



**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE 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

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**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):** .....