

STOTFOLD TOWN COUNCIL

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



07 November 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 **Stotfold Council Chamber, Greenacre Centre, Valerian Way, Stotfold, SG5 4HG** on **13 November 2024 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).



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

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

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Members.

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

3. PUBLIC SECTION

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

4. MINUTES OF THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Public Realm Committee meeting held on 16th October 2024 are a correct record.

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

6. REPORTS

To consider the following reports:

6.1 Street Lights Repairs

To receive a report on potential street light upgrades and repairs

6.2 Notice Boards

To receive a report with final costings and supplier recommendations for this project.

6.3 Snow Angels

To receive a proposal to set up a community initiative to assist during periods of bad weather.

6.4 Law Commission - Cemetery and Burial Consultation

To consider a Town Council response to this consultation.

6.5 Pitch Power Inspections

To note the report from the Facilities Officer and inspection reports.

7. HIGHWAYS REPORT

To receive a report from Cllr Smith.

8. WORK PROGRAMME

To receive the work programme.

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

10. DATE OF NEXT MEETING

Wednesday 11th December 2024.



MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 16 OCTOBER 2024 AT 19:00

Present:

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

In Attendance:

Cllr J Bendell
Cllr L Miller

Also Present:

E. Payne – Town Clerk
A. Leadbeater – Public Realm Manager

1. APOLOGIES FOR ABSENCE

All Members of the Committee were present.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

Item 5.3 - Cllr Saunders declared a personal, non-pecuniary interest as a member of Stotfold Football Club.

3. PUBLIC SECTION

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

- 4.1 Item 6.11 noted that the heading referred to “Millennium Green”, but the text referred to “The Green”. The minutes were amended reflect that item a) referred to approved use of Millennium Green and item b referred to delegated future decisions related to use of the Millennium Green **and** The Green. It was **RESOLVED** that:

The amended Minutes of the Public Realm Committee Meeting held on 11th September 2024 were adopted as a true record of the meeting.

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

5.1 Tree at Risk: Maple on Hallworth Drive

The Clerk updated the Committee that he has been informed that the tree longer exists on this site as it has been removed by Grand Union Housing.

5.2 Antisocial Behaviour: The Memorial Hall

Two incidents of ASB were reported to the Town Council, including one incident of assault. Additional security patrols have been arranged for evenings between 18 to 20 October and 25 to 27 October 2024 using funding reallocated from a previous security patrol at Riverside.



5.3 Football Club request to use the Arlesey Road Recreation Ground

The Football Club submitted a written request to use the Arlesey Road recreation ground as overflow parking for a Fireworks event on 5 November 2024.

Members noted that the Football Club should have a risk assessment submitted with the CBC Safety Advisory Group, which should clarify marshalling requirements for the event. The Clerk has written to the Football Club to advise them of the need for the safety risk assessment related to the use of the ground.

Cllr Brian Saunders declared an interest in this item.

5.4 Riverside Dog Steps

The Town Council is waiting for approval from the Internal Drainage Board related to installation of the dog steps. The contractor has advised that if they proceed with the car park works and does the dog steps later, this will result in a 15% price increase due to having to hire equipment twice. Officers are progressing the matter.

6. REPORTS TO COMMITTEE

6.1 Tree Survey

Members considered quotations to undertake a Tree Survey in accordance with the newly adopted Tree Policy. It was **RESOLVED** to:

Accept the Quote for a Tree Survey from RGS Arboriculture Consultants at a cost of £2,2380 + VAT.

Cllr Talbot requested a review of the trees at the back of Thatch Cottage towards the Bowls Club.

6.2 Parking on verges and pavements

Members received a verbal report from Cllrs Anderson, Bendell & Miller regarding parking on verges & pavements. Cllr Miller noted that there were a number of vehicles parked on verges on The Avenue, Hitchin Road, Common Road, Meadow Way and near Vaughan Road where the verges would benefit from being converted into off-street parking.

It was **RESOLVED** to:

Write to CBC to inform them of the persistent problem of parking on verges and to ask for remedial action.

6.3 Open Space Hiring Policy

Members reviewed the draft Policy on future bookings of open spaces.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

The Open Space Hiring Policy is adopted.



6.4 Ranger Facilities and Relocation

Members reviewed a report for a proposed new location for the Rangers' and Public Realm tools and materials.

Members noted other potential options could be Mill Lane's Ark Development, Wrayfields and Fen End. It was **RESOLVED** that:

The Public Realm Manager will investigate additional sites and business rates and bring this matter back to another Public Realm Committee Meeting.

6.5 Memorials Policy

Members reviewed the Policy for memorials including benches, trees and memorial stones. Cllr Hyde asked for the Policy to be updated to note that the Town Council only plants Irish Yew trees (*Taxus Baccata Fastigiata*), at the cemetery, because they grow straight and have a limited crown width which is important to note in the Policy.

Subject to including the name *Taxus Baccata Fastigiata* as the approved Yew tree amendment, it was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

The Memorials Policy is adopted.

6.6 Location of Bench in Upper Garden of Rest

Members considered the location of a bench at the Upper Garden of Rest. It was **RESOLVED** that:

Benches can be installed in the cutout areas in the walled Garden of Rest.

6.7 Exhumation Document and Costings

Members considered the report and costings for exhumations. It was **RESOLVED TO RECOMMEND TO FULL COUNCIL** that:

- a) ***The Exhumation Policy and Procedure is adopted by Full Council.***
- b) ***To implement the charge of £350 for exhumation fees.***

6.8 Allotment Task and Finish Group

Members reviewed the outcomes of the Task & Finish Group meetings. A number of changes were made to the documentation, including the implementation of handbook with regulations for each site. It was **RESOLVED** to:

Implement the updated allotment documentation.

6.9 Beekeeping at Norton Road on Allotments

Members considered a request to keep bees at Norton Road allotments and a policy for their management. Cllrs Hayes and Hyde wished to note that the Common Road allotments already have a no-bees policy. It was **RESOLVED to RECOMMEND TO FULL COUNCIL** that:

The Beekeeping Policy for Norton Road Allotments is adopted.



6.10 Allotment Toilets

The Town Clerk advised the meeting that the funding application had not been successful, and this item will be included in a future Public Realm Committee meeting.

7. HIGHWAYS REPORT

Cllr Jon Smith updated Members on highways matters across Stotfold and Fix My Street reports.

8. WORK PROGRAMME

The Town Clerk provided a verbal update on the Work Programme.

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

9.1 Street Lighting

Members discussed a number of street light issues across Stotfold.

9.2 Town Centre Planters

Cllr Hyde complimented the planters on the High Street following the completion of winter planting.

10. DATE OF NEXT MEETING

This was corrected to Wednesday 13th November 2024.

11. CONFIDENTIAL ITEMS

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.

11.1. Prince Charles Fence

Members considered a report on the joint liability of fencing. It was **RESOLVED** to:

- a) Note the legal advice;**
- b) Write to affected property owners regarding joint liability.**

The meeting closed at 20:40.

SIGNED BY CHAIRMAN:

MINUTES APPROVED (date):

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM MEETING

DATE: 13 NOVEMBER 2024

OFFICER RESPONSIBLE: ADAM LEADBEATER, PUBLIC REALM MANAGER

SUBJECT: STREET LIGHTING UPGRADE

1. SUMMARY

1.1 Following a recent survey conducted by our electrical street lighting contractor, we have identified a substantial number of outdated and inefficient streetlamps. This report outlines the specific locations of these lamps and provides the costs associated with their replacement.

2. RECOMMENDATION

2.1 Members are asked to consider the option to upgrade all or part of the outdated street lighting to LED.

3. BACKGROUND

3.1 Purpose and Goals

Upgrading street lighting to LED provides considerable economic, environmental, and social benefits. LEDs are highly energy-efficient, consuming much less power than traditional lighting, which results in substantial savings in both energy and maintenance over time. Environmentally, LEDs emit lower levels of carbon and generate less waste due to their long lifespan, making them a more sustainable choice. They also provide clearer, brighter, and more uniform lighting, enhancing visibility for both drivers and pedestrians and thereby improving public safety.

In addition to their longevity, LEDs are durable and resilient to weather, reducing the need for frequent replacements. Their flexibility in brightness control supports smart living initiatives, allowing remote adjustments based on traffic, time, or weather conditions to optimise energy use. Moreover, LEDs are designed to reduce light pollution by minimising light spill, which would improve the quality of life in those parts of Stotfold who currently have older lamps and help preserve the night sky. Overall, transitioning to LED street lighting is a sustainable and cost-effective choice that aligns with energy conservation and public safety objectives.

3.2 Summary of attached Spreadsheet:

Type	Quantity of Columns
Upgrade to LED	175
Repair and Upgrade to LED	9

3.3 Switching from a traditional high-pressure sodium (SON) streetlamp to an LED generally offers energy savings of around **50-70%**. SON lamps typically consume more energy, as they require more power to produce the same level of brightness compared to LEDs. Additionally, LEDs are more efficient at directing light where it is needed, reducing energy wastage further. This means that, depending on the specific setup and usage patterns, Stotfold Town Council can significantly reduce their electricity consumption and associated costs by making the switch to LED street lighting.

4. FINANCIAL

- 4.1 The most recent quote to complete all the upgrades is £57,549.00. The budget remaining for FY 2024-2025 is £15,288. There is an EMR of £54,890.
- 4.2 The full financial breakdown for the works is detailed in the attached quote from Sparks Electrical. This will require updating if the works are agreed in principle due to its expiry date of 31st October. The quote will also require rework if we look to break up the work to spread the cost.

5. IMPLICATIONS

Strategic Plan:	Improving the environment of Stotfold
Risk Management:	Financial risk balanced against payback and repairs.
Legals:	N/A
Resources/Stakeholder:	STC & Community
Contracts/Finance:	Budget verses short term expenditure
Crime & Disorder:	Better lighting is proven to reduce crime
Equalities:	N/A
Biodiversity:	An environment improvement both in energy and light pollution

<u>Column Identifier</u>	<u>Road Name</u>	<u>Details</u>	<u>Additional Info</u>
S1	Church road	not LED	
S11	Church road	not LED	
S1G	Brooks street to high street	not LED	
S6	Brooks street	not LED	
S5	Brooks street	not LED	
S4	Brooks street	not LED	
S2G	Hyde avenue	not LED	
S3F	Brooks street to high street	not LED	
S2F	Brooks street to high street	not LED	
S2	Brooks street	not LED	
S1	Brook street	not LED	
S1G	Hyde avenue	not LED	
S5G	Highbush road	Tree trim, not LED	
S4G	Highbush road	Tree trim, not LED	
S3G	Highbush road	not LED	
S2G	Highbush road	not LED	
S1G	Highbush road	not LED	
S1f	Hitchin road	not LED	
S21	Hitchin road	not LED	
S22	Hitchin road	not LED	
S20	Hitchin road	not LED	
S19	Hitchin road	not LED	
S18	Hitchin road	not LED	
S17	Hitchin road	not LED	
S15	Hitchin road	not LED	
S13	Hitchin road	not LED	
S12	Hitchin road	not LED	
S10	Hitchin road	not LED	
S4	Hazel grove	not LED	
S2	Hazel grove	not LED	
S1	Hazel grove	not LED	
S2F	Coppice mead	not LED	
S7	Coppice mead	not LED	
S6	Coppice mead	not LED	
S5	Coppice mead	not LED	
S4	Coppice mead	not LED	

S3	Coppice mead	not LED	
S2	Coppice mead	not LED	
S1	Coppice mead	not LED	
S9	Hitchin road	not LED	
S5	Hitchin road	not LED	
S3	Hitchin road	not LED	
S2	Hitchin road	not LED	
S1	Arlesey road	not LED	
S2	Arlesey road	not LED	New Lantern installed (Invoice INV-5803) - TBC this is now LED
S3	Arlesey road	not LED	
S4	Arlesey road	not LED	
S5	Arlesey road	not LED	
S6	Arlesey road	not LED	
S7	Arlesey road	not LED	
S5	The gardens	not working, not LED	Repair and upgrade - New lantern installed (invoice - INV-5803) - TBC this is now LED
S4	The gardens	not LED	
S3	The gardens	not LED	
S2	The gardens	not LED	
S1	The gardens	not LED	
S11	Common road	not LED	
S10		not LED	
S9	Common road	not LED	
S8	Common road	not LED	
S7	Common road	not LED	
S4	Castles close	These have been reported faulty	DNO Fault - Need to check if this has been repaired
S3	Castles close	These have been reported faulty	DNO Fault - Need to check if this has been repaired
S1	Ivel way	These have been reported faulty	DNO Fault - Need to check if this has been repaired
S7	Castles close	not LED	
S1	Castles close	not LED	
S4	Common road	not LED	
S3	Common road	not LED	
S2	Common road	not LED	
S11	Astwick road	not LED	
S10	Astwick road	not LED	
New S8	Astwick road	not working	Repaired - New Lantern installed (Invoice INV-5803) - TBC this is now LED
S6	Astwick road	not LED	
S5	Astwick road	not LED	

S4	Astwick road	not LED	
S3	Astwick road	not LED	
S2	Astwick road	not working, not LED	Repair and upgrade Was repaired in August, but DNO issue reported 26/9/24
S27	The Green	not LED	
S12	The Green	not LED	
S6	The Green	not LED	
S7	Mill lane	not LED - 2 lanterns	
S8	Mill lane	not LED - 2 lanterns	
S6	Mill lane	not LED	
S5	Mill lane	not LED	
S2	Rook tree lane	Tree trim	
S3	Rook tree lane	not LED	
S5	Rook tree lane	not working, not LED	This is a DNO issue once rectified it can be upgraded
S6	Rook tree lane	not LED	
S7	Rook tree lane	not LED	
S11	Rook tree lane	not LED	
S3	Oliver's lane	not LED	
S12	Rook tree lane	not LED	
S13	Rook tree lane	not LED	
S4	Oliver's lane	not LED	
S5	The Green	not LED	
S4	The Green	not LED	
S2	The Green	not LED	
S1	The Green	not LED	
S1C	The Green	not LED - 2 lanterns	
S1A	The Green	not LED - 2 lanterns	
S1B	The Green	not LED	
S2	Oliver's lane	not LED	
S12F	Mowbray crescent	not LED	
S11	Mowbray crescent	not LED	
S10	Mowbray crescent	not LED	
S9	Mowbray crescent	not LED	
S8	Mowbray crescent	not LED	
S7	Mowbray crescent	not LED	
S6F	Mowbray crescent,F/P	not LED	
S5	Mowbray crescent	not LED	
S13f	Mowbray crescent	not LED	

S14F	Mowbray crescent	not LED	
S15f	Mowbray crescent	not LED	
S16f	Mowbray crescent	not LED - 2 lanterns	
S17f	Mowbray crescent	not LED	
S1	Mowbray crescent	not LED	
S7	Trinity road	not LED	
S6	Trinity road	not LED	
S4B	Trinity road	not LED	
S5	Trinity road	Tree trim, not LED	
S4A	Trinity road	not LED	
S4	Trinity road	not working, not LED	DNO Fault - Need to check if this has been repaired
S1	Trinity road	not LED	
S2	Trinity road	not LED	
S3	Trinity road	not LED	
S1	Kingsway	not LED	
S2	Kingsway	not LED	
S3	Kingsway	not LED	
S4	Kingsway	not LED	
S5	Kingsway	not LED	
S13	Trinity road	not LED	
S12	Trinity road	not LED	
S11	Trinity road	not LED	
S10	Trinity road	not LED	
S8	Trinity road	not LED	
S9	Trinity road	not LED	
S12	The avenue	not LED	
S11	The avenue	not LED	
S10	The avenue	not LED	
S9	The avenue	not LED	
S8	The avenue	not LED	
S6	The avenue	not LED	
S7	The avenue	not LED	
S5	The avenue	not LED	
S4	The avenue	not LED	
S3	The avenue	not LED	
S2	The avenue	not LED	
S1	The avenue	not LED	

S5	Church road	not LED	
S1	Oliver's lane	not LED	
S6	Church road	not LED	
S7	Church road	not LED	
S5G	The crofts	not LED	
S4F	The crofts	not LED	
S3F	The crofts	not LED	Reported as not working await repair quote
S2F	The crofts	not LED	
S1F	The crofts	not LED	
S6	Alexander road	not LED	
S5	Alexander road	not LED	
S3	Alexander road	not LED	
S2	Alexander road	not LED	
S8	Church road	not LED	
S9	Church road	not LED	
S10	Church road	not LED	
S3	Church road	not LED	
S2	Church road	not LED	
S12	Church road	not LED	
S14	Church road	not LED	
S15	Church road	not LED	
S16	Church road	not LED	
S17	Church road	not LED	
S2	Murrell lane	not LED	
S18A	Norton road	not LED	
S18B	Norton road	not LED	
S18C	Norton road	not LED	
S18D	Norton road	not LED	
S20	Norton road	not LED	
S21	Norton road	not LED	
S22	Norton road	column has been necked	Subject to an insurance claim - Await instructions from company who damaged the lamppost
S23	Norton road	not LED	
S24	Norton road	not LED	
S25	Norton road	not LED	
S26	Norton road	not LED	
S27	Norton road	not working, not LED	New Lantern Installed (Invoice INV-5803) - TBC this is now LED
S28	Norton road	not LED	

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM MEETING
DATE: 13 NOVEMBER 2024
OFFICER RESPONSIBLE: COLIN ROGERS - PROJECTS OFFICER
SUBJECT: NOTICE BOARDS

1. SUMMARY

1.1 Following the Members providing Officers with instructions as to the preferred sites of the new notice boards, Officers have obtained quotes for replacement notice boards. Members are reminded that the freestanding boards are to be placed at the Green and the Memorial Hall and the wall mounted boards at Norton Road Allotments and Brook Street Toilets.

2. RECOMMENDATION

Members are asked to consider the quotes and sample images and provide instructions as to which boards to purchase

3. BACKGROUND

3.1 Specification given to Officers:

- a) 2 x Stainless Steel noticeboard with double doors hinged on the sides to allow for 2 x 6 A4 sized panels. This would be blue, with the Stotfold Town Council written in white with our logo on the header. With a ball above each post.
- b) 2 x Stainless steel notice boards sized 6 A4 in black with gold writing "Stotfold Town Council" on the header in portrait orientation.

QUOTE A

"1.

2 No. stainless steel noticeboards with municipal frame (freestanding), each at £3,824.55...£7,649.10

- *2-bay, each bay holding 6 x A4 sheets. The 'gold' spheres are no longer available and have been replaced with 'acorn'-shape*
- *Size of cabinet 1615 x 780mm. Finished in blue**

2 No. cast polyurethane headers, with Stotfold shield, each at £1,002.61...£2,005.22 – includes tooling to make the shield

- *each header cast in one piece solid polyurethane, painted blue to match the noticeboards and posts with border and Times New Roman letters in relief, painted white; shield in relief with relief details painted white*

**£203.00 for the blue paint*

SUBTOTAL: £9,857.32

2.

2 No. stainless steel noticeboards, 795 x 780mm, each at £1,502.55...£3,005.10

1-bay holding 6 x A4 sheets. Finished in black. Portrait orientation. Includes fixings for wall mounting

2 No. cast polyurethane headers, each £269.73...£539.46

Header with border and Times New Roman letters in relief, painted gold

SUBTOTAL: £3,544.56

All plus carriage to Stotfold and VAT.”

Total: £13,401.88

Sample Images

Double door freestanding notice board



Wall Mounted Notice Board and Header



Sample Colour for Freestanding Board



QUOTE B

Members, please note that wall mounted notice boards are not available in 6 x A4 so this quote is for 9 x A4

Item	Qty	Ref Code	Description	Unit Price	Total
A	1	ITEM	***** 2-BAY BOARDS *****	£0.00	£0.00
B	2	ITEM	AF30 Multi-Bay Kit for 2 x AF30/6A4 single sided with Decorative 76mm diameter x 2500mm aluminium posts with Ball Finial, Base & Collar, Powder-coated RAL5010 Blue	£1,746.29	£3,492.58
C	4	AF30/6A4/BLUE	AF30 Aluminium Noticeboard 6A4 Side Hinge O/A size 750 wide x 750 high x 30mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL5010 Blue Supplied with 6 x 20mm Magnetic Discs in White (as MD2/AF)	£264.62	£1,058.48
D	2	HEAF30M/DA6B	External Header for AF30 Multi-Double Bay A6 Noticeboards Bow pattern (200mm high) Powder-coated RAL5010 Blue	£137.92	£275.84
E	2	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork provided by client)	£61.50	£123.00
F	38	SLAF	Signwriting for AF headers, Cost per character in vinyl lettering. Stotfold Town Council (x2) Times or Arial font ? White vinyl	£3.28	£124.64

Item	Qty	Ref Code	Description	Unit Price	Total
H	2	AF58/9A4/PG/BLAC K	AF58 Aluminium Noticeboard 9A4 Portrait Side Hinge O/A size 750 wide x 1050 high x 58mm, 4mm Plexichoc Glazing (Back Panel White Internal & Light Grey External) Powder-coated RAL9005 Black Supplied with 9 x 20mm Magnetic Discs in White (as MD2/AF)	£350.95	£701.90
I	2	HEAF58/9A4B/BLA CK	External Header Panel for AF58/9A4 Noticeboard, Bow Pattern, (235mm high) Powder-coated RAL9005 Black	£62.79	£125.58
J	2	LOGOAF/C	Full Colour Logo for AF Board printed on White vinyl (from ready to use artwork to be provided by client)	£61.50	£123.00
K	38	SLAF	Signwriting for AF headers, Cost per character in vinyl lettering. Stotfold Town Council (x2) Times or Arial font ? Gold vinyl	£3.28	£124.64
L	1	DELALL	Carriage all items	£167.09	£167.09
				Sub Total	£6,316.75
				Discount (5%)	£315.84
				Discounted Total	£6,000.93
				VAT	£1,200.18
				TOTAL	£7,201.11

Sample Images

Free Standing Board



Wall Mounted Notice Board – NB although freestanding on image ours will be wall-mounted



AF58/9A4 Aluminium Noticeboard with posts & optional Bow-pattern header panel. Can also be wall or railing mounted.

Sample Colour for Freestanding Board



QUOTE C

Members, please note that the freestanding boards are two 8 x A4 size and the wall mounted board is one 8 x A4 in size

Item	Qty	Pack	Description	Unit Price	Total
A	2	Unit(s)	Cavalier Notice Board - A1 Double Door - Header Board Ready Window Size: 2 x A2 windows - 420mm x 594mm (8 x A4 sheets) Back board: Magnetic Material: Stainless Steel Finish: Powdercoat RAL 5013 Cobalt Blue TBC(other colours available on request)	£2,277.00	£4,554.00
B	2	Unit(s)	Header Board for A1 Double Door Locking Notice Board Size: 1062mm in length Font: Times New Roman (no logos) Material: Cast Aluminium Finish: Powdercoat RAL 5013 Cobalt Blue *TBC (other colours available on request) with single colour highlight	£800.00	£1,600.00
C	2	Units	n-viro disc set in a Cast Ring Size: 90mm diameter Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating	£250.00	£500.00
D	1	Units	Non standard powder for powdercoating in RAL5013 in Satin, Cobalt Blue * RAL Colour Code TBC	£105.00	£105.00
E	2	Unit(s)	Wallmounting Notice Board - A1 Single Door PORTRAIT Window Size: A1 - 594mm x 841mm (8 x A4 sheets) Back board: Magnetic Material: Stainless Steel Finish: Powdercoat RAL 9005 Black (other colours available on request)	£988.00	£1,976.00
F	2	Unit(s)	Header Board for A1 Permanent Information Display PORTRAIT Size: 600mm in length Font: Times New Roman (no logos) Material: Cast Aluminium	£735.00	£1,470.00
			Finish: Powdercoat RAL 9005 Black (other colours available on request) with single colour highlight		
G	2	Units	n-viro disc set in a Cast Ring Size: 90mm diameter Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating	£250.00	£500.00
H	4	Unit(s)	Public access locks for 1no door of noticeboard (2 locks)	£51.00	£204.00
I	1	Units	Standard Delivery Charge to SG5 4HG	£250.00	£250.00
				Sub Total	£11,159.00
				VAT	£2,231.80
				TOTAL	£13,390.80

Sample Images

Freestanding Notice Board



Wall Mounted Notice Board



Example Image of N-viro disc logo



Sample Colour for Freestanding Board



4. FINANCIAL

- 4.1 Members will note that the costs detailed above do not include groundwork or fencing that will need to be installed to allow the new boards to be installed.

4.2 Costs will be met from the Public Realm EMR which currently stands at £53,410.

5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	All notice boards installed on land in the control of the town council
Legals:	Local Government Act 1972, s243
Resources/Stakeholder:	Officer
Contracts/Finance:	EMR
Crime & Disorder:	N/A
Equalities:	N/A
Biodiversity:	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM MEETING

DATE: 13 NOVEMBER 2024

OFFICER RESPONSIBLE: ADAM LEADBEATER, PUBLIC REALM MANAGER

SUBJECT: PROPOSAL FOR SNOW ANGELS SCHEME

1. SUMMARY

- 1.1 A **Community Snow Angels Scheme** is a volunteer-driven initiative that helps clear snow and ice from pavements and sometimes even private paths during winter months. The main goal is to ensure safer and more accessible pathways for residents, particularly those who may struggle with mobility, such as the elderly or disabled. Volunteers, often referred to as "Snow Angels," come together to help shovel snow and spread grit or salt on icy surfaces, reducing the risk of slips and falls.
- 1.2 These schemes are usually coordinated by local councils, community groups, or neighbourhood associations. Volunteers work in teams and are provided with basic tools like shovels, salt, and reflective gear for safety. Besides making areas safer, snow angels programs also help build community spirit by bringing neighbours together to look out for one another during winter weather.

2. RECOMMENDATION

- 2.1 Members are asked to consider the formation of a Snow Angels Community Group.

3. BACKGROUND

3.1 Purpose and Goals

- **Objective:** Assist community members who are unable to clear snow from pavements, driveways, and entrances.
- **Goals:**
 - Ensure safe pavements for everyone.
 - Build community connections and support for vulnerable members.
 - Provide volunteers with a rewarding opportunity to help others.

3.2 Organisational Structure

- **Programme Coordinator:** A central point of contact to oversee volunteer assignments, track requests, and communicate with both volunteers and residents.
- **Team Leaders:** Appoint team leaders for each area who can organise and manage small groups of volunteers.
- **Volunteers:** Community members who are willing and able to shovel snow.

3.3 Eligibility Criteria for Assistance

- Define eligibility for the programme to prioritise those who need it most:
 - Elderly residents (e.g., 65+ years old)

- Residents with disabilities
- Households with health conditions that prevent snow removal
- Encourage residents who identify themselves as eligible, or their family members, to sign up before winter.

3.4 Volunteer Recruitment

- Post sign-up opportunities in community centres, schools, local businesses, and on social media.
- Reach out to community groups, local students, or sports teams who may be interested in volunteering for community service hours.
- Have volunteers register through an online form or contact the coordinator directly.

3.5 Equipment and Safety

- **Shovels and Equipment:** Provide shovels, salt, and gloves for volunteers if possible. Encourage volunteers to bring their own if they have them.
- **Safety Tips:** Offer basic training on snow shovelling safety (e.g., lift with legs, take breaks, stay hydrated).
- **Weather Alerts:** Set up a system to inform volunteers of snow events and when they are needed.

3.6 Volunteer Scheduling and Communication

- **Scheduling:** Assign volunteers specific properties or areas, aiming to keep them close to home.
- **Communication:** Use a group messaging app, email, or a Facebook group to communicate updates, schedules, and snow alerts to volunteers.
- **Backup Volunteers:** Have backup volunteers who can step in if someone cannot make it.

3.7 Recognition and Appreciation

- Recognise volunteer efforts with a small thank-you event or certificates.
- Consider offering local business discounts or incentives for volunteers.
- Publicise the programme's impact with photos and stories in newsletters or on social media to encourage ongoing support.

3.8 Feedback and Improvement

- After winter, gather feedback from volunteers and residents to identify areas for improvement.
- Adjust the programme based on the feedback and consider expansion if the programme is popular.

3.9 Promotion and Community Engagement

- Share programme details through local newsletters, community boards, social media, and word-of-mouth.
- Encourage community members to spread awareness to those who may benefit.

This snow angels programme will not only make the neighbourhood safer but also foster a sense of community and mutual support throughout the winter season.

4. FINANCIAL

- 4.1 Members are asked to consider an administration budget for this scheme along with a contingency for tools and PPE.
- 4.2 The CBC annual allocation of rock salt will help keep the costs of this program manageable. We have a surplus from winter 2023-24, and with the additional 2 tons requested for winter 2024-25, we'll distribute smaller quantities to volunteers. This covers the largest expense of the program.

5. IMPLICATIONS

Strategic Plan:	N/A
Risk Management:	Reduces the risk of isolation in adverse weather conditions.
Legals:	Risk Assessments and structure to agreed.
Resources/Stakeholder:	STC, CBC & Community
Contracts/Finance:	Small tool and administration budget.
Crime & Disorder:	N/A
Equalities:	Helps with inclusivity to those could become isolated.
Biodiversity:	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM COMMITTEE
DATE: 13 NOVEMBER 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: LAW COMMISSION –
CONSULTATION ON CEMETERIES AND BURIALS

1. SUMMARY

- 1.1 The Law Commission is conducting a public consultation to seek views on provisional proposals for reforming burial and cremation laws. The consultation is open until 9 January 2025, with the final recommendations expected by the end of 2025. The aim is to update laws that, in some cases, have not been changed since the 19th century. The current legal framework is outdated and fragmented, particularly around burial space, which is becoming increasingly scarce.

2. RECOMMENDATION

- 2.1 Members are asked to consider a formal response to this consultation.

3. BACKGROUND

3.1 The consultation addresses the following key issues:

- a) Burial Grounds Regulation: The consultation highlights the inconsistent regulations governing burial grounds, including private burial sites, which often lack clear standards for maintaining graves. This has led to a gap in protections for those managing and using these spaces.
- b) Grave Reclamation and Reuse: To address the diminishing availability of burial space, the consultation proposes reforms for reclaiming and reusing graves. While grave reuse has historical precedence, the law currently limits its application. The Law Commission is consulting on whether new provisions should be made to expand these powers and how long a grave should remain undisturbed before it can be reused.
- c) Closed and Disused Burial Grounds: There is a focus on enabling the reuse of closed burial grounds, particularly Church of England churchyards, many of which have been closed for over a century. The Commission also explores how to allow development on disused burial grounds under proper safeguards.
- d) Cremation: The report identifies several issues within cremation laws. This includes addressing the large number of uncollected ashes held by funeral directors and concerns about pacemakers removed before cremation. The Commission also considers repealing outdated distance requirements for constructing crematoria in relation to homes and public highways.

- 3.2** The paper also discusses faith and cultural perspectives on burial and cremation, acknowledging how different practices influence the application of the law. Other areas

include rights and obligations related to funerals and proposals to standardize the issuance of burial and memorial rights across different types of cemeteries.

- 3.3 The public is encouraged to respond to the consultation, which will shape the final recommendations. The aim is to create a more modern, consistent legal framework that addresses the practical and cultural needs of burial and cremation, while ensuring adequate space and respectful treatment of graves.
- 3.4 The full consultation document can be found at: [Burial and Cremation - Law Commission](#)
- 3.5 There is also a summary document:
[Law Commission – Burial and Cremation: Summary of the Consultation Paper](#)
- 3.6 The link to the consultation document can be found at:
<https://consult.justice.gov.uk/law-commission/burial-and-cremation/consultation>

5. IMPLICATIONS

Strategic Plan:	Provision of burial ground
Risk Management	Risk of running out of space
Legals	Various statutes
Resources/Stakeholders	Officer
Contracts/Financials	No financial
Crime & Disorder	N/A
Equalities	N/A
Biodiversity	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: PUBLIC REALM MEETING

DATE: 13 NOVEMBER 2024

OFFICER RESPONSIBLE: JEANETTE EVERITT – FACILITIES OFFICER

SUBJECT: PITCH POWER - PITCH INSPECTION REPORTS

1. SUMMARY

Our latest Pitch Power inspections were completed in October 2024 by our contractor AA Sherriff & Sons.

2. RECOMMENDATION

Members are asked to review the reports for each site comparing the inspection completed in October 2023, April 2024, and October 2024 to see the impacts of the works carried out on the pitches.

3. BACKGROUND

3.1 Members to note each pitch has shown improvements except for The Green, please note however that The Green's inspection was completed 8 days after a hirer had vacated.

3.2 Members should note the impact to The Green and its development under the Pitch Power scheme against the desire to hire this space to the community.

3.3. The following inspection reports are attached for October 2023, April 2024 and October 2024:

- Arlesey Rd Playing Fields
- Hitchin Road Recreation Ground
- Riverside Playing Fields
- The Green

4. FINANCIAL

4.1 Members are asked to note the report considered by this committee by this committee 5 June 2024

4.2 To date costs incurred and projected costs are as follows:

Year 1 – 2023/24	Arlesey Rd	The Green	Hitchin Rd	Riverside
Pitch Power recommended cost	£15,080.00	£1635.00	£3375.00	£2227.00
Pitch Power grant	-£9,652.00*	-£532.00	-£800.00	-£800.00
Net cost to STC	£5,428.00	£1,103.00	£2,575.00	£1,427.00

Arlesey Road	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
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
The Green							
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
Hitchin Road							
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
Riverside							
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

4.2 Members are asked to note that a new income and cost centre have been set up under 27 – Open Spaces showing grant received and expenditure incurred:

<u>27 Open Spaces</u>							
2005	Income - Open Space Other	7,307	7,828	7,000	(828)		111.8%
2012	Income - Football Pitch Grant	0	11,784	0	(11,784)		0.0%
	Open Spaces :- Income	7,307	19,612	7,000	(12,612)	280.2%	0
203	Electricity	57	0	0	0	0	0.0%
205	Legal Fees / ROSPA	440	600	3,500	2,900	2,900	17.1%
206	Maintenance and Repairs	34,353	17,319	30,000	12,681	12,681	57.7%
207	Grass Cutting Contract	42,674	0	5,000	5,000	5,000	0.0%
209	Lease Costs	0	0	300	300	300	0.0%
211	River Ivel Drainage	50	10	20	10	10	50.0%
212	Skip Hire	6,940	3,450	7,000	3,550	3,550	49.3%
213	Subscriptions/Licences	0	36	250	214	214	14.4%
223	Teasel /Centenery Wood	1,789	0	1,500	1,500	1,500	0.0%
225	Water Meter - The Green	77	35	70	35	35	49.7%
237	Floral Planting	0	0	3,000	3,000	3,000	0.0%
238	Pitchpower Expense	0	23,754	0	(23,754)	(23,754)	0.0%
	Open Spaces :- Indirect Expenditure	86,379	45,205	50,640	5,435	0	89.3%
	Net Income over Expenditure	(79,072)	(25,592)	(43,640)	(18,048)		

5. IMPLICATIONS

Strategic Plan:	Providing excellent recreational facilities
Risk Management:	Budget to be in place to meet the decrease in grant funding.
Legals:	Local Government (Miscellaneous Provisions) Act 1976
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

PUBLIC REALM COMMITTEE WORK PROGRAMME 2024-2025

Meeting Date	Agenda Item	Description	Officer
13/11/2024	Street Light Repairs	Sparkx upgrade report with quote.	Public Realm Manager
	Notice Boards	Final costing report and supplier appointment for the notice boards.	Project Officer
	Snow Angels	Report on community group to undertake snow clearance.	Public Realm Manager
	Law Commission - Cemetery & Burial Consultation	To consider this Committee's response to this consultation.	Town Clerk
	Pitch Power Inspections	For information.	Facilities Officer
11/12/2024	Drinking Fountain at Greenacre Centre	Additional quotes following report in Sept 24.	Public Realm Manager
	Lone Working and vehicle tracking	To receive a report on lone working and vehicle tracking devices.	Project Officer
	Rangers Location Update	Update Report on the relocation of Rangers.	Public Realm Manager
	Stotfold Football Club - ASB Dogs	To receive a report on dog fouling and off-lead dogs at Arlesey Road following a meeting with the Football Club.	Town Clerk
	Street Lighting additions	Request for additional street lighting from Cllr Cooper.	Project Officer
05/02/2025	Environmental Policy Task & Finish Group	To consider a proposal to implement an Environmental Policy Task & Finish Group (deferred for 3 months from 2024.07.03).	Public Realm Manager
	GAC Planters and bins	To receive a report on a proposal for new planters and bins at GAC.	Public Realm Officer

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