



**MINUTES OF THE MEETING OF STOTFOLD TOWN COUNCIL HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 3 SEPTEMBER 2025 AT 19:00**

**Present:**

Cllr S Buck (Mayor), Cllr J Smith (Vice Mayor), Cllr L Anderson, Cllr J Bendell, 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

**Apologies:**

Cllr M Cooper

**Also Present:**

Cllr K Woodfine, CBC Ward Councillor  
E Payne, Town Clerk  
C Rogers, Projects Officer

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**438/25            APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Cooper.

**Decision:**    It was **RESOLVED** to accept apologies from Cllr Cooper.

**439/25            DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

Cllr Brian Saunders declared an interest as a Director of Stotfold Football Club but had been granted a dispensation and there was no item on the agenda relating to this interest.

**440/25            PUBLIC SECTION**

Standing Orders was suspended

There were no members of the public raising a question.

**441/25            MEMBERS ON OTHER AUTHORITIES**

Cllr Woodfine, CBC Ward Councillor Stotfold gave a brief update to the meeting including the impact of the Universal Studios development on traffic and employment opportunities, complaints about dust and dampening from construction sites, and the proximity of work to residential areas. Specific concerns were raised about school drop-offs at Buttercup Drive and construction traffic on Arlesey Road. There was a consultation on restricting large vehicles on Wrayfields. Open consultations on the SEND strategy and local nature recovery strategy were also discussed, with emphasis on the increasing number of EHCPs and the need for funding. It concluded with questions about archaeological surveys on the Arlesey Road development and the naming of streets in new developments.



## **442/25 COUNCIL MINUTES**

Members received the minutes of the Council meeting held on 25 June 2025

**Decision:** It was **RESOLVED** that the minutes of the council meeting held on 25 June 2025 were approved as a true record.

## **443/25 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

The Mayor's civic attendance report was appended for information.

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

## **444/25 REPORTS TO FULL COUNCIL**

### **444.1/25 Skate Park Correspondence**

Members received a report following an email received from a resident regarding the skate park. Officers had compiled a comprehensive response with various documents addressing the resident's concerns.

**Decision:** It was **RESOLVED** to approve the response to the resident regarding their skate park correspondence.

**Action:** Respond to the resident with the agreed response.

### **444.2/25 Skate Park - Pre Application Advice**

Members reviewed pre-application advice for the skate park. Two options were discussed: a lawful development certificate and a full planning application. The Council considered the pros and cons of each route, with emphasis on the impact of lighting installation on timescales. After detailed discussion, Members voted in favour of the permitted development route, which would allow for quicker implementation.

**Decision:** It was **RESOLVED** to progress the Skate Park through permitted development route, allowing for quicker implementation.

**Action:** Proceed with making an application for permitted development for the skate park.

### **444.3/25 Skate Park Funding**

Members received a report outlining the funding options for the skate park project. It was clarified that the Section 106 money for the Greenacre Park is designated for maintenance and could not be used for the project. Other funding sources included interest from the CCLA investment and general reserves. After considering the options, the council voted to use £75,000 from earmarked reserves and £25,000 from general reserves to fund the project. This decision was made to ensure the project could proceed without impacting other budget allocations.

**Decision:** It was **RESOLVED** to use £75,000 from earmarked reserves and £25,000 from general reserves to fund the skate park project.

**Action:** Transfer from the Grounds Maintenance EMR £75,000 with a further £25,000 coming from General Reserves.

### **444.4/25 Simpson Centre Consultation**



Members reviewed a detailed report on the Simpson Centre consultation. It was agreed that the redevelopment option of the existing building into a community facility should be set aside in favour of selling the site. This was to avoid further expense in refurbishment when the condition of the building and its longevity was not guaranteed. Members discussed the need for planning permission to ensure the site could be marketed effectively, with emphasis on the potential for over 55 housing.

Members were advised that this may reduce the attractiveness to potential purchasers of the site as it may limit the number of developers interested in this type of development. The decision was made to proceed with the sale under the condition of obtaining planning permission, which would help secure the best possible price for the site.

**Decision:** It was **RESOLVED** to proceed with the sale of the Simpson Centre site under the condition of obtaining planning permission, to secure the best possible price for the site.

**Action:** Present to the next meeting a project plan for the sale of the Simpson Centre including appointing architects for the outline planning permission or permission in principle.

#### **444.5/25 Community Governance Review**

Members reviewed the response sent to CBC regarding the Community Governance Review (CGR). Members noted the response and discussed the current boundary situation with Fairfield, Arlesey, and Astwick. Questions were raised about the additional land at Fairfield and the reasons behind the boundary proposals. It related to future development in North Herts which would be up to the boundary with Bedfordshire and to create a buffer zone. Members were advised that following these submissions, there would be a second round of consultations, and that the Boundary Commission will be arbiter of any changes. Members acknowledged the positive meeting with Astwick.

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

#### **444.6/25 Jubilee Meadow Transfer**

Members were asked to approve the transfer of the site from Taylor Wimpey to the Town Council along with a commuted sum of £12,000 for maintenance. , with Councillor Jon Smith and another councillor signing the paperwork.

**Decision:** It was **RESOLVED** to approve the transfer of Jubilee Meadow to Stotfold Town Council, including a commuted sum of £12,000 for ongoing maintenance.

#### **444.7/25 Overview and Scrutiny Committee**

Members discussed the formation of an Overview and Scrutiny Committee to provide an additional level of transparency. The terms of reference for the committee were appended for review, and members agreed to adopt them. Councillors were nominated to join the committee, and the council proposed recruiting members of the public to participate. The discussion highlighted the importance of offering this opportunity to the public, even if participation might be



limited. This initiative would emphasise the value of transparency and community engagement, noting that the committee could help address criticisms and provide oversight on council decisions.

**Decision:** It was **RESOLVED** to

- a) **Create an Overview and Scrutiny Committee**
- b) **Adopt the Terms of Reference**
- c) **Appoint Councillors Buck, Smith, Headington and Bendell to the committee**
- d) **Approve the person specification and advertise the vacancies for members of the public to participate.**

**Action:** Town Clerk to action the recruitment of members of the public to the committee

**445/25 COMMITTEE MINUTES**

Members reviewed the following minutes and noted resolved to adopt recommendations where applicable.

**445.1/25 Planning Committee - 4 June 2025**

The minutes of the Planning Committee meeting held on 4 June 2025 were received. There were no recommendations from this meeting.

**445.2/25 Planning Committee - 2 July 2025**

The minutes of the Planning Committee meeting held on 2 July 2025 were received. There were no recommendations from this meeting.

**445.3/25 Public Realm Committee - 9 July 2025**

The minutes of the Public Realm Committee meeting held on 9 July 2025 were received. There were no recommendations from this meeting.

**445.4/25 Community Engagement - 16 July 2025**

The minutes of the Community Engagement Committee meeting held on 16 July 2025 were received. There were no recommendations from this meeting.

**445.5/25 Buildings Management - 23 July 2025**

The minutes of the Buildings Management Committee meeting held on 23 July 2025 were received. There were no recommendations.

**445.6/25 Governance & Resources - 30 July 2025**

The minutes of the Governance & Resources Committee meeting held on 30 July 2025 were received. The committee recommended forming an Overview and Scrutiny Committee, which was discussed and approved earlier in the meeting.

**446/25 FINANCE & RISK MANAGEMENT**

**446.1/25 Expenditure**

Members approved the expenditure for May, June, and July 2025. No specific questions were raised during the discussion.

**Decision:** It was **RESOLVED** to approve the expenditure for May, June, and July 2025.

**446.2/25 Income Report**



The council noted the income received during May, June, and July 2025. The report was appended for members' review.

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

**446.3/25 Income and Expenditure Report to date**

Members noted the income and expenditure report to date. A question was raised about the grass cutting contract and the apparent overspend, which was clarified as being covered by earmarked reserves.

**Decision:** It was **RESOLVED** to notes the report.

**446.4/25 Budget Timetable**

Members noted the timetable for setting the Budget and Precept for 2026/27.

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

**447/25 REPORTS FROM MEMBERS ON OUTSIDE BODIES**

Councillor Talbot reported attending the Scouts AGM on Saturday. The accounts were in good standing, but there was a need for more leaders to reduce the waiting list. The meeting was not well attended by parents, with only four or five present.

**448/25 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

A clarification was sought regarding the Macmillan coffee morning, which was noted as being cancelled at the Memorial Hall but moved to the Greenacre Centre. The event was still scheduled to take place on Friday 26 September 2025.

**449/25 DATE OF NEXT MEETING**

Wednesday 8 October 2025.

**450/25 CONFIDENTIAL ITEM**

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, were excluded from the meeting because of the confidential nature of the following business to be transacted.

**450.1/25 Memorial Hall Feasibility Study Quotes**

Members received a confidential report on the Memorial Hall costings for the potential refurbishment designs.

**Decision:** It was **RESOLVED** to note the report, costings and designs.

**SIGNED BY CHAIR:** .....

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