

# STOTFOLD TOWN COUNCIL

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



05 June 2025

## Members of the Public Realm Committee:

Cllr S Buck (Chair), Cllr L Anderson, Cllr M Cooper, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr B Saunders, Cllr J Talbot, Cllr J Smith, Cllr B Woods

**You are hereby summoned** to attend the **Public Realm Committee** meeting to be held in the Community Room, **Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** on **Wednesday 11 June at 7.00pm** for the purpose of transacting business detailed in the agenda.

**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](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).

---



IN COLLABORATION WITH SLCC, NALC, OVWI, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

**(For Decision)**

To receive and accept apologies for absence from Members.

### **2. ELECTION OF VICE CHAIR**

**(For Decision)**

Members to elect a Vice Chair for the Public Realm Committee 2025 - 2026.

### **3. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

**(For Decision)**

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 Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

### **4. PUBLIC SECTION**

**(For Information)**

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

### **5. PUBLIC SECTION**

**(For Decision)**

Members are asked to resolve that the Minutes of the Public Realm Committee meeting held on 16 April 2025 are a correct record.

### **6. CLERK'S REPORT**

**(For Information)**

To receive an update on ongoing projects including this Committee's tracker.

### **7. REPORTS**

To consider the following reports:

#### **7.1. Town Ranger Relocation**

**(For Decision)**

Members to receive a report from the Public Realm Manager and consider the recommendations within the report.

#relocation #tractorstore

#### **7.2. Relocation of Notice Board**

**(For Decision)**

Members at the Public Realm Committee meeting on 16 April 2025 requested further information regarding the relocation of a notice board on The Green after receiving a complaint from a resident. Members to receive a report from the Projects Officer and consider the recommendations within the report.

#noticeboard #relocation #thegreen

#### **7.3. Relocation and Purchase of Vehicle Activated Signs**

**(For Decision)**

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report.  
#relocation #VAS

**7.4. Planters at Hitchin Road Junction**

**(For Decision)**

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report.  
#planters #consultation

**7.5. Pitch Maintenance Contract**

**(For Decision)**

Members to receive a report from the Open Spaces Officer and consider the recommendations within the report.  
#pitchpower

**7.6. Water Fountain at Greenacre Centre**

**(For Decision)**

To reconsider the water fountain project after the discovery of a minimum 4 year contract for the external water fountain.  
#waterfountain #GAC

**7.7. Teasel Service Level Agreement**

**(For Decision)**

To consider introducing a Service Level Agreement to support Teasel's work on Town Council land.  
#teasel #insurance

**8. HIGHWAYS REPORT**

**(For Information)**

To receive a report from Cllr Smith.

**9. DELEGATED DECISIONS**

**(For Information)**

To note the Town Clerk's delegated decisions.

**10. WORK PROGRAMME**

**(For Information)**

To receive this Committee's Work Programme.

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

**12. DATE OF NEXT MEETING**

**(For Information)**

Wednesday 9 July 2025.

[2025-04-16 - Public Realm Committee Meeting - Minutes - Draft.pdf](#)

[PR Clerk's Report 11 June 2025.pdf](#)

[Town Ranger Relocation.pdf](#)

[Relocation of Notice Board.pdf](#)

[Relocation and Purchase of Vehicle Activated Signs.pdf](#)

[Planters at Hitchin Road Junction.pdf](#)

[Pitch Maintenance Contract .pdf](#)

[Water Fountain at Greenacre Centre.pdf](#)

[Teasel Service Level Agreement.pdf](#)

[PR Delegated Decisions Report June 2025.pdf](#)

[PR Work Programme June 2025.pdf](#)



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE MEETING HELD IN  
THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON  
WEDNESDAY 16 APRIL 2025 AT 19:00**

**Present:**

Cllr M Cooper (Chair), Cllr L Anderson (Vice Chair), Cllr S Buck, Cllr S Hayes, Cllr J Hyde, Cllr B Saunders, Cllr J Smith, Cllr J Talbot

**Apologies:**

Cllr J Headington, Cllr B Woods (attended virtually)

**Also Present:**

E Payne, Town Clerk  
S Riley, Public Realm Manager  
4 Members of the Public

---

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Headington and Cllr Woods, who attended virtually.

**Decision:** Members resolved to accept apologies.

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

There were no disclosures of interest.

**3. PUBLIC SECTION**

3.1 A resident of The Green raised an objection to the placement of the Stotfold Council notice board directly opposite his house, arguing that the original placement at the entrance of the green was more suitable. They provided pictures to illustrate their point and requested an early relocation of the notice board. The chair acknowledged his concerns and stated that this matter would be put on the agenda for the next meeting, with potential relocation sites and associated costings to be considered.

3.2 The organiser of the Cars on the Green event, requested permission to use the Millennium Green for to access Great Close which will be used for parking during the event for safety and access reasons. She explained the need for an additional entrance from Rook Tree Lane to manage the traffic flow better. As this is a decision which has previously been delegated to officers, this request is approved.

**Task:** Town Clerk to add the relocation of the noticeboard to the next agenda.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous Public Realm Committee meeting held on 12th March 2025 were reviewed. Members resolved that the minutes were a correct record.

**Decision:** Members resolved that the minutes of the Public Realm Committee meeting held on 12th March 2025 were a correct record.



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

A councillor raised a point from the previous minutes regarding the location of the new Stotfold sign at the Wrayfields' end of town, suggesting a specific placement on the junction with Mill Lane, Malthouse Lane and Wrayfields, between the street name and the bench. This was agreed upon, and the location will be surveyed.

The Town Clerk's report was received. It included requests from the junior football club to run Easter football camps; and a fun run charity event, which was deemed acceptable. Updates on wildflower meadows and correspondence regarding the public notice board were discussed.

Additional correspondence included a request from Stotfold Mill to use the Millennium Green for parking during an event, which was granted as a delegated decision, and concerns from a resident about noise from the Riverside Recreation Ground. The Clerk outlined the actions taken to address the noise issues, including securing fencing and considering additional signage. Members discussed the feasibility of implementing further measures, such as acoustic matting, but concluded that signage asking users to respect neighbours would be the most practical solution.

**Task: Town Clerk to include Wrayfields location for town signage**

**Task: Town Clerk to write to resident regarding noise at Riverside Recreation Ground**

## **6. REPORTS**

### **6.1. Planting at High Street**

Members received a report from the Open Spaces Officer with a proposal to replant the border at the junction with Hitchin Road/Regent Street. The planting was initially intended to attenuate sound and light pollution from traffic before the bypass was constructed and Members acknowledged that the border has not been maintained as well as it should have been. Various options for enhancing the planting were considered, including maintaining existing shrubs and adding planters. Councillors debated the practicality and cost implications of different options. It was decided to consult with local residents on Option 4, which involves retaining some shrubs and adding raised planters. The Town Clerk was tasked with consulting residents and bringing back feedback to the committee.

**Task: Consult with local residents on Option 4 for planting at the town sign and bring back feedback to the committee.**

### **6.2. Street Lighting Audit and Costings**

Members received a report from the Projects Officer on the street lighting audit and costings. The streetlamps had been mapped, and clusters of lamps were identified for phased updates. The councillors reviewed the proposed clusters and the associated costs, deciding to proceed with Cluster 1 in the current financial year. The earmarked reserve for streetlights and the maintenance budget were discussed, with the councillors agreeing to use the maintenance budget 2025/26 for the upgrades. The possibility of future cost increases was noted, and the Clerk was asked to check the contract terms regarding price adjustments.



Members debated the proposal of conducting another cluster of streetlight installations later in the year if sufficient funds remain. A question was raised about the contractor responsible for both the streetlights and tree trimming, with clarification provided that the work would commence after the birds had nested to avoid disturbance. The goal is to complete the work by October, aligning with the change in daylight hours. The members voted in favour of this timeline.

**Decision:** Members resolved to:

- a) To proceed with Year 1 of streetlight updates as outlined in the report in the current financial year using the maintenance budget for 2025/26
- b) To transfer any unspent budget from 2024/25 to the streetlight EMR.

**Task:** Town Clerk to check contract terms regarding price adjustments for streetlight updates.

**Task:** Town Clerk to transfer unspent streetlight maintenance budget to EMR at the end of the year

**Task:** Town Clerk to check streetlights in vicinity of churchyard to ensure that the number of streetlights are mapped accurately.

## 7. HIGHWAYS REPORT

Cllr Smith reported on highways matters. There had been a Ward Councillor presentation to Full Council where works to the High Street have been scheduled. Members were encouraged to report any potholes on Fix My Street.

## 8. DELEGATED DECISIONS

The Town Clerk's delegated decisions were noted by the committee. It was clarified that these were purchase orders for commissioned work, not actual payments.

**Decision:** Members resolved to note the report.

## 9. WORK PROGRAMME

Members received this Committee's Work Programme.

**Decision:** Members resolved to note the report.

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

- 10.1 A question was asked about the timing of the lights in the Muga on Arlesey Road. They should go off at 21:30 but have been seen on as late as 22:30.

**Task:** Town Clerk to investigate timing of lights at Arlesey Road Muga.

- 10.2 A question was raised at the bridge in Etonbury Woods and when it would be fixed by CBC. The bridge in question is in Arlesey Parish and CBC have advised that it will be replaced entirely by the end of April.



**11. DATE OF NEXT MEETING**

Provisionally Wednesday 14th May 2025.

The meeting closed at 20:00

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

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

DRAFT

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**MEETING DATE:** 11 JUNE 2025

**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK  
SUSAN RILEY, PUBLIC REALM MANAGER

**REPORT TITLE:** CLERK'S REPORT

### **1. ARLESEY ROAD MUGA**

The timers for the flood lights at Arlesey Road MUGA have been reset and now go off at 21:30

### **2. ALLOTMENT COMPETITION**

The National Allotment Society Week takes place from 11 to 17 August 2025.

To celebrate, STC will be holding their annual allotment competition, inviting all allotment plot holders to enter the competition for either the 'Best Plot' or 'Best Eco Plot'. The judging will take place on Sunday, 17 August, with the Town Mayor, Cllr Buck, presenting a £25 gardening voucher as the winning prize for each category.

We will also be holding an 'Open Morning' on Sunday, 17 August, on both Common Road and Norton Road Allotment sites. The open morning aims to encourage new plot holders and provide information about a more sustainable way of living.

### **3. COMPOSTABLE TOILET AT NORTON ROAD ALLOTMENT**

The WooWoo compostable toilet will be installed at Norton Road Allotment on Monday, 9 June. The Cemetery & Allotments Officer will be on site to coordinate the delivery and installation.

### **4. STREETLIGHT LED CONVERSION**

The original quote for the streetlight LED conversion was at a rate if **ALL** the streetlights were updated at the same time. The new price per lantern is £304.25 a difference of £3.15 which means the three phases of LED conversions will be:

Phase 1 (Cluster 1, 3 & 6) – 59 Columns + 2 Tree trims @ £85 = £18,120.75

Phase 2 (Cluster 2 and 4) - 50 Columns + 2 Tree trims @ £85 + 4 double lanterns = £15,991.00

Phase 3 (Cluster 5) - 46 Columns = £13,995.50

This does not consider any streetlights that are updated during the year as part of ongoing maintenance.

The contractor has been instructed to upgrade the first group of streetlights. Members are made aware that the SparkX contract expires in March 2026 which means that the further upgrades will need to be commissioned either with a new contractor or a renewed contract.

A capital budget will be included in the budget for 2026/27 to include funding to upgrade the remaining streetlights.

**5. RIVERSIDE CAR PARK AND DOG STEPS**

The Public Realm Manager is awaiting information from the contractor to apply to IDB for permission to complete the works.

**6. TOWN ENTRANCE UPDATE**

The new town entrance signs will be installed across five locations on 18 & 19 June, as previously resolved by the Public Realm Committee.

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** PUBLIC REALM

**MEETING DATE:** 11 JUNE 2025

**REPORTING OFFICER:** SUSAN RILEY - PUBLIC REALM MANAGER

**REPORT TITLE:** TOWN RANGER RELOCATION

### 1. PURPOSE OF THE REPORT

- 1.1 The Town Rangers, along with their equipment, vehicles, and storage, are currently displaced due to the Tractor Store's inaccessibility in adverse weather conditions. Generally, the Rangers are only able to access the facility using the vehicles during the spring and summer months. The Tractor Store is only accessible on foot during the Autumn and Winter.
- 1.2 This situation will soon be exacerbated by the GAC car park being used by library and café staff and customers. This report outlines the current arrangements and proposes a more suitable solution that offers better utility for both the present and the future.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider which of the following options they would like to pursue:
  - a) Enhancing the existing Tractor shed with all-weather access as outlined in Option 1
  - b) Hiring a larger space with all-season vehicle access and relocating tools, equipment and vehicles as outlined in Option 2.
  - c) Temporary relocation of the Town Rangers to Simpson Centre as outlined in Option 3 with the proviso that an alternative location will need to be sought in 12-18 months' time.

### 3. BACKGROUND

#### 3.1 The Current Provision

**Welfare Facilities:** Currently provided at the GAC. The Rangers have use of the staff kitchen and toilets within the building.

**Vehicle Parking:** Town Ranger vehicles are parked at the GAC in an open car park behind a light security barrier. No protection from vandalism or weather is provided. There are plans to modify access to the car park with removal of the security barrier, replacing it with a height barrier and then keeping the car park open. The vehicles are secured overnight with steering locks.

**Waste Management and Storage:** Waste management skips and external storage are located at the barn and storage yard on Arlesey Road (Stone Road).

**Tools and Equipment:** These are stored in the Tractor Store at the Hitchen Road Recreation Ground, which lacks year-round vehicle access and has minimal security.

## 3.2 Reasons for Considering Relocation

- **Library Relocation:** The Town Rangers have previously used the new repurposed café kitchen for welfare, using the rear door to the kitchen. With the imminent opening of the library and café, this option is not available..
- **Health and Safety Compliance:** A new Town Ranger Base would consolidate functions from the current dislocated areas and can be upgraded to meet health and safety standards at a lower cost than renovating and providing vehicle access to the Tractor Store.
- **Leasing Out the Tractor Shed:** Consider leasing the vacated Tractor Shed space to offset rental costs at the new location or a possible Men in Shed location (which was discussed by the Community Engagement Committee).
- **Parking Spaces:** With the Library opening on the 11 June, parking at the GAC will be limited with six spaces being allocated to Library staff and STC staff.

## 4. OPTIONS

### 4.1 Option 1 - The Tractor Store

The Tractor Store is currently used for storing tools, equipment, and materials needed for the Town Rangers' daily tasks. The building offers basic welfare facilities, which require upgrades to meet current health and safety standards. Upgrades would include, but are not limited to:

- Kitchenette with meal heating and cold storage. (Approx £4,000)
- Seating for rest periods with chairs, a table & lockers, etc. (Approx £650)
- Efficient heating and drying facilities. (Approx £1,000)
- Improved security. (Approx £1,500)
- Suitable vehicle access to reduce unnecessary manual handling. (Approx £73,218.15, please see proposed specification for access road below)

*'This has allowed to excavate existing ground to a depth of 230mm and construct service road to the following spec: Lay geotextile membrane, install concrete retaining edgings to perimeter, place and compact 150mm of type 1 granite, install 60mm of a 20mm binder and 25mm of a 6mm surface course, place topsoil to edges and seed. Excavated material to be removed to a tip-off site.*

Total expenditure expected to be approximately **£80,368.15**

This proposal aims to collocate all necessary facilities for the Town Rangers, enhancing health and safety compliance and providing a more functional workspace:

### 4.2 Option 2 - The Barn

The Barn is an outdoor space located on the edge of a field on Arlesey Road (Stone Road). The Barn offers a large indoor space to store the vehicles, tools, and all equipment. There would also be additional space for welfare facilities and outdoor space for skip storage, as currently provided. The land and barn are presently leased to a local farmer from Central Bedfordshire Council (CBC). CBC has agreed for the farmer to 'sublet' the use of the building/ a proportion of it, and the land for the skip to STC. An indicative cost for this has been proposed by the current leaseholder of £650 per month, which requires formalisation. It could be used for:

- Storage of the Town waste skip or recycling skip (STC Use only) which currently costs the town council £100 per month
- Storage of large, low-value items for reuse, such as fencing, tree timbers, and tools etc
- **Vehicles:** The Barn would require welfare facilities and tool storage in the form of an Oasis welfare unit and a container/secure store. These would also benefit from the addition of an Intruder alarm, for which officers are seeking quotes.
- **Tool and Vehicle Storage:** Tools would be secured in the anti-vandal cabin within the barn, while materials would be stored on a surface suitable for manual handling equipment. Town Ranger vehicles would be stored in the barn to prevent damage and facilitate preloading for the next day's work.
- **Welfare Facilities:** A purpose-built, vandal-proof welfare unit could be hired or purchased for the barn area. Purchase estimates are £12,000 for a new 20-foot unit or £7,000 for a used unit. Hiring costs are estimated at £1,200 per month. This would be located within the barn.
- **Security:** Installing an intruder alarm to secure the building will cost £1,918.84, with an additional annual maintenance and servicing cost of £320 per year.

Total expenditure for relocation

Anti vandal welfare unit	Purchase New	£12,000	
Anti vandal welfare unit	Purchase Used	£7,000	
Anti vandal welfare unit	Annual Hiring costs @ £140 pm	£1,820	
Rental for barn	£650 per month	£7,800	
Intruder Alarm Install	New Alarm System	£1,918.84	
Totals	Relocation with new unit and years rent		£21,718.84
	Relocation with used unit and year's rent		£16,718.84
	Relocation with rented unit and year's rent		£11,538.84

### 4.3 Option 3 - The Simpson Centre

The future of the Simpson Centre is currently under consultation. In the short term, the Town Rangers would use the facility as a base, which would house all tools and equipment from the Tractor Store, and the vehicles could be stored in the car park, although this is not secure parking.

The Simpson Centre is progressing through the initial consultation ahead of potential disposal, and although this isn't planned to be concluded for around 12-18 months, a suitable relocation would benefit from a more permanent solution.

There would not be any immediate costs in the relocation to The Simpson Centre, although there would be monthly expenditure for business rates, water, and electricity etc, at approximately £9,730.50 per year.

#### 4.4 Other Options

Fen End Industrial Estate - currently has no vacancies.

Bury Farm - currently has no vacancies.

#### 5. FINANCIAL IMPLICATIONS

5.1 The costs for the various options are above.

5.2 There is a budget for Ranger Welfare of £18,000 (27/241) and an EMR of £13,600.21 (9036) for Facilities Team Set Up.

#### 5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reputational risk and risk to staff due to poor working conditions.
Legal	Lease to be entered into depending on option chosen.
Resources/Stakeholders	Staff, Contractors, lease holder
Contracts/Procurements	Lease implications to budget
Crime and Disorder	Potential of crime depending on location
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Some impact of relocation to Simpson Centre
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**MEETING DATE:** 11 JUNE 2025

**REPORTING OFFICER:** COLIN ROGERS, PROJECTS OFFICER

**REPORT TITLE:** RELOCATION OF NOTICE BOARD

### **1. PURPOSE OF THE REPORT**

- 1.1 Following the installation of the new notice boards at the Green a resident complained about the location selected by Members and has requested that the board be moved.
- 1.2 Members asked officers to provide potential costs of moving the notice board and these are detailed below.

### **2. RECOMMENDATION**

- 2.1 Members are asked to
  - a) Note the sums quoted for the relocation.
  - b) Identify a new location for the boards

### **3. BACKGROUND**

- 3.1 The relocation of the notice boards will require them to be broken out of the current location and the new location prepared for their installation. This will require a professional groundworks company, Officers would suggest using the same company that assisted with the installation.
- 3.2 Breaking out the notice board may damage it, so a cost has been obtained on the basis that new uprights are required. If the boards are damaged further, then the cost to replace those parts of the boards will need to be obtained before the notice board can be installed in an alternative location.
- 3.3 Members need to consider the possibility of all residents being resistant to having a notice board sited at the Green.

### **4. POTENTIAL SITES**

- 4.1 Officers have identified some sites where the notice board could be relocated to. Please note that the site's viability is subject to a survey from the groundworks contractors.

**Site A – what3words - <https://w3w.co/dimes.crossings.apprehend>**

This site is located at southern entrance to the Green. Although the notice board will fit on this site, there is a water meter present, and therefore a water pipe. Great care would have to be taken in digging this site. The notice board will be sited opposed the Coach & Horses and close to several houses, who would need to be consulted.



**Site B – what3words - <https://w3w.co/depend.glossed.crusted>**

This site is located on the western edge of the Green on the Regent Street side. This site is next to the bus stop. It is opposite several houses, who would need to be consulted.



## **5. FINANCIAL IMPLICATIONS**

### **5.1 Groundworks Quote**

“The cost for us to break out, re-locate and scan new area would be £294.66+VAT.”

### **5.2 Quote for replacement uprights, not including base embellishments, collars and finials**

**Re : Pair of 76mm diameter Aluminium Posts**

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	AP76D/ST/PC	76mm diameter x 2500mm aluminium posts, (per pair), Powder-ctd RAL5010 Blue	£212.10	£212.10
B	1	DELALL	Carriage all items	£52.95	£52.95
				<b>Sub Total</b>	<b>£265.05</b>
				<b>VAT</b>	<b>£53.01</b>
				<b>TOTAL</b>	<b>£318.06</b>

5.3 Costs to be met from the Open Spaces Repairs and Maintenance Budget 27/206

5.4 Additional considerations are the amount of Officers' time will be spent preparing for, carrying out and reporting on the consultation with residents in respect of the relocation.

5.5 Additional costs may be incurred if the notice boards are damaged on removal. There are also costs with the new location as the proposed location can be scanned by the groundworks company and the nearby residents consulted.

## 6. IMPLICATIONS

Strategic Plan	N/A
Risk management	Potential impacts on other residents if the boards are moved. Members have suggested consulting with residents who live nearby to gather feedback.
Legal	N/A
Resources/Stakeholders	Council funds and Officer's time will be spent on the relocation
Contracts/Procurements	N/A
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	Notice board allows for news and events to be posted in a way that is accessible to all residents, irrespective of their online presence
Residents Impact Assessment	As above, notice boards are an accessible friendly way to display news and information for residents. The boards' location is such as to capture residents at the bus stop. Some residents may be resistant to having a notice board near to their property.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**DATE:** 11 JUNE 2025

**OFFICER RESPONSIBLE:** CHARLIE ALLAN, OPEN SPACES OFFICER

**SUBJECT:** RELOCATION AND PURCHASE OF  
VEHICLE ACTIVATED SIGNS

### **1. PURPOSE OF REPORT**

This report outlines the proposal to relocate two existing Vehicle Activated Signs (VAS) within the town to enhance their effectiveness and better target areas of concern, as identified through local observations and resident feedback.

### **2. RECOMMENDATION**

It is recommended that the Council:

- a) Approve the relocation of the two existing VAS units to the proposed new sites.
- b) Confirm the preferred orientation for the unit on Vaughan Road.
- c) Select a contractor based on best value from the received quotes see below.

### **3. BACKGROUND**

- 3.1 The Town Council currently operates two VAS units, which have demonstrated effectiveness in promoting safer driving behaviour. Following a review, it is proposed that the units be relocated to areas with increased need for speed awareness and monitoring.
- 3.2 It is proposed that a third VAS of the same make be installed in a location to be determined by traffic survey data and/or community feedback. Using the same make ensures compatibility with existing equipment and simplifies maintenance and servicing.
- 3.3 Proposed New Locations

#### **Sign 1: Arlesey Road**

Mounting Point: Column Number 32

Orientation: Facing west towards the football club



## **Sign 2: Vaughan Road**

Mounting Point: Column Number 15

Orientation: Facing South towards Arlesey road



#### 4. FINANCIAL

##### 4.1 QUOTE ONE

Cost of unit: £2,500 this is the same model as the units purchased before and keeps the same units running through the town. Having the same models makes the functionality easier to manage and it's the same downloading method.



##### 4.2 QUOTE TWO

This is another sign not the ones we currently have

Cost of this unit will be £3,375.00 this includes delivery and also Bluetooth data captcha



Estimated installation cost: £200–£300

Total estimated cost: £2,700–£2,800

Installation will be carried out by an approved contractor, and the sign will be mounted onto Street lights.

##### 4.3 To be met from Street Lighting Budget 22/206.

## 5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Reduced risk of ASB
Legal	Road Traffic Regulation Act 1984
Resources/Stakeholders	Officers, Contractors, Residents
Contracts/Procurements	Street light contract in situ
Crime and Disorder	Reduction in speeding traffic
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	Consideration to be give on new locations, with leafleting before installation
Sustainability/Climate Impact	N/A
Data Protection and Privacy	No personal data held on devices.

## STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM COMMITTEE

MEETING DATE: 11 JUNE 2025

REPORTING OFFICER: CHARLIE ALLAN

REPORT TITLE: PLANTERS AT HITCHIN ROAD JUNCTION

### 1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek member approval on the installation of raised planters on the High Street and to outline the available options, costs, and long-term benefits. The aim is to enhance the appearance of the High Street, particularly at a key entry point into the town, with an attractive and sustainable planting solution.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider the three available options and select the one they feel best enhances the High Street and aligns with the Council's ongoing commitment to improving public spaces.
- **Option 1:** Proceed with the installation of two high-quality **raised brick planters** and decide on a contractor to do the works.
  - **Option 2:** Install pre-built modular planters like those used elsewhere in the town (e.g., outside Greenacre). This is a cost-effective solution that offers immediate impact, though on a smaller scale.
  - **Option 3:** Retain the area in its current state and ask the Grounds Maintenance contractor to undertake some works to tidy up the area. This option avoids any financial outlay and may be reconsidered in future improvement phases.

### 3. BACKGROUND

- 3.1 As part of the Town Council's ongoing initiatives to improve the visual appeal of public spaces, it has been proposed that two permanent raised planters be installed on the High Street. This location serves as a key gateway into the town and experiences high pedestrian and vehicular traffic, making it an ideal site for high-quality planting that encourages biodiversity. Three contractors were approached to quote for installation of the planters, with the preferred option being a brick design with planting and maintenance included. Two alternative approaches are also presented for member consideration.

The previous report on this item was raised at this committee's meeting on 16 April 2025.  
[Planting at Town Sign.docx](#)

- 3.2 This proposal has been subject to public consultation, during which one comment was received:

*"Thank you for the leaflet regarding the proposed raised planters at the junction of Regent Street and High Street. The proposal looks very nice and yes, sounds like it would improve the visual appeal of the area, as long as the established bushes are not chopped down too much as they have had good standing there."*

In response, Officers confirmed that the established bushes behind the proposed planter's location will remain in place. Only smaller shrubs and planting at the front will be trimmed back or removed to make space for the planters. This has been carefully considered to ensure the new installation complements, rather than replaces the existing greenery.

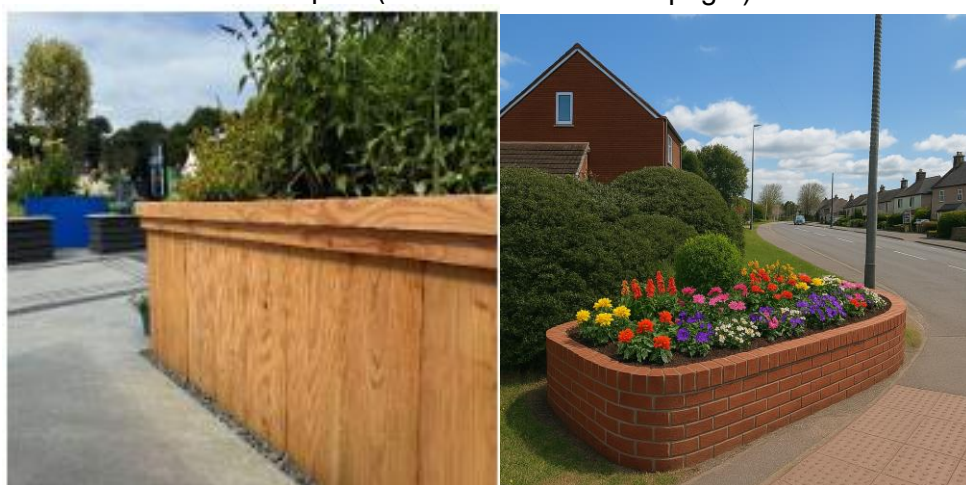
### 3.3 Specification Summary

**Planter Dimensions:** Approx. 4.5m (length) × 2m (width) × 1m (height)

**Foundations:** Concrete base included across all contractor options

Proposed materials:

- Brick (with optional curved edges and reinforcement)
- Timber Sleepers (treated and stacked upright)



## 4. FINANCIAL IMPLICATIONS

4.1 Funding to be met from EMR 9015 – Public Realm Projects. Balance as of 05/06/2025 £48,903.31.

### 4.1 Option One

CONTRACTOR	SPECIFICATION	COST	NOTES
<b>Contractor A</b> <i>(Preferred)</i>	Brick planters with curved edges, concrete base, waterproof lining, includes planting	£5,218.00	For the brick planter this includes all a membrane for it to become a planter. This is due to the nature of the contractor being a specialist in planting Includes soil and planting labour
	Timber sleeper planters with coping top and planting included	£3,929.00	

<b>Contractor B</b>	Brickwork only, basic square design, no planting or maintenance	£4,619.00	This contractor specialises in building works
<b>Contractor C</b>	Sleepers done by a local landscaping company	Timber £3,091.00 Soil extra	This will supply soil but not plants for the planters

## 4.2 Alternative Options

### **Option 2 – Use Pre-Built Modular Planters (e.g., Greenacre Style)**

- Smaller, ready-made planters like those outside Greenacre Centre
- Estimated cost: £1,000 for two, plus £100 for planting.
- Visually modest, with less impact and shorter lifespan

### **Option 3 – Leave As Is**

- No financial impact
- No improvement to appearance at this key town entrance

## 5. IMPLICATIONS

Strategic Plan:	Improvement of Public Realm
Risk management: maintenance	Risk of theft of plants, plants not taking root due to poor
Legal: from Highways	Need to ascertain that the Town Council has a planting license
Resources/Stakeholders:	Grounds Maintenance contractor
Financial Implications	To be met from Public Realm EMR
Contracts/Procurements:	Would need to be added to GM contract
Crime and Disorder:	N/A
Biodiversity and environment:	Depending on plants chosen, would help pollinators
Equalities:	N/A
Residents Impact Assessment:	Residents Impact Consultation has been completed
Sustainability/Climate Impact:	Members may want to consider sustainable planting.
Data Protection and Privacy:	N/A

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM**

**DATE: 11 JUNE 2025**

**OFFICER RESPONSIBLE: CHARLIE ALLAN, OPEN SPACES OFFICER**

**SUBJECT: PITCH MAINTENANCE CONTRACT**

### **1. PURPOSE OF THE REPORT**

- 1.1 This report proposing entering into a contract for the maintenance of grass pitches across council-managed sports sites. The report outlines the current approach, presents three quotations received for a structured 3-year programme, and offers a recommendation based on cost and value.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the quotes listed below and resolve to appoint a contractor for the next three years of pitch maintenance.

### **3. BACKGROUND**

- 3.1 The Grass Pitch Maintenance Fund is a Football Foundation initiative aimed at improving the quality of grass pitches through consistent maintenance, as guided by PitchPower assessments. To qualify for funding, the applying organisation must commit to a maintenance plan aligned with Football Foundation standards.
- 3.2 The Town Council was awarded funding in October 2023. It was awarded on a three-year basis, with a sliding scale of contribution from the FA and an increased contribution from the Town Council.
- 3.3 The previous reports on this item can be found  
Public Realm 13/11/2024 [6.5 Pitch Power Reports.docx](#)
- 3.4 Currently, Stotfold Town Council carries out pitch maintenance on a responsive basis, engaging contractors for specific tasks such as slitting, fertilising, and overseeding when issues arise. This approach, while functional, isn't cost effective and will affect us in the change on market due to inflation.

### **4. QUOTES RECEIVED**

#### **a) Contractor A**

Current Supplier who has been very helpful and easy to work has quoted an annual cost of **£41,347.92**

#### **b) Contractor B**

Contractor B was asked to quote a fixed price but said they couldn't as they have to adjust for inflation

Year one: £60,966.79  
Year two: £63,405.46  
Year three: £65,941.68

c) **Contractor C**

Contractor C is a new contractor to the council and hasn't done any works with us this is also not a fixed price quoted **£52,279.50**.

- 4.2 Whilst all contractors were given the same specification list and were asked for a fixed rate, Contractor B said it was impossible to have a fixed rate due inflation and not something they could offer. Their prices differ year on year.

Item	Contractor A	Contractor B	Contractor C
Annual Cost	£41,347.92	£60,966.79	£52,279.50
Total Over 3 Years	£124,043.76	£190,313.93	£190,313.93
Pricing Structure	Fixed for 3 years	Year 2 & 3 subject to inflation	subject to inflation
PitchPower Inspections	Included	Included	Included

- 4.3 See Appendix A below for more information on the costs of the PitchPower funding and the Council's liability.

## 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Provision of safe sport surfaces, reputational risk management
Legals:	Local Government (Miscellaneous Provisions) Act 1976, Public Contracts Regulations (PCR) 2015
Resources/Stakeholder:	Officer/Contractor
Contracts/Finance:	Contractor appointed, and budget identified annually
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	Reduced reliance on spraying herbicide to comply with Biodiversity Duty.

## Appendix A - From Report 13/11/2024

<b>Arlesey Road</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Total</b>
Maintenance Cost	£9652	£9,652	£9,280	£9,280	£8,905	£8,905	£55,680
Foundation grant	£9652	£9652	£6,436	£6,436	£3,218	£3,218	£38,612
STC Contribution	£0	£0	£2,844	£2,844	£5,688	£5,688	£17,068
<b>The Green</b>							
Maintenance Cost	£532	£532	£356	£356	£178	£178	£2,132
Foundation grant	£532	£532	£356	£356	£178	£178	£2,134
STC Contribution	£0	£0	£0	£0	£0	£0	£0
<b>Hitchin Road</b>							
Maintenance Cost	£800	£800	£534	£534	£266	£266	£3,200
Foundation grant	£800	£800	£534	£534	£266	£266	£3,200
STC Contribution	£0	£0	£0	£0	£0	£0	£0
<b>Riverside</b>							
Cost	£800	£800	£534	£534	£266	£266	£3,200
Foundation grant	£800	£800	£534	£534	£266	£266	£3,200
STC Contribution	£0	£0	£0	£0	£0	£0	£0

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE: PUBLIC REALM COMMITTEE**

**DATE: 11 JUNE 2025**

**OFFICER RESPONSIBLE: CHARLIE ALLAN, OPEN SPACES OFFICER**

**SUBJECT: WATER FOUNTAIN AT GREENACRE CENTRE**

### **1. SUMMARY**

This report is to inform members of newly obtained details regarding the proposed outdoor water cooler rental and to invite councillors to review and confirm whether they wish to proceed under the updated terms.

### **2. RECOMMENDATION**

2.1 Members are now asked to

- a) Reconsider the original decision with the options stated below and chose a preferred option.
- b) Delegate the installation costs to the Town Clerk, not exceeding £750.00

### **3. BACKGROUND**

3.1 The Council has previously discussed the installation of an outdoor water cooler unit for public use. Initial discussions were based on general rental costs and practical benefits to the community, including increased access to free drinking water and encouraging environmentally responsible behaviour.

3.2 It has now come to light that the rental agreement for the outdoor water cooler would commit the Council to a four-year fixed term. Under this arrangement:

- The total cost over four years would be approximately £2,100.
- This equates to £550 per year.

3.3 At the end of the four years, the unit would not be owned by the Council; it would remain the property of the supplier. This information represents a more binding and long-term financial commitment than originally anticipated. This information was never communicated until we were ready to go ahead with the works.

3.4 There is therefore enough new information to bring this decision back to this committee.

### **4. OPTIONS**

#### **4.1 OPTION 1**

The supplier is offering the unit at a rental rate of £9.99 per week, but this is subject to a fixed four-year contract. Over the full term, this would total **£2,077.92**. It is important to note that at the end of the four-year period, the unit would not be owned by the Council; it would remain the property of the supplier.



## 4.2 OPTION 2



The proposed outdoor drinking fountain unit, as pictured, is available at a cost of £899 plus a fee of £15.00 for delivery. This price is for the supply only and does not include installation. The Town Council already has an approved and reliable contractor. A full quote for installation would be obtained separately before proceeding.

## 4.3 OPTION 3



An alternative option to the standard outdoor drinking fountain is a wall-mounted bottle refill unit, as pictured above. The purchase cost of this unit is £2,589.00 free delivery (supply only). A full quote for installation would be obtained separately before proceeding. This unit can be rented but can only be rented for 3 years at a cost of £30.00 a week over the course of the three years this will end up costing £4,680.00

#### 4.4 OPTION 4



This unit costs £ 2,469.00 + £ 36.00 Delivery fee

An additional option identified is the Elkay combined drinking and bottle refill station (pictured above). This unit offers both a traditional bubbler and a hands-free bottle filling feature, making it suitable for a variety of users and encouraging the use of reusable bottles. It includes a filter system, digital bottle counter, and is finished in durable stainless steel. Unlike the others this unit supplies both water bottle filling and drinking units.

#### 5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management	Legionella testing
Legals:	n/a
Resources/Stakeholders:	Town Rangers
Contracts/Financial:	Open Space Maintenance Budget
Crime & Disorder:	May be subject to vandalism
Equalities:	n/a
Biodiversity:	Low risk to biodiversity impact

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** PUBLIC REALM

**MEETING DATE:** 11 JUNE 2025

**REPORTING OFFICER:** EMMA PAYNE, TOWN CLERK

**REPORT TITLE:** TEASEL SERVICE LEVEL AGREEMENT

### **1. PURPOSE OF THE REPORT**

- 1.1 To seek approval to formalise the existing informal agreement between the Town Council and the TEASEL environmental group through a Service Level Agreement (SLA).

### **2. RECOMMENDATION**

- 2.1 Members are asked to resolve that:
- a) The Public Realm Committee approves the drafting and signing of a Service Level Agreement with TEASAL.
  - b) The Town Council continues to contribute 50% towards TEASAL's public liability insurance (PLI) costs, subject to the terms in the SLA.
  - c) TEASAL will be required to liaise with the Public Realm Manager when undertaking work on Town Council land.
  - d) TEASAL will provide s a copy of their current PLI certificate annually as a condition of funding.

### **3. BACKGROUND**

- 3.1 TEASAL is a volunteer-led environmental group associated with The Mill, actively involved in activities at the nature reserve such as tree planting, strimming, and minor conservation works. They occasionally undertake such works on land owned or managed by the Town Council.
- 3.2 An informal understanding has been in place whereby the Council contributes 50% of TEASAL's insurance costs. This arrangement has never been formalised, and there is currently no structured framework governing how and when TEASAL operate on Town Council land.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The Town Council currently contributes 50% of the public liability insurance costs incurred by TEASAL. For transparency and audit purposes, TEASAL will be required to submit a receipt or invoice and proof of current PLI before reimbursement.

- 4.2 There was no invoice submitted during 2024/25. The cost of insurance for February 2024-February 2025 is £596.27 so a 50% contribution would be £298.13.
- 4.2 The cost will be met from an EMR for TEASAL which has a balance of £450.00

## 5. IMPLICATIONS

Strategic Plan	e.g. alignment with council priorities
Risk management	A formal SLA will help manage liabilities and clarify responsibilities.
Legal	Clarifies roles and obligations; ensures due diligence.
Resources/Stakeholders	Officers, TEASAL
Financial Implications	Ongoing commitment to part-fund insurance.
Contracts/Procurements	Not applicable
Crime and Disorder	Indirect positive impact through improved public realm.
Biodiversity and environment	Positive contribution towards environmental initiatives.
Equalities	Nothing identified
Residents Impact Assessment	Improved community spaces, local engagement and volunteering opportunities
Sustainability/Climate Impact	Improved sustainability
Data Protection and Privacy	No personal data held

## **PROPOSED SERVICE LEVEL AGREEMENT**

**Between:** *Stotfold Town Council*

**And:** *Teasel Environmental Group*

### **1. Introduction**

This agreement outlines the mutual understanding between Stotfold Town Council and Teasel regarding activities undertaken by Teasel on Town Council-owned land.

### **2. Purpose**

Promoting collaborative environmental work that enhances community spaces while ensuring health, safety, and liability standards are met.

### **3. Duration**

This agreement is valid from [Insert Start Date] to [Insert End Date], with an annual review by both parties.

### **4. Roles and Responsibilities**

#### **Teasel shall:**

- a) Notify and liaise with the Public Realm Manager prior to undertaking any works on Town Council land.
- b) Provide an annual copy of their Public Liability Insurance (PLI) certificate.
- c) Submit proof of payment of PLI for 50% reimbursement.
- d) Carry out works safely and in accordance with best practices.
- e) Ensure all volunteers are appropriately briefed and supervised.

#### **Stotfold Town Council shall:**

- a) Reimburse 50% of Teasel's public liability insurance costs, subject to provision of documentation.
- b) Provide liaison support via the Public Realm Manager.
- c) Permit Teasel to undertake minor environmental works on Council land, with prior agreement.

### **5. Insurance**

Teasel must maintain valid PLI at all times during the agreement period. The Council's contribution is conditional on annual proof of insurance and payment.

### **6. Dispute Resolution**

Any disputes arising shall be addressed in the first instance by the Public Realm Manager. If unresolved, the matter will be escalated to the Town Clerk and Chair of the Public Realm Committee.

## **7. Termination**

This agreement may be terminated by either party with one month's written notice.

### **Signed:**

For Stotfold Town Council: \_\_\_\_\_ Date: \_\_\_\_\_

For Teasel Environmental Group: \_\_\_\_\_ Date: \_\_\_\_\_

## STOTFOLD TOWN COUNCIL

## DELEGATED DECISIONS REPORT

Decision Date	Responsible Committee	Contractor/Service Provider	Reason/Authority	Financial Implication	PO Number	Date Reported to Committee
09/04/2025	Public Realm	Jim Caddy Tree Works	Tree works	£1,500.00	25.166	11/06/2025
22/04/2025	Public Realm	Wilstead Haulgagage Ltd	Skip	£300.00	25.177	11/06/2025
			New lantern & photocells (S3 The Avenue & S18A Norton Road)	£693.00	25.179	11/06/2025
23/04/2025	Public Realm	Sparkx				
29/04/2025	Public Realm	Gilks Fencing	Replacement fence at culvert	£581.92	25.200	11/06/2025
30/04/2025	Public Realm	C&D Farms	Rent for skip storage	£100.00	25.202	11/06/2025
			Grounds maintenance -			
02/05/2025	Public Realm	AA Sherriff	Greenacre	£259.78	25.207	11/06/2025
			Grounds maintenance - Arlesey Road			
02/05/2025	Public Realm	AA Sherriff		£1,073.82	25.208	11/06/2025
			Grounds Maintenance - The Green			
02/05/2025	Public Realm	AA Sherriff		£194.40	25.210	11/06/2025
09/05/2025	Public Realm	Jack Poulton	Remove waste allotment NR	£450.00	25.218	11/06/2025
			Emergency call out Riverside MUGA			
15/05/2025	Public Realm	SparkX		£538.00	25.226	11/06/2025
19/05/2025	Public Realm	Wilsted Skip	Skip hire	£300.00	25.229	11/06/2025
27/05/2025	Public Realm	C&D Farms	Rent for skip storage	£100.00	25.248	11/06/2025
27/05/2025	Public Realm	CW Plant Hire	Generator hire	£114.75	25.249	11/06/2025
03/06/2025	Public Realm	SparkX	Streetlight repairs various	£727.00	25.258	11/06/2025

PUBLIC REALM COMMITTEE WORK PROGRAMME 2025-26

Meeting Date	Agenda Publication Date	Agenda Item	Description	Responsible Officer	Report Deadline
09/07/2025	03/07/2025	Allotment Competition	To agree judges and criteria for allotment competitions	Cemetery & Allotments Officer	30/06/2025
		ASB	Monitoring ASB at the Memorial Hall	Public Realm Manager	
				Open Spaces Officer	
		Refreshing of Greenacre Open Space Borders	To consider a report for replanting around the town	Open Spaces Officer	
		Tree Planting Funding Application	Options for tree planting areas - National Rail	Town Clerk/Public Realm Manager	
		Use of S106 Funding at Arlesey Road	To consider future use of S106 funding at Arlesey Road including additional benches	Town Clerk	
		Q1 Review	To receive the income and expenditure for this committee in Q1		
10/09/2025	04/09/2025	Riverside Outdoor BBQ	To consider installing an outdoor BBQ area at Riverside	Public Realm Manager	01/09/2025
		Tree Management Plans - Zoning	To receive a report with areas to be identified as High, Medium and Low Risk	Open Spaces Officer	
		Letters to Heaven	To consider installing a 'Letters to Heaven' Postbox at the Cemetery	Cemetery & Allotments Officer	
		Planting at GAC	Replanting the large area out the back, the entrance to GAC car park etc	Open Spaces Officer	
15/10/2025	09/10/2025	Street Lighting Contract	To consider the specification for the street lighting contract, which expires on 31 March 2026	Public Realm Manager	06/09/2025