

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk)



27<sup>th</sup> June 2024

**Members of the Public Realm Committee:** Cllr M Cooper (Chairperson), Cllr L Anderson (Vice-Chairperson), Cllr S Buck, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr B Saunders, Cllr J Smith, Cllr J Talbot, Cllr B Woods.

**You are hereby summoned** to attend the Public Realm Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 3<sup>rd</sup> July 2024 at 19:00** for the purpose of transacting business detailed in the agenda.

**E Payne**  
Town Clerk

---

## Members of the public:

**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 may be 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 participate at 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](mailto: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).

---

## AGENDA

### 1. APOLOGIES FOR ABSENCE

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

- a) Members to declare interests in respect of any item on the Agenda.
- b) Proper Officer to consider written requests from members for dispensations.

Members are 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.

### 3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

### 4. MINUTES OF PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Public Realm Committee Meeting of Wednesday 5<sup>th</sup> June 2024 are a correct record.

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

Correspondence received and matters arising from previous Minutes, for information.

**6. REPORTS TO COMMITTEE**

**6.1 Tree Management Policy**

To review the Draft Tree Management Policy

**6.2 Entrance Gate Signage**

To receive a report on replacement entry signs.

**6.3 Use of outdoor spaces**

To receive an update on the use of outdoor spaces.

**6.4 Hedges at The Green**

To consider the planting of additional hedging at The Green.

**6.5 Environmental Policy Task & Finish Group**

To consider setting up a Task and Finish Group for an Environmental Policy.

**6.6 Love Parks Week**

To consider the promotion of this event.

**6.7 Stotfold Juniors – Use of Riverside**

To receive a request to install goal post secure fittings at Riverside.

**6.8 Parking on Verges and Pavements**

To receive a verbal report from Cllr Anderson that the Town Council investigates protection of grass verges from parking.

**6.9 Box Hedges**

To receive an update on the box hedges at the Cemetery.

**6.10 Memorial Safety Policy**

To consider a policy for the testing of cemetery memorials.

**6.11 Friends of the Stotfold Cemetery**

To consider the formation of a Friends of the Cemetery Group.

**6.12 Interment Request**

To consider waiving triple fees in special circumstances.

**6.13 Allotment Fees**

To review the allotment fees.

**6.14 CCTV at Riverside**

To receive a report on the upgrading of CCTV at Riverside to counteract anti-social behaviour.

**7. HIGHWAYS REPORT**

To receive a report from Councillor Smith, Highways Representative.

**8. WORK PROGRAMME**

To receive this Committee's Work Programme.

**9. PUBLIC REALM WORKS**

Members are 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.

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

**11. DATE OF NEXT MEETING**

Wednesday 11<sup>th</sup> September 2024.