



**MINUTES OF THE MEETING OF PUBLIC REALM COMMITTEE HELD IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON WEDNESDAY 11 JUNE 2025 AT 19:00**

**Present:**

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

**Also Present:**

E Payne, Town Clerk  
S Riley, Public Realm Manager  
C Allan, Open Spaces Officer  
R Smith, Resident

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**1. APOLOGIES FOR ABSENCE**

All Members were present.

**2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair for the Public Realm Committee for the year 2025-2026. Councillor Anderson was nominated and seconded, and with no other nominations, the motion was put to a vote.

**Decision:** It was **RESOLVED** that **Councillor Anderson was elected as Vice Chair for the Public Realm Committee for the year 2025-2026.**

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

Cllr Hyde declared an interest in item 7.2 Town Ranger Relocation as a member of the farming co-operative who rented the barn in question from CBC. She took no part in the discussion or vote.

***Standing Orders were suspended.***

**4. PUBLIC SECTION**

A resident repeated their concerns about the location of a notice board on The Green, which was directly opposite their house. They requested that the notice board be relocated to its original position. The resident emphasised the inconvenience and visual disturbance caused by the current placement. The Chair thanked the resident for their input and assured them that the matter would be addressed later in the meeting.

***Standing Orders were reinstated.***

**5. MINUTES OF THE PREVIOUS MEETING**

Members received the were asked to approve the minutes of the Public Realm Committee meeting held on 16th April 2025.



**Decision:** It was **RESOLVED** to adopt the minutes of the Public Realm Committee meeting held on 16th April 2025 as an accurate record of the meeting.

**6. CLERK'S REPORT**

The Clerk provided updates on ongoing projects, including the installation of dog steps and car park works. It was noted that the contractor for these projects would not be available until March 2026. Members discussed whether to wait for this contractor or seek alternative quotes. It was decided to revisit the tender list and consider other suppliers to avoid delays. Additionally, updates were provided on various maintenance tasks, including the removal of a broken sundial at the cemetery and noise complaints at Riverside.

**Decision:** It was **RESOLVED** to revisit the tender list for the car park at Riverside and consider other suppliers to avoid delays in ongoing projects.

**7. REPORTS**

**Decision:** It was **RESOLVED** to move item 7.2 Relocation of Notice Board to this point in the meeting.

**7.1. Relocation of Notice Board**

Members received a report on the relocation of the notice board on The Green. Several proposals were considered, including moving the board back to its original position and addressing hedge removal. Ultimately, the decision was made to relocate the notice board to a position that serves more people and is less intrusive to residents.

**Decision:** It was **RESOLVED** to relocate the noticeboard to option B in the report opposite the Coach and Horses.

**Action:** Projects Officer to arrange relocation of notice board

**7.2. Town Ranger Relocation**

Members discussed the relocation of the Town Rangers, with proposed locations discussed. It was noted that the welfare facilities could be hired or purchased, with various cost options presented.

**Decision:** It was **RESOLVED** to proceed with Option 2 in the report, relocation to the Barn with the hire of welfare facilities, all costs to be met from 27/241 Ranger Welfare.

**Action:** Town Clerk to arrange for a lease for the Barn

**Action:** Public Realm Manager to arrange hire of welfare facilities and relocation of Town Rangers at a convenient date.

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

Members discussed the purchase and relocation of vehicle activated signs. It was decided to purchase a new sign and relocate the existing ones as needed.

**Decision:** It was **RESOLVED** to purchase a new vehicle activated sign as outlined in the report as Quote 1 from Elan, at a cost of £2,500 plus installation costs to be met from Street Lighting Budget 22/2026 and relocate the existing ones as needed.



#### **7.4. Planters at Hitchin Road Junction**

Members received proposals for designs for planters. Two options were considered: using engineering bricks or wooden sleepers.

**Decision:** It was **RESOLVED** to choose **Option 1** for the design of the planters, with **engineering bricks, with Contractor A, Country Wide** at a cost of **£5,218** to be met from **EMR 9105, Public Realm Projects**.

#### **7.5. Pitch Maintenance Contract**

Members reviewed the pitch maintenance contract to support the PitchPower funding from the Football Association. It was noted that the current contractor could not commit to an ad hoc maintenance regime, prompting the need to consider other options. After discussing various contractors and their specifications, it was decided to proceed with contractor A, ensuring compliance with FA standards.

**Decision:** It was **RESOLVED** to award the **3-year pitch maintenance contract to Contractor A, Sherriff's** at a contract price of **£124,043.76** to be met from **FA grant funding and Grounds Maintenance budget**

**Action:** **Public Realm Manager to arrange for a site meeting with new contractor to discuss spraying regime and leaving some areas for pollinators.**

#### **7.6. Water Fountain at Greenacre Centre**

The water fountain project was reconsidered due to the discovery of a minimum 4-year maintenance contract requirement. Members discussed the aesthetic and practical aspects of various options and decided to proceed with option 3, which was deemed robust and aesthetically pleasing.

**Decision:** It was **RESOLVED** to proceed with **option 3, Water Coolers Direct** for the **water fountain project at Greenacre Centre** at a cost of **£2,589** plus **installation costs to not exceed £750**

**Action:** **Public Realm Manager to arrange installation of new water fountain.**

#### **7.7. Teasel Service Level Agreement**

Members considered introducing a service level agreement to formalise Teasel's work on Town Council land. It was noted that Teasel's work is often reactive and based on immediate needs. The agreement would help coordinate and manage their activities more effectively.

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

- a) **To enter into a service level agreement with TEASEL**
- b) **That the Town Council will contribute 50% towards TEASEL's public liability insurance.**
- c) **That TEASEL will be required to liaise with the Public Realm Manager when undertaking works on Town Council land.**
- d) **That TEASEL will provide a copy of their public liability insurance annually as a condition of funding.**

**Action:** **Town Clerk to arrange signing of SLA with TEASEL and payment of insurance contribution to be met from EMR for TEASEL with future funding to be met from grant budget.**



**8. HIGHWAYS REPORT**

Councillor Smith provided an update on highways issues, including traffic calming measures and the condition of various roads. Specific concerns about Brayes Manor were raised, with ongoing efforts to address these areas noted.

**9. DELEGATED DECISIONS**

The Town Clerk's delegated decisions were noted without further discussion.

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

**10. WORK PROGRAMME**

Members reviewed the Committee's Work Programme, noting an addition to the next meeting with funding for trees and a potential community orchard.

**Decision: It was RESOLVED to note the work programme.**

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

Member asked if the homeowner at 18 Holme Close could be written to regarding their overgrown hedge.

**Action: Public Realm Manager to write to resident at 18 Holme Close.**

**12. DATE OF NEXT MEETING**

Wednesday, 9th July 2025.

The meeting closed at 19:58

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

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