed on the Council's website using the following link:

https://www.centralbedfordshire.gov.uk/info/44/planning/674/codes_of_practice_for_planning/3

Compliance with the Code will be secured by the imposition of a condition on planning approvals or preferably as part of a S.106 planning obligation. If you intend to make a planning application for the above proposal you will be expected to confirm that you will comply in full with the requirements of the Code if planning permission is granted for the development. A developer's agreement to comply with the Code is a factor which will be taken into account in the Council's decision-making process.

Permitted Development Rights for Skateparks

At the pre-application meeting, it was queried whether the proposed skatepark could potentially be constructed under permitted development rights.

Schedule 2, Part 12, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015 relates to development by local authorities. As stated under (C), for the purposes of Part 12, "local authority" includes a Parish Council, a National Park authority and the Broads Authority. It is understood that Stotfold Town Council are the applicant and therefore would be regarded as a local authority for the purposes of Part 12.

Permitted development under Class A is:

"the erection or construction and the maintenance, improvement or other alteration by [or on behalf of] a local authority or by [or on behalf of] an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them."

A.2 states that *"the reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in*

height or 200 cubic metres in capacity."

In this case, the skatepark would be sited within open public space (although not a designated Outdoor Sport, Leisure and Open Space site under Policy EE13) and this is understood to be land belonging to Stotfold Town Council. However, the lighting columns would be greater than 4m in height and therefore would likely not constitute permitted development. It is also not clear whether the proposal would be below 200 cubic metres in capacity.

It was queried during the pre-application meeting whether a Lawful Development Certificate (Proposed) application could be submitted to the Council for the skatepark itself, and then a planning application submitted for the erection of the floodlighting. Then, in the event that planning permission is granted, both the skatepark and floodlighting could be delivered together at the same time.

Whilst the intention behind this approach is understood, it is considered that the Council would unlikely be able to support a planning application for new floodlighting unless the skatepark had been implemented otherwise there would be a potential for there to be floodlighting without any associated development. Therefore, if minded to consider this route, it would be recommended to look at obtaining a Lawful Development Certificate for the skatepark and constructing the skatepark first prior to making any subsequent planning application for floodlighting.

Submission and Conditions

Submission

It is recommended that any future planning application for the proposal is accompanied by the following information:

- Application Form with Ownership Certificate
- Site Location Plan
- Site Block Plan
- Proposed Elevation Plans
- Proposed Floor Plans
- Site Sections and Level Plans
- Plans or brochure showing the different features and apparatus to be installed e.g. ramps and rails
- Details of soft and hard landscaping
- Lighting Strategy, including specifications of the type of lighting e.g. lux levels, luminaire shielding
- Design & Access Statement (recommended to include visuals of the proposed development, details of public consultation that has taken place and an analysis of how the proposal would be policy compliant in terms of the above planning considerations)
- Mandatory BNG documents

Additional (Optional) Support

Please be aware that additional support is available which allows you engage further with a Planning Officer to further support you in preparing your application.

There is a fee for this service and you can find further information on our website by going to: [Make a planning application](#)

Conclusion

Overall, it is considered that the principle of a new skatepark at Greenacres Play Park would likely be supported. The skatepark would likely be considered to have an acceptable impact on the character and appearance of the area and in-keeping with the wider use of the site. However, particular consideration should be given to incorporating suitable soft landscaping within the development. The proposal would likely be considered to have an acceptable impact on the amenity of surrounding neighbouring occupiers, however, it is advised that careful consideration is given to the floodlighting to prevent adverse light pollution and so any future application should be accompanied by a Lighting Strategy. The proposal is likely to be considered acceptable in terms of highway safety, however consideration should be given to the provision of a pathway providing pedestrian connectivity to Angelica Avenue. Providing the application does not fall under one of the exemptions, it would be required to demonstrate a mandatory 10% net gain in biodiversity. Overall, subject to the above being addressed, the proposal would likely gain Officer support if a future planning application is made.

Please note that the comments given above shall be considered as a material planning consideration in the determination of any subsequent formal application.

However, the weight which can be attributed to this advice will diminish over time when policies and site factors change.

Finally, please note that a formal decision can only be made in response to a planning application, whereby third party consultations are likely to be undertaken which may raise further issues that have not been considered as part of this response. As such, this advice is for guidance only and does not bind the formal consideration of any planning application by the Local Planning Authority.

Yours sincerely,

Andrew Mead
Senior Planning Officer

STOTFOLD TOWN COUNCIL

COMMITTEE: TOWN COUNCIL
MEETING DATE: 3 SEPTEMBER 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: SKATE PARK FUNDING

1. PURPOSE OF THE REPORT

- 1.1 This report seeks to clarify previous ambiguities in the funding approach for the proposed skate park project and recommend a necessary amendment to the strategy. It has come to light that the current proposed allocation from the Section 106 (S106) fund was based on incomplete and potentially misleading financial information.
- 1.2 The correct and most appropriate funding source should have been identified as the interest accrued from the Council's investment with CCLA over the past years plus an allocation from a capital funding budget. Recent investigation into the constraints of the S106 has revealed the need to correct the funding strategy or seek assistance to change the S106 to allow for additional benefits other than just the maintenance aspect to be allowed.

2. RECOMMENDATION

- 2.1 Members are asked to consider the following recommendations to address the above concerns and realign the funding strategy:
 - a) Cease the proposed allocation of S106 funds for the skate park project.
 - b) Allocate funding from the interest earned from the CCLA investment in 2025/26 as the primary source for the skate park development.
 - c) Consider a supplementary investment from the Council's current account to enhance the total available funding and expedite project delivery.
 - d) Propose an allocation from the General Reserves. This could allow the Town Council to meet the previous year(s) deficit.
 - e) Review and update financial communications and decision-making processes to ensure future funding strategies are based on accurate, transparent, and legally compliant information.
 - f) Report back to Council with a revised funding proposal and timeline within the next council meeting cycle.

3. BACKGROUND

- 3.1 The skate park proposal has been under discussion since June 2023 when the then Rec Committee, resolved to designate Greenacre Park as its preferred location. Financial planning has been a key part of progressing the project. An initial funding strategy was developed which outlined the use of S106 to support the initiative and the Town Council allocated £100,000 towards the project.
- 3.2 However, it has since emerged that:
 - The representation of available funds was ambiguous and potentially misleading.

- Decisions were made based on a misunderstanding of what funds were available and appropriate for this purpose.
- There was a missed opportunity to consider a more strategic use of funds already available to the Council.

Although there is no mention of S106 funds being used in the minutes of the original decision, Officers were instructed that the funds were to be used from the S106 money received for the Greenacre Park. This was included in the consultation documentation for the skate park in our FAQs and on our social media posts as part of the justification as to why the facility was to be sited at Greenacre Park.

3.3 **S106 Funds**

While S106 funds can be used for community infrastructure, including recreational facilities, their allocation must be directly linked to the planning obligations and the development from which they originated. The current proposal's use of S106 funds has not been sufficiently aligned with these obligations, making the allocation questionable.

3.4 **CCLA Interest Income**

The Council has funds invested with the CCLA, which have generated interest over the last year. This interest income is not ring-fenced and is therefore available for discretionary use. It would have been more appropriate and financially prudent to allocate the required sum for the skate park from this interest income.

- 3.5 The Council's current account holds reserve funds that could have been drawn upon temporarily to enhance the investment in the skate park while decisions about long-term investments or reallocation of funds are being made. This would have offered greater flexibility without compromising the Council's overall financial stability.

4. **FINANCIAL IMPLICATIONS**

- 4.1 The current approach, if not amended, risks:

- Misuse of restricted funds (S106), potentially resulting in governance issues.
- Undermining public trust due to a lack of transparency.
- Missed opportunities to deliver the skate park project in a more timely and efficient manner using unrestricted funds.

- 4.2 Since the account was opened in April 2024, the CCLA Investment Fund has earned the Council **£44,765.46** in interest. The overall interest earned in 2024/25 was **£73,943**.

- 4.3 The General Reserves as of 31/3/2025 stood at **£272,830**. The Reserves Policy is currently under review.

- 4.3 The contracted amount for the skate park is **£299,967.63**.

4.4 Expenditure incurred to date on the project:

Item	Sum
2. Site Surveys and searches	£5,025.00
3. Consultation and stakeholder engagement	£3,818.05
Planning Fee	£289.70
Community Engagement Support – Breakthrough Communications	£3,000.00
Eyelet banners x 2	£144.00
Misc Artwork for Consultation	£370.00
A5 Flyers	£74.00
Total	£12,720.75

5. IMPLICATIONS

Risk management: Risks: funding shortfall, project delay, antisocial behaviour. Mitigations in place.

Legal: Will comply with planning, insurance, and procurement rules.

Resources/Stakeholders: Engaged local youth, residents, police; further consultation planned.

Financial Implications: Covered by approved budget; ongoing maintenance costs identified.

Contracts/Procurements: Formal tender process undertaken.

Crime and Disorder: May reduce antisocial behaviour by providing a new outlet; police involved in planning..

Biodiversity and environment: May reduce antisocial behaviour by providing a new outlet; police involved in planning.

Equalities: Designed for accessibility and inclusion.

Residents Impact Assessment: Public consultation conducted.

Sustainability/Climate Impact: BNG considered as part of design.

Data Protection and Privacy Personal data managed under council policy and GDPR.

PRESS RELEASE – SKATE PARK

Exciting News – Stotfold Skate Park Moves a Step Closer!

Stotfold Town Council is delighted to share that plans for a brand-new skate park at Greenacre Park are moving forward. After months of consultation, planning advice, and careful review, we are now getting ready for the next stage of this exciting community project.

Planning Approach

Please choose the version that applies:

Option 1 – Full Planning Application

We'll be submitting a full planning application for the skate park and lighting. This means every part of the project will be considered together, and residents will have the chance to give their views through the formal planning process.

Option 2 – Permitted Development

We'll be developing the skate park under permitted development rights, which allows us to move forward more quickly. A separate planning application for the lighting will follow, so the facility is safe and accessible all year round.

The Town Council has also been advised to install a new access path from Angelica Avenue—a recommendation that will help improve accessibility but will introduce additional costs and considerations for the project's delivery.

Funding

We also want to be clear about how the skate park will be funded. Instead of using Section 106 developer money as originally suggested, the project will now be funded through interest earned on the Council's investments, alongside capital funds and reserves. This approach makes sure the project is delivered responsibly, without any risk of misusing restricted money. This also means that the project will not be funded through an increase in council tax.

The Council's £100,000 contribution to this project will be fully covered through existing budgets, the additional funding will be funded through external grants, and fundraising efforts. This means it will have no impact on council tax rates. While a general increase in council tax may be considered next year to address rising operational costs and financial pressures, this specific project will not contribute to that.

The total cost of the skate park is £299,967.63, and we've already invested in surveys, consultation, and community engagement to make sure the design meets local needs.

What Happens Next?

- Confirm the planning route and move to the next stage.
- Finalise the funding package and approve the revised strategy.
- Seek funding for the remaining funds to build the park.
- Work with our contractor, Betongpark, to bring the design to life.
- Keep residents updated every step of the way.

Cllr Steve Buck, Mayor of Stotfold said, "I can't promise I'll be the first one to drop into the bowl, but I am thrilled that Stotfold is getting its very own skate park! This project has been driven by the enthusiasm of our young people, and it's fantastic to see it coming to life. I'm looking forward to seeing skaters, scooters and bikers enjoying the park — and who knows, maybe a few of us older ones might give it a go too!"

Councillors and officers would like to thank everyone who has taken part in the consultation and shared their views. This project has been shaped by the community, and when complete, it will give young people and families in Stotfold a safe, inclusive, and fun place to enjoy for years to come.

Stotfold Town Council is committed to being open about how decisions are made and how money is spent. As the skate park project moves from planning towards funding and ultimately construction, we'll keep residents updated every step of the way and make sure there are plenty of opportunities for the community to stay involved.

If you have any further questions, please email enquiries@stotfoldtowncouncil.gov.uk or call 01462 730064.

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 SEPTEMBER 2025

**REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
COLIN ROGERS, PROJECTS OFFICER**

REPORT TITLE: SIMPSON CENTRE CONSULTATION – THE RESULTS AND NEXT STEPS

1. PURPOSE OF THE REPORT

- 1.1 Following the Full Council of the 25th June 2025, Members were provided with the results of the Simpson Centre consultation. Officers suggested that due to the 50/50 split of the consultation between selling and retaining the Simpson Centre, that residents were reconsulted with an option to sell the site with outline planning permission for senior living development with the proceeds invested in renovating the Memorial Hall (being the most popular “sell” option) with another option for the refurbishment of the Simpson Centre for community use.
- 1.2 These options would be fully costed, including projected impacts upon the precept, and then put to residents.

2. RECOMMENDATION

- 2.1 Members are asked to:
 - a) Note the work to be undertaken for the next phase of consultation on the Simpson Centre.
 - b) Select an architect to draw up proposals for the second phase of consultation as outlined in section 4 below.
 - c) Note the expenses incurred to date and anticipated expenses for this project.
 - d) Identify a budget for these anticipated expenses.
 - e) Approve the attached report that will be released disclosing the results of the consultation and answering some of the comments made by residents.
 - f) Approve the attached press release to residents releasing the result of the consultation.

3. BACKGROUND

3.1 Proposed Options

Following the consultation, at the Full Council meeting on the 25 June 2025, Members were provided with the comments received from residents as part of the consultation. It was a 50/50 split between

- a) Refurbishment of the Simpson Centre for use as miscellaneous community use.
- b) To prepare a design for senior living development to form the basis of the outline planning permission the asset will be sold with.

In order for both options to be fully costed, Officers are seeking quotations or instructing preferred contractors on the agreed two options:

3.2 **“Option 1 – Refurbishment**

a. Specification (see “Spec Plan”).

- The library area to be refurbished and turned into a community hall/room (shown hatched red).
- Health Centre to be refurbished and used as miscellaneous meeting rooms. (shown hatched blue).
- Section hatched green to be demolished and turned into access/additional parking. This mitigates some of the criticisms from neighbouring properties that there is insufficient parking provided on site.

b. Factors to Consider

- There is a shared extension which joins the old Police House to the Simpson Centre, we would be keen to establish how this would be dealt with practically.
- Refurbishment of this building would incur considerable expense, which would need to be found through either the precept or a public work loan (PWL), the repayments of which would need to be met by the precept.
- There is a high probability of a lot of hidden costs as part of any potential refurbishment not least the cost of refurbishing the roof, heating/cooling systems and windows plus the handling of asbestos on site (see asbestos survey).
- The current building can be maintained under the original building regulations, however, significant changes such as refurbishment would mean the building would need to be brought up to current building regulations.
- There will be ongoing running costs for the building, (see 6.2 below for indicative costs), which would need to be covered by the precept, without any real demonstrated need for additional community space. The Memorial Hall is currently not fully utilised, and there is space in the Greenacre Centre (community room and Maple Room) which could be marketed more efficiently.
- If the Simpson Centre is not sold and the capital released, refurbishing the Memorial Hall would have to be reconsidered due to lack of funds.
- There is an existing loan being repaid to the Public Works Loan Board which was taken out by the Town Council to buy the Simpson Centre.

3.3 **Option 2 – Outline Planning Permission**

Specification.

“Demolition of the property and construction of a senior living development to make the most use of the space provided. We would welcome input on the best way to utilise the space.”

Attached to this report are the documents forwarded to architects including:

[Spec Plan](#)
[Title Register](#)
[Title Plan](#)

[Asbestos Report](#)

These are attached to this report or available on the links above.

Following a site visit to the neighbouring property, it became apparent the shared structure is as shown in the title plan and not as per the image sent to architects.

3.4 Report on the results of consultation

Officers have prepared the following report which is available to view as an attachment to this report and is available [here](#).

Officers would like to report to residents to update up as to the next course of action in respect of the Simpson Centre, and to address suggestions made during the consultation. A copy of the proposed press release is available is attached to this report.

4. ARCHITECTS FEES

Below are quotes from architects for the feasibility proposals. Additional fees will be payable for the work needed on the chosen proposal.

QUOTE A - ARCHITECT

"We have summarised our proposed scope and fee below,

Royal Institute of British Architects (RIBA) Work Stages 0-2 Briefing to Concept Design:

Option 1- Refurbish the building for miscellaneous community use.

- *Desk top sketch plan showing the proposed retained building with suggested layouts for the community hall/room and meetings room along with demolition of the green hatched wing and car parking layout. The above would be based on digital OS mapping*
- *If more detailed plans of the existing building are available that would be very helpful, however we have included a visit to take some basic internal check dimensions within the fee.*
- *Includes 1 meeting to talk through the option.*

Option 2 - Sell the property with outline planning permission for a senior living development.

- *Produce a layout option for a senior living development along with associated external car parking and external areas, based on digital OS mapping.*
- *Includes 1 meeting to talk through the option.*

We can complete the above work for a lump sum fee of £1,500 plus VAT.

Following the feasibility stage, when you have a better understanding of which direction you would like to move the project in we can confirm our fees for the following stages, this would include the fee for the outline planning drawings and submission for Option 2."

QUOTE B - ARCHITECT

“Based on the information provided and our discussion, we would suggest minimising your cost at this stage and provide fees only for initial felt tip sketch feasibility options for the two scenarios suggested. We will need to purchase an Ordinance Survey plan to base the options on which will be included within our fee. We have also assumed that some survey information (Scale CAD plans or scale layout printed plans are available. If these are not available, we will base our options on the mark up plan provided/ the OS plan.

Based on this we would suggest the following:-

1. **REFURBISHMENT SKETCH OPTION** - To Community Hall and Meeting rooms with small kitchen and WCs @ **£1650 +VAT.**
2. **SENIOR LIVING SKETCH OPTION** – Demolition and provision of new build independent unit Senior living development @ **£1,775 +VAT.**

Total Cost: £3,425.00

We have included for 1 x site visit and 1 x in person meeting to discuss the options.

Payment terms would be invoice on completion of sketches with our standard payment terms within 14 days of invoice.

....., if we were appointed to take the scheme forward to a full planning submission, the above feasibility work fees would be deducted from the agreed planning submission fee (deducted from the first invoice during the planning submission stage).”

5. STRUCTURAL SURVEY

The last structural survey on the Simpson Centre was 2016, so a further survey has been commissioned from the Town Council's preferred supplier at a cost of **£1,100** including drone footage of the roof. This decision was undertaken by delegated powers.

6. ADDITIONAL COSTS

- **Quantity** Surveyor to provide indicative costs for the refurbishment.
£1,995 per proposal (based on previous quotes used for Memorial Hall) Total **£3,990**
- **Pre-Application Planning Advice (if required)**
Under 1000 square metres – initial written advice £1,149.30
- **If the asset is sold there will be the following costs:**
Valuation under s127 Local Government Act 1972 - Cost to be established at a later date.
- **Solicitors' fees**
To be confirmed at the time of any sale.
- **Estate Agent's fee (if applicable)**
To be confirmed at the time of any sale. Between 1-3% of sale price.

- **Running costs of empty building:**
Rates - £7,875
Water - £200
Electricity - £1,000
Dualcom grade 2 installation annual Monitoring - £140.00
12 monthly maintenance contract - £180.00
Fire Alarm Service - £165.54 (fees as of the last service)
- **Installation of Security Alarm** - to be paid from 53/512 Building Maintenance, as agreed by the Buildings Management Committee on the 23rd July 2025 **£2,857.69**
- There will be additional costs for a second consultation: £609 (based on the first-round costs).

6. FINANCIAL IMPLICATIONS

6.1 When the proposal to relocate the library from the Simpson Centre to Greenacre Centre, was ratified by the Town Council in September 2021, there was no budget agreed for any potential consultation or investigatory works.

6.2 To date, projects costs are estimated at:

Legal Advice		
Solicitors' costs relating to land ownership	£516.00	Await invoice
Solicitors' advice re: Gas Governor Lease	£500.00	Await invoice
Highways Search	£113.00	Await invoice
Simpson Centre Consultation		
Insert into Stotfold News	£200.00	
Printing Questionnaires	£409.00	
Second round of consultations	£609.00	Based on the first round
Professional Fees		
Update structural survey	£1,110.00	Previous survey was 2016
Architects Fees	£1,500.00	Lowest quote received
Quantity surveyor	£3,990.00	Based on previous work undertaken for the Town Council
Pre application advice	£1,149.30	Advice on whether over 55 housing planning permission would be granted. This needs to be sought prior to 2 nd consultation
Valuation of site for potential sale	TBC	Depends on outcome of 2nd consultation
Solicitors Fees for potential sale	TBC	Depends on outcome of 2nd consultation

Estate agent's fees	TBC		1-3% of sale price
Forecast capital expenditure	£10,096.30		

Running Costs Whilst Empty	per annum		
Installation of security system	£2,857.00		one off
Rates	£7,800.00		
Water	£200.00		
Electricity	£1,000.00		
Alarm monitoring	£140.00		
Alarm maintenance contract	£180.00		
Fire alarm service	£170.00		
	£9,490.00		This will be included in revenue budget going forward

- 6.3 The Town Clerk's recommendation is that a budget code of 'Simpson Centre Project' is added to the income and expenditure report as a new nominal code under Cost Centre - 51 Simpson Centre with no funds allocated as the budget has already been agreed. Therefore, all costs will be met by General Reserves. This means that all expenditure on this project will be shown transparently on the income and expenditure report.

7. IMPLICATIONS

Risk Management:

Major risks include cost overruns (especially with renovation/contaminated land/asbestos), resident dissatisfaction if consultation is not perceived as robust, and project delay due to legal or planning complexities. Mitigation: commission detailed surveys/quotes ahead of final options; clear press communication; legal due diligence.

Legal: Any disposal or redevelopment is subject to local government legislation (e.g., s127 LGA 1972 for best consideration on asset disposal). Asbestos and structural works require statutory compliance. There are ownership and shared-use considerations with the neighbouring property.

Resources/Stakeholders: Substantial officer time and external professional input required. Impacts on local user groups and partner organisations (e.g., neighbours) must be considered during further consultation.

Contracts/Procurement: Formal procurement procedures must be followed in appointing architects, surveyors and other professionals. Further contractual obligations will arise depending on the selected option (sale/legal transfer, construction contract etc.).

Crime and Disorder: Refurbishment or redevelopment may temporarily increase risk of vandalism or trespass if buildings are vacant. Security and community safety to be considered in interim management and final scheme design.

Biodiversity/Environment: Renovation or redevelopment could affect local biodiversity. Demolition/construction must consider waste, carbon, and potential to enhance site biodiversity. Asbestos removal is an environmental risk.

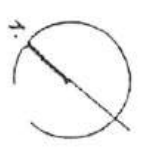
Equalities: Both options must ensure DDA compliance and provide inclusive access for all residents if premises are retained for community use.

Residents Impact Assessment: Proposal is based on direct engagement and aims to meet expressed resident needs. Transparent further consultation is planned. Impacts (positive or negative) depend on the selected option but include potential loss or improvement of a community resource.

Sustainability/Climate Impact: Any refurbishment/new build should utilise best practice in energy efficiency and sustainability (e.g., insulation, low-carbon construction) and minimise climate impact/waste.

Data Protection and Privacy: Managing consultation data, professional reports, and any personal resident responses must comply with GDPR and council data handling policies.

can be used for other purposes



Police House.

THIS AREA IS NOT HEALTH AUTHORITY PROPERTY

STOTFOLD HEALTH CEN
FLOOR PLAN (0701)

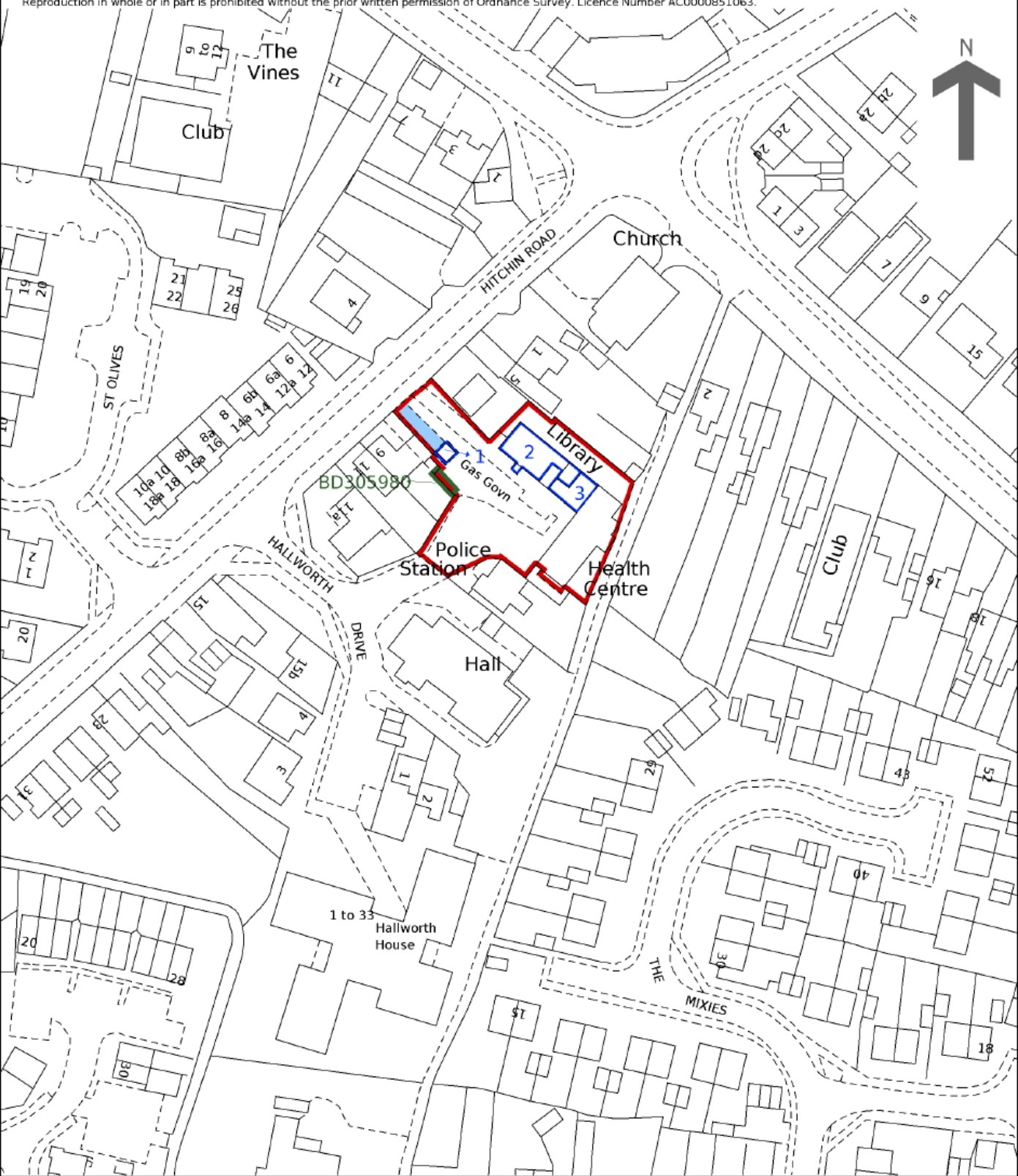


HM Land Registry Current title plan

Title number **BD188840**
Ordnance Survey map reference **TL2136NW**
Scale **1:1250 enlarged from 1:2500**
Administrative area **Central Bedfordshire**



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This title is dealt with by HM Land Registry, Peterborough Office.

Asbestos Survey Report
Project Ref. No: 184828
The Simpson Centre and Cafe
Management survey

Manestream

Stotfold Town Council

The Simpson Centre and Cafe



UPRN: 0005
Survey Type: Management survey
Survey Commissioned Date: 09/02/2024
Survey Completed Date: 09/02/2024
Project Reference Number: 184828
Survey Date: 09/02/2024 to 09/02/2024
Surveyor: Tim Christman

Signature:

Report Print Date:

22/03/2024

Report Authorised By:

William Riley - Technical Support

Signature:

Unit 1 Business Mews, Advance House, Central Road, Harlow, Essex CM20 2ST
Report created using Environmental Management Program Release 3

The Simpson Centre and Cafe



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Executive Summary

A management survey for asbestos was carried out at all reasonably accessible locations. For reporting purposes the building has been split into readily identifiable compartments.

The executive summary must be read in conjunction with the full survey report. Manestream cannot be held responsible for omissions in this section that are stated elsewhere in the main report body. The executive summary is intended to provide a summary and brief description of the most important information.

Areas Accessed

The survey included inspections at the following compartments. If an area or room is not specified below it should be assumed that it has not been surveyed.

Inspec. type	Building	Floor	Room/Area
Management	Main	ground floor	Room1
Management	Main	ground floor	Cupboard3
Management	Main	ground floor	Store3
Management	Main	ground floor	Hall3
Management	Main	ground floor	Store1
Management	Main	ground floor	Kitchen3
Management	Main	ground floor	WC2
Management	Main	ground floor	WC3
Management	Main	ground floor	WC4

The Simpson Centre and Cafe



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Executive Summary (Cont'd...)

Inspec. type	Building	Floor	Room/Area
Management	Main	ground floor	Office2
Management	Main	ground floor	Electrical cupboard
Management	Main	ground floor	Library
Management	Main	ground floor	Porch
Management	Main	ground floor	External
Management	Main	ground floor	Kitchen1
Management	Main	ground floor	Cafe
Management	Main	ground floor	Hall1
Management	Main	ground floor	Cupboard1
Management	Main	ground floor	Lobby1
Management	Main	ground floor	Dining1
Management	Main	ground floor	WC1
Management	Main	ground floor	Cupboard2
Management	Main	ground floor	Private Store
Management	Main	ground floor	Store2
Management	Main	ground floor	Store Archive
Management	Main	ground floor	Kitchen2

The Simpson Centre and Cafe



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Executive Summary (Cont'd...)

Inspec. type	Building	Floor	Room/Area
Management	Main	ground floor	Hall2
Management	Main	ground floor	Office
Management	Main	ground floor	Office Clerk
Management	Main	ground floor	Loft

Non-accessed areas

The following compartments or items within them could not be inspected and must be presumed to contain asbestos until proven otherwise. Non-accessed parts are fully detailed in section 7 of this report.

Inspec. type	Building	Floor	Room/Area
Management	Main	ground floor	Room

The Simpson Centre and Cafe



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Executive Summary (Cont'd...)

Asbestos Containing Materials

Asbestos containing materials (ACM) were found or presumed to be present in the following locations. Recommendations for remedial actions are also included.

Ref. No.	Location	ACM	Action
NA001	Main, ground floor, Room	Presumed ACM	Investigate further
13vis	Main, ground floor, Electrical cupboard	Woven textile	Inspect
04a	Main, ground floor, Room1	Bitumen	Inspect
04m01	Main, ground floor, Hall3	Bitumen	Inspect
04m02	Main, ground floor, Hall2	Bitumen	Inspect
05a	Main, ground floor, Room1	Bitumen	Inspect
05m01	Main, ground floor, Hall2	Bitumen	Inspect
06a	Main, ground floor, Hall2	Thermoplastic floor tile and bitumen	Inspect
06m01	Main, ground floor, Hall3	Thermoplastic floor tile and bitumen	Inspect
06m02	Main, ground floor, Hall1	Thermoplastic floor tile and bitumen	Inspect
06m03	Main, ground floor, Private Store	Thermoplastic floor tile and bitumen	Inspect
06m04	Main, ground floor, Store3	Thermoplastic floor tile and bitumen	Inspect
06m05	Main, ground floor, Store2	Thermoplastic floor tile and bitumen	Inspect

The Simpson Centre and Cafe



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Executive Summary (Cont'd...)

Ref. No.	Location	ACM	Action
07a	Main, ground floor, Hall2	Bitumen	Inspect
08a	Main, ground floor, Hall2	Bitumen	Inspect
08m01	Main, ground floor, Hall2	Bitumen	Inspect
09a	Main, ground floor, Hall3	Textured coating	Inspect
10a	Main, ground floor, Hall3	Textured coating	Inspect
09m01	Main, ground floor, WC4	Textured coating	Inspect
09m02	Main, ground floor, Electrical cupboard	Textured coating	Inspect
09m03	Main, ground floor, WC3	Textured coating	Inspect
09m04	Main, ground floor, WC4	Textured coating	Inspect
09m05	Main, ground floor, Library	Textured coating	Inspect
09m06	Main, ground floor, Office2	Textured coating	Inspect
09m07	Main, ground floor, Store1	Textured coating	Inspect
09m08	Main, ground floor, Store3	Textured coating	Inspect
11a	Main, ground floor, WC4	Moulded cement product	Inspect
11m01	Main, ground floor, Electrical cupboard	Moulded cement product	Inspect
12a	Main, ground floor, WC4	Cement panel	Inspect
12m01	Main, ground floor, Electrical cupboard	Cement panel	Inspect

The Simpson Centre and Cafe



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Executive Summary (Cont'd...)

Ref. No.	Location	ACM	Action
12m02	Main, ground floor, Library	Cement panel	Inspect
12m03	Main, ground floor, Store 1	Cement panel	Inspect
12m04	Main, ground floor, Room 1	Cement panel	Inspect
15a	Main, ground floor, Kitchen3	Bitumen	Inspect
24a	Main, ground floor, Kitchen2	Bitumen	Inspect
18a	Main, ground floor, Hall2	Textured coating	Inspect
19a	Main, ground floor, Hall2	Textured coating	Inspect
18m01	Main, ground floor, Office	Textured coating	Inspect
18m02	Main, ground floor, Office Clerk	Textured coating	Inspect
20a	Main, ground floor, Office	Bitumen	Inspect
20m01	Main, ground floor, Office Clerk	Bitumen	Inspect
20m02	Main, ground floor, Kitchen2	Bitumen	Inspect
20m03	Main, ground floor, Store Archive	Bitumen	Inspect

The Simpson Centre and Cafe



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Report edition history

Type of report	Edition number	Date(s)
Survey	Edition 1	09/02/2024 to 09/02/2024

The Simpson Centre and Cafe



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The Simpson Centre and Cafe



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1.0 Contact Information

Client

Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
SG5 4HG

Contact: Jeanette Everitt
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Fax: n/a
E-Mail: enquiries@stotfoldtowncouncil.gov.uk

Site Address

The Simpson Centre and Cafe
Halworth Drive
Stotfold
Hitchin, Herts
SG5 4HR

Contact: n/a
Telephone: n/a
Fax: n/a
E-Mail: n/a

Report Author

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CM20 2ST

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Telephone: 01279 434503
Fax: 01279 770248
E-Mail: enquiries@manestream.co.uk

The Simpson Centre and Cafe



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2.0 Site Description

General Information

Site Description

- Building type: Library & cafe
- Construction method: Brick and concrete
- Floors surveyed out of total floors: 1 of 1
- Approximate age: 1960s
- Purpose built
- Usage: Commercial
- Attached buildings, whether included in scope: None

The following provides a definitive list of all areas included within our scope, both accessed and non accessed areas. Please refer to section 7 for further details of non accessed areas.

All ACM found during the survey have either been sampled for analysis, referenced to an identical sampled material (mastered) or visually identified if sampling was not reasonably practicable. Non-asbestos materials have not been reported except where identified through laboratory analysis.

The Simpson Centre and Cafe



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2.0 Site Description (Cont'd...)

Site Areas				
No.	Insp. type	Building, floor, room / area	Acc.	Comments
1	Management	Main, ground floor, Room1	Yes	Suspected ACM found, other materials did not contain asbestos.
2	Management	Main, ground floor, Cupboard3	Yes	No asbestos found.
3	Management	Main, ground floor, Store3	Yes	Suspected ACM sampled or strongly presumed.
4	Management	Main, ground floor, Hall3	Yes	Suspected ACM sampled or strongly presumed.
5	Management	Main, ground floor, Store1	Yes	Suspected ACM sampled or strongly presumed.
6	Management	Main, ground floor, Kitchen3	Yes	Suspected ACM found, other materials did not contain asbestos.
7	Management	Main, ground floor, WC2	Yes	No asbestos found.
8	Management	Main, ground floor, WC3	Yes	Suspected ACM sampled or strongly presumed.
9	Management	Main, ground floor, WC4	Yes	Suspected ACM sampled or strongly presumed.
10	Management	Main, ground floor, Office2	Yes	Suspected ACM found, other materials did not contain asbestos.
11	Management	Main, ground floor, Electrical cupboard	Yes	Suspected ACM sampled or strongly presumed.
12	Management	Main, ground floor, Library	Yes	Suspected ACM found, other materials did not contain asbestos.
13	Management	Main, ground floor, Porch	Yes	No asbestos found.
14	Management	Main, ground floor, External	Yes	Suspected ACM found, other materials did not contain asbestos.
15	Management	Main, ground floor, Room	No	Access to room/area restricted or refused (see section 7).

The Simpson Centre and Cafe



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2.0 Site Description (Cont'd...)

Site Areas				
No.	Insp. type	Building, floor, room / area	Acc.	Comments
16	Management	Main, ground floor, Kitchen1	Yes	Samples did not contain asbestos.
17	Management	Main, ground floor, Cafe	Yes	Samples did not contain asbestos.
18	Management	Main, ground floor, Hall1	Yes	Suspected ACM found, other materials did not contain asbestos.
19	Management	Main, ground floor, Cupboard1	Yes	Samples did not contain asbestos.
20	Management	Main, ground floor, Lobby1	Yes	Samples did not contain asbestos.
21	Management	Main, ground floor, Dining1	Yes	Samples did not contain asbestos.
22	Management	Main, ground floor, WC1	Yes	Samples did not contain asbestos.
23	Management	Main, ground floor, Cupboard2	Yes	Samples did not contain asbestos.
24	Management	Main, ground floor, Private Store	Yes	Suspected ACM sampled or strongly presumed.
25	Management	Main, ground floor, Store2	Yes	Suspected ACM found, other materials did not contain asbestos.
26	Management	Main, ground floor, Store Archive	Yes	Suspected ACM found, other materials did not contain asbestos.
27	Management	Main, ground floor, Kitchen2	Yes	Suspected ACM found, other materials did not contain asbestos.
28	Management	Main, ground floor, Hall2	Yes	Suspected ACM sampled or strongly presumed.
29	Management	Main, ground floor, Office	Yes	Suspected ACM sampled or strongly presumed.
30	Management	Main, ground floor, Office Clerk	Yes	Suspected ACM sampled or strongly presumed.

The Simpson Centre and Cafe



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2.0 Site Description (Cont'd...)

Site Areas				
No.	Insp. type	Building, floor, room / area	Acc.	Comments
31	Management	Main, ground floor, Loft	Yes	Suspected ACM found, other materials did not contain asbestos.

3.0 Survey Brief

To undertake a Management Survey to internal & external areas

The purpose of this survey was to locate, as far as reasonably practicable, the presence and extent of any suspect asbestos containing materials (ACM) within the above areas (as requested by the client) which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Representative samples were collected and analysed for the presence of asbestos. Samples from each type of suspected ACM found, were collected and analysed to confirm asbestos type and content. Where the materials sampled were found to contain asbestos, other similar homogeneous materials used in the same way have been strongly presumed to contain asbestos.

In addition, Manestream have:

Attempted to investigate all agreed areas, any exclusions are listed in Sections 6 and 7.

Assessed the condition of the ACM.

Provided a Material assessment for each ACM.

Produced a report to identify areas of known or presumed ACM.

Provided the basis for an asbestos register for the site.

Provided the basic information from which an effective asbestos management plan can be developed.

Highlighted the requirement for urgent action to reduce the risk of exposure to asbestos fibres.

Created an awareness that other ACM may be present but not found and which should be added to the register when identified, moreover, have created an awareness that other asbestos materials may be present but not found and which may require removal prior to maintenance, installation, refurbishment or demolition works.

Referenced any fibrous materials which were considered to be non-asbestos, but may be mistaken for ACM by other persons.

4.0 Survey Techniques

The location set out in Section 3 was inspected for ACM.

Each room/area was inspected for ACM and representative samples taken for confirmation. Individual ceiling tiles were removed to gain access above, where possible. Existing access hatches were used to gain access to any service ducts or hidden areas. It was presumed that materials identical to those sampled were of a similar composition.

Photographs were taken at all of the inspection locations (unless otherwise stated).

There were no deviations from the standard methods used.

Manestream is a Type C Inspection Body accredited by UKAS (United Kingdom Accreditation Service) to BS EN ISO/IEC 17020:2012 for the 'Surveying of Asbestos in Premises' and Priority Assessment.

Manestream is a testing laboratory accredited by UKAS to BS EN ISO 17025:2017 for the sampling and analysis of asbestos in bulk materials and asbestos air testing including 4 stage clearance testing and Site Certification for Reoccupation.

Manestream is registered with BSI (the British Standards Institute) for operating a Quality Management System that complies with ISO 9001:2008 and an Environmental Management System that complies with ISO 14001:2004.

The scope of accreditation includes Management survey: (domestic, commercial & industrial premises); Refurbishment and demolition survey: (domestic, commercial & industrial premises) and Priority assessment: (domestic, commercial & industrial premises). Surveys and, where applicable Priority Assessment are carried out in accordance with the UKAS accredited documented in-house procedure as per Inspection Surveys Manual (based on requirements included in Health and Safety Executive guides HSG 264 (2012) and HSG 227 (2004).

The asbestos survey/inspection records state information recorded at the time of the survey only, based on visual assessment and the following inspection criteria:

- Asbestos Product Type
- Extent of Damage / Deterioration
- Surface Treatment
- Asbestos Fibre Type

A material risk evaluation has been provided for the identified ACM based on an algorithm derived by applying numerical values to the above criteria.

The final risk terms (**None**, **Very Low**, **Low**, **Medium**, **High**) have been based on interpretation of current legislation and guidance; the evaluation and associated terms shall require review when other considerations, such as; future legislation or building use, come into effect.

These risk terms should be considered as a guide to the overall probability of the ACM to release asbestos fibre. Changes to any of the above criteria shall necessitate the need for reassessment of the risk value.

In addition Manestream have gathered the following information to aid the production of Priority Assessments should these be required. The information gathered relates to the Likelihood of Disturbance section of the Priority Assessment as described in HSG227 A Comprehensive Guide

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4.0 Survey Techniques (Cont'd...)

to the Management of Asbestos in Premises and includes

- Location
- Accessibility
- Extent / Amount

Descriptions for locations were obtained from site signs or site users. Where no descriptions were available, suitable terms have been used for this report and accompanying drawings.



5.0 Sample Analysis and Referencing

Asbestos bulk sample analysis is conducted using polarised light and dispersion staining techniques, based on HSG 248 'Asbestos: The analysts' guide for sampling, analysis and clearance procedures' - current version).

Formal analysis results are shown within Appendix B.

All samples were analysed in a UKAS accredited base laboratory.

Sample references shown within the Asbestos Sample Records are to be interpreted as follows:

- 05a**.....Analysed Sample
- 05m01**.....The first sample referenced to sample 05a
- 05vis**.....No sample taken, visual reference only
- NA001**.....No access area or area of limited access

Where a material is not sampled, but have been visually identified or mastered the asbestos type will be presumed as crocidolite, unless:

- Sample analysis of similar materials within the building show a different asbestos type (mastered samples).
- Or there is reasoned argument that another type of asbestos was almost always used and will be based on professional judgement and experience.

The Simpson Centre and Cafe



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6.0 Reservations

Installations or areas that are presumed to contain asbestos but have not been inspected internally for reasons of safety (e.g. live electrical switchgear machinery ducting etc.) or because it would entail destructive testing procedures (e.g. fire doors) have been documented in Section 7.

Drawings within the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes. Any persons involved in remediation works must visit site and satisfy themselves of the accuracy of all measurements and dimensions of any identified ACM prior to undertaking such works.

Extent measurements are only a guide and may not be used for tendering / quoting purposes.

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7.0 Limitations and Areas of No Access

All non-accessed items or areas must be presumed to contain asbestos. No works should proceed in these areas until a suitable and sufficient assessment has been made for the presence of ACM and any ACM identified made safe.

The following specific reservations are applicable to this survey.

NA001 - Main - Ground Floor - Room - No access due to locked no keys

Limited access to high level areas of external no safe access



8.0 Recommendations for Management Actions

GENERAL

All known or presumed ACM must be included in an asbestos management plan. Guidance is given in HSE document HSG227 *a comprehensive guide to the management of asbestos in premises*. Periodic condition inspections shall be a prerequisite of any successful asbestos management plan.

All works must be conducted in accordance with the Control of Asbestos Regulations.

If any materials are found that could potentially contain asbestos, that are not included in this report, Manestream should be contacted immediately for guidance.

For materials in poor condition remedial works including encapsulation or removal may be required. Access to areas containing asbestos in poor condition may need to be restricted until remedial measures have been completed.

The key legislative documents relating to works with asbestos materials are:

The Health and Safety at Work Act (1974)

The Control of Asbestos Regulations (2012)

The Management of Health and Safety at Work Regulations (1999)

Recommendations for action have been made based on the risk evaluation indicated in the appropriate survey record. In general the following will be applicable; exceptions will be made where specific circumstances apply.

MATERIAL ASSESSMENTS

For each sample/ inspection, a material assessment has been compiled using an algorithm. A point score (weighting) is allocated on the basis of the examination of a number of parameters as detailed below. The value assigned to each of these parameters is added together to give a total score, the higher scores indicating high risk materials.

The assessment reflects the condition of the ACM at the time of the survey, it is the dutyholder's responsibility to ensure all ACM are monitored and the assessments are maintained up to date.

This system follows the method described in HSE Guidance document HSG264 - Asbestos: The survey guide

Sample Variable Score	PRODUCT TYPE (or debris from product)
1	Composite plastic; Composite resin; Composite mastic; Composite roofing felt; Thermoplastic floor tile; Putty; Mastic; Adhesive; Vinyl floor tile; Vinyl flooring; Stair-nosing; Bitumen; Bituminous felt; Semi-rigid paint; Decorative finish; Textured coating; Plaster; Roofing felt; Damp-proof membrane; Thermoplastic skirting; Toilet cistern; Toilet seat; Windowsill - fully compressed asbestos cement; Cement sheet; Cement panel; Moulded cement product; Fire cement

8.0 Recommendations for Management Actions (Cont'd...)

- 2 Insulating board; Millboard; Low density insulating board; Paper coated; insulating board; Woven textile; Gasket; Rope; String; Paper; Felt (non-bituminous); Paper backed vinyl floor covering
- 3 Thermal insulation; Hand applied coating; Sprayed coating; Loose fill; Mattresses; Packing; Pugging bag; Raw material

EXTENT OF DAMAGE/ DETERIORATION

- 0 Good condition, no visible damage
- 1 Low damage (a few scratches or surface marks)
- 2 Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
- 3 High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.

SURFACE TREATMENT

- 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
- 1 Enclosed coatings and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.
- 2 Unsealed AIB, or encapsulated lagging and coating.
- 3 Unsealed lagging and coating.

ASBESTOS TYPE

- 1 Chrysotile alone.
- 2 Amphiboles or mixtures not including crocidolite.
- 3 Crocidolite or mixtures containing crocidolite.

The total score is calculated from the sum of the score for product type, damage, surface treatment and asbestos type and a guide to the potential for releasing fibres is assigned as detailed below.

Materials Assessment Score	Risk of Fibre Release
10, 11, 12	High Risk
7, 8, 9	Medium Risk
5, 6	Low Risk
2, 3, 4	Very Low Risk

8.0 Recommendations for Management Actions (Cont'd...)

The Materials Assessment score has been calculated for each ACM identified and the degree of risk from the material assessment alone is included in this report.

Attention is drawn to all occurrences of asbestos identified with a score of **10** or above. Asbestos materials within the aforementioned scoring category will, in most cases, require immediate action to reduce risk of exposure.

PRIORITY ASSESSMENT

Priority Assessment for ACM must be carried out in order to prioritise the effective management of any ACM identified. Priority Assessment can only be carried out by persons with intimate knowledge of the usage of the building concerned. For this reason UKAS will only permit the gathering of data relating to Likelihood of disturbance, the other parameters which require assessment are Normal Occupant Activity; Human Exposure Potential and Maintenance activity which must be assessed by the client, although Manestream is accredited by UKAS to assist in this process and offer this service as an additional exercise.

Likelihood of disturbance data collected during the survey is as follows

LOCATION

- 0 Outdoors
- 1 Large rooms or well ventilated areas
- 2 Rooms up to 100m²
- 3 Confined spaces

ACCESSIBILITY

- 0 Usually inaccessible or unlikely to be disturbed
- 1 Occasionally likely to be disturbed
- 2 Easily disturbed
- 3 Routinely disturbed

EXTENT/ AMOUNT

- 0 Small amounts or items (eg strings, gaskets etc)
- 1 <=10m² or <=10m pipe run
- 2 >10m² to >=50m² or >10m to >=50m pipe run
- 3 >50m² or > 50m pipe run



8.0 Recommendations for Management Actions (Cont'd...)

The asbestos risk assessment system adopted must concentrate solely on the likelihood of fibre release from asbestos based materials into the breathing zone of persons at risk. This is the singular most important factor in assessing the likelihood of that person being exposed to asbestos fibres which may be injurious to their health.

If any ACM are identified in areas directly affected by construction, installation, refurbishment or demolition the ACM must either be removed in advance or the risk from ACM should be designed out of the project. (CAR2012 regulation 5).

For all but the simplest low risk ACM, removal or remediation works must be carried out by a Licensed Asbestos Removal Contractor who has been checked to ensure they are competent to undertake the type of works required.

No licensable asbestos work may begin until the statutory 14 day notification period to the relevant enforcing authority (HSE or EHO) has elapsed. Waivers of the 14 day notification period may be accepted by the enforcing authority should there be a genuine health and safety consideration; however it should be noted that the enforcing authorities normally thoroughly investigate such waiver requests as the most common cause is deficiencies in asbestos management leading to the waiver request.

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9.0 Asbestos Register

Asbestos containing materials (ACM) were found or presumed to be present in the following locations. Recommendations for remedial actions are also included.

Ref. No.	Location	ACM	Action	Risk
NA001	Main, ground floor, Room	Presumed ACM	Investigate further	HIGH
13vis	Main, ground floor, Electrical cupboard	Woven textile	Inspect	MEDIUM
04a	Main, ground floor, Room1	Bitumen	Inspect	VERY LOW
04m01	Main, ground floor, Hall3	Bitumen	Inspect	VERY LOW
04m02	Main, ground floor, Hall2	Bitumen	Inspect	VERY LOW
05a	Main, ground floor, Room1	Bitumen	Inspect	VERY LOW
05m01	Main, ground floor, Hall2	Bitumen	Inspect	VERY LOW
06a	Main, ground floor, Hall2	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
06m01	Main, ground floor, Hall3	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
06m02	Main, ground floor, Hall1	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
06m03	Main, ground floor, Private Store	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
06m04	Main, ground floor, Store3	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
06m05	Main, ground floor, Store2	Thermoplastic floor tile and bitume...	Inspect	VERY LOW
07a	Main, ground floor, Hall2	Bitumen	Inspect	VERY LOW
08a	Main, ground floor, Hall2	Bitumen	Inspect	VERY LOW

The Simpson Centre and Cafe



0282

9.0 Asbestos Register (Cont'd...)

Ref. No.	Location	ACM	Action	Risk
08m01	Main, ground floor, Hall2	Bitumen	Inspect	VERY LOW
09a	Main, ground floor, Hall3	Textured coating	Inspect	VERY LOW
10a	Main, ground floor, Hall3	Textured coating	Inspect	VERY LOW
09m01	Main, ground floor, WC4	Textured coating	Inspect	VERY LOW
09m02	Main, ground floor, Electrical cupboard	Textured coating	Inspect	VERY LOW
09m03	Main, ground floor, WC3	Textured coating	Inspect	VERY LOW
09m04	Main, ground floor, WC4	Textured coating	Inspect	VERY LOW
09m05	Main, ground floor, Library	Textured coating	Inspect	VERY LOW
09m06	Main, ground floor, Office2	Textured coating	Inspect	VERY LOW
09m07	Main, ground floor, Store1	Textured coating	Inspect	VERY LOW
09m08	Main, ground floor, Store3	Textured coating	Inspect	VERY LOW
11a	Main, ground floor, WC4	Moulded cement product	Inspect	VERY LOW
11m01	Main, ground floor, Electrical cupboard	Moulded cement product	Inspect	VERY LOW
12a	Main, ground floor, WC4	Cement panel	Inspect	VERY LOW
12m01	Main, ground floor, Electrical cupboard	Cement panel	Inspect	VERY LOW
12m02	Main, ground floor, Library	Cement panel	Inspect	VERY LOW
12m03	Main, ground floor, Store1	Cement panel	Inspect	VERY LOW

The Simpson Centre and Cafe



0282

9.0 Asbestos Register (Cont'd...)

Ref. No.	Location	ACM	Action	Risk
12m04	Main, ground floor, Room1	Cement panel	Inspect	VERY LOW
15a	Main, ground floor, Kitchen3	Bitumen	Inspect	VERY LOW
24a	Main, ground floor, Kitchen2	Bitumen	Inspect	VERY LOW
18a	Main, ground floor, Hall2	Textured coating	Inspect	VERY LOW
19a	Main, ground floor, Hall2	Textured coating	Inspect	VERY LOW
18m01	Main, ground floor, Office	Textured coating	Inspect	VERY LOW
18m02	Main, ground floor, Office Clerk	Textured coating	Inspect	VERY LOW
20a	Main, ground floor, Office	Bitumen	Inspect	VERY LOW
20m01	Main, ground floor, Office Clerk	Bitumen	Inspect	VERY LOW
20m02	Main, ground floor, Kitchen2	Bitumen	Inspect	VERY LOW
20m03	Main, ground floor, Store Archive	Bitumen	Inspect	VERY LOW

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 01a

Main, Ground floor, Cupboard1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	01a
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos yellow vinyl floor tile (1m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 01m01

Main, Ground floor, Room1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	01m01
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos yellow vinyl floor tile (6m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 02a

Main, Ground floor, Cupboard1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	02a
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos light green vinyl floor tile (1m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 02m01

Main, Ground floor, Room1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	02m01
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos light green vinyl floor tile (15m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 03a

Main, Ground floor, Cupboard1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	03a
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos dark green vinyl floor tile (1m2)

Remedial / Management Action Required			
Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 03m01

Main, Ground floor, Room1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	03m01
Surveyor:	TC		
Component:	Vinyl floor tile		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos dark green vinyl floor tile (15m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 04a

Main, Ground floor, Room1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	04a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen to non asbestos green floor tile (5m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 04m01

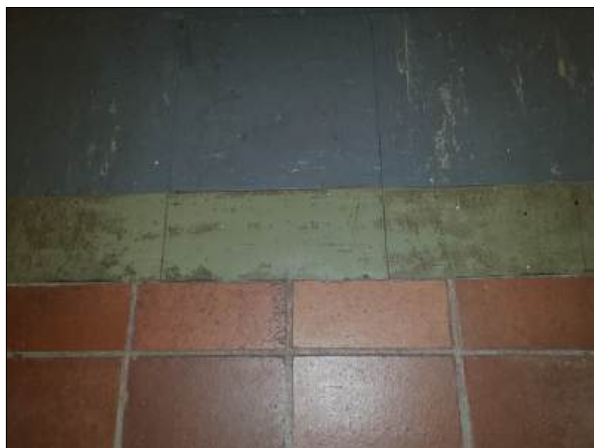
Main, Ground floor, Hall3

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	04m01
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos bitumen to non asbestos green floor tile (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 04m02

Main, Ground floor, Hall2

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	04m02
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos bitumen to non asbestos green floor tile (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 05a

Main, Ground floor, Room1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	05a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen to non asbestos beige floor tile (5m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 05m01

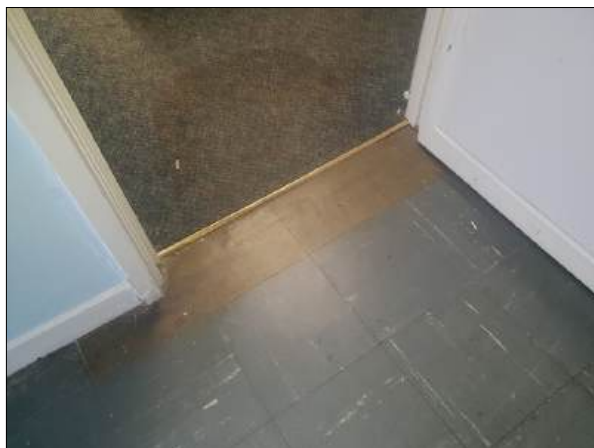
Main, Ground floor, Hall2

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	05m01
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos bitumen to non asbestos beige floor tile (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



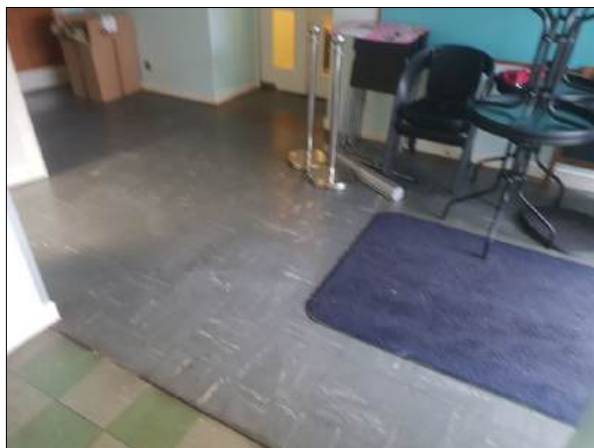
0282

Asbestos Sample Record - 06a

Main, Ground floor, Hall2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06a
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Blue thermoplastic floor tile with bitumen adhesive. Asbestos in tile and bitumen (16m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 06m01

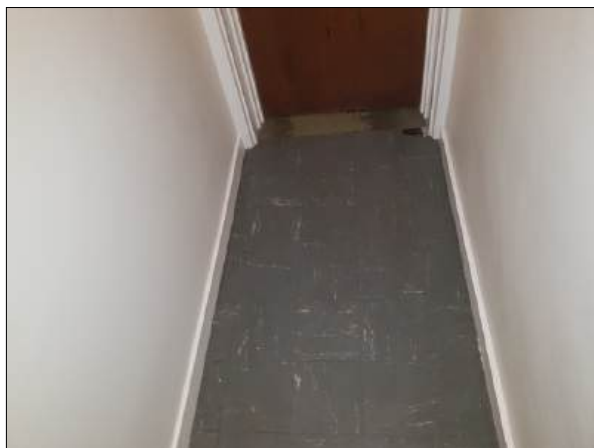
Main, Ground floor, Hall3

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06m01
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Blue thermoplastic floor tile with bitumen adhesive. Strongly presumed asbestos in tile and bitumen (8m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 06m02

Main, Ground floor, Hall1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06m02
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Blue thermoplastic floor tile with bitumen adhesive. Strongly presumed asbestos in tile and bitumen (12m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

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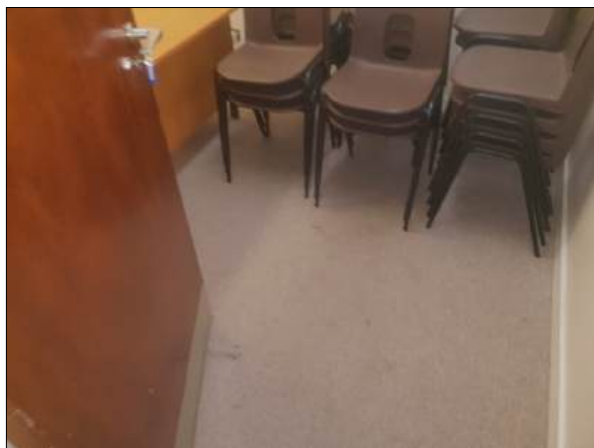
0282

Asbestos Sample Record - 06m03

Main, Ground floor, Private Store

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06m03
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Blue thermoplastic floor tile with bitumen adhesive. Strongly presumed asbestos in tile and bitumen (12m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



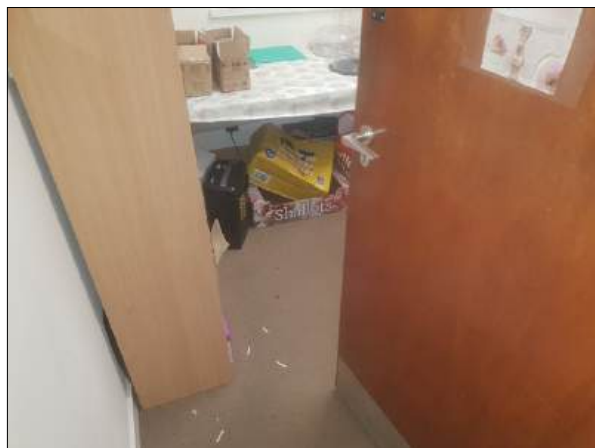
0282

Asbestos Sample Record - 06m04

Main, Ground floor, Store3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06m04
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Blue thermoplastic floor tile with bitumen adhesive. Strongly presumed asbestos in tile and bitumen (9m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 06m05

Main, Ground floor, Store2

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	06m05
Surveyor:	TC		
Component:	Thermoplastic floor tile and bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Composite materials: reinf plastics	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Blue thermoplastic floor tile with bitumen adhesive. Strongly presumed asbestos in tile and bitumen (12m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



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Asbestos Sample Record - 07a

Main, Ground floor, Hall2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	07a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen to non asbestos grey floor tile (4m2)

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 08a

Main, Ground floor, Hall2

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	08a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen to non asbestos green floor tile (4m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 08m01

Main, Ground floor, Hall2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	08m01
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Strongly presumed asbestos bitumen to non asbestos beige floor tile (1m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



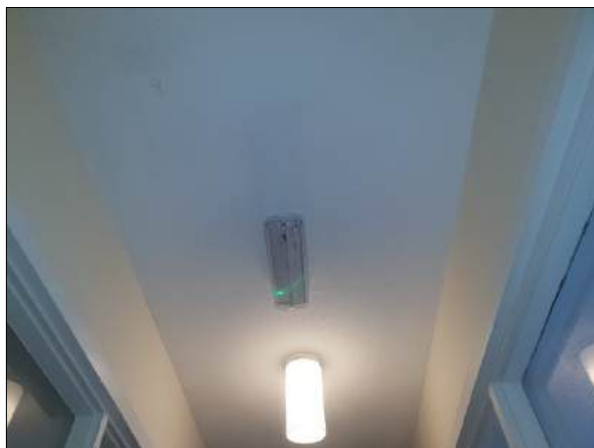
0282

Asbestos Sample Record - 09a

Main, Ground floor, Hall3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos textured coating to plasterboard ceiling (10m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 10a

Main, Ground floor, Hall3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	10a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos textured coating to plasterboard ceiling (10m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m01

Main, Ground floor, WC4

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m01
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (4m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m02

Main, Ground floor, Electrical cupboard

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m02
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (4m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m03

Main, Ground floor, WC3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m03
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (4m2)

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m04

Main, Ground floor, WC4

General

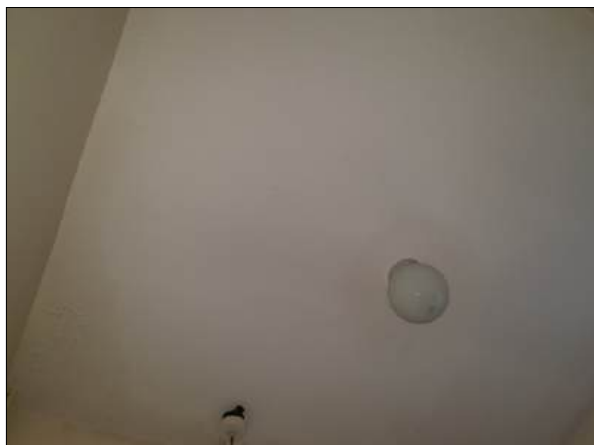
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m04
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (4m2)



Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m05

Main, Ground floor, Library

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m05
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (30m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m06

Main, Ground floor, Office2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m06
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (12m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m07

Main, Ground floor, Store1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m07
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (6m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 09m08

Main, Ground floor, Store3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	09m08
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (9m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 11a

Main, Ground floor, WC4

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	11a
Surveyor:	TC		
Component:	Moulded cement product		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Asbestos cement flue at high level (3m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



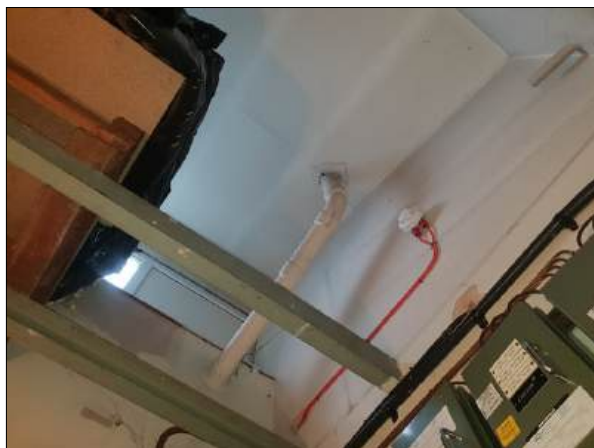
0282

Asbestos Sample Record - 11m01

Main, Ground floor, Electrical cupboard

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	11m01
Surveyor:	TC		
Component:	Moulded cement product		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Strongly presumed asbestos cement flue at high level (3m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 12a

Main, Ground floor, WC4

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	12a
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Asbestos cement etonite window sill at high level (5m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 12m01

Main, Ground floor, Electrical cupboard

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	12m01
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Strongly presumed asbestos cement etonite window sill at high level (5m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 12m02

Main, Ground floor, Library

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	12m02
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Strongly presumed asbestos cement etonite window sill at high level (20m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 12m03

Main, Ground floor, Store1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	12m03
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)



Comments

Strongly presumed asbestos cement etonite window sill at high level (5m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 12m04

Main, Ground floor, Room1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	12m04
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Cement (unsealed)	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (4)

Comments

Strongly presumed asbestos cement etonite window sill at high level (16m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 13vis

Main, Ground floor, Electrical cupboard

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	13vis
Surveyor:	TC		
Component:	Woven textile		
Asbestos?:	Presumed		
Asbestos type(s):	Crocidolite		

Risk Analysis			
Condition:	Medium damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Medium	Exposure:	Maintenance
Surface:	Textile (unsealed)	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	MEDIUM (9)



Comments

Presumed asbestos woven textile flashguards (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 14a

Main, Ground floor, Library

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	14a
Surveyor:	TC		
Component:	Vinyl floor tile and bitumen		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos green vinyl floor tile and bitumen (100m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 14m01

Main, Ground floor, Office2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	14m01
Surveyor:	TC		
Component:	Vinyl floor tile and bitumen		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos green vinyl floor tile and bitumen (12m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 15a

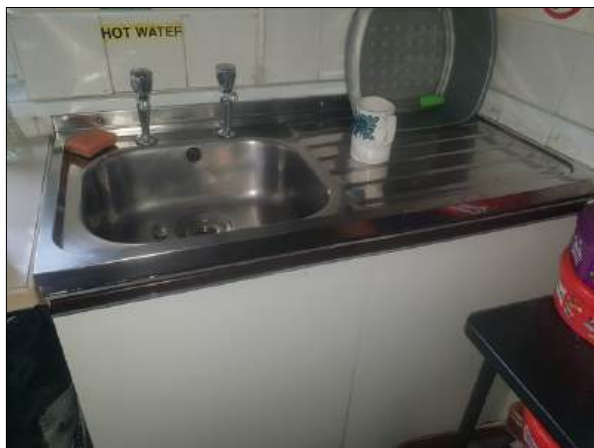
Main, Ground floor, Kitchen3

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	15a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis

Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen sink pad (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 24a

Main, Ground floor, Kitchen2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	24a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen sink pad (1m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 25a

Main, Ground floor, Kitchen1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	25a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos bitumen sink pad (1m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 16a

Main, Ground floor, Kitchen3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	16a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (9m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 17a

Main, Ground floor, Kitchen3

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	17a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (9m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 18a

Main, Ground floor, Hall2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	18a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Asbestos textured coating to plasterboard ceiling (26m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 19a

Main, Ground floor, Hall2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	19a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Asbestos textured coating to plasterboard ceiling (26m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 18m01

Main, Ground floor, Office

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	18m01
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (26m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 18m02

Main, Ground floor, Office Clerk

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	18m02
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Occasional disturbance likely (1)
Friability:	Low	Exposure:	Public
Surface:	Textured coating	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos textured coating to plasterboard ceiling (15m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



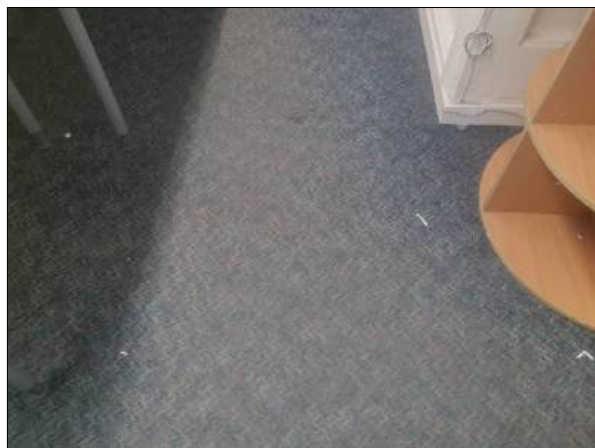
0282

Asbestos Sample Record - 20a

Main, Ground floor, Office

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	20a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Identified		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Asbestos bitumen adhesive to concrete floor (20m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



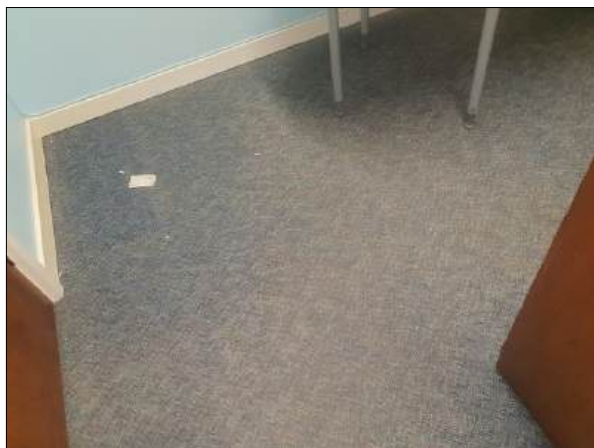
0282

Asbestos Sample Record - 20m01

Main, Ground floor, Office Clerk

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	20m01
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos bitumen adhesive to concrete floor (15m2)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 20m02

Main, Ground floor, Kitchen2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	20m02
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)

Comments

Strongly presumed asbestos bitumen adhesive to concrete floor (12m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 21a

Main, Ground floor, Loft

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	21a
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos bitumen roof felt (100m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22a

Main, Ground floor, Kitchen2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling, damaged (12m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 23a

Main, Ground floor, Kitchen2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	23a
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling, damaged (12m2)

Remedial / Management Action Required			
Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



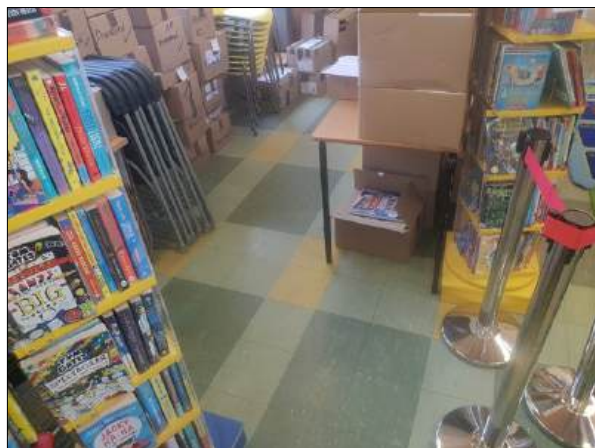
0282

Asbestos Sample Record - 22m01

Main, Ground floor, Store Archive

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m01
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (13m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m02

Main, Ground floor, Store2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m02
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (12m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m03

Main, Ground floor, Store Archive

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m03
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (13m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m04

Main, Ground floor, Hall1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m04
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE

Comments

Non asbestos textured coating to plasterboard ceiling (10m2)

**NO IMAGE
AVAILABLE**

Remedial / Management Action Required			
Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m05

Main, Ground floor, Cupboard2

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m05
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (1m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m06

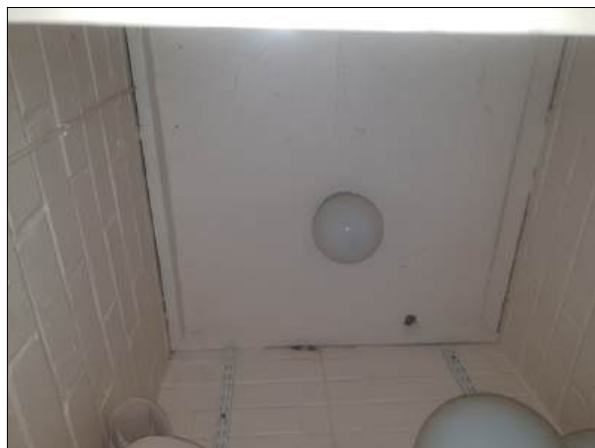
Main, Ground floor, WC1

General

Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m06
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis

Condition:	N/A	Accessibility:	N/A	
Friability:	N/A	Exposure:	N/A	
Surface:	N/A	Amount:	N/A	
Position:	N/A	RISK:	NONE	



Comments

Non asbestos textured coating to plasterboard ceiling (4m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m07

Main, Ground floor, Cafe

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m07
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (30m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m08

Main, Ground floor, Kitchen1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m08
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (30m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m09

Main, Ground floor, Lobby1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m09
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (1m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 22m10

Main, Ground floor, Cupboard1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m10
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (2m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



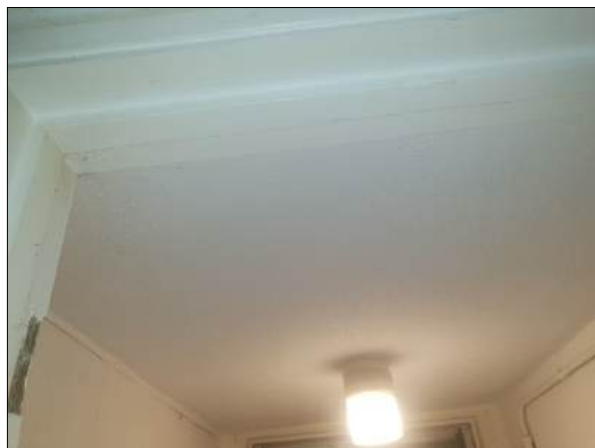
0282

Asbestos Sample Record - 22m11

Main, Ground floor, Dining1

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	22m11
Surveyor:	TC		
Component:	Textured coating		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos textured coating to plasterboard ceiling (12m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 20m03

Main, Ground floor, Store Archive

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	20m03
Surveyor:	TC		
Component:	Bitumen		
Asbestos?:	Strongly presumed		
Asbestos type(s):	Chrysotile		

Risk Analysis			
Condition:	Low damage	Accessibility:	Routinely disturbed (3)
Friability:	Low	Exposure:	Public
Surface:	Reinforced composite material	Amount:	>10 sq m < 50 sq m (2)
Position:	Room up to 100 sq m (2)	RISK:	VERY LOW (3)



Comments

Strongly presumed asbestos bitumen adhesive to concrete floor (13m²)

Remedial / Management Action Required

Action required:	Inspect		
Next action due date:	09/02/2025	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 26a

Main, Ground floor, External

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	26a
Surveyor:	TC		
Component:	Damp-proof membrane		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos damp-proof course to wall (100m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 27a

Main, Ground floor, External

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	27a
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos cement undercloak (50m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - 28a

Main, Ground floor, External

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	28a
Surveyor:	TC		
Component:	Cement panel		
Asbestos?:	No asbestos detected		
Asbestos type(s):	N/A		

Risk Analysis			
Condition:	N/A	Accessibility:	N/A
Friability:	N/A	Exposure:	N/A
Surface:	N/A	Amount:	N/A
Position:	N/A	RISK:	NONE



Comments

Non asbestos cement window sill (10m2)

Remedial / Management Action Required

Action required:	None		
Next action due date:	N/A	Approx cost:	

The Simpson Centre and Cafe



0282

Asbestos Sample Record - NA001

Main, Ground floor, Room

General			
Inspection Dates:	09/02/2024 to 09/02/2024	Reference No.:	NA001
Surveyor:	TC		
Component:	Presumed ACM		
Asbestos?:	Presumed		
Asbestos type(s):	Crocidolite		

Risk Analysis			
Condition:	High damage/delamination	Accessibility:	Routinely disturbed (3)
Friability:	High	Exposure:	Public
Surface:	Unsealed coatings and lagging	Amount:	<= 10 sq m (1)
Position:	Room up to 100 sq m (2)	RISK:	HIGH (12)



Comments

No access due to locked no keys

Remedial / Management Action Required

Action required:	Investigate further		
Next action due date:	Prior to disturbance	Approx cost:	

Certificate No.
ML / 24 / 01432



O C Consulting (UK) Ltd t/a Manestream, Unit 1 Business Mews, Advance House, Central Road, Harlow, Essex CM20 2ST

CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

2329

Client:	Stotfold Town Council	Report Date:	11/03/2024		
Client Address:	The Greenacre Centre Valerian Way, Stotfold Bedfordshire SG5 4HG	Site Address:	The Simpson Centre Hallworth Drive SG5 4HR		
Sampled By:	ML	Sample/s Received:	09/02/2024	ML Proj. Ref.:	184828/0005
No. Samples:	27	Sample/s Analysed:	09/03/2024 to 09/03/2024	Page:	1 of 3

All analysis is conducted in accordance with Manestream in-house method PRO-02 and HSG248 Asbestos: 'The analysts' guide for sampling, analysis and clearance procedures'. Manestream is not responsible for interpretation or validity of sampling of materials undertaken by anyone other than Manestream staff. Manestream is not responsible for the validity of sample location and material type by anyone other than Manestream. Some textured coating and bitumen products may contain a low proportion of asbestos, commonly Chrysotile, which is so finely divided so as not to be detected by the dispersion staining method in accordance with HSG248. In this instance Manestream recommend that a proportion of the samples be analysed using Scanning Electron Microscopy to verify any asbestos content.

Ref No.	Client Ref No.	Sample Location	Asbestos Type(s) Present
01a	-	main, ground floor, cupboard 1, vinyl floor tile	N.A.D.I.S.
02a	-	main, ground floor, cupboard 1, vinyl floor tile	N.A.D.I.S.
03a	-	main, ground floor, cupboard 1, vinyl floor tile	N.A.D.I.S.
04a	-	main, ground floor, room 1, floor tile and bitumen	Chrysotile (bitumen only)
05a	-	main, ground floor, room 1, floor tile and bitumen adhesive	Chrysotile (bitumen only)
06a	-	main, ground floor, hall 2, floor tile and bitumen	Chrysotile (bitumen and tile)
07a	-	main, ground floor, hall 2, vinyl floor tile and bitumen adhesive	Chrysotile (bitumen only)
08a	-	main, ground floor, hall 2, vinyl floor tile and bitumen adhesive	Chrysotile (bitumen only)
09a	-	main, ground floor, hall 3, textured coating	Chrysotile
10a	-	main, ground floor, hall 3, textured coating	Chrysotile

Opinions and interpretations expressed herein are outside the scope of UKAS Accreditation.
NADIS = No Asbestos Detected in Sample.

ML denotes the samples were taken by Manestream's in-house surveyor.
The results detailed on this certificate shall not be reproduced except in full, without written approval of the Testing Laboratory.

Analysed By:	Victoria Vincent	Authorised By:	Victoria Vincent	Authorised Signature:	
		Position:	Laboratory Technician		

ML-11313-0005-1

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Certificate No.
ML / 24 / 01432



O C Consulting (UK) Ltd t/a Manestream, Unit 1 Business Mews, Advance House, Central Road, Harlow, Essex CM20 2ST

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Ref No.	Client Ref No.	Sample Location	Asbestos Type(s) Present
11a	-	main, ground floor, wc 4, cement	Chrysotile
12a	-	main, ground floor, wc 4, cement	Chrysotile
14a	-	main, ground floor, library, vinyl floor tile and bitumen adhesive	N.A.D.I.S.
15a	-	main, ground floor, kitchen 3, sinkpad	Chrysotile
16a	-	main, ground floor, kitchen 3, textured coating	N.A.D.I.S.
17a	-	main, ground floor, kitchen 3, textured coating	N.A.D.I.S.
18a	-	main, ground floor, hall 2, textured coating	Chrysotile
19a	-	main, ground floor, hall 2, textured coating	Chrysotile
20a	-	main, ground floor, office, bitumen adhesive	Chrysotile
21a	-	main, ground floor, loft, bitumen felt	N.A.D.I.S.

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Analysed By:	Victoria Vincent	Authorised By:	Victoria Vincent	Authorised Signature:	
		Position:	Laboratory Technician		

ML-11313-0005-1

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Certificate No.
ML / 24 / 01432



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		ML Proj. Ref.:	184828/0005
		Page:	3 of 3

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Ref No.	Client Ref No.	Sample Location	Asbestos Type(s) Present
22a	-	main, ground floor, kitchen 2, textured coating	N.A.D.I.S.
23a	-	main, ground floor, kitchen 2, textured coating	N.A.D.I.S.
24a	-	main, ground floor, kitchen 2, sinkpad	Chrysotile
25a	-	main, ground floor, kitchen 1, sinkpad	N.A.D.I.S.
26a	-	main, ground floor, external, damp proof course	N.A.D.I.S.
27a	-	main, ground floor, external, cement	N.A.D.I.S.
28a	-	main, ground floor, external, cement etonite	N.A.D.I.S.

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Analysed By:	Victoria Vincent	Authorised By:	Victoria Vincent	Authorised Signature:	
		Position:	Laboratory Technician		

ML-11313-0005-1

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Additional Compartment Information

Compartment number 1

Main, Floor 0, Room1

Suspected ACM found, other materials did not contain asbestos.

Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, wood panels to walls & ceiling

Compartment number 2

Main, Floor 0, Cupboard3

No asbestos found.

Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, wood walls

Compartment number 3

Main, Floor 0, Store3

Suspected ACM sampled or strongly presumed.

Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, butler sink

Compartment number 4

Main, Floor 0, Hall3

Suspected ACM sampled or strongly presumed.

Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Additional Compartment Information (Cont'd...)

Compartment number 5

Main, Floor 0, Store1
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring

Compartment number 6

Main, Floor 0, Kitchen3
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring

Compartment number 7

Main, Floor 0, WC2
No asbestos found.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring

Compartment number 8

Main, Floor 0, WC3
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring

Additional Compartment Information (Cont'd...)

Compartment number 9

Main, Floor 0, WC4
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring

Compartment number 10

Main, Floor 0, Office2
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 11

Main, Floor 0, Electrical cupboard
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, plastic tank, ceramic flooring

Compartment number 12

Main, Floor 0, Library
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, wood panels to walls & ceiling

The Simpson Centre and Cafe



0282

Additional Compartment Information (Cont'd...)

Compartment number 13

Main, Floor 0, Porch
No asbestos found.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, wood ceiling, ceramic floor tile, wood & upvc doors, upvc walls

Compartment number 14

Main, Floor 0, External
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, brick walls, upvc windows, clay roof tiles

Compartment number 16

Main, Floor 0, Kitchen1
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, laminate flooring

Compartment number 17

Main, Floor 0, Cafe
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, laminate flooring

The Simpson Centre and Cafe



0282

Additional Compartment Information (Cont'd...)

Compartment number 18

Main, Floor 0, Hall1
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 19

Main, Floor 0, Cupboard1
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, modern lino

Compartment number 20

Main, Floor 0, Lobby1
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, modern lino

Compartment number 21

Main, Floor 0, Dining1
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, laminate flooring

The Simpson Centre and Cafe



0282

Additional Compartment Information (Cont'd...)

Compartment number 22

Main, Floor 0, WC1
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor, ceramic flooring & cistern, wood boxing

Compartment number 23

Main, Floor 0, Cupboard2
Samples did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 24

Main, Floor 0, Private Store
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 25

Main, Floor 0, Store2
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

The Simpson Centre and Cafe



0282

Additional Compartment Information (Cont'd...)

Compartment number 26

Main, Floor 0, Store Archive
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 27

Main, Floor 0, Kitchen2
Suspected ACM found, other materials did not contain asbestos.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 28

Main, Floor 0, Hall2
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 29

Main, Floor 0, Office
Suspected ACM sampled or strongly presumed.
Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

The Simpson Centre and Cafe



0282

Additional Compartment Information (Cont'd...)

Compartment number 30

Main, Floor 0, Office Clerk

Suspected ACM sampled or strongly presumed.

Plasterboard ceiling, brick & plasterboard walls, wood door, concrete floor

Compartment number 31

Main, Floor 0, Loft

Suspected ACM found, other materials did not contain asbestos.

Wood panels & hatch, mmmf insulation



STOTFOLD TOWN COUNCIL



SIMPSON CENTRE CONSULTATION RESULTS

BACKGROUND INFORMATION

We received 269 replies to the consultation questionnaire. We thank all residents that chose to participate in the consultation either online or via the questionnaire included in the Stotfold News.

The consultation returned a 50/50 result in respect of keeping the Simpson Centre or selling it and using the sale proceeds to invest in other areas of the town.

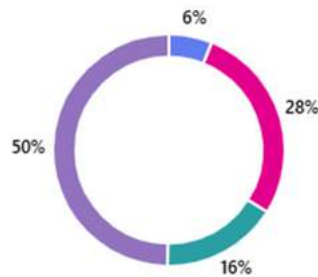
Due to this split we will be consulting with residents again in the future in respect of two costed options for the future of the Simpson Centre. This will allow residents to see the impacts of each option before providing feedback as to which option to pursue. The options will include:

1. An option to retain the Simpson Centre for use as a community space. This will include rooms of various sizes being available for hire.
2. An option to sell the Simpson Centre with outline planning permission for a senior living development with the sale proceeds being used to invest into the Memorial Hall.

The results of the consultation are detailed below:

WHICH OPTION DO YOU THINK IS THE BEST USE OF THE SIMPSON CENTRE?

● Option 1: Sell as a Parcel of Land	16
● Option 2: Sell with Outline Planning Permission	74
● Option 3: Sell with Caveat for Affordable Housing Development	43
● Option 4: Repurpose the Site for Community Use	132



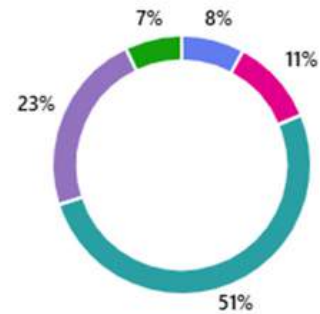
IF YOU SELECTED OPTION 4 (REPURPOSE FOR COMMUNITY USE) WOULD YOU SUPPORT INCREASED COUNCIL TAX TO COVER THE REFURBISHMENT AND ONGOING MAINTENANCE COSTS?

● Yes	79
● No	56



IF THE SITE WERE SOLD, WHAT TYPE OF DEVELOPMENT WOULD YOU CONSIDER MOST APPROPRIATE FOR THE AREA?

● Market rate residential housing	21
● Mixed affordability development (some social housing and some market rate)	29
● Senior living development	137
● Starter homes	61
● Key worker accommodation	19



PLEASE RANK THE FOLLOWING POTENTIAL BENEFITS IN ORDER OF IMPORTANCE TO YOU. (THE ANSWER AT THE TOP SHOULD BE THE MOST IMPORTANT)



COMMUNITY BENEFIT FROM THE SALE PROCEEDS:

1ST CHOICE: 128 (51%)
 2ND CHOICE: 85 (34%)
 3RD CHOICE: 22 (9%)
 4TH CHOICE: 18 (7%)

TYPE OF DEVELOPMENT THAT FOLLOWS:

1ST CHOICE: 87 (34%)
 2ND CHOICE: 107 (42%)
 3RD CHOICE: 31 (12%)
 4TH CHOICE: 28 (11%)

MAXIMUM FINANCIAL RETURN:

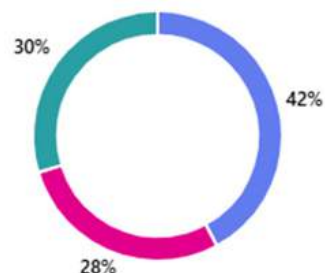
1ST CHOICE: 28 (11%)
 2ND CHOICE: 34 (13%)
 3RD CHOICE: 93 (37%)
 4TH CHOICE: 98 (39%)

SPEED OF SALE AND FUND GENERATION:

1ST CHOICE: 10 (4%)
 2ND CHOICE: 27 (11%)
 3RD CHOICE: 107 (42%)
 4TH CHOICE: 109 (43%)

HOW WOULD YOU LIKE TO SEE THE MONEY INVESTED IF THE SIMPSON CENTRE WAS SOLD?

● The Memorial Hall	112
● Equipment in our open spaces	75
● Other investment in the town	79



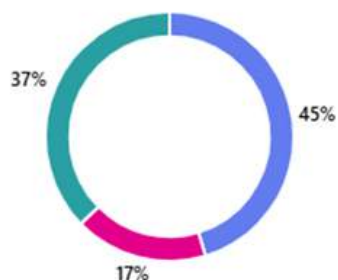
IF PROCEEDS OF THE SALE WERE TO BE REINVESTED IN THE MEMORIAL HALL, WHICH IMPROVEMENTS WOULD YOU PRIORITISE? PLEASE RANK THE OPTIONS. (THE ANSWER AT THE TOP SHOULD BE THE MOST IMPORTANT)



MODERNISATION OF FACILITIES:	ENERGY EFFICIENT UPGRADES:	ACCESSIBILITY FEATURES	EXPANDED CAPACITY
1ST CHOICE: 76 (70%)	1ST CHOICE: 14 (13%)	1ST CHOICE: 14 (13%)	1ST CHOICE: 5 (5%)
2ND CHOICE: 25 (23%)	2ND CHOICE: 30 (28%)	2ND CHOICE: 22 (20%)	2ND CHOICE: 32 (29%)
3RD CHOICE: 8 (7%)	3RD CHOICE: 38 (35%)	3RD CHOICE: 45 (41%)	3RD CHOICE: 18 (17%)
	4TH CHOICE: 27 (25%)	4TH CHOICE: 28 (26%)	4TH CHOICE: 54 (50%)

WHERE WOULD YOU LIKE TO SEE UPDATED PLAY EQUIPMENT?

The Green	34
The Riverside	13
Hitchin Road Recreation Ground	28



INPUT ERRORS

There were some responses that were input incorrectly in the questionnaire, this includes residents not ranking their options on the questions that required it or just picking one or more options. These have been recorded as follows.

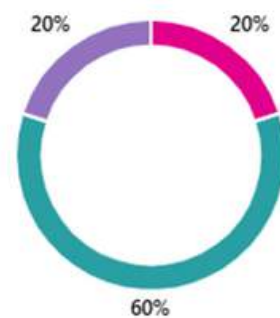
PLEASE RANK THE FOLLOWING POTENTIAL BENEFITS IN ORDER OF IMPORTANCE TO YOU.

● Speed of sale and fund generation	0
● Maximum financial return	1
● Type of development that follows	5
● Community benefit from the sale proceeds	6



IF YOU ANSWERED "OTHER INVESTMENT IN THE TOWN" FOR QUESTION 6, WHAT OTHER INVESTMENT WOULD YOU LIKE TO SEE? (PLEASE NOTE THAT THERE ARE RESTRICTIONS ON HOW THESE FUNDS CAN BE INVESTED. PLEASE SEE OUR WEBSITE FOR MORE INFORMATION.)

● Accessibility features	0
● Energy efficient upgrades	1
● Modernisation of facilities	3
● Expanded capacity	1



OTHER INPUT ERRORS

There were a couple of input errors from residents which were recorded as comments as opposed to forming part of the data above which were:

- 1 Resident selected all 3 options for question 6.
- 1 Resident chose all options for question 3.
- 1 Resident only chose “modernisation of facilities” for question 7.

RESIDENT COMMENTS FOR QUESTIONS 9 AND 10

Thank you to all residents who took the time to leave their additional comments on the questionnaire. We received over 200 comments across the two questions. These have been provided to Councillors to consider as part of their decision making process. We have not included them in this summary due to the volume but are available for inspection on our website.

SUGGESTIONS THAT STC CANNOT IMPLEMENT

We thank everyone for their suggestions , there are some however that are not possible for Stotfold Town Council to implement. We wish to address these now, with an explanation.

Freezing the Precept

Due to legislation which governs the actions of the Town Council, any funds received from the sale of a capital asset, such as the Simpson Centre, can only be used on capital projects. In short, this means that the funds will have to be used on projects that are not already covered by the precept. To reduce the precept, this would mean using the funds to offset the current budget, which is not permitted.

Traffic Calming/Enforcement

Traffic calming measures, such as speed cameras, speed bumps and other such measures are the responsibility of Central Bedfordshire Council and therefore the Town Council cannot invest in these. Speeding enforcement is carried out by the police who have the appropriate powers to do so.

Fixing Potholes and Pavements

These areas are maintained by Central Bedfordshire Council. We would encourage all residents to report issues with the pavements and roadways to Central Bedfordshire Council via the “Fix My Street” service.

On new build estates, if the roads are to become public roads then these will be typically be maintained by the developer until such a time as they are adopted by Central Bedfordshire Council.

Investment in Public Transport - Such as Bus Routes

Bus routes are commissioned and run by Central Bedfordshire Council, the Town Council do not have the ability to invest funds into this infrastructure.

Parking on Verges and Enforcement

Parking enforcement is a service undertaken by Central Bedfordshire Council who have the appropriate enforcement powers. Parking on verges is not unlawful in Central Bedfordshire.

More GPs and Police Officers

Investment in more GPs and Police Officers is outside of the remit of Stotfold Town Council and is funded at national government level. Any suggestions in respect of policing we would encourage residents to speak with the Police of Crime Commissioner for Bedfordshire, John Tizard who can be contacted on 01234 842064 or email: PCC@beds.police.uk.

End the Garden Waste Scheme

This scheme is run by Central Bedfordshire Council operating in their role of waste management for the county. Funds from any potential sale of the Simpson Centre could not be used to offset the charge they make to residents to collect garden waste.

WHAT'S NEXT?

The Town Council will now work on preparing 2 proposals as follows:

1. To retain and refurbish the Simpson Centre for community use.
2. To sell the Simpson Centre with outline planning permission for a senior living development. with the funds to be invested into the Memorial Hall.

Once both of these proposals have been completed, these will be presented to residents and a second round of consultation will be undertaken to obtain feedback from residents.

If anyone has any questions, then please feel free to visit the office, call on 01462 730 064 or email enquiries@stotfoldtowncouncil.gov.uk.

PRESS RELEASE

FOR IMMEDIATE RELEASE

Stotfold Town Council Announces Next Steps Following Simpson Centre Consultation

Stotfold Town Council would like to thank the 269 residents who took part in the recent consultation on the future of the Simpson Centre. The Council is grateful for the high level of engagement, with responses received both online and via the Stotfold News questionnaire.

The consultation revealed a clear split in community opinion, with results showing a 50/50 divide between those wishing to keep the Simpson Centre and those supporting its sale to invest in other areas of the town. Given this close result, the Council believes it is essential to consult further before making any final decision.

INSERT QUOTATION HERE FROM EITHER TOWN MAYOR OR CHAIR OF BUILDING MANAGEMENT

Two Preferred Options for Further Consultation

Based on the feedback, the Council will now prepare two fully costed proposals for further public consultation:

- 1. Refurbishment and Retention:**
Retaining the Simpson Centre for use as a community space, with rooms of various sizes available for hire.
- 2. Sale for Over 55s Housing:**
Selling the Simpson Centre with outline planning permission for a senior living development, with the sale proceeds to be invested into improvements at the Memorial Hall.

Key Findings from the Consultation

- When asked about the best use of the Simpson Centre, responses were evenly split.
- If the site were to be sold, the majority of respondents considered community benefit from the sale proceeds as the most important factor (51% ranked this as their top priority).
- The type of development following a sale was also important, with 34% ranking it as their first choice.
- If proceeds were reinvested in the Memorial Hall, modernisation of facilities was the top priority for 70% of respondents.

Next Steps

The Council will now work on preparing detailed, costed proposals for both options. Once these are ready, a second round of consultation will be launched to allow residents to review the impacts and costs of each option before providing further feedback.

Residents are encouraged to participate in the next stage of consultation, which will be publicised on the Council's website, social media, and in Stotfold News. The Council remains committed to ensuring that the final decision reflects the wishes and best interests of the Stotfold community.

For further information, please contact:
Stotfold Town Council
Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
Tel: 01462 730064
Email: enquiries@stotfoldtowncouncil.gov.uk

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 SEPTEMBER 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: COMMUNITY GOVERNANCE REVIEW

1. PURPOSE OF THE REPORT

This report outlines the work undertaken as part of the Town Council's response to the Community Governance Review (CGR) consultation run by CBC, which closed on 1 September 2025.

2. RECOMMENDATION

- 2.1 Members are asked to note the response sent to CBC with Stotfold Town Council's comments on the Community Governance Review.

3. BACKGROUND

- 3.1 The background to the CGR was outlined in the report presented to Full Council on 7 May 2025. [CGR Report.docx](#)
- 3.2 The Town Clerk and the Mayor have met with representatives from neighbouring parishes; Arlesey Town Council, Fairfield Parish Council and Astwick Parish Meeting, to review the current boundary situation and discuss rectifying any anomalies.
- 3.3 Arlesey Town Council were not in favour of the proposal to extend Stotfold boundary to the A507, citing a loss of land. None of the land in question has any proposed development in the call for sites and contains Etonbury Woods which is owned by CBC. Frequently S106 funding allocated against development in Stotfold is assigned to this area which outside the parish.
- 3.4 Astwick PM has 8 properties currently paying Council Tax which would be affected by any boundary change. They currently don't pay any precept towards the parish meeting. They are included in the neighbourhood plan area of designation.
- 3.5 Astwick held a meeting on 27 August 2025 which was attended by the Mayor and Town Clerk to explain the background behind the CGR and the implications on Astwick, especially in relation to the additional council tax payment if Astwick became part of Stotfold. There was a vote in favour of the proposal with 9 residents being in favour of Astwick becoming a ward of Stotfold, and 1 abstention. The proposal, which was outlined in the original report on 7 May 2025, to ringfence the Astwick precept into a fund to be spent specifically on Astwick projects was welcomed, along with the additional support that the Town

Council can offer in general maintenance and planning support. The inclusion of Astwick within the Grounds Maintenance contract for maintenance of the churchyard was particularly welcome as volunteers are currently responsible and the future of this support is in doubt.

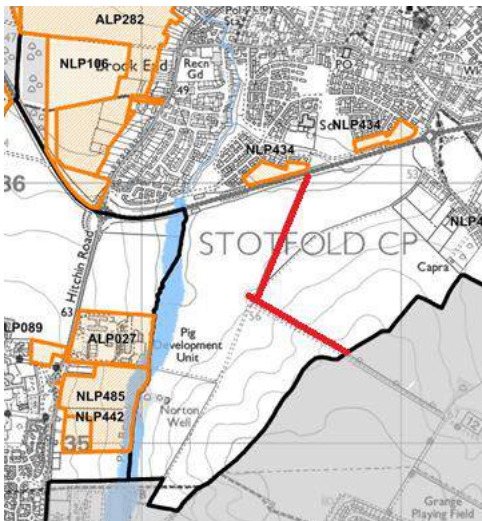
Astwick PM - Council Tax Bands

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
No of Properties	1	0	0	3	2	3	4	1
2025/26 Precept	£175.54	£204.80	£234.05	£263.31	£321.82	£380.34	£438.85	£526.62
Increase in Precept	£175.54	£0.00	£0.00	£789.93	£643.64	£1,141.02	£1,755.40	£526.62

Total increase **£5,032.15**

3.6 The Astwick proposal has been included in the letter to CBC along with the suggestion that the area is a separate ward with 1 councillor representing Astwick within Stotfold Town Council.

3.7 Fairfield PC asked for a boundary change shown in red in the image below. There are no sites for development identified within the area.



4. FINANCIAL IMPLICATIONS

4.1 The funding implications have already been covered in this report.

5. IMPLICATIONS

Strategic Plan	Aligns with council priorities to ensure effective governance and representation.
Risk Management	Minimal risk identified; clear communication and ringfencing of precept mitigate concerns.
Legal	Requires formal boundary change process in line with Local Government and Electoral law.
Resources/Stakeholders	Additional support required for Astwick integration; positive resident engagement to date.
Financial Implications	Increase in precept for Astwick properties; ringfenced for local projects; manageable impact.
Contracts/Procurements	No immediate contractual implications identified.
Crime and Disorder	No direct impact; continued partnership working as standard.
Biodiversity/Environment	No development sites identified; no negative environmental impact anticipated.
Equalities	No adverse impact identified; proposal supports fair representation.
Residents Impact Assessment	Positive: improved support and representation for Astwick residents.
Sustainability/Climate	No significant impact; continued alignment with council's sustainability objectives.
Data Protection/Privacy	No personal data implications identified.



STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

Telephone: 01462 730064

enquiries@stotfoldtowncouncil.gov.uk | www.stotfoldtowncouncil.gov.uk

Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford SG17 5TG

28 August 2025

Dear Sirs,

Proposal for Community Governance Review - Redrawing of Parish Boundaries

Purpose

Following Central Bedfordshire Council's (CBC) decision to launch a new Community Governance Review (CGR) and recognising significant local development and boundary anomalies since the 2017/18 review, Stotfold Town Council submits this proposal to reshape parish boundaries and governance arrangements in our area.

Background

A statutory CGR (Local Government and Public Involvement in Health Act 2007) allows the principal authority to review parish boundaries and electoral structures to ensure effective and convenient local governance, reflecting community identities.

Key Drivers for this Review:

- Population shifts: Urban growth merging former village areas and boundary anomalies.
- Equity: Fairer distribution of electorate and councillor workloads.
- Fiscal Sustainability: Ensuring all communities contribute appropriately to shared services.

Any recommended changes would take effect from May 2027.

Proposals

a) Merging Astwick Parish Meeting with Stotfold Town Council

- Dissolve Astwick Parish Meeting as an independent entity.
- Incorporate Astwick as a new ward of Stotfold Town Council, with dedicated representation (one ward councillor elected).

Justification & Benefits:

- Astwick residents gain access to enhanced amenities and professional administrative support.
- Strategic planning becomes more integrated, preventing fragmented development.
- Broader, fairer representation and pooled council resources bolster community projects, supported by the resources of Stotfold Town Council.

Office hours: Monday – Friday 09.00 – 17.00 (answerphone outside office hours)

VAT Reg. No: 198 4684 96



STOTFOLD TOWN COUNCIL

Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG

Telephone: 01462 730064

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- Astwick is currently included in the area of designation for the Stotfold and Astwick Neighbourhood Plan

Risks & Mitigation:

- Acknowledge the potential loss of local identity and concerns over representation.
- Propose ring-fencing of a portion of the precept for ward-specific initiatives.
- Commit to robust community engagement to safeguard Astwick's voice.

Stotfold Town Council representatives met with Astwick Parish Meeting to discuss the proposals. The increase in the council tax was explained, along with the additional support that the Town Council could provide to residents with regards to planning and grounds maintenance. At their meeting on 27 August 2025, residents voted in favour of the proposal to become a ward of Stotfold by 9 votes with 1 abstention.

b) Redrawing the Arlesey Boundary to Follow A507

- Realign the boundary between Stotfold and Arlesey along the A507, a well-defined man-made feature as preferred by the Boundary Commission.
- Incorporate Etonbury School and Etonbury Woods within Stotfold.
- Note that the Arlesey Cross development remains outside the proposed new boundary.

Justification & Benefits:

- A clearer, logical boundary follows national guidance.
- Inclusion of key local amenities within Stotfold.
- Enables optimal use of S106 funding for improvements benefiting residents.

The Town Council met with representatives of Arlesey Town Council to discuss the proposals. Concerns were raised by Arlesey about loss of land however, the land in question is predominantly made up of Etonbury Woods, owned by CBC, with no potential housing development identified.

Financial Implications

- The inclusion of Astwick would increase Stotfold's council tax base with this portion of the precept being ring fenced for ward specific activities.
- S106 funds relating to Etonbury Woods would support local facility improvements.



STOTFOLD TOWN COUNCIL

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Conclusion

This proposal supports equitable access to services, strengthens strategic governance, and ensures all communities contribute fairly. We would ask that CBC incorporate these recommendations into the CGR consultation and look forward to engaging constructively throughout the process.

Yours faithfully

Cllr Steve Buck
Mayor, Stotfold Town Council

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
MEETING DATE: 3 SEPTEMBER 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: JUBILEE MEADOW TRANSFER

1. PURPOSE OF THE REPORT

- 1.1 This report confirms the transfer of land at Aspen Gardens from the developer, Taylor Wimpey, to Stotfold Town Council.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Authorise the transfer of the land as outlined in the transfer plan to Stotfold Town Council
 - b) Note the commuted sum of £12,000 for onwards grounds maintenance
 - c) Authorise the Mayor and Deputy Mayor to sign the relevant paperwork.
 - d) Note that a report will be presented to a future Public Realm Committee on the ongoing management of the site.

3. BACKGROUND

- 3.1 The land in question has been progressing through solicitors since prior to September 2023. The transfer has now been completed alongside the transfer of a commuted sum of £12,000 which will be used for ongoing maintenance of the site.
- 3.2 There is a management plan for the area which will be reviewed and implemented in line with the Council's existing grounds maintenance schedule. There is currently an infestation of ragwort on site and a conservative plan for its management will be considered at a future Public Realm committee meeting.
- 3.3 A culvert was installed between Riverside and Jubilee Meadow in 2024 to allow access for grounds maintenance equipment without accessing land that is not within the Council's control.

4. FINANCIAL IMPLICATIONS

- 4.1 Commuted sum of £12,000 to be put in an earmarked reserve for future maintenance costs.

5. IMPLICATIONS

Risk Management:

Risks include ongoing maintenance liabilities and the need for compliance with health and safety and environmental regulations.

Legal: Transfer oversee by Town Council appointed solicitor with relevant experience and competencies. Legal due diligence undertaken to ensure clear title and appropriate covenants.

Resources/Stakeholders: There will be an increased demand on staff and volunteer resources for ongoing maintenance and community liaison. Partnership working with local groups (e.g., TEASEL) is encouraged to support stewardship.

Financial Implications: There are ongoing costs for ground maintenance, tree management, and potential capital investment for improvements. Commuted sum to be used for ongoing maintenance.

Contracts/Procurement: Any maintenance or improvement works must comply with the council's procurement policy and be delivered by appropriately qualified contractors.

Crime and Disorder: Provision of well-maintained open space can help reduce anti-social behaviour. Ongoing monitoring and liaison with local police may be required.

Biodiversity and Environment: The transfer supports biodiversity objectives. Management must comply with the Tree Management Policy, including protection of wildlife and replanting where necessary.

Equalities: The site should remain accessible to all residents, with consideration for inclusive design and the requirements of the Equalities Act.

Residents Impact Assessment: The transfer is expected to have a positive impact by preserving public open space for recreation and community use.

Sustainability/Climate Impact: Retaining and managing green space contributes to climate resilience and carbon reduction objectives.

Data Protection and Privacy: No personal data implications are anticipated unless community engagement activities require collection of resident information, in which case the council's Data Protection Policy must be followed.

Stotfold Town Council
Ms Emma Payne, Town Clerk
The Greenacre Centre
Valerian Way
Stotfold Hitchin
Herts
SG5 4HG

YOUR REF
OUR REF 31906.024/ASM/DN3
REPLY TO Bookham High Street
T 01372750103
E Jade.Warr@wellerslawgroup.com
DX Great Bookham 117527
DATE 4th July 2025

Dear Emma

Re: Transfer of Public Open Space at Land at Silver Birch Farm, Silver Birch Avenue, Stotfold, Hitchin

Further to your recent correspondence in relation to the above-mentioned Transfer of Part of Public Open Space at land at Silver Birch Farm, Silver Birch Avenue, Stotfold, Hitchin (“the Property”) we report as follows.

Stotfold Town Council (“the Council”) are entering into a Transfer Deed in which the above-mentioned land is being transferred to them from Taylor Wimpey UK Limited (“the Transferor”) for the commuted sum of £12,000.

Rights reserved to the Council

- 1) A right of way for day or night with or without vehicles over and along the roads and a right of way for all purposes by day or night but on foot only over and along the footpaths to the roads which now or later on be constructed or laid on the Estate (the Transferor’s Development being the land now or formally part of the Title Number BD233095) and any other roads intended to be constructed or laid on the estates giving access to the Property. However, the rights granted over any road or footpath shall stop once that road or footpath becomes a public right of way.
- 2) A right of passage and running of water, soil, gas and electricity and other services from and to the Property in and through all drains, channels, sewers, pipes, water courses, gutters, electric wires, cables and other services which now or later form part of the Estate and used in common by the Property and the estate or by the Property alone with the right to enter the Estate upon giving written prior notice to the Transferor (except in cases of emergency) to make connections with, inspect, repair, renew, cleanse and maintain the service facilities or to lay down and construct any new services facility in, on, over or under such parts of part of the Estate.
- 3) When exercising the rights, the Council will cause as little inconvenience to the Transferor and as little damage as practical to the estate and shall make good any damage caused

to the Estate to the reasonable satisfaction of the Transferor and shall take into account the Transferor's development proposals for the estate and shall not exercise such rights over the sites or buildings or intended buildings.

- 4) All rights and easements as are necessary for the better use, occupation and development of the Property provided that such rights shall where applicable be in position and shall be approved by the Transferor and shall not interfere with the development of the land over which they are granted.

Rights granted to the Transferor

- 1) A right of way for all purposes by day or night with or without vehicles over and along any roadways and the same right of way for any footpaths which can only be accessed on foot which are now or may be constructed or laid on the Property in the future and the similar rights over and along the side of any roads and/or footpaths intended to be constructed or laid on the Property giving access to the Estate, but the rights mentioned shall stop once the roads or footpaths become a public right of way.
- 2) A right of passage and running of water, soil, gas and electricity and other services from and to the estate in and through all drains, channels, sewers, pipes, water courses, gutters, electric wires, cables and other services which are now or may later on be constructed or laid in on, over and under the Property and used in common by the Property and the estate or by the estate alone with the right to enter onto the Property by giving prior written notice to the Council (except in cases of emergency) to make connections with, inspect, repair, renew, cleanse and maintain the services facilities or any of them or to lay down and construct any new service facility in, on, over or under such parts of the Property.
- 3) When exercising these rights, the Transferor will cause as little inconvenience to the Council and as little damage as practical to the Property and shall make good any damage caused to the Property to the reasonable satisfaction of the Council.
- 4) All other rights and easements as are necessary for the better use, occupation and development of the estate by the Transferor provided that such rights shall where applicable be in such position or shall be approved by the Council.

Please read through carefully the contents of this report and if you have any questions, please do not hesitate to get in touch.

Yours sincerely

Wellers

Wellers

Land Registry
Transfer of part of registered title(s)

TP1

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

1	<p>Title number(s) out of which the property is transferred:</p> <p>BD233095</p>
2	<p>Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:</p>
3	<p>Property:</p> <p>Public Open Space at land at Silver Birch Farm, Silver Birch Avenue, Stotfold, Hitchin</p> <p>The property is identified</p> <p><input checked="" type="checkbox"/> on the attached the Plan and shown: edged red</p> <p><input type="checkbox"/> on the title plan(s) of the above titles and shown:</p>
4	<p>Date:</p>
5	<p>Transferor:</p> <p>Taylor Wimpey UK Limited (Company Registration No 1392762) whose registered office is at Gate House Turnpike Road High Wycombe Buckinghamshire HP12 3NR</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas entities</u> (a) Territory of incorporation or formation:</p> <p>(b) Overseas entity ID issued by Companies House, including any prefix:</p> <p>(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:</p>
6	<p>Transferee for entry in the register:</p> <p>Stotfold Town Council</p> <p><u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:</p> <p><u>For overseas entities</u> (a) Territory of incorporation or formation:</p> <p>(b) Overseas entity ID issued by Companies House, including any prefix:</p> <p>(c) Where the entity is a company with a place of business in the United Kingdom, the registered number, if any, issued by Companies House, including any prefix:</p>

7	Transferee's intended address(es) for service for entry in the register: Greenacre Centre, Valerian Way, Stotfold, Hitchin, SG5 4HG
8	The transferor transfers the property to the transferee
9	Consideration
	<input type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):
	<input type="checkbox"/> The transfer is not for money or anything that has a monetary value
	<input checked="" type="checkbox"/> Insert other receipt as appropriate: The Transferor has paid to the Transferee the commuted sum of Twelve Thousand Pounds only (£12,000.00)
10	The transferor transfers with
	<input checked="" type="checkbox"/> full title guarantee
	<input type="checkbox"/> limited title guarantee
11	Declaration of trust. The transferee is more than one person and
	<input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants
	<input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares
	<input type="checkbox"/> they are to hold the property on trust:
12	Additional provisions
	Definitions
12.1	In this Transfer the following words and expressions shall have the following meanings:- "Estate" means the Transferors development being the land now or formerly comprised in the title number referred to at Panel 1 other than the Property
12.2	Unless otherwise stated or the context otherwise requires a reference to a clause, sub-clause or schedule is a reference to a clause, sub-clause or a schedule to this transfer and reference in a schedule to a paragraph or a sub-paragraph are to a paragraph or sub-paragraph of that schedule
12.3	Reference to "Transferor" and "Transferee" include reference to their respective successors in title and those deriving title under them save where expressly varied by this Transfer
12.4	Rights Granted The Transfer of the Property includes the rights set out in Schedule 1
12.5	Exceptions and Reservations There are excepted and reserved from the Transfer of the Property the matters set out in Schedule 2
12.6	Restrictive Covenants by the Transferee Not to use or permit to be used the Property or any part thereof other than as public open space amenity land and the provisions of the Open Spaces Act 1906 shall apply accordingly and not to

exclude any person or persons from the same (save temporarily in the event of safety pending any necessary maintenance) who have rights to use and enjoy the same

12.7 Indemnity Covenant

With the object and intent of affording to the Transferor a full and sufficient indemnity but not further or otherwise the Transferee hereby covenants with the Transferor that the Transferee will at all times hereafter observe and perform the restrictive covenants conditions and stipulations (if any) contained or referred to in the Charges Register of the Title Number above referred to so far as the same relate to the Property and are still subsisting and capable of being enforced and that it will keep the Transferor indemnified against all actions claims demands and liabilities whatsoever in respect of any future breach non-observance or non-performance thereof

12.8 Agreements and Declarations

The Property does not include any walls fences hedges or other structural boundary which forms the boundary with any plots on the Estate

SCHEDULE 1

1. There shall be granted over the Estate (and each and every part thereof) for the benefit of the Property (and each and every part thereof) in fee simple the following rights, liberties and easements provided that such rights, liberties and easements shall where applicable be in such positions as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed):-

- (a) A right of way for all purposes by day or night with or without vehicles over and along the roads and a right of way for all purposes by day or night but on foot only over and along the footpaths to the roads which are now or may hereafter be constructed or laid on the Estate and the like rights over and along the sites of any roads and footpaths intended to be constructed or laid on the Estate and giving access to the Property but the rights of way herein granted over any road or footpath shall terminate upon that road or footpath becoming (and to the extent that such road or footpath becomes) a public right of way. A road or footpath shall be regarded as an intended road or footpath when the latest planning permission for the construction thereof shall have been granted and is being implemented and for so long as it shall remain effective
- (b) The full right of passage and running of water, soil, gas and electricity and other services from and to the Property in and through all drains, channels, sewers, pipes, watercourses, gutters, electric wires, cables and other service conduits ("service facilities") which are now or may hereafter be constructed or laid in, on, over or under the Estate and used in common by the Property and the Estate or by the Property alone with the right to enter upon the Estate upon giving prior written notice to the Transferor (except in the case of emergency) to make connections with, inspect, repair, renew, cleanse and maintain the service facilities or any of them or to lay down and construct any new service facility in, on, over or under such part or parts of the Estate

In exercising the said rights, liberties and easements the Transferee will cause as little inconvenience to the Transferor and as little damage as practicable to the Estate and shall make good any damage caused to the Estate to the reasonable satisfaction of the Transferor and shall take into account the Transferor's development proposals for the Estate and shall not exercise such rights over the sites of buildings or intended buildings

2. There shall be granted over the Estate (and each and every part thereof) for the benefit of the Property (and each and every part thereof) all such other rights, easements and quasi-easements as are necessary for the better use, occupation and development of the Property provided that such

rights, liberties and easements shall where applicable be in such position as shall be approved by the Transferor (such approval not to be unreasonably withheld or delayed) and shall not (subject to the proviso as aforesaid) interfere with the development of the land over which they are granted

SCHEDULE 2

1. There shall be excepted and reserved out of the Property (and each and every part thereof) for the benefit of the Estate (and each and every part thereof) in fee simple the following rights, liberties and easements provided that such rights, liberties and easements shall, where applicable, be in such positions as shall be approved by the Transferee (such approval not to be unreasonably withheld or delayed) and shall not interfere with the use of the Property as public open space:-
 - (a) A right of way for all purposes by day or night with or without vehicles over and along any roadways and a right of way for all purposes by day or night but on foot only over and along any footpaths which are now or may hereafter be constructed or laid on the Property and the like rights over and along the sites of any roads and/or footpaths intended to be constructed or laid on the Property and giving access to the Estate but the rights of way herein granted over any road or footpath shall terminate upon the road or footpath becoming a public right of way. A road or footpath shall be regarded as an intended road or footpath when the latest planning permission for the construction thereof shall have been granted and is being implemented and for so long as it shall remain effective
 - (b) The full right of passage and running of water, soil, gas and electricity and other services from and to the Estate in and through all drains, channels, sewers, pipes, watercourses, gutters, electric wires, cables and other service conduits ("service facilities") which are now or may hereafter be constructed or laid in, on, over or under the Property and used in common by the Property and the Estate or by the Estate alone with the right to enter upon the Property upon giving prior written notice to the Transferee (except in the case of emergency) to make connections with, inspect, repair, renew, cleanse and maintain the service facilities or any of them or to lay down and construct any new service facility in, on, over or under such part or parts of the Property

In exercising the said rights, liberties and easements the Transferor will cause as little inconvenience to the Transferee and as little damage as practicable to the Property and shall make good any damage caused to the Property to the reasonable satisfaction of the Transferee
2. There shall be excepted and reserved out of the Property (and each and every part thereof) for the benefit of the Estate (and each and every part thereof) all such other rights, easements and quasi-easements as are necessary for the better use, occupation and development of the Estate by the Transferor provided that such rights, liberties and easements shall where applicable be in such position as shall be approved by the Transferee (such approval not to be unreasonably withheld or delayed)

13 Execution

Executed as a deed by the Transferor
Acting by its Attorneys

Attorney
Attorney

in the presence of:-

Signature of witness.....

Name (in BLOCK CAPITALS).....

Occupation.....

Address:

Executed as a deed by the Transferee

Sign here
Authorised Signatory
Authorised Signatory

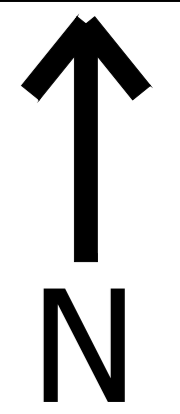
in the presence of:-

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

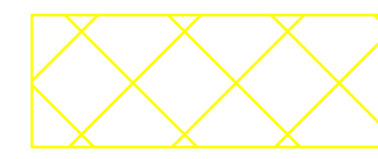
Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.



KEY:



LAND TO BE TRANSFERRED



SEWER EASEMENT



REV DATE NOTES
B 05/08/24 Red line boundary amended

JOB Aspen Gardens, Stotfold

TITLE Land Transfer Plan

SCALE	1:500 @ A1	DRAWN JA	CHECKED DW
		DATE 08/02/24	DRAWING NO. 20779-LTP-01 B

Taylor Wimpey South Midlands
Newton House, 2 Sark Drive Bletchley,
Newton Leys, Milton Keynes
Telephone 01908 272300 Fax 01908 370786

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 3 SEPTEMBER 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: COMMUNITY GOVERNANCE REVIEW

1. PURPOSE OF THE REPORT

At the meeting of the Governance and Resources Committee on 30 July 2025, it was resolved to recommend to Full Council that an Overview and Scrutiny Committee was set up with the purpose to have oversight of functions of the Town Council for service enhancement and to increase transparency.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Ratify the formation of an Overview and Scrutiny Committee
- b) Adopt the Terms of Reference (Appendix A).
- c) Appoint four Councillors to this Committee
- d) Agree to commence recruitment of public members to serve on the committee

3. BACKGROUND

3.1 The Local Government Act 2000 introduced the principle of overview and scrutiny in higher-tier authorities to improve transparency, accountability, and the effectiveness of decision-making. Although not a statutory requirement for town and parish councils, adopting a proportionate model can support:

- Independent review of service delivery
- Community confidence in council decisions and operations
- Better understanding of value-for-money across council-run facilities and services

3.2 Given the Town Council's responsibilities—such as managing budget allocations, hall hire, cemetery maintenance, allotments, and recreational areas, a dedicated scrutiny function would provide a structured forum for performance review and public engagement.

4. FINANCIAL IMPLICATIONS

4.1 There are minimal direct costs associated with the establishment of the committee. Some administrative support may be required for agendas, minutes, and report preparation, which can be absorbed within existing staffing structures.

4.2 Should public recruitment require advertising; this could be met with the advertising budget.

5. IMPLICATIONS

Risk Management: Enhances oversight and early identification of underperformance or inefficiencies.

Legal: No legal obligation but aligns with principles of good governance.

Resources / Stakeholders: Staff time to support meetings and provide reports; public involvement to ensure accountability.

Financial: As noted above, minimal impact.

Contracts / Procurement: None directly.

Crime and Disorder: None directly.

Biodiversity and Environment: The committee could consider service impact in this area where relevant.

Equalities: Recruitment of public members will be undertaken through an open and inclusive process.

Residents Impact Assessment: Increases opportunities for residents to shape and review council services.

Appendix A – Draft Terms of Reference: Overview and Scrutiny Committee

Membership of Committee

- The Committee shall comprise eight members: four Town Councillors and four members of the public.
- The Chair shall be a Town Councillor elected by committee members at the first meeting of each municipal year. The Vice-Chair may be any member.
- Public members will be selected through an open application and interview process to ensure a broad representation of the community.
- Four members shall constitute a quorum.

Frequency of Meetings

- The Committee shall meet quarterly. Extraordinary meetings may be called by the Chair with agreement from the Proper Officer.
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

- This committee has no delegated authority.
- Findings and recommendations of the Committee shall be reported to the next available Governance and Resources Committee or relevant service committee, and subsequently to Full Council where required.

Purpose and Scope:

- To monitor and scrutinise the delivery and performance of council services
- To review budget expenditure and value-for-money
- To consider operational efficiency across council facilities (e.g. hall hire, allotments, cemetery)
- To make evidence-based recommendations for service improvement
- To support transparency and public engagement in council operations



**JOIN THE OVERVIEW
AND SCRUTINY COMMITTEE**
– **HELP SHAPE STOTFOLD'S FUTURE!**

TOWN HALL

APPLY BY [INSERT DEADLINE]

Stotfold Town Council – Public Members Wanted for Overview and Scrutiny Committee

Are you passionate about your community and interested in helping shape local services? Stotfold Town Council is establishing a new **Overview and Scrutiny Committee** to review and evaluate key services such as financial management, community facilities, and operational performance. We are seeking **four public members** to join this important committee and bring a fresh, independent perspective to our work.

What's involved?

- Attend quarterly meetings (plus occasional extras)
- Review council services and performance
- Help ensure transparency, accountability, and value-for-money
- Work alongside councillors to make evidence-based recommendations

Who can apply? We welcome applications from any resident of Stotfold. No formal qualifications are required—just a keen interest in local governance, good communication skills, and a commitment to working collaboratively.

This is a voluntary role. We are committed to ensuring a diverse and inclusive committee that reflects our community.

Interested? Just send us a short statement (up to 300 words) explaining:

- Why you're interested in the role
- What skills or experience you can bring
- Your connection to Stotfold

No formal qualifications are needed—just a passion for your community and a willingness to get involved.

To apply: Email your statement to [insert email address] or drop it off at the Town Council offices by [insert deadline].

Let your voice help shape the future of Stotfold!

Person Specification: Public Member – Overview and Scrutiny Committee

Essential Criteria:

- **Residency:** Must be a resident of Stotfold.
- **Interest in Local Governance:** A genuine interest in the work of the Town Council and its services.
- **Analytical Skills:** Ability to review information, ask critical questions, and evaluate performance objectively.
- **Communication Skills:** Able to express views clearly and constructively in meetings.
- **Teamwork:** Willingness to work collaboratively with councillors and other committee members.
- **Availability:** Able to attend quarterly meetings and occasional extraordinary meetings.
- **Integrity and Confidentiality:** Commitment to acting in the public interest and maintaining confidentiality where required.

Desirable Criteria:

- **Diversity of Perspective:** Applications are encouraged from individuals of all backgrounds to ensure broad community representation.

Additional Information:

- This is a voluntary role with no financial remuneration.
- Training and support will be provided to help members understand their role and responsibilities.
- Selection will be through an open application and interview process.

Expression of Interest – Overview and Scrutiny Committee

Thank you for your interest in joining the Overview and Scrutiny Committee at Stotfold Town Council.

Please complete the details below and provide a short statement (up to 300 words) explaining:

- Why you are interested in the role
- What skills or experience you can bring
- Your connection to Stotfold

Name: _____

Email: _____

Phone Number: _____

Statement of Interest (up to 300 words):



MINUTES OF THE PLANNING COMMITTEE MEETING HELD IN THE COMMUNITY ROOM, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 4 JUNE 2025 AT 19:00

Present:

Cllr L Anderson (Chair), Cllr S Buck, Cllr S Dhaliwal, Cllr J Headington, Cllr L Miller, Cllr J Smith (ex officio)

Apologies:

Cllr J Bendell, Cllr M Cooper (Vice Chair), Cllr J Hyde, Cllr B Woods.

Also Present:

Cllr N Venneear – Non-Committee Member
Emma Payne – Town Clerk
Sian v d Merwe – Democratic Services Manager
2 members of the public – 1 in person and 1 online

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bendell, Cooper, Hyde and Woods.

Decision: It was **RESOLVED** to accept the apologies for absence from Cllrs Bendell, Cooper, Hyde and Woods.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were none.

3. PUBLIC SECTION (MAX. 15 MINUTES)

The member of the public in attendance addressed the Committee and pointed out that neither the developers nor Central Bedfordshire Council appear to have provided details related to the testing proposals on water and sewage supplies for CB/24/03066/OUT and CB/24/03068/OUT. He noted that the following concerns are all still relevant: new builds will aggravate flooding instances at number 19, the current medical infrastructure at Larksfeld Surgery cannot cope with its current patient load and promises were made to the buyers of the properties already in situ that the land would only be used for business use.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Planning Committee meeting held on **21 May 2025** were reviewed. Members resolved that the minutes were a correct record.

Decision: Members **RESOLVED** that the minutes of the Planning Committee Meeting held on **21 May 2025** were a correct record.

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

Nothing to discuss.



6. PLANNING APPLICATIONS

6.1 CB/24/03066/OUT - Land North of A507 Angelica Avenue, Stotfold

Stotfold Town Council's Planning Committee **OBJECT** to this application's most recent consultation on the following grounds:

Overall, whilst the Town Council notes the attempt to partially address concerns, the new layout is less appealing. The Town Council welcomes the reduction in units to 28 and appreciates that this is an outline application so the final layout can be updated but we are looking to ensure that indicative layouts will be able to work at outline stage to help inform the Reserved Matters layout. Additional comments are as follows:

- The cycle route has been replaced by a pedestrian route and the Town Council requests cycle access be retained as shown in the DAS.
- Even though the latest proposal has reduced the proposed number of houses to 28, this still brings the total of units on the estate over the 650 units permitted in the original application - which would therefore put significant further pressure on roads and there is already insufficient parking.
- Despite the noise rebuttal by the Applicant's Surveyor, there remain significant noise concerns associated with houses adjacent to the A507. In the noise rebuttal letter reference is made to the buildings of the development themselves used to provide noise screening, and that residents will have access to the nearby public amenity space on Sorrel Drive and near Prince Charles Avenue (Stotfold Mill Meadows) where much lower noise levels would be expected. This is surely not acceptable to expect someone to have to seek peace and quiet away at such a distance from their own home?
- Stotfold Town Council has run a public consultation on a Wheeled Facility at the Greenacre Centre and previously requested that this be added to the Constraints Plan – however, the applicant has still failed to show this in the DAS.
- The Town Council supports CBC's MANOP Older People Team request that the applicant consider the Council's evidenced need for 23% of planned housing growth to be suitable for older people when designing this scheme.
- All S106 funding needs to be ringfenced for Stotfold only and the Town Council should be consulted on where that funding should be allocated.
- The Town Council echoes Ivel Drainage Board's concerns over balancing ponds which will be likely to flood, thereby adding additional pressure on the Pix catchment. The latest response from the Applicant has not addressed Ivel Drainage Board's concerns.
- The Town Council seeks to underline that additional pressure on already overextended local infrastructure - including medical facilities, local and public transport needs, electricity supply and telecommunications – all of which have not been addressed.
- The Town Council has safety concerns over entry to the site via Tansy Avenue, which could conflict with the exit from the A507 roundabout - improved visibility is required. The new layout has addressed this resulting in a cross-roads with Willowherb Way. The Town Council would like to know if Central Bedfordshire Council's Highways division are supportive of this proposal?
- Failure to demonstrate 10% biodiversity net gain - despite the DAS incorrectly referring to a 0.08 habitat unit loss, the updated EclA claims a loss of 0.43 habitat units, equating to 18.66%. Nowhere near a gain, let alone 10%.

The Town Council has requested, on two separate occasions, that it would welcome working in consultation with the Developer and designer on a suitable design. To date,



there has been no approach to the Town Council to meet to discuss any of the concerns raised.

6.2 CB/24/03068/OUT – Land North of A507 Speedwell Way, Stotfold

Members considered a response to the re-consultation request received from Central Bedfordshire Council on 29 May 2025.

Stotfold Town Council's Planning Committee **OBJECT** to this application's most recent consultation on the following grounds:

- Even though the latest proposal has kept the proposed number of houses at 30 units, this still brings the total of units on the estate over the 650 units permitted in the original application - which would therefore put significant further pressure on roads and there is already insufficient parking.
- There has been no attempt made to reduce the number of units, to increase the green space or reduce the ecological losses. Additionally, this still represents overdevelopment of the estate – 650 units were permitted; this proposal will take the number of units over the original permit – therefore putting significant further pressure on roads and there is already insufficient parking.
- The Town Council still has significant noise concerns associated with houses adjacent to the A507. The Applicant's Surveyor sent a noise rebuttal where reference is made to future investigation of whether worthwhile benefit is offered by a noise barrier along the site boundary with the A507 but also localised fencing and other elements of the layout design if appropriate. The Town Council would be concerned over the scale of such fencing and its impact on character of the area.
- STC appreciates that this is an outline application but we need to be sure that indicative layouts will be able to work at outline to help inform the Reserved Matters layout.
- The Town Council supports CBC's MANOP Older People Team request that the applicant consider the Council's evidenced need for 23% of planned housing growth to be suitable for older people when designing this scheme.
- All S106 funding needs to be ringfenced for Stotfold only and the Town Council should be consulted on where that funding should be allocated.
- The Town Council echoes IDB concerns over balancing ponds which will be likely to flood adding additional pressure on the Pix catchment. The latest response from the Applicant has not addressed Ivel Drainage Board's concerns.
- The Town Council seeks to underline that additional pressure on already overextended local infrastructure - including medical facilities, local and public transport needs, electricity supply and telecommunications – all of which have not been addressed.
- Failure to demonstrate 10% biodiversity net gain. The Town Council notes that the latest designs have increased from 47% loss of biodiversity to 59.96% loss of biodiversity, which is an extensive loss. This could be reduced by retaining more open space on site.
- Parking concerns – people will want to park in front of their houses so provision should be made. No additional parking spaces have been provided in this latest design, rather they have been reallocated around the development, with the units on Speedwell Way now all having 3 on plot spaces shown per unit.
- Should the application be approved by CBC, the Town Council requests that double yellow lines be added to the Speedwell Way junction to prevent cars from parking on that junction and to facilitate access to the road by waste vehicles and emergency vehicles.



The Town Council has requested, on two separate occasions, that it would welcome working in consultation with the Developer and designer on a suitable design. To date, there has been no approach to the Town Council to meet to discuss any of the concerns raised.

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

There were none.

8. DATE OF NEXT MEETING

To be confirmed.

The meeting ended at 19:19.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF PLANNING COMMITTEE MEETING HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 2 JULY 2025 AT 19:00

Present:

Cllr L Anderson (Chair), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Hyde, Cllr L Miller, Cllr B Woods.

In attendance:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Headington. Cllr Cooper was absent.

Decision: It was **RESOLVED** to accept apologies from Cllr Headington.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION (MAX. 15 MINUTES)

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the meeting held on 4 June.

Decision: It was **RESOLVED** to adopt the minutes of the meeting held on 4 June 2025 as a true record of the meeting.

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

There was nothing to report.

6. PLANNING APPLICATIONS

6.1. CB/25/01939/FULL - 60 Trinity Road, Stotfold SG5 4EQ

Proposed demolition of existing conservatory and erection of single-storey rear orangery-style extension

There were no objections.

6.2. CB/25/01991/ADV - Garage 65 Arlesey Road, Stotfold SG5 4HB

Advertisement: 1 internally illuminated freestanding single-sided LCD digital advertising display 2400mm x 1230mm

There were no objections.



- 6.3. CB/25/01823/DOC - Land South of Arlesey Road, Stotfold SG5 4HD**
Discharge of Condition 3: (Play Area). To consider more inclusive play equipment

Members noted that the consideration to expand the air range for play equipment had been noted. There were no further comments.

- 7. CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE (“DMC”)**

There were no items to be considered.

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

There were no items for information purposes.

- 9. DATE OF NEXT MEETING**

To be confirmed.

Meeting closed at 19:05

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 9 JULY 2025 AT 19:00

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

Also Present:

S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr B Woods

Decision: It was **RESOLVED** to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no Members of the Public present.

4. MINUTES OF THE PREVIOUS MEETING

The minutes from the previous Public Realm Committee meeting held on 11 June 2025 were discussed. A member pointed out that they had not been marked down as attending, Cllr J Talbot. The minutes were duly amended.

Decision: It was **RESOLVED** to accept the minutes of the meeting held on 11 June 2025 as a true record of the meeting.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk's report and action tracker were presented. A query was raised regarding the sundial at the cemetery, which had been removed due to damage. The Clerk informed the committee that a new, more robust sundial was being ordered, although it was currently out of stock. The discussion included the history of repairs to the sundial and the decision to replace it with a sturdier version.

Decision: It was **RESOLVED** note the Clerk's report and action tracker.

6. REPORTS

6.1 Law Commission Consultation on New Funerary Methods:

The committee received a report from the Cemetery and Allotments Officer regarding the Law Commission's consultation on new funerary methods. Members discussed the relevance of the consultation to their operations, particularly methods like alkaline hydrolysis and composting. It was decided that



Officers would respond to the consultation on behalf of the committee, as these methods were not currently applicable to their cemetery practices.

Decision: It was **RESOLVED** that Officers will respond to the Law Commission's consultation on new funerary methods on behalf of the committee.

Task: Officers to respond to the Law Commission's consultation on new funerary methods.

6.2 Water Bottle Filling Stations - Funding Application:

The Public Realm Manager presented a report on a funding application for water bottle filling stations. Members discussed potential locations, including The Green and Riverside, and the types of stations available. It was agreed to proceed with the application for the Elkay EXH2O Outdoor Bottle Filling Station (£3,705) and to monitor its usage to demonstrate community benefits. The decision was to apply for funding for two stations, with a preference for placing one at Arlesey Road and another at The Green.

Decision: It was **RESOLVED** to

- a) **Make a grant application to the UKSPF Community Grant Funding Scheme for up to the value of £25,000 for the installation of two bottle filling stations, one at Arlesey Road and one at The Green.**
- b) **Up to 20% match funding of up to £5000, from EMR 815 – Public Realm Projects.**

Task: Apply for funding for two water bottle filling stations.

6.3 The Green Notice Board

The Projects Officer's report on the green notice board was discussed. Members debated the colour choice and the location of the notice board. It was agreed to move the notice board back to its original location, remove a section of hedge, and install a concrete plinth. Concerns about potential complaints from residents were noted, but the committee decided to proceed without further consultation.

Decision: It was **RESOLVED** to the notice board back to its original location, remove a section of hedge, and install a concrete hand standing.

Task: Move the green notice board back to its original location, remove a section of hedge, and install a concrete hardstanding, and relocating the CBC bin onto it. Then relocate the STC basket bin as there is more than one at this location

7. HIGHWAYS REPORT

Councillor Smith provided a report on recent highway maintenance. Some potholes on Hitchin Road had been filled, although not sealed properly. Further discussion highlighted ongoing issues with potholes near traffic lights and pavement conditions outside certain properties. The committee acknowledged these issues and noted the need for proper repairs.

8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted.



9. WORK PROGRAMME

The committee reviewed its work programme. The item 'Letters to Heaven' was noted as reappearing, despite being turned down six months prior. Sue had engaged with a local company about sponsoring the initiative. Members expressed interest in revisiting the proposal with additional research and evidence from other town councils.

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

No additional items were raised for information purposes relevant to the committee.

11. DATE OF NEXT MEETING

Wednesday 10 September 2025.

The meeting closed at 19:20

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 16 JULY 2025 AT 19:00**

Present: Cllr N Venneear (Vice Chair), Cllr S Buck, Cllr L Miller, Cllr S Dhailwal, Cllr J Bendell,
Cllr J Smith, Cllr B Woods

Joined Remotely:

Cllr J Headington (joined 19:04)

Also Present:

Susan Riley – Public Realm Manager
Cllr M Cooper

1. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr J Headington (Chair)

Decision: It was RESOLVED to accept apologies

All Members were present:

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no Members of the Public present.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21 May were received. There were no amendments.

Decision: It was RESOLVED to adopt the minutes of the previous meeting held on 21 May 2025 as a correct record.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk presented the report on matters arising and noted the Action Tracker. There were no additional comments or questions from the members, and the report was accepted without further discussion.

6. REPORTS TO COMMITTEE

6.1. Christmas Light Switch On



The committee discussed various options for the layout of the Christmas Light Switch On event. Three proposals were considered: keeping the stage on the High Street, reversing the layout to have the stage in Grange Drive, or reverting to the setup from two years ago with the stage in front of local estate agent. Members debated the pros and cons of each option, including visibility issues and the size of fairground rides. The idea of adding a theatrical element with a Grinch character was proposed and accepted. Ultimately, the committee decided to place the stage in Grange Drive, with the potential addition of a relay system to enhance the atmosphere..

Decision: It was **RESOLVED** to relocate the stage for the Christmas Light Switch on Event to Grange Drive.

6.2. In Bloom Competition

The committee considered the implementation of an In Bloom Competition. Members expressed support for the idea, recognising its potential to enhance the town's appearance and engage the community. The discussion highlighted the need for someone knowledgeable in gardening to oversee the competition. It was noted that there are already community gardening groups, such as those at the Haven, who could be involved.

Decision: It was **RESOLVED** to

- a) **Approve the development and delivery of a Stotfold In Bloom competition from Spring 2026.**
- b) **Establish a small working group of officers and interested councillors/residents to oversee planning.**
- c) **Approve an indicative budget of up to £1,200 to support officer time, promotion, prizes and an awards ceremony to be met from existing Community Engagement budget.**
- d) **Seek local sponsorship from garden centres and businesses to offset costs.**
- e) **Promote the competition through local schools, voluntary groups, and council communications.**

Action: To develop the Stotfold in Bloom Competition

6.3. Outdoor Cinema

The committee discussed the outdoor cinema event, noting that the location was The Green due to licensing issues. The public had voted for films including The Lion King, The Greatest Showman (possibly a sing-along version), and Jurassic Park. Members discussed potential running times, although Officers would need to go away and confirm these. The event would include food vendors and a bar. There was also a decision to move £2000 from the youth engagement budget to cover the costs of the event.

Decision: It was **RESOLVED** to:

- a) **Change the location to The Green.**
- b) **Vire £2000 from the Youth Engagement budget (63/644) to General Events (63/643)**

Action: Town Clerk to organise virement



6.4. Summer Holiday and other Children's Events

The Clerk outlined the arrangements for various children's events during the summer holidays. These included a litter pick, National Play Day activities, a Teddy Bear's Picnic, bug hotel making, and kite making. Each event was detailed, including locations and activities planned. The committee expressed approval of the arrangements, noting the importance of engaging children in outdoor activities. The walking market was also discussed, with members agreeing to produce a map and noting that food and drink would be available from various vendors.

Decision: It was **RESOLVED** to note the events proposed to take place in addition to the Youth provision activities supplied by Amplus for the duration of the summer holidays.

6.5. Citizen's Advice

The committee received an update on the activities of Citizen's Advice at the Greenacre Centre. The report indicated that the service was getting busier. Members acknowledged the importance of the service and expressed satisfaction with the report.

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

7. WORK PROGRAMME

The committee reviewed the work programme and found it satisfactory. There were no additional comments or changes proposed, and the programme was accepted as presented.

8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted without further discussion.

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

10. DATE OF NEXT MEETING

Wednesday, 17 September 2025.

The meeting closed at 19:34

SIGNED BY CHAIR:

MINUTES APPROVED (date):



MINUTES OF THE MEETING OF BUILDING MANAGEMENT COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 23 JULY 2025 AT 19:00

Present:

Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr J Talbot, Cllr B Saunders, Cllr N Venneear

Apologies:

Cllr D Matthews, Cllr J Hyde

Also Present:

Cllr S Buck (ex Officio)
Cllr J Smith (ex Officio)
E Payne, Town Clerk
S Riley, Public Realm Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Matthews and Councillor Hyde.

Decision: It was **RESOLVED** to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Cllr Saunders request a dispensation for item 10 as a Director of Stotfold Football Club. No other members declared interests or requested dispensations at this time.

Decision: It was **RESOLVED** to approve the dispensation for Cllr Saunders

3. PUBLIC SECTION

There were no members of the public present at the meeting.

4. MINUTES OF THE PREVIOUS MEETING

The Chair asked members to resolve that the minutes of the Building Management Committee meeting held on 28 May 2025 were a correct record. The minutes were reviewed, and members agreed that they were accurate and reflective of the previous meeting's discussions. No amendments were proposed, and the minutes were accepted as a correct record.

Decision: It was **RESOLVED** that the minutes of the Building Management Committee meeting held on 28 May 2025 were accepted as a correct record.

5. CLERK'S REPORT AND ACTION TRACKER

The Clerk provided an update on several ongoing matters. A new Compliance Consultant would be joining the team at the end of the month on a short-term contract to review current positions and procedures, aiming to establish a robust maintenance programme. The installation of the café's hot water cylinder, initially delayed, was scheduled for completion within the next few days. Additionally, the



Clerk mentioned that work was progressing with the successful bidder to complete the installation of café equipment, with an anticipated opening at the start of August.

6. REPORTS TO COMMITTEE

6.1. The Greenacre Centre Car Park Fencing

Members received a report on the Greenacre Centre Car Park Fencing. Members discussed the recommendations and decided to opt for the cheaper fencing option.

Decision: It was RESOLVED to appoint Contractor A, Gilks Fencing Ltd to install birds mouth fencing at the Greenacre Car Park at a cost of £7,413.70 to be met from budget 85/833 - EMR S106 Greenacre Park.

Action: Public Realm Manager to organise the fencing installation.

6.2. The Greenacre Centre Car Park

Members received a report on the replacement of the current barrier at the Greenacre Centre car park with the height barrier, alongside closing off 6 car parking bays for dedicated spaces for café, library and town council staff. It was noted that the bollards could be installed by the Town Rangers.

Decision: It was RESOLVED to:

- a) Accept Quote A from Height Barriers for the height barrier at a cost of £3,225 to be met from budget 85/833 EMR S106 Greenacre Park.
- b) Purchase 6 x bollards at a cost of £420 each to be met from budget 85/833 EMR S106 Greenacre Park.

Action: Public Realm Manager to organise the height barrier and bollard installation.

6.3. Memorial Hall Flooring

Members received a report from Public Realm Manager on the Memorial Hall Flooring. Members considered the recommendations and discussed the need for floor repairs before sanding. Members also decided against reinstating the badminton court lines.

Decision: It was RESOLVED:

- a) The Town Clerk has delegated powers to arrange for repairs to the Memorial Hall floor from budget 53/512
- b) To accept Quote A at a cost of £3,695 from Mr Sanders to be met from budget 53/512.

Action: Public Realm Manager to floor repairs and sanding.



6.4. The Simpson Centre Security

Members received a report from the Public Realm Manager on the Simpson Centre Security. Members discussed the necessity of ensuring the alarm system works throughout the building to protect their interests while it remains empty.

Decision: It was **RESOLVED** to :

- a) **Appoint Halo Security to extend the intruder alarm system at the Simpson Centre to cover the entire building at a cost of £2,857.69 to be met from budget 53/512**
- b) **Enter into an agreement with Halo Security for annual monitoring at a cost of £140 per annum to be met from budget 53/538**
- c) **To enter into a contract with Halo Security for 12 monthly maintenance at a cost of £180 to be met from 53/538.**

7. WORK PROGRAMME

Members received the work programme for committee which was noted.

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

There were no items.

9. CONFIDENTIAL ITEMS

Decision: It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, extended by Schedule 12A of the Local Government Act 1972, to exclude the public and press from the meeting due to the confidential nature of the business to be transacted.

10. Football Club License Agreement

Members received a confidential report from the Projects Officer regarding the Football Club License Agreement. The committee considered the information within the report, discussing the terms and implications of the agreement. Specific decisions and actions were taken based on the confidential nature of the report. It was noted that any agreement entered into would need the permission of the headlease holder i.e. CBC.

Decision: It was **RESOLVED** to:

- a) **Advise the Football Club that the Town Council would enter into agreement with food vendors directly as recommended by the Town Council's solicitors.**
- b) **The Town Council will not pay the legal fees for this but will recharge the costs to the football club over 10 months.**

Cllr Saunders had a dispensation for this item and provided background information on the report but did not vote.

Cllr Smith requested a recorded vote on this item:

For the proposal: Cllrs Hayes, Bendell, Talbot, Venneear, Buck and Smith (ex-officio)

Against: None

Abstention: Cllr Saunders



Action: Town Clerk to liaise with Football Club, CBC and Solicitors.

11. DATE OF NEXT MEETING

Wednesday, 24 September 2025.

The meeting closed at 19:32

SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES COMMITTEE
HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 30 JULY 2025 AT 19:00**

Present:

Cllr J Smith (Chair), Cllr J Headington (Vice Chair), Cllr J Bendell, Cllr S Buck, Cllr M Cooper, Cllr S Hayes, Cllr J Talbot

Apologies:

Cllr Liz Anderson, Cllr D Matthews

Also Present:

E Payne, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Anderson and Matthews.

Decision: It was **RESOLVED** to accept apologies

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous Governance & Resources Committee meetings held on 4 June 2025 and 2 July 2025 were presented for approval.

Decision: It was **RESOLVED** that the minutes of the meetings held on 4 June and 2 July 2025 were a true record of the meeting.

5. CLERK'S REPORT

The Clerk's report was presented, noting updates on various matters. Members noted the error in the item regarding the pay award with the incorrect date. Additionally, there was an update on a meeting with the CEO of CBC with a further meeting scheduled for September 2025. The Chair thanked the Clerk for representing the SLCC at the National Forum.

6. REPORTS TO COMMITTEE

6.1. Overview and Scrutiny Committee

The proposal to form an overview and scrutiny committee to review the services of the Town Council was discussed. Members expressed support for the idea, noting the importance of public engagement and transparency. It was agreed that public involvement would be beneficial, and the Clerk was tasked with drafting a person specification for public members to ensure appropriate criteria were met.



Decision: It was **RESOLVED** to recommend to Full Council that

- a) **An Overview and Scrutiny Committee convened.**
- b) **A person specification for potential Members of the Public to join the Committee is circulated by email.**

Task: **Draft a person specification for public members to ensure appropriate criteria are met**

Task: **Advertise the Committee seeking input from residents.**

6.2. Town Council Investments

The discussion on Town Council investments focused on maximising returns from existing funds. The Clerk provided several options, including continuing with current investments or exploring new providers such as Insignis, Arlingclose and CCLA. Members debated the merits of each option, considering fees and potential returns. There was a consensus on the importance of seeking professional financial advice to ensure the best investment strategy.

Decision: It was **RESOLVED** to appoint Arlingclose as the Town Council's investment advisor.

Task: **Commission Arlingclose to put forward a proposal for investments.**

6.3. VAT Partial Exemption

The committee considered quotes to undertake a review of the Town Council's VAT liabilities. Three contractors were evaluated, with the discussion highlighting the importance of compliance with HMRC regulations. Contract C was favoured for its comprehensive service and lower cost.

Decision: It was **RESOLVED** to appoint Contract C, Parkinson Partnership to undertake the Town Council's partial VAT calculation and assist with the registration of the Greenacre Centre for VAT at a cost of £375 plus VAT plus £125 per hour for VAT registration.

Task: **Instruct Parkinson Partnership to undertake VAT partial exemption calculation and VAT registration.**

6.4. Wanderbus Funding

A request to consider funding towards buying a replacement Wanderbus was considered. Members discussed the importance of the Wanderbus service, noting its reasonable charges and non-profit status. There were suggestions to improve the visibility and marketing of the service within Stotfold.

Decision: It was **RESOLVED** to defer the decision until further information was available.

Task: Request more information from Wanderbus about their service frequency, passenger numbers from Stotfold, and their advertising strategy before committing to the funding request.



6.5. Review of Q1 for Governance & Resources
 The committee reviewed the Q1 income and expenditure for the Governance & Resources committee. No significant variances were highlighted, and the report was noted without further questions.

6.6. Bank Reconciliations
 The bank reconciliations for April and May were noted, having been signed by Councillor Cooper. The Clerk mentioned that June's reconciliation was in progress.

6.7. Town Council Credit Card
 The committee discussed the need to ratify adding the Amenities Team Leader to the Town Council credit card following the departure of the Democratic Services Manager. The Clerk clarified the role of the Amenities Team Leader, and the committee approved the addition to the credit card.

Decision: It was **RESOLVED** to add the Amenities Team Leader, to the credit card with a limit of £1,000

Task: Add the Amenities Team Leader to the Town Council's credit card.

7. WORK PROGRAMME
 The work programme for the committee was noted.

8. DATE OF NEXT MEETING
 Wednesday, 1st October 2025.
 The meeting closed at 7:32.

SIGNED BY CHAIR:

MINUTES APPROVED (date):

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/05/2025	Graham Ashley / Outfields Farm	BACS31	500	VE Day -Fish & Chip deposit
01/05/2025	Trade Uk/Screwfix	DD2	33.63	REPAIR MATERIAL
01/05/2025	REFUND VE DAY TICKET	WP/16256	20	REFUND VE DAY TICKET
01/05/2025	CORRECTION VE DAY TICKET/	WP CORRECT	-20	CORRECTION VE DAY TICKET/ ANDE
01/05/2025	Pitney Bowes	DD	86.59	FRANKING MACHINE QUARTERLY CHA
01/05/2025	Cloudyit Group	INV-D-0760	153.48	P/Ledger Electronic Payment
06/05/2025	NFU Mutual Insurance	DD	444.1	MAY VEHICLE INSURANCE
07/05/2025	ALLSTAR Business Solutions Ltd	DD5	72.29	E2020304157/ALLSTAR Business S
07/05/2025	Driver & Vehicle Licensing Age	DD7	30.27	WV69ASU RD TAX/Driver & Vehicl
08/05/2025	SMG Business Solutions Ltd	DD1	1684.22	SM92161/SMG Business Solutions
09/05/2025	REIMBURSE-CLLR	REIMBUR-CLLR	26	REIMBURSE- CLLR
09/05/2025	REINBURSE- EMPLOYEE	REIMBU C Y	7	REINBURSE-EMPLOYEE
09/05/2025	Ocean Creative Cooperation Ltd	BACS1	505.8	GRAPHICS FOR SIMPSON CENTRE
09/05/2025	AA Sherriff & Son	BACS2	1884	GAC PARK WEED SPRAY
09/05/2025	SparkX Ltd	BACS3	813.96	REPAIR STREET LIGHT ON NORTON
09/05/2025	Reimbursement - Town Mayor	BACS6	211.28	REIMBUR-KITCHEN + CASH FLOAT
09/05/2025	Wilstead Haulage Ltd	BACS5	360	022873/25.177/Wilstead Haulage
09/05/2025	Complete Building Services (He	BACS7	615	STAFF KITCHEN WORK
09/05/2025	Greenbarnes Ltd	BACS10	7798.81	2 BayNotice Boards- GREEN MEM
09/05/2025	Ryalls Building Supplies Ltd	BACS20	87.94	GAC REPAIR MATERIAL
09/05/2025	C & D Farms	BACS21	120	RENT FOR SKIP STORAGE
09/05/2025	Chubb Fire & Security Ltd	BACS25	442.12	SIMPSON CENTRE FIRE ALARM SERV
09/05/2025	Cloudyit Group	BACS26	153.48	INV-D07263/25.217/Cloudyit Gro
09/05/2025	Elgood Photography	BACS27	60	DIGITAL PHOTOGRAPHY
09/05/2025	Beds & Herts Fun Ltd	BACS30	2540	BOUNCY CASTLE HIRE STOTFEST

09/05/2025	Central Beds Council	DD1	314 CEMETERY RATE 2025/26
09/05/2025	Clarid Service Ltd t/a Minster	BACS2	3078.92 Minster monthly cleaning fee
12/05/2025	EE Limited	DD2	388.81 V02344695546/EE Limited
13/05/2025	YORKSHIRE GAS AND POWER	DD1	1276.45 GAC ELECTRICITY
14/05/2025	ALLSTAR Business Solutions Ltd	DD6	81.81 E2020354673/ALLSTAR Business S
15/05/2025	Utilita Energy Ltd - A Rd	DD3	612.64 2025-04/2/A RD ELEC/Utilita En
16/05/2025	Sage UK	DD2	70.2 INV20732130/Sage UK
16/05/2025	BANK MAY BULK PAY CHARGE	MAY BULK P	4.8 BANK MAY BULK PAY CHARGE
17/05/2025	Crown Gas & Power Ltdc- Memor	DD7	188.59 MEMO HALL GAS
17/05/2025	Crown Gas & Power Ltd - GAC G	DD8	975.76 3524600/Crown Gas & Power Ltd
17/05/2025	British Gas Lite	DD10	134.08 11023348/British Gas Lite
17/05/2025	Utilita Energy Ltd - Memorial	DD1	324.68 Memorial hall electricity
19/05/2025	Central Beds Council	DD2	106 CAR PARK RATE 25/26
19/05/2025	Central Beds Council	DD3	449 MEMORIAL HAL RATE 25/26
20/05/2025	MAY 25 STAFF SALARY	MAY STAFF	25973.15 MAY 25 STAFF SALARY
20/05/2025	CEMETERY KEY REFUND/S	WP/CEMETER	-10 CEMETERY KEY REFUND/S TURNER
20/05/2025	CORRECTION- CEMETERY KEY	CEMETERY K	10 CORRECTION- CEMETERY KEY REUNF
20/05/2025	Worldpay Ltd	DD5	43.75 361237441/Worldpay Ltd
20/05/2025	Utilita Energy Ltd - REC Brook	DD8	87.08 HITCHIN REC ELECTRICITY
20/05/2025	Utilita - The Simpson centre	DD9	529.57 2025-04/1/Utilita - The Simpso
20/05/2025	SSE - STREET LIGHT +BROOK	DD1	750.14 IV02840196/SSE - STREET LIGHT
20/05/2025	Utilita Energy Ltd - MUGA	DD2	105.22 2025-04/1/MUGA ELEC/Utilita En
21/05/2025	SMG Business Solutions Ltd	DD11	660.73 2 LENOVO THINK MONITOR AND STA
21/05/2025	MAY NEST PENSION	MAY NEST P	1521.83 MAY NEST PENSION
21/05/2025	BARCLAY CREDIT CRAD	MAY DD	2853.85 BARCLAY CREDIT CRAD MAY PAYEMN
21/05/2025	ALLSTAR Business Solutions Ltd	DD8	4.8 E2020380569/ALLSTAR Business S
22/05/2025	NATALIE PASSEY VE DAY	VE DAY HEL	56.25 NATALIE PASSEY VE DAY HELPER
22/05/2025	Gilks Fencing Ltd	BACS1	727.4 TAKE DOWN & REMOVE 3 RAIL FENC
22/05/2025	Griggs Electrical Ltd	BACS2	9686.69 ELECTRICAL WORK IN KITCHEN

22/05/2025	Hertfordshire County Council	BACS3	57.68	GLOVES , PLASTERS , BANDAGE
22/05/2025	Jack Poulton & Sons Ltd	BACS5	540	GRAB LOAD MUCK/PLASTIC, CARPET
22/05/2025	The Cleaning Hub	BACS6	249	CLEAN OFFICE CHAIRS CARPETS
22/05/2025	Manestream O.C. Consulting(UK)	BACS7	714	REINSPECTION ASBESTOS @ MEMO H
22/05/2025	Ocean Creative Cooperation Ltd	BACS8	583.2	MILL GRAPHIC BOARDS
22/05/2025	PNC HR & H & S Services	BACS10	594	RISK ASSESSMENT TRAINING COURS
22/05/2025	Bugs 'n' Things Pest Control L	BACS11	204	RAT CONTROL VISIT AT GAC
22/05/2025	CPM PLAYGROUNDS LTD	BACS12	810	QUARTETLY PLY AREA INSPECTION
22/05/2025	Countrywide Ground Maintenance	BACS15	7527.49	SUPPLY & PLANT OUTSIDE THE OFI
22/05/2025	Culligan/ old WaterCoolersDire	BACS16	684.91	WATER STATION SERVICE + 6 BOTT
22/05/2025	DANFO	BACS17	454.03	QUARTERL TOILET SERVICE
22/05/2025	Specialised Canvas Services Lt	BACS18	403.38	STC UNION JACK FLAGS
22/05/2025	RESPIRE AT HOME DONATION	DUCK RACE	410	RESPIRE AT HOME DONATION
22/05/2025	RGS Arboricultural Consultants	BACS01	4200	PHASE 2 OF TREE SURVEY AT VARI
22/05/2025	AA Sherriff & Son	BACS02	233.28	SPRAYING WORK @THE GREEN
22/05/2025	The Shutter Repair & Maintenanc	BACS03	192	06037/25.213/The Shutter Repai
22/05/2025	SparkX Ltd	BACS05	663.6	REPAIR STREET LIGHT ON NORTON
22/05/2025	Water Hygiene Centre	BACS06	7860	LEGIONELLA RISK ASSESSMENT
22/05/2025	Wilstead Haulage Ltd	BACS07	360	023076/25.229/Wilstead Haulage
22/05/2025	Play Innovation Ltd	BACS1	896.4	REPLACE MISSING INSETS @ A RD
23/05/2025	Anglian Water- GAC/0423244701	DD10	152.44	15041445/Anglian Water- GAC/04
27/05/2025	SMG Business Solutions Ltd	DD1	422.38	INSTALL AP @MAPLE ROOM
28/05/2025	Integrated Business Telecom Lt	BACS08	62.4	4854850/Integrated Business Te
28/05/2025	ALLSTAR Business Solutions Ltd	DD1	52.48	E2020407134/ALLSTAR Business S
29/05/2025	MAY 25 HMRC PAYE & NI	MAY HMRC P	9107.32	MAY 25 HMRC PAYE & NI PAYMENT
29/05/2025	Bedfordshire Pension Fund	MAY LGPS P	3798.07	Bedfordshire Pension Fund
29/05/2025	SSE - STREET LIGHT +BROOK	DD2	808.66	IV02908004/SSE - STREET LIGHT
30/05/2025	Cawleys	DD5	373.61	CEMETERY EURO CART
31/05/2025	BANK SERVICE CHARGE	MAY BANK	21.15	BANK SERVICE CHARGE

Total

112071.65

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/06/2025	Central Beds Council	DD1	1331	GAC RATE 25/26
02/06/2025	Trade Uk/Screwfix	DD1	85.36	MEMORIAL HALL TOILET + PADLOCK
02/06/2025	Central Beds Council	DD10	1331	GAC RATE 25/26
02/06/2025	Driver & Vehicle Licensing	DD4	30.18	WV69ASU RD TAX/Driver & Vehicl
03/06/2025	The Silent Disco Company	BACS1	2274	SILENT DOSCO FOR STOTFEST
03/06/2025	Novel Events Ltd	BACS2	954	Kids Fairground Ride
03/06/2025	Zurich Town & Parish Cou	BACS3	14929.62	Annual Insurance
04/06/2025	ALLSTAR Business Soluti	DD1	90.83	E2020431915/YK22HPC/ALLSTAR Bu
04/06/2025	NFU Mutual Insurance	DD1	444.1	JUNE CAR INSURANCE PAYMNET
09/06/2025	Central Beds Council	DD2	314	CEMETERY RATE 2025/26
09/06/2025	JM Entertainment Ltd	BACS5	2304	Climbing wall , gaint deckchai
09/06/2025	RBS Software Solutions	BACS6	7646.4	Year end Closedown Omega Supp
09/06/2025	Writeaway Promotional Pr	BACS8	43.56	VISITORS SIGN IN BOOK
09/06/2025	Window Cleaner	BACS10	170	MAY WINDOW CLEAN
09/06/2025	SparkX Ltd	BACS11	872.4	FIT NEW LANTERN + PHOTOCELL HI
09/06/2025	R. C. Cutting & Co. Ltd	BACS15	450	ANNUAL TEST + INSPECTION @GAC
09/06/2025	One-O-One Service Centr	BACS16	285.1	REPAIR TRANSIT
09/06/2025	Clarid Service Ltd t/a Mins	BACS18	3138.45	31386/Clarid Service Ltd t/a M
09/06/2025	Ryalls Building Supplies L	BACS20	83.2	Repair Material for Open Space
09/06/2025	LFB DESIGN	BACS21	18	423/25.247/LFB DESIGN
09/06/2025	Kingfisher Direct Ltd	BACS23	661.81	Dual Litter recycling bin
09/06/2025	Fleming Electrical Service	BACS25	5136	MOSSMAN CENTRE ELECTRICAL INST
09/06/2025	Cloudyit Group	BACS26	153.48	MICROSOFT TEAM PHONE MONTHLY S
09/06/2025	Charles Wilson Engineers	BACS27	132.9	HIRE GENERATORS + SAFETY KIT

09/06/2025	C & D Farms	BACS28	120 E10326/25.248/C & D Farms
09/06/2025	Bedford College	BACS30	228 LANTRA Basic Tree Inspection
09/06/2025	Acorn Safety Services	BACS31	120 legionella sample at Green+ A
09/06/2025	Hertfordshire County Cour	BACS32	121.82 TOILETS ROLLS + NAILS STRIPS
09/06/2025	SMG Business Solutions I	DD21	1670.54 SMG92250/25.366/SMG Business S
11/06/2025	STOTFEST STALL FEE F	STOTFEST	18 STOTFEST STALL FEE REFUND
11/06/2025	YORKSHIRE GAS AND P	DD23	1326.38 1019298/GAC/YORKSHIRE GAS AND
12/06/2025	CPM PLAYGROUNDS LT	BASC35	4140 REMOVE + INSTALL NEW GATE PIX
12/06/2025	Dinky Ducks Ltd	BACS38	240 Library opening dinky ducks en
12/06/2025	Event Branding UK Ltd	BACS39	1660.2 Gazebo + accessories
12/06/2025	LSK Hire Ltd	BACS40	1674 EVENT PORTABLE TOILET
12/06/2025	Kate Hounsome Digital Ill	BACS46	350 3 LICENSE FOR sTOTFEST
12/06/2025	EE Limited	DD25	357.88 V02354488486/EE Limited
15/06/2025	Crown Gas & Power Ltd -	DD18	761.14 3553400/GAC/Crown Gas & Power
15/06/2025	Crown Gas & Power Ltcd-	DD19	135.44 3553498/MEMO HALL/Crown Gas &
16/06/2025	Sage UK	DD20	70.2 64071994/Sage UK
17/06/2025	Anglian Water - The Gree	DD9	18.19 15137903/THE GREEN/Anglian Wat
17/06/2025	Anglian Water - Brook St	DD8	64.41 15139569/TOILET/Anglian Water
17/06/2025	Anglian Water - Allotment:	DD10	175.65 15138544/ALLOT/Anglian Water -
19/06/2025	Central Beds Council	DD3	106 CAR PARK RATE 25/26
19/06/2025	Central Beds Council	DD5	449 MEMORIAL HAL RATE 25/26
19/06/2025	ALLSTAR Business Soluti	DD2	64.49 E2020501034/YK22HPC/ALLSTAR Bu
19/06/2025	Worldpay Ltd	DD17	23.79 367024803/Worldpay Ltd
19/06/2025	BANK BULK PYMENT FE	BANK BULK	4.8 BANK BULK PYMENT FEE
19/06/2025	Utilita Energy Ltd - REC B	DD1	189.88 2025-05/1/HITCHIN RD/Utilita E
20/06/2025	REFUND BURIAL PLOT	REFUND BI	50 REFUND BURIAL PLOT
20/06/2025	Flame UK Business Servic	BACS47	1032 BIN FOR STOTFEST
20/06/2025	Teasel	BACS49	298.13 50% ContributiTeasel Insurance

20/06/2025	Sunbaba Systems Limited BACS50	962.4	stage back drop and wing print
20/06/2025	The B's - Mrs Alison J Bac BACS52	50	band for stotfest
20/06/2025	Garden City Sounds- Deni BACS53	250	BAND FOR STOTFEST
20/06/2025	Shadowplay - Mr L White BACS55	200	Band for Stotfest
20/06/2025	Bubounce- Mrs D J Baker BACS56	600	STOTFEST BAND/25.288/Bubounce-
20/06/2025	Immi Davis - Lisa Davis BACS57	50	BAND FOR STOTFEST
20/06/2025	The Souled Organisation BACS60	300	BAND FOR STOTFEST
20/06/2025	Andrew Allen BACS61	1785	MEMORIAL HALL RE-DESIGN
20/06/2025	Marquees With Pryde BACS65	1704	2 MARQUEES HIRE FOR STOTFEST
20/06/2025	Cloudyit Group BACS66	204	restructuring telephone system
20/06/2025	ILX Group Plc BACS70	1170.6	Prince 2 Foundation - e learni
20/06/2025	HMRC PAYE/NI JUNE PA HMRC JUN	8484.66	HMRC PAYE/NI JUNE PAYMENT
20/06/2025	BED PENSION JUNE PA`BED PENSI	3897.86	BED PENSION JUNE PAYMENT
20/06/2025	Strawberry Fieldz Ltd BACS	2000	trailer stage , sound light so
20/06/2025	Anglian Water - Hitchin Rd DD1	27.57	15153905/HITCHIN RD/Anglian Wa
20/06/2025	Anglian Water - Memorial DD2	203.8	15155462/MEMO HALL/Anglian Wat
20/06/2025	Anglian Water - Simpson DD3	91.48	15154965/SIMPSON CENTRE/Anglia
20/06/2025	Utilita Energy Ltd - Memor DD2	133.23	2025-05/1/MEMORIAL HALL/Utilit
20/06/2025	Utilita - The Simpson cent DD3	356.2	2025-05/1/SIMPSON CENTRE/Utili
20/06/2025	British Gas Lite DD7	29.27	11353175/FOOTBALL GOAL/British
20/06/2025	Utilita Energy Ltd - REC B DD	0.1	2025-05/1/HITCHIN RD/Utilita E
20/06/2025	BARCLAY CREDIT CARD BARCLAY J	2135.69	BARCLAY CREDIT CARD
23/06/2025	NEST Pension Payment NEST JUNE	1659.31	NEST Pension Payment
23/06/2025	Anglian Water - Cemetery DD7	41.87	15166080/CEMETERY/Anglian Wate
24/06/2025	Anglian Water - Simpson DD5	88.21	15173707/SIMPSON CENTRE/Anglia
24/06/2025	Utilita Energy Ltd - A Rd DD5	233.11	2025-05/1/A RD/Utilita Energy
25/06/2025	ALLSTAR Business Soluti DD3	86.7	E2020535798/WV69ASU/ALLSTAR Bu
25/06/2025	SMG Business Solutions L DD11	1329.6	Lenovo Thinkpad + set up

25/06/2025	SMG Business Solutions LDD15	390	Professional service to set up
26/06/2025	Integrated Business Telec DD16	62.4	4855694/Integrated Business Te
27/06/2025	REIMBURS- SUSAN RILE REIMBUR -	120	REIMBURS- SUSAN RILEY
27/06/2025	REIMBUS- MEMORY STI REIMBU-S I	15	REIMBUS- MEMORY STICK
27/06/2025	REIMBUS- L A Haven bec REIMBUR.L	1.99	REIMBUS- L A Haven bedding pla
27/06/2025	WJP Software Limited BACS73	1803.6	New council websitedomain setu
27/06/2025	Wilstead Haulage Ltd BACS77	720	023563/25.287/Wilstead Haulage
27/06/2025	Ward Environmental sSer BACS79	2520	INSTALLATION TOILET AT ALLOT
27/06/2025	The Play Inspection Comp BACS78	762	ANNUAL INSPECTION @ GAC PARK P
27/06/2025	The Cleaning Hub BACS80	99	CARPET CLEAN @GAC
27/06/2025	SparkX Ltd BACS82	553.2	INV6341/25.284/SparkX Ltd
27/06/2025	Countrywide Ground Main BACS85	7059.49	633342/Countrywide Ground Main
27/06/2025	Signs Of The Times Ltd BACS83	14205.6	DELIVERY FOR THE TOWN SIGNS
27/06/2025	Ocean Creative Cooperati BACS86	580.8	LIBRARY EVENT POSTER + STOTFES
27/06/2025	Steven Buck BACS87	101.4	VE DAY NAPKINS +REFRESHMEN
27/06/2025	Newsquest Media Group BACS90	442.03	PUBLIC NOTICE ONLINE
27/06/2025	Clarid Service Ltd t/a Mins BACS93	3138.45	31532/Clarid Service Ltd t/a M
27/06/2025	Mid Beds Locksmiths BACS95	56.98	4 PIN CYLINDER KEYS
27/06/2025	Ryalls Building Supplies L BACS96	88.91	99202/Ryalls Building Supplies
27/06/2025	Halo Security Solutions L BACS97	2106	INSTALLATION 2 CALL ASSIST BUT
27/06/2025	Essential Safety Wear Ltd BACS98	110.34	COUNCILLOR FLEECE
27/06/2025	Complete Building Service BACS99	1287.6	INSTALL HYGIENE CLADDING IN ST
27/06/2025	Bedfordshire & River Ivel IBACS100	10.49	B11043-9/AGRICULTURAL DRAINAG/
27/06/2025	Bedforshire Association O BACS101	2063	AFFILIATION FEE 25/26
27/06/2025	Auckland Manufacturing L BACS102	1380	INSTALL OF TOWN SIGNS
27/06/2025	Hertfordshire County Cour BACS103	207.12	HAND TOWEL TOILET ROLLS BINE L
27/06/2025	Nisbets Limited BACS	5722.64	P/Ledger Electronic Payment
30/06/2025	Bank June Service Charge BANK JUNE	22.2	Bank June Service Charge

30/06/2025	BANK JUNE MANUAL HA	BANK MANI	5.7	BANK JUNE MANUAL HANDLING CHAR
30/06/2025	June Staff Salary	JUNE STAF	26690.18	June Staff Salary
30/06/2025	Cawleys	DD1	409.64	GAC EURO CART HIRE
30/06/2025	SSE - STREET LIGHT +B	DD6	835.61	IV03065893/STREET LIGHT/SSE -
		Total	159995.36	

List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/07/2025	Driver & Vehicle Licensing Age	DD1	30.18	WV69ASU RD TAX/Driver & Vehicl
02/07/2025	ALLSTAR Business Solutions Ltd	DD7	57.38	E2020561168/DIESEL/ALLSTAR Bus
02/07/2025	Trade Uk/Screwfix	DD12	9.37	JULY 25/Trade Uk/Screwfix
02/07/2025	Driver & Vehicle Licensing Age	DD	345	YK22HPC/2025/26 ROAD TAX
04/07/2025	NFU Mutual Insurance	DD3	486.07	759519/25-26/VEHICLE INSURANCE
04/07/2025	C F Corporate Finance Limited	DD11	1786.56	COPY MACHIN LEASE RENTAL FEE
08/07/2025	SMG Business Solutions Ltd	DD2	1727.78	SMG-92351/25.237/SMG Business
09/07/2025	ALLSTAR Business Solutions Ltd	DD9	38.14	E2020613573/DIESEL/ALLSTAR Bus
09/07/2025	Central Beds Council	DD20	314	CEMETERY RATE 2025/26
10/07/2025	SSE Energy Solutions - Brook S	DD9	931.21	IV03104783/HITCHIN RD/SSE Ener
11/07/2025	WORK ON STOTFEST DAY	STOTFEST	107.68	WORK ON STOTFEST DAY
11/07/2025	MIXERS FOR GIN BAR STOTFEST	Reimbursen	68.3	MIXERS FOR GIN BAR STOTFEST RE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	STOTFEST MEAL ALLOWANCE	BACS	10	STOTFEST MEAL ALLOWANCE
11/07/2025	ZULU Safety Ltd	BACS1	1988	First Aid provision for Stotfe
11/07/2025	WorkNest Ltd	BACS2	7878.38	HR COMBINED CORE + ELEANING
11/07/2025	W Fuller & Son Ltd	BACS3	3744	Security for Stotfest
11/07/2025	ROSSCO Ltd	BACS5	9147.84	screen with conference system
11/07/2025	Parish Online	BACS6	378	00KC065-0004/25.330/Parish Onl

11/07/2025	Town Clerk Reimbursement	BACS7	57.09	Suncream and AD Blue
11/07/2025	Mamarla Childcare & Early Lear	BACS8	225	FACEPAINTING FOR LIBRARY OPENI
11/07/2025	Ryalls Building Supplies Ltd	BACS9	60.55	99398/Ryalls Building Supplies
11/07/2025	James G Holz- London Punch and	BACS10	200	PUNCH & JUDY SHOWS FOR STOTFES
11/07/2025	Infocus Moments Limited	BACS12	2800	copywriting for council new wb
11/07/2025	Jim Caddy	BACS1	200	REMOVE ROKEN BRANCH AND REDUCE
11/07/2025	Gilks Fencing Ltd	BACS2	748.44	CULVERT FENCING ADDIN FENCING
11/07/2025	Culligan/ old WaterCoolersDire	BACS3	91.68	CD243961645/25.310/Culligan/ o
11/07/2025	Copycare	BACS5	302.97	45287/25.326/Copycare
11/07/2025	CPM PLAYGROUNDS LTD	BACS7	96	REPAIR WET POUR AT GREEN
11/07/2025	Central Beds Council	BACS8	12142	1800255095/LIBRARY WORK/Centra
11/07/2025	AA Sherriff & Son	BACS10	3571.01	A Rd LIGHT SCARIFICATION & ROL
11/07/2025	C & D Farms	BACS11	156	E10335/25.321/C & D Farms
11/07/2025	Charles Wilson Engineers Ltd	BACS1	1275	STOTFEST CROWD BARRIERS + CONE
11/07/2025	GREATBRITAIN DEAF FOOTBALL	DONATION	700	GREATBRITAIN DEAF FOOTBALL DON
11/07/2025	S M PHONE CARD RIMBURSEMEN	SIAN REINI	10	S M PHONE CARD RIMBURSEMENT
11/07/2025	JD Heating & Plumbing Services	BACS1	288	REROUTINE WASTE AND WATER MAIN
11/07/2025	YORKSHIRE GAS AND POWER	DD6	1882.35	1042432/GAC ELECTRICITY/YORKSH
14/07/2025	EE Limited	DD11	377.75	V02365053353/MOBILE PHONE/EE L
14/07/2025	Crown Gas & Power Ltd - GAC Ga	DD2	278.4	3590979/GAC GAS/Crown Gas & Po
14/07/2025	Crown Gas & Power Ltdc- Memori	DD5	78.04	3590978/MEMO HALL/Crown Gas &
16/07/2025	ALLSTAR Business Solutions Ltd	DD10	153.49	E2020630225/ALLSTAR Business S
16/07/2025	Sage UK	DD8	70.2	INV21040913/Sage UK
16/07/2025	BANK BULK PAYMENT FEE	BULK PAYM	5.1	BANK BULK PAYMENT FEE
17/07/2025	British Gas Lite	DD1	15.31	11641075/FOOTBALL GOAL/British
17/07/2025	Utilita Energy Ltd - A Rd	DD2	306.84	2025-06/1/A RD ELECTRICITY/Utili
17/07/2025	Utilita - The Simpson centre	DD1	207.76	2025-06/1/SIMPSON CENTRE/Utili
17/07/2025	Utilita Energy Ltd - MUGA	DD10	21.15	2025-06/1/MUGA ELEC/Utilita En

18/07/2025	July 25 Payroll	JULY PAYR	29500.75	July 25 Payroll
18/07/2025	LGPS Pension July payment	LGPS JULY	3996.82	LGPS Pension July payment
18/07/2025	HMRC JULY PAYE NI PAYMENT	HMRC PAY	10376.48	HMRC JULY PAYE NI PAYMENT
18/07/2025	Utilita Energy Ltd - Memorial	DD6	125.41	2025-06/1/MEMO HALL/Utilita En
18/07/2025	Utilita Energy Ltd - REC Brook	DD9	179	2025-06/01/REC BROOK ST/Utilit
21/07/2025	Worldpay Ltd	DD4	47.5	30062025/Worldpay Ltd
21/07/2025	Central Beds Council	DD17	106	CAR PARK RATE 25/26
21/07/2025	Central Beds Council	DD18	449	MEMORIAL HAL RATE 25/26
21/07/2025	NEST PENSION JULY 25	NEST PEN\$	1687.95	NEST PENSION JULY 25
21/07/2025	Public Works Loan Board	DD	7833.75	JULY PAYMENT/Public Works Loan
21/07/2025	BARCLAY CREDIT CARD	BARCLAY C	2864.33	BARCLAY CREDIT CARD
23/07/2025	ALLSTAR Business Solutions Ltd	DD6	53.8	E2020658894/DIESEL/ALLSTAR Bus
27/07/2025	PHS Group plc	DD	411.54	71427937/EXTRA SANITARY BIN/PH
29/07/2025	Integrated Business Telecom Lt	DD1	62.4	4856491/Integrated Business Te
30/07/2025	SSE - STREET LIGHT +BROOK	DD7	808.66	IV03211364/STREET LIGHT/SSE -
31/07/2025	Cawleys	DD5	341.76	33651611/CEMETERY + MEM/Cawley
31/07/2025	Central Beds Council	DD15	1331	GAC RATE 25/26
31/07/2025	BANK SERVICE CHARGE	BANK SER\	28.2	BANK SERVICE CHARGE
31/07/2025	Pitney Bowes	DD11	86.59	4100154795/Pitney Bowes
	Total		115718.96	

Income Received between 01/05/2025 and 31/05/2025

Date	Income Received from	Receipt No	Receipt Description	Receipt Total
01/05/2025	12/07 MEMO HALL BOOKING	MEMO HALL	12/07 MEMO HALL BOOKING	17.34
2/5/2025	CCLA INTEREST		CCLA INTEREST	3846.04
30/05/2025	14/06 MEMO HALL /L GALLIE	MEMO HALL	14/06 MEMO HALL /L GALLIE	62.44
20/05/2025	24/05 MEMO HALL BOOKING/ E	MEMO HALL	24/05 MEMO HALL BOOKING	92.5
29/05/2025	28/09 MEMO HALL /J DALY	MEMO HALL	28/09 MEMO HALL /J DALY	13.88
22/05/2025	STOTFEST STALL	WP/16271	STOTFEST -Stall Fee	18
02/05/2025	DUCK RACE - MAYOR CHARIT	274/16258	DUCK RACE - MAYOR CHAF	118
02/05/2025	DUCK RACE - RESPITE AT HOI	274/16257	DUCK RACE - RESPITE AT H	72
07/05/2025	DUCK RACE STRIP PAYMENTS	STRIP	DUCK RACE STRIP PAYMEN	20.46
20/05/2025	STOTFEST STALL	WP/16267	STOTFEST STALL	18
13/05/2025	HMRC VAT RETURN	HMRC VAT	HMRC VAT RETURN	31959.27
22/05/2025	STOTFEST STALL	WP/16269	STOTFEST STALL	18
23/05/2025	TRANSFER DEEDS	WP/16273	TRANSFER BURIAL DEED	100
27/05/2025	STOTFEST STALL FEE	STOTFEST	STOTFEST STALL FEE	18
22/05/2025	MEMO HALL 27/05 BOOKING	WP/16270	MEMO HALL 27/05 BOOKING	41.5
08/05/2025	MOBILE MAST AT CEMETERY	ON TOWER	MOBILE MAST AT CEMETEF	2000
15/05/2025	REFUND CEM KEY DEPOSIT	WP/16263	REFUND CEM KEY DEPOSI	-10
07/05/2025	Sales Recpts Page 3238		Sales Recpts Page 3238	166.66
13/05/2025	Sales Recpts Page 3239		Sales Recpts Page 3239	108.22
13/05/2025	Sales Recpts Page 3240		Sales Recpts Page 3240	91.8
27/05/2025	Sales Recpts Page 3241		Sales Recpts Page 3241	122.4
23/05/2025	Sales Recpts Page 3242		Sales Recpts Page 3242	62.43
13/05/2025	Sales Recpts Page 3243		Sales Recpts Page 3243	239.45
14/05/2025	Sales Recpts Page 3244		Sales Recpts Page 3244	133.2
19/05/2025	Sales Recpts Page 3245		Sales Recpts Page 3245	78.35
19/05/2025	Sales Recpts Page 3246		Sales Recpts Page 3246	281.23
06/05/2025	Sales Recpts Page 3247		Sales Recpts Page 3247	1195
15/05/2025	Sales Recpts Page 3248		Sales Recpts Page 3248	1195
06/05/2025	Sales Recpts Page 3249		Sales Recpts Page 3249	100
06/05/2025	Sales Recpts Page 3250		Sales Recpts Page 3250	1200
06/05/2025	Sales Recpts Page 3251		Sales Recpts Page 3251	382.48
22/05/2025	Sales Recpts Page 3252		Sales Recpts Page 3252	-116.96
30/05/2025	Sales Recpts Page 3253		Sales Recpts Page 3253	50
22/05/2025	Sales Recpts Page 3254		Sales Recpts Page 3254	50
23/05/2025	Sales Recpts Page 3255		Sales Recpts Page 3255	50
27/05/2025	Sales Recpts Page 3256		Sales Recpts Page 3256	50
27/05/2025	Sales Recpts Page 3257		Sales Recpts Page 3257	50
28/05/2025	Sales Recpts Page 3258		Sales Recpts Page 3258	50
29/05/2025	Sales Recpts Page 3259		Sales Recpts Page 3259	50
20/05/2025	Sales Recpts Page 3260		Sales Recpts Page 3260	485
27/05/2025	STOTFEST STALL - CRAFTS	WP/16275	STOTFEST STALL - CRAFTS	18
27/05/2025	STOTFEST STALL - PET SHOP	WP/16276	STOTFEST STALL - PET SHI	18
27/05/2025	STOTFEST STALL- CREATIVE	WP/16277	STOTFEST STALL- CREATI\	18
09/05/2025	TANSFER DEED BEACON 164	L MCCOY	TANSFER DEED BEACON 16	110
09/05/2025	VE DAY F&C TICKET SALE-COI	275/16261	VE DAY F&C TICKET SALE-(400
20/05/2025	STOTFEST STALL FEE	WP/16265	STOTFEST STALL FEE	18
23/05/2025	STOTFEST STALL FEE	WP/16272	STOTFEST	18
22/05/2025	STOTFEST STALL FEE	WP/16264	STOTFEST STALL	18
				45097.69

19/08/2025

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Income Received between 01/06/2025 and 30/06/2025

Date	Income Received from	Receipt No	Receipt Description	Receipt Total
20/06/2025	12/07 MEMO HALL LETCH	LETC	12/07 MEMO HALL LETCI	106.5
03/06/2025	20/07 MEMO HALL BOOK BACS		20/07 MEMO HALL BOOK	17.35
03/06/2025	CCLA BANK INTEREST		CCLA BANK INTEREST	3871.86
02/06/2025	28/09 MEMO HALL BOOK	28/09 MEMO	28/09 MEMO HALL BOOK	4.62
25/06/2025	9/08 MEMO HALL BOOKII	MEMO HAL	9/08 MEMO HALL BOOKI	105
12/06/2025	ALTERNATIVE CAKERIN	WP/16283	ALTERNATIVE CAKERIN	50
18/06/2025	ASH SCATTERING -A A	ASHES	ASH SCATTERING -A A	110
10/06/2025	BRITISH GAS SOLAT PAI	275/16282	BRITISH GAS SOLAT PAI	765.46
27/06/2025	Burial plot 781 - garden re	WP/16288	Burial plot 781 - garden re	380
03/06/2025	MEMO HALL 21/06 BOOK	21/06 MEMO	MEMO HALL 21/06 BOOK	64.75
09/06/2025	MEMO HALL BOOKING 1	WP16281	MEMO HALL BOOKING 1	129.5
13/06/2025	PURCHASE BURIAL RIGH	WP/16284	PURCHASE BURIAL RIGH	760
02/06/2025	Sales Recpts Page 3261		Sales Recpts Page 3261	395.45
02/06/2025	Sales Recpts Page 3262		Sales Recpts Page 3262	149.85
05/06/2025	Sales Recpts Page 3263		Sales Recpts Page 3263	50
06/06/2025	Sales Recpts Page 3264		Sales Recpts Page 3264	200
06/06/2025	Sales Recpts Page 3265		Sales Recpts Page 3265	100
09/06/2025	Sales Recpts Page 3266		Sales Recpts Page 3266	166.66
09/06/2025	Sales Recpts Page 3267		Sales Recpts Page 3267	156.51
09/06/2025	Sales Recpts Page 3268		Sales Recpts Page 3268	232.56
09/06/2025	Sales Recpts Page 3269		Sales Recpts Page 3269	150
19/06/2025	Sales Recpts Page 3270		Sales Recpts Page 3270	201.06
30/06/2025	Sales Recpts Page 3271		Sales Recpts Page 3271	316.36
30/06/2025	Sales Recpts Page 3272		Sales Recpts Page 3272	199.8
24/06/2025	Sales Recpts Page 3273		Sales Recpts Page 3273	3585
24/06/2025	Sales Recpts Page 3274		Sales Recpts Page 3274	61.2
20/06/2025	Sales Recpts Page 3275		Sales Recpts Page 3275	216.44
06/06/2025	Sales Recpts Page 3276		Sales Recpts Page 3276	160
20/06/2025	Sales Recpts Page 3277		Sales Recpts Page 3277	284.6
23/06/2025	Sales Recpts Page 3278		Sales Recpts Page 3278	1800
02/06/2025	Sales Recpts Page 3279		Sales Recpts Page 3279	50
04/06/2025	Sales Recpts Page 3280		Sales Recpts Page 3280	50
09/06/2025	Sales Recpts Page 3281		Sales Recpts Page 3281	50
12/06/2025	Sales Recpts Page 3282		Sales Recpts Page 3282	50
23/06/2025	Sales Recpts Page 3283		Sales Recpts Page 3283	263.94
23/06/2025	Sales Recpts Page 3284		Sales Recpts Page 3284	1500
19/06/2025	Sales Recpts Page 3285		Sales Recpts Page 3285	166.5
23/06/2025	Sales Recpts Page 3286		Sales Recpts Page 3286	279.68
03/06/2025	STOTFEST - CRAFT STA	WP16279	STOTFEST - CRAFT STA	18
30/06/2025	STOTFEST DAY SALE OI	SUMUP	STOTFEST DAY SALE OI	2359.62
26/06/2025	STOTFEST GOLD	WP/16287	STOTFEST GOLD	30

04/06/2025	STOTFEST STALL - PENIWP/16278	STOTFEST STALL - PEN	18
09/06/2025	STOTFEST STALL FEE WP/16281	STOTFEST STALL FEE	18
11/06/2025	STOTFEST TICKET SALE STRIPE	STOTFEST TICKET SALE	32.58
18/06/2025	STOTFEST TICKET SALE STRIPE	STOTFEST TICKET SALE	99.07
25/06/2025	STOTFEST TICKET SALE STRIPE	STOTFEST TICKET SALE	153.84
04/06/2025	STOTFEST TICKETS SAL STRIPE	STOTFEST TICKETS SAI	42.75
23/06/2025	VE DAY F&C TICKET SAL 275/16260	VE DAY F&C TICKET SAI	10
		Total	19982.51

Income Received between 01/07/2025 and 31/07/2025				
Date	Income Received from	Receipt No	Receipt Description	Receipt Total
02/07/2025	CCLA INTEREST	BANK INTERE	CCLA INCOME REINVESTMENT	3712.13
04/07/2025	12/07 MEMO HALL BOOKIN	MEMO HALL	12/07 MEMO HALL BOOKING	52.04
04/07/2025	BANK CASH FLOAT FOR C	277/16293	BANK CASH FLOAT FOR DUCK	100
22/07/2025	CBC EV CHARGE INCOME	EV CHARGE	CBC EV CHARGE INCOME	739.59
18/07/2025	INTERMENT 781 L J	WP/16299	INTERMENT 781 L J	270
08/07/2025	INTERMENT FEE	Interment	INTERMENT FEE	270
04/07/2025	PURCHASE BURIAL PLOT 277/16289		PURCHASE BURIAL PLOT	380
28/07/2025	MEMO HALL HIRE 2/08 K S	WP/16302	MEMO HALL HIRE 2/08 K S	164
16/07/2025	MEMO HALL HIRE 20/07 P	WP/16297	MEMO HALL HIRE 20/07 P K	52.13
23/07/2025	MEMORIAL HALL 13/12 HIF	WP/16301	MEMORIAL HALL 13/12 HIRE P I	55.5
16/07/2025	PURCHASE BURIAL PLOT	WP/16298	PURCHASE BURIAL PLOT 839	380
21/07/2025	PURCHASE BURIAL PLOT	WP/16300	PURCHASE BURIAL PLOT BS54	760
01/07/2025	Sales Recpts Page 3287		Sales Recpts Page 3287	356.86
01/07/2025	Sales Recpts Page 3288		Sales Recpts Page 3288	216.44
02/07/2025	Sales Recpts Page 3289		Sales Recpts Page 3289	62.43
02/07/2025	Sales Recpts Page 3290		Sales Recpts Page 3290	239.76
03/07/2025	Sales Recpts Page 3291		Sales Recpts Page 3291	133.2
03/07/2025	Sales Recpts Page 3292		Sales Recpts Page 3292	357.73
04/07/2025	Sales Recpts Page 3293		Sales Recpts Page 3293	274.7
04/07/2025	Sales Recpts Page 3294		Sales Recpts Page 3294	153
07/07/2025	Sales Recpts Page 3295		Sales Recpts Page 3295	166.66
09/07/2025	Sales Recpts Page 3296		Sales Recpts Page 3296	465
10/07/2025	Sales Recpts Page 3297		Sales Recpts Page 3297	110
10/07/2025	Sales Recpts Page 3298		Sales Recpts Page 3298	35
18/07/2025	Sales Recpts Page 3299		Sales Recpts Page 3299	207.9
18/07/2025	Sales Recpts Page 3300		Sales Recpts Page 3300	126.28
18/07/2025	Sales Recpts Page 3301		Sales Recpts Page 3301	126.26
21/07/2025	Sales Recpts Page 3302		Sales Recpts Page 3302	1305
24/07/2025	Sales Recpts Page 3303		Sales Recpts Page 3303	3600
28/07/2025	Sales Recpts Page 3304		Sales Recpts Page 3304	50
30/07/2025	Sales Recpts Page 3305		Sales Recpts Page 3305	79.92
31/07/2025	Sales Recpts Page 3306		Sales Recpts Page 3306	316.36
04/07/2025	Sales Recpts Page 3307		Sales Recpts Page 3307	481.55
01/07/2025	Sales Recpts Page 3308		Sales Recpts Page 3308	644.52
28/07/2025	Sales Recpts Page 3309		Sales Recpts Page 3309	50
04/07/2025	STOTFEST SILENCE DISC	277/16291	STOTFEST SILENCE DISCO	110
01/07/2025	STOTFEST TICKET BUCKET	277/16295	STOTFEST TICKET BUCKET	1813.32
04/07/2025	STOTFEST WRIST BAND	277/16292	STOTFEST WRIST BAND + TICK	1429
09/07/2025	STRIPE - STOTFEST TICKET	STRIPE	STRIPE - STOTFEST TICKET SA	480.89
02/07/2025	STRIPE STOTFEST TICKE	STRIPE -	STRIPE STOTFEST TICKET SAL	756.23
04/07/2025	BURIAL PLOT TRANSFER	277/16286	BURIAL PLOT TRANSFER FEE	110

TOTAL

21193.4

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Public Realm								
<u>21 MUGA</u>								
203 Electricity	1,892	238	1,500	1,262		1,262	15.8%	
206 Maintenance and Repairs	1,059	0	7,000	7,000		7,000	0.0%	
MUGA :- Indirect Expenditure	2,950	238	8,500	8,262	0	8,262	2.8%	0
Net Expenditure	(2,950)	(238)	(8,500)	(8,262)				
<u>22 Street Light</u>								
203 Electricity	9,031	3,018	10,000	6,982		6,982	30.2%	
206 Maintenance and Repairs	9,649	1,881	40,000	38,119		38,119	4.7%	
Street Light :- Indirect Expenditure	18,680	4,900	50,000	45,100	0	45,100	9.8%	0
Net Expenditure	(18,680)	(4,900)	(50,000)	(45,100)				
9000 plus Transfer from EMR	(10,351)	0	0	0				
Movement to/(from) Gen Reserve	(29,031)	(4,900)	(50,000)	(45,100)				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	855	0	650	650			0.0%	
2003 Income - Allotments Norton Rd	2,445	70	2,400	2,330			2.9%	
2009 Income- Allotments Common Rd	0	70	0	(70)			0.0%	
Allotments :- Income	3,299	140	3,050	2,910			4.6%	0
202 Water Rates	488	176	1,000	824		824	17.6%	
206 Maintenance and Repairs	481	450	2,000	1,550		1,550	22.5%	
226 Pest Control - Allotments	520	0	1,000	1,000		1,000	0.0%	
236 RBS Support Allotment	359	381	600	219		219	63.5%	
Allotments :- Indirect Expenditure	1,848	1,007	4,600	3,593	0	3,593	21.9%	0
Net Income over Expenditure	1,451	(867)	(1,550)	(683)				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	146	28	300	272		272	9.2%	
203 Electricity	2,085	1,520	1,000	(520)		(520)	152.0%	
231 Bowls Club Grant	1,251	0	3,650	3,650		3,650	0.0%	
239 Hitchin Road Building	0	0	7,500	7,500		7,500	0.0%	
Hitchin Road Rec :- Indirect Expenditure	3,482	1,548	12,450	10,902	0	10,902	12.4%	0
Net Expenditure	(3,482)	(1,548)	(12,450)	(10,902)				

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,200	140		140	88.4%	
202 Water Rates	186	64	500	436		436	12.9%	
203 Electricity	350	85	600	515		515	14.1%	
206 Maintenance and Repairs	1,964	378	2,000	1,622		1,622	18.9%	
Brook Street Car Park/Toilets :- Indirect Expenditure	3,560	1,588	4,300	2,712	0	2,712	36.9%	0
Net Expenditure	(3,560)	(1,588)	(4,300)	(2,712)				
<u>27 Open Spaces</u>								
2005 Income - Open Space Other	8,924	940	8,000	7,060			11.8%	
2012 Income - Football Pitch Grant	11,784	0	7,860	7,860			0.0%	
Open Spaces :- Income	20,708	940	15,860	14,920			5.9%	0
205 Legal Fees / Inspections	600	635	3,500	2,865		2,865	18.1%	
206 Maintenance and Repairs	31,399	16,422	30,000	13,578		13,578	54.7%	6,933
207 Grass Cutting Contract	0	17,649	7,844	(9,805)		(9,805)	225.0%	17,649
209 Lease Costs	0	0	5,000	5,000		5,000	0.0%	
211 River lvel Drainage	10	10	20	10		10	52.5%	
212 Skip Hire	7,650	1,830	7,500	5,670		5,670	24.4%	
213 Subscriptions/Licences	36	0	200	200		200	0.0%	
216 Skate Park	0	8,843	0	(8,843)		(8,843)	0.0%	
223 Teasel /Centenery Wood	0	298	1,500	1,202		1,202	19.9%	
225 Water Meter - The Green	69	18	70	52		52	26.0%	
237 Floral Planting	2,590	2	3,000	2,998		2,998	0.1%	
238 Pitchpower Expense	36,281	4,480	0	(4,480)		(4,480)	0.0%	
240 PPE	0	67	2,000	1,933		1,933	3.3%	
241 Ranger Welfare	0	0	18,000	18,000		18,000	0.0%	
242 Play Area Maintenance	0	0	15,000	15,000		15,000	0.0%	
409 Tree Surgery	0	0	15,000	15,000		15,000	0.0%	
Open Spaces :- Indirect Expenditure	78,634	50,255	108,634	58,379	0	58,379	46.3%	24,582
Net Income over Expenditure	(57,926)	(49,315)	(92,774)	(43,459)				
9000 plus Transfer from EMR	0	24,582	0	(24,582)				
Movement to/(from) Gen Reserve	(57,926)	(24,733)	(92,774)	(68,041)				
<u>32 Verges</u>								
2006 Income - Agency Grants	4,371	0	4,100	4,100			0.0%	
Verges :- Income	4,371	0	4,100	4,100			0.0%	0
207 Grass Cutting Contract	0	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	4,371	0	(900)	(900)				

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33 Arlesey Rd Playing Field								
232 Utilities	4,715	1,255	3,500	2,245		2,245	35.8%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	4,715	1,255	11,500	10,245	0	10,245	10.9%	0
Net Expenditure	(4,715)	(1,255)	(11,500)	(10,245)				
34 Green Wheel								
233 Green Wheel Expenditure	1,500	0	1,500	1,500		1,500	0.0%	
Green Wheel :- Indirect Expenditure	1,500	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	(1,500)	0	(1,500)	(1,500)				
36 MUGA Arlesey Road								
203 Electricity	0	170	3,000	2,830		2,830	5.7%	
206 Maintenance and Repairs	0	0	5,000	5,000		5,000	0.0%	
MUGA Arlesey Road :- Indirect Expenditure	0	170	8,000	7,830	0	7,830	2.1%	0
Net Expenditure	0	(170)	(8,000)	(7,830)				
Public Realm :- Income	28,378	1,080	23,010	21,930			4.7%	
Expenditure	115,369	60,959	214,484	153,525	0	153,525	28.4%	
Net Income over Expenditure	(86,991)	(59,879)	(191,474)	(131,595)				
plus Transfer from EMR	(10,351)	24,582	0	(24,582)				
Movement to/(from) Gen Reserve	(97,342)	(35,297)	(191,474)	(156,177)				

Cemetery**41 Cemetery**

4001 Income - Burials	19,090	5,030	12,000	6,970			41.9%	
4002 Income - Memorials & Plaques	9,431	1,360	5,000	3,640			27.2%	
4003 Income - Chapel lease	2,000	667	2,250	1,583			29.6%	
4005 Income - Plot Purchase	11,274	7,340	7,500	160			97.9%	
Cemetery :- Income	41,795	14,397	26,750	12,353			53.8%	0
401 Rates	3,144	3,144	5,600	2,456		2,456	56.1%	
402 Water Rates	98	42	300	258		258	14.0%	
404 Maintenance/Repairs & Ex Cuts	7,082	321	5,000	4,679		4,679	6.4%	
405 Grounds Maintenance Contract	0	5	5,000	4,995		4,995	0.1%	
408 Pest Control	489	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
409 Tree Surgery	2,883	3,500	0	(3,500)		(3,500)	0.0%	
411 RBS Annual Support Cem Package	580	617	600	(17)		(17)	102.8%	
Cemetery :- Indirect Expenditure	14,276	7,628	17,500	9,872	0	9,872	43.6%	0
Net Income over Expenditure	27,519	6,768	9,250	2,482				
9000 plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	6,768	9,250	2,482				
Cemetery :- Income	41,795	14,397	26,750	12,353			53.8%	
Expenditure	14,276	7,628	17,500	9,872	0	9,872	43.6%	
Net Income over Expenditure	27,519	6,768	9,250	2,482				
plus Transfer from EMR	(7,117)	0	0	0				
Movement to/(from) Gen Reserve	20,402	6,768	9,250	2,482				

Buildings Management51 Simpson Centre

5003 Income - The Simpson Centre	3,845	0	0	0			0.0%	
5004 Income - Library Utilities	2,210	0	0	0			0.0%	
5005 Income - Library Lease	1,940	0	0	0			0.0%	
Simpson Centre :- Income	7,995	0	0	0				0
505 Rates - Simpson	9,798	0	7,875	7,875		7,875	0.0%	
507 Water Charges - Simpson	906	180	200	20		20	89.8%	
510 Electricity - Simpson	5,269	1,527	1,000	(527)		(527)	152.7%	
Simpson Centre :- Indirect Expenditure	15,973	1,706	9,075	7,369	0	7,369	18.8%	0
Net Income over Expenditure	(7,978)	(1,706)	(9,075)	(7,369)				

52 Memorial Hall

5001 Income - Mem Hall	29,167	10,498	25,000	14,502			42.0%	
Memorial Hall :- Income	29,167	10,498	25,000	14,502			42.0%	0
504 Rate	4,491	4,491	5,300	809		809	84.7%	
506 Water Charges	518	204	1,500	1,296		1,296	13.6%	
508 Gas	3,394	741	3,500	2,760		2,760	21.2%	
509 Electricity	1,964	745	2,300	1,555		1,555	32.4%	
511 Cleaning Contract & Compliance	0	3,491	10,000	6,509		6,509	34.9%	
Memorial Hall :- Indirect Expenditure	10,367	9,671	22,600	12,929	0	12,929	42.8%	0
Net Income over Expenditure	18,800	827	2,400	1,573				

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
53 Building - General								
512 Maintenance	18,349	49,092	14,000	(35,092)		(35,092)	350.7%	20,223
518 Bin Hire	2,929	1,024	3,500	2,476		2,476	29.3%	
538 Service Contracts	19,530	2,697	6,500	3,803		3,803	41.5%	
Building - General :- Indirect Expenditure	40,808	52,812	24,000	(28,812)	0	(28,812)	220.1%	20,223
Net Expenditure	(40,808)	(52,812)	(24,000)	28,812				
9000 plus Transfer from EMR	0	20,223	0	(20,223)				
Movement to/(from) Gen Reserve	(40,808)	(32,589)	(24,000)	8,589				
55 Greenacre Centre								
5008 Income -GAC	1,113	957	1,500	543			63.8%	
5009 Income - Solar Panels FIT	0	765	400	(365)			191.4%	
5010 Income - Library Lease	0	0	18,000	18,000			0.0%	
5011 Income - Cafe Lease	0	0	562	562			0.0%	
5012 Income - Service Charge	0	0	4,000	4,000			0.0%	
Greenacre Centre :- Income	1,113	1,723	24,462	22,739			7.0%	0
504 Rate	15,968	15,968	17,000	1,032		1,032	93.9%	
506 Water Charges	530	140	3,000	2,860		2,860	4.7%	
508 Gas	8,574	2,642	9,000	6,358		6,358	29.4%	
509 Electricity	16,689	4,991	20,000	15,009		15,009	25.0%	
537 Cleaning Contract	15,685	4,306	16,000	11,694		11,694	26.9%	
Greenacre Centre :- Indirect Expenditure	57,445	28,046	65,000	36,954	0	36,954	43.1%	0
Net Income over Expenditure	(56,332)	(26,323)	(40,538)	(14,215)				
9001 less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(56,114)	(26,323)	(40,538)	(14,215)				
Buildings Management :- Income	38,275	12,221	49,462	37,241			24.7%	
Expenditure	124,593	92,236	120,675	28,439	0	28,439	76.4%	
Net Income over Expenditure	(86,318)	(80,015)	(71,213)	8,802				
plus Transfer from EMR	0	20,223	0	(20,223)				
less Transfer to EMR	(218)	0	0	0				
Movement to/(from) Gen Reserve	(86,100)	(59,792)	(71,213)	(11,421)				

Governance & Resources

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
61 Governance & Resources								
6002 Income - Leases	0	20	0	(20)			0.0%	
6003 Income - Miscellaneous	5,180	1,240	50	(1,190)			2479.2%	740
6004 Income - Interest Received	73,943	21,755	70,000	48,245			31.1%	
6008 Income - Mayor Event	52	0	300	300			0.0%	
6009 Stotfest 50	6,118	0	0	0			0.0%	
6010 Income - Insurance Recharge	0	2,140	1,500	(640)			142.6%	
Governance & Resources :- Income	85,293	25,154	71,850	46,696			35.0%	740
601 Staff Salaries	349,695	133,450	386,000	252,550		252,550	34.6%	
602 Employers NI	29,692	14,304	46,000	31,696		31,696	31.1%	
603 Ers Pension Contrib	41,003	17,923	44,500	26,577		26,577	40.3%	
604 Staff Training	5,928	2,620	7,000	4,380		4,380	37.4%	
605 Clerk's Expenses	345	66	500	434		434	13.2%	
607 Photocopier Costs	2,594	2,138	2,250	112		112	95.0%	
608 Telephone/Fax/ISDN	5,236	2,018	4,000	1,982		1,982	50.4%	
609 Postage	604	203	600	397		397	33.9%	
610 Stationery	4,841	1,375	2,750	1,375		1,375	50.0%	
611 Insurances	10,792	14,930	15,000	70		70	99.5%	
612 Audit Fees	2,640	0	3,200	3,200		3,200	0.0%	
613 Legal Fees	8,814	158	5,000	4,842		4,842	3.2%	
614 Advertising	5,324	372	6,000	5,628		5,628	6.2%	
615 IT Services	28,000	13,155	25,000	11,845		11,845	52.6%	279
618 Subscription/Licence	17,598	15,379	14,000	(1,379)		(1,379)	109.8%	
619 PWLB Loan Repayments	16,199	7,834	20,000	12,166		12,166	39.2%	
620 Civic Allowance	1,664	1,030	2,000	970		970	51.5%	
621 Bank Charges	543	130	700	570		570	18.5%	
627 Travel Expenses	331	0	250	250		250	0.0%	
630 Grants	13,215	0	15,000	15,000		15,000	0.0%	
631 Councillor Training/Mileage	1,271	18	1,000	982		982	1.8%	
632 Professional Support	3,559	0	2,000	2,000		2,000	0.0%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	5,250	7,507	5,000	(2,507)		(2,507)	150.1%	
635 Vehicle Fuel	2,498	806	5,000	4,194		4,194	16.1%	
636 Vehicle Maintenance	2,641	1,177	5,000	3,823		3,823	23.5%	
637 Christmas Event	25,777	0	0	0		0	0.0%	
638 Stotfest	52,476	160	0	(160)		(160)	0.0%	
639 Com Engagment	14,752	0	0	0		0	0.0%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	653,282	236,752	624,160	387,408	0	387,408	37.9%	279
Net Income over Expenditure	(567,989)	(211,598)	(552,310)	(340,712)				
9000 plus Transfer from EMR	(6,274)	279	0	(279)				
9001 less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	(574,263)	(212,059)	(552,310)	(340,251)				

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
62 Precept								
6005 Precept	913,482	475,741	951,481	475,741			50.0%	
Precept :- Income	913,482	475,741	951,481	475,741			50.0%	0
Net Income	913,482	475,741	951,481	475,741				
63 Community Engagement								
6003 Income - Miscellaneous	0	228	0	(228)			0.0%	
6006 Event Income	0	16,379	6,000	(10,379)			273.0%	
Community Engagement :- Income	0	16,607	6,000	(10,607)			276.8%	0
637 Christmas Event	0	220	15,000	14,780	14,780	1.5%		
638 Stotfest	0	26,342	25,000	(1,342)	(1,342)	105.4%		
639 Com Engagment	0	13,585	14,000	415	415	97.0%		
642 Christmas Lights	0	73	24,000	23,928	23,928	0.3%		
643 General Events	0	5,744	10,000	4,256	4,256	57.4%		
644 Youth Engagement	0	0	10,000	10,000	10,000	0.0%		
Community Engagement :- Indirect Expenditure	0	45,963	98,000	52,037	0	52,037	46.9%	0
Net Income over Expenditure	0	(29,356)	(92,000)	(62,644)				
Governance & Resources :- Income	998,775	517,502	1,029,331	511,829			50.3%	
Expenditure	653,282	282,715	722,160	439,445	0	439,445	39.1%	
Net Income over Expenditure	345,493	234,786	307,171	72,385				
plus Transfer from EMR	(6,274)	279	0	(279)				
less Transfer to EMR	0	740	0	(740)				
Movement to/(from) Gen Reserve	339,219	234,326	307,171	72,845				
Town Strategy								
71 Town Strategy								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
Net Expenditure	0	0	(4,000)	(4,000)				
Town Strategy :- Income	0	0	0	0			0.0%	
Expenditure	0	0	4,000	4,000	0	4,000	0.0%	
Movement to/(from) Gen Reserve	0	0	(4,000)	(4,000)				

Managed Funds

Detailed Income & Expenditure by Budget Heading 01/08/2025

Month No: 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
85 Earmarked Reserves								
8002 Income EMR - Cemetery	2,000	2,000	0	(2,000)			0.0%	2,000
Earmarked Reserves :- Income	2,000	2,000	0	(2,000)				2,000
806 EMR -Buildings Fund	113,713	12,142	10,000	(2,142)		(2,142)	121.4%	12,142
809 EMR - PCemetery Projects/Paths	5,930	0	0	0		0	0.0%	
815 EMR-Public Realm Projects	12,758	4,200	0	(4,200)		(4,200)	0.0%	4,200
817 EMR-Rec Street Lighting	0	0	10,000	10,000		10,000	0.0%	
818 EMR Riverside MUGA	0	0	5,000	5,000		5,000	0.0%	
820 EMR-Estab Office Equipment	5,126	0	2,500	2,500		2,500	0.0%	
824 Christmas Lights	10,000	0	0	0		0	0.0%	
825 EMR - Sinking Fund-GAC	0	0	10,000	10,000		10,000	0.0%	
826 EMR Youth Work	4,950	0	0	0		0	0.0%	
828 EMR S106 Pix Brook Play Area	0	3,450	0	(3,450)		(3,450)	0.0%	3,450
833 EMR- S106 Greenacre Park	5,967	7,623	0	(7,623)		(7,623)	0.0%	7,623
835 EMR -S106 A Rd MUGA, Gym outdr	0	0	5,000	5,000		5,000	0.0%	
839 EMR - Ground Main Contract	73,795	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	232,239	27,415	42,500	15,085	0	15,085	64.5%	27,415
Net Income over Expenditure	(230,239)	(25,415)	(42,500)	(17,085)				
9000 plus Transfer from EMR	232,239	27,415	0	(27,415)				
9001 less Transfer to EMR	2,000	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
Managed Funds :- Income	2,000	2,000	0	(2,000)			0.0%	
Expenditure	232,239	27,415	42,500	15,085	0	15,085	64.5%	
Net Income over Expenditure	(230,239)	(25,415)	(42,500)	(17,085)				
plus Transfer from EMR	232,239	27,415	0	(27,415)				
less Transfer to EMR	2,000	2,000	0	(2,000)				
Movement to/(from) Gen Reserve	0	0	(42,500)	(42,500)				
Grand Totals:- Income	1,109,223	547,199	1,128,553	581,354			48.5%	
Expenditure	1,139,760	470,953	1,121,319	650,366	0	650,366	42.0%	
Net Income over Expenditure	(30,537)	76,246	7,234	(69,012)				
plus Transfer from EMR	208,498	72,499	0	(72,499)				
less Transfer to EMR	1,782	2,740	0	(2,740)				
Movement to/(from) Gen Reserve	176,178	146,005	7,234	(138,771)				

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

DATE: 3 SEPTEMBER 2025

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: BUDGET SETTING TIMETABLE 2026-27

1. SUMMARY

- 1.1 The Clerk would like to update Members on the budget setting process for 2026-27. Therefore, the following draft timetable has been prepared for review, comment and amending by Members to ensure the process is carried out in the in the efficient and transparent manner way for all involved.
- 1.2 The setting of the Town Council's budget has to be agreed by Full Council.

2. RECOMMENDATION

- 2.1 Members are asked to consider the timetable outlined below for the formation and setting of the Town Council's budget for 2026-27 and provide the Clerk with any comments that may be relevant.

3. BACKGROUND

3.1 August 2024

The Town Clerk has met with each relevant officer to review the 2024/25 budgets, spend to date, EMR balances, planned projects and new items to ensure that all relevant schedules, contracts, and projects are accurately reflected in the draft budget.

3.2 September 2024

Each committee receives and considers the following:

- 2024/25 YTD budget reports.
- 2025/26 first draft budget.
- Town Clerk's report detailing essential costs which have been included in the first draft budget and estimated costs of potential future projects, improvements, capital and revenue items.

Each Committee will provide a budget for the Governance & Resources Committee meeting on 30 October 2025.

3.3 Governance & Resources - 30 October 2025

This committee will review the total overall budget against each budget provided by committees. They will also consider the condition of EMR and General Reserves.

If there are no recommendations for each committee to adjust their initial budget proposal, then the budget can be considered at the Town Council meeting scheduled for 4 December

2024 and can be ratified subject to any member raising matters which they would wish to be investigated or reconsidered. If there are no amendments the budget can then be ratified.

3.4 November 2025

If there are recommendations from G&R regarding committee budgets, each committee reviews its' own budget in light of the feedback provided. The Committees then provide a revised budget for G&R to consider at its meeting on 17 December 2025.

3.5 Governance & Resources Committee – 17 December 2025

If the Budget has not been ratified at the Town Council meeting on 3 December, the G&R committee will review the revised budget and make any final amendments to make a recommendation to Full Council on 29 January 2024 subject to the Council tax base figures being provided by CBC in November. However, if the council tax base rate significantly changes the Budget will have to be reviewed at an extra meeting of the G&R Committee at its meeting on 21 January 2026.

3.6 Full Council 28 January 2026

Full Council holds a meeting and ratifies the recommendations contained within the G&R budget report subject to any member raising matters which they would wish to be investigated or reconsidered.

3.7 Precept to CBC

CBC require the Precept to be finalised and advised to them by the end of January 2026.

4. IMPLICATIONS

Strategic Plan: Supports delivery of Council priorities by ensuring resources align with strategic objectives.

Risk Management: Timely budget setting reduces the risk of non-compliance and service disruption.

Legal: Fulfils the Council's statutory duty to set an annual balanced budget and precept.

Resources / Stakeholders: Requires officer and Member time; promotes shared understanding and transparency.

Financial: No direct cost implications, but essential for sound financial planning and precept setting.

Contracts / Procurement: No immediate impact, though future budgets may influence procurement needs.

Crime and Disorder: No implications identified.

Biodiversity / Environment: None at this stage; future budgets may support environmental initiatives.

Equalities: No adverse impacts identified; equality considerations can be addressed during budget planning.

Residents Impact Assessment: A clear process enhances public trust and accountability in use of Council funds