

STOTFOLD TOWN COUNCIL

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



23 May 2025

Members of Stotfold Town Council:

Cllr S Buck (Mayor), Cllr J Smith (Vice-Mayor), Cllr L Anderson, Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear.

You are hereby summoned to attend the **Extra Ordinary Town Council Meeting** to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG** on **Wednesday 28 May 2025 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 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, OWW, COUNTY ASSOCIATIONS

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

AGENDA

417/25 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence from Town Council members.

For Decision

418/25 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.

For Decision

419/25 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.

For Information

420/25 REPORTS

420.1/25 Town Council Insurance

To receive quotations for Town Council insurance

For Decision

420.2/25 Wheeled Sports Facility

To receive an updated plan for the proposed wheeled sports facility and to agree to the next steps.

For Decision

#skatepark

421/25 DATE OF NEXT MEETING

25 June 2025

For Information

422/25 CONFIDENTIAL ITEM

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.

For Decision

422.1/25 Library Cafe Tenders

To consider submissions from potential cafe tenants.

For Decision

#cafe

422.2/25 Cemetery Mast

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL

MEETING DATE: 28 MAY 2025

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: TOWN COUNCIL INSURANCE

1. PURPOSE OF THE REPORT

1.1 To renew the Town Council's insurance

2. RECOMMENDATION

2.1 Members are asked to resolve to

- a) Renew the Town Council's insurance with Zurich at a cost of £14,929.62 for 1 year
- b) Seek a 3-year deals for insurance from 2026/27.

3. BACKGROUND

- 3.1 In Assertion 5 of the Annual Governance Statement, the Town Council must assert that they carried out an assessment of the risk facing the smaller authority including the introduction of internal controls and/or external insurance cover where required. As an employer, you must also have Employer's Liability Insurance, as well as Public Liability Insurance to cover residents using the council's facilities.
- 3.2 In order to ensure that the insurance cover for the buildings was sufficient, the Buildings Management committee commissioned a revaluation of all built assets, which was considered at its meeting held on 26 March 2025. The report can be found here [Building Revaluations.pdf](#)
- 3.3 The Town Council approached three insurance companies: Clear, Gallagher and Zurich. Only one quotation was received from Zurich. Clear could not provide sufficient fidelity guarantee (currently at £5m and needs to cover all reserves and half the precept e.g. £3.5m minimum). Gallaghers pointed out that one of the council's buildings was in an area of high flood risk which will likely mean an exclusion of flood cover or increased access for that building. They have not confirmed which building this is and it has not been flagged by Zurich.
- 3.4 Full details on the insurance renewal can be found here [Insurance Schedule 2025-26](#)
- 3.4 There has been an increase in town council assets in the year, including additional cover for civic regalia.

4. FINANCIAL IMPLICATIONS

- 4.1 The insurance renewal for 2024/25 was £9,256.69 including IPT
- 4.2 The renewal quote for 2025/26 is £14,929.62 including IPT

4.3 This is an increase of £5,672.93 or 61.28%

4.4 The budget for insurance is £15,000. Vehicle insurance is a separate cost centre.

5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Comprehensive insurance cover is an AGAR assertion
Legal	Various
Resources/Stakeholders	Residents, contractors, Members, staff
Contracts/Procurements	1 year deal to be reviewed
Crime and Disorder	N/A
Biodiversity and environment	N/A
Equalities	N/A
Residents Impact Assessment	N/A
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

STOTFOLD TOWN COUNCIL

COMMITTEE: FULL COUNCIL
MEETING DATE: 28 MAY 2025
REPORTING OFFICER: EMMA PAYNE, TOWN CLERK
REPORT TITLE: SKATE PARK – NEXT STEPS

1. PURPOSE OF THE REPORT

- 1.1 To consider the new design for the skate park/wheeled sports facility and the next steps for the project.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Consider the advantages and implications of each planning route outlined in the report and resolve whether to proceed under permitted development or by submitting a full planning application.
- b) Should the Council opt for permitted development; it is further recommended to:
- Seek written confirmation from Central Bedfordshire Council.
 - Consider applying for a Certificate of Lawfulness.

3. BACKGROUND

- 3.1 The Town Council has awarded the contract to build the new skate park/wheeled sports facility to Betongpark. They have submitted the latest design after extensive consultation last year. This consultation sought support for the project and design input. It is this design input which has fed into the latest designs attached to this report.

- 3.2 The Council are now asked to determine whether to progress the project under permitted development rights or by submitting a full planning application.

3.3 Option A: Permitted Development

Under Part 12, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015, local authorities may carry out certain developments on land they own or maintain without the need to submit a planning application.

Benefits:

- Avoid planning application fees and delays.
- Allows for quicker mobilisation and delivery of the skate park.
- Reduces administrative burden.

Risks and Considerations:

- The development must strictly conform to PD criteria (e.g., height limits, land use, location).
- Any breach could result in enforcement action.
- It is recommended that the Council obtain:
 - Confirmation from Central Bedfordshire Council that the development qualifies as PD.
 - A Certificate of Lawfulness to provide legal assurance.

3.4 Option B: Full Planning Application

Submitting a planning application offers a formal route through which the development is considered and approved under Central Bedfordshire Council's planning policy framework.

Benefits:

- Provides transparency and formal community engagement through statutory consultation.
- Offers greater certainty and legal standing.
- Allows for more design flexibility and future adaptability.

Risks and Considerations:

- Incurs application fees which will be borne by the contractor.
- Involves longer timescales (typically 8 weeks for determination).
- Requires submission of supporting documents (Design and Access Statement, plans, etc.).

3.5 It was specified in the description of works and services which was distributed as part of the tender process that the successful tenderer would be responsible for applying for planning permission from Central Bedfordshire.

4. FINANCIAL IMPLICATIONS

4.1 The costings received as part of the tender are shown below.

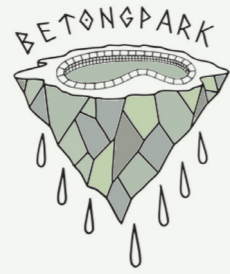
5. IMPLICATIONS

Strategic Plan	N/A
Risk management	Risk of not being granted planning permission could incur additional costs, potentially increased fees from the contractor
Legal	Town & Country Planning
Resources/Stakeholders	Residents, contractor, town council
Contracts/Procurements	Contract already tendered
Crime and Disorder	N/A
Biodiversity and environment	To be confirmed.
Equalities	Equalities Act
Residents Impact Assessment	Consultation already held, further consultation as part of planning application.
Sustainability/Climate Impact	N/A
Data Protection and Privacy	N/A

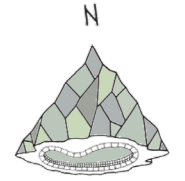
DOCUMENT
DESIGN REPORT
DATE
21/05/25

PROJECT

STOTFOLD SKATEPARK REDESIGN REPORT

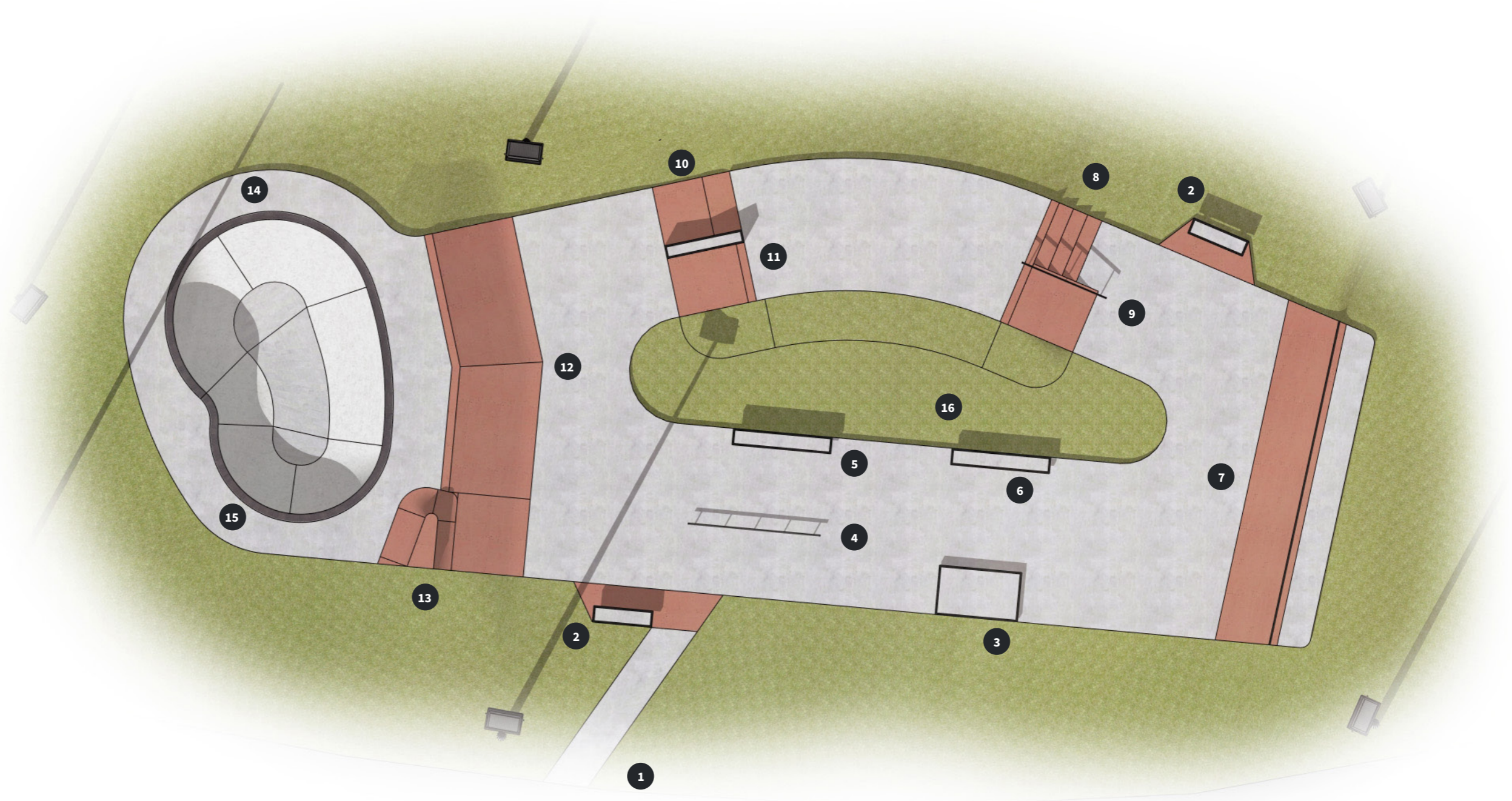


1.1 STOTFOLD SKATEPARK MASTERPLAN

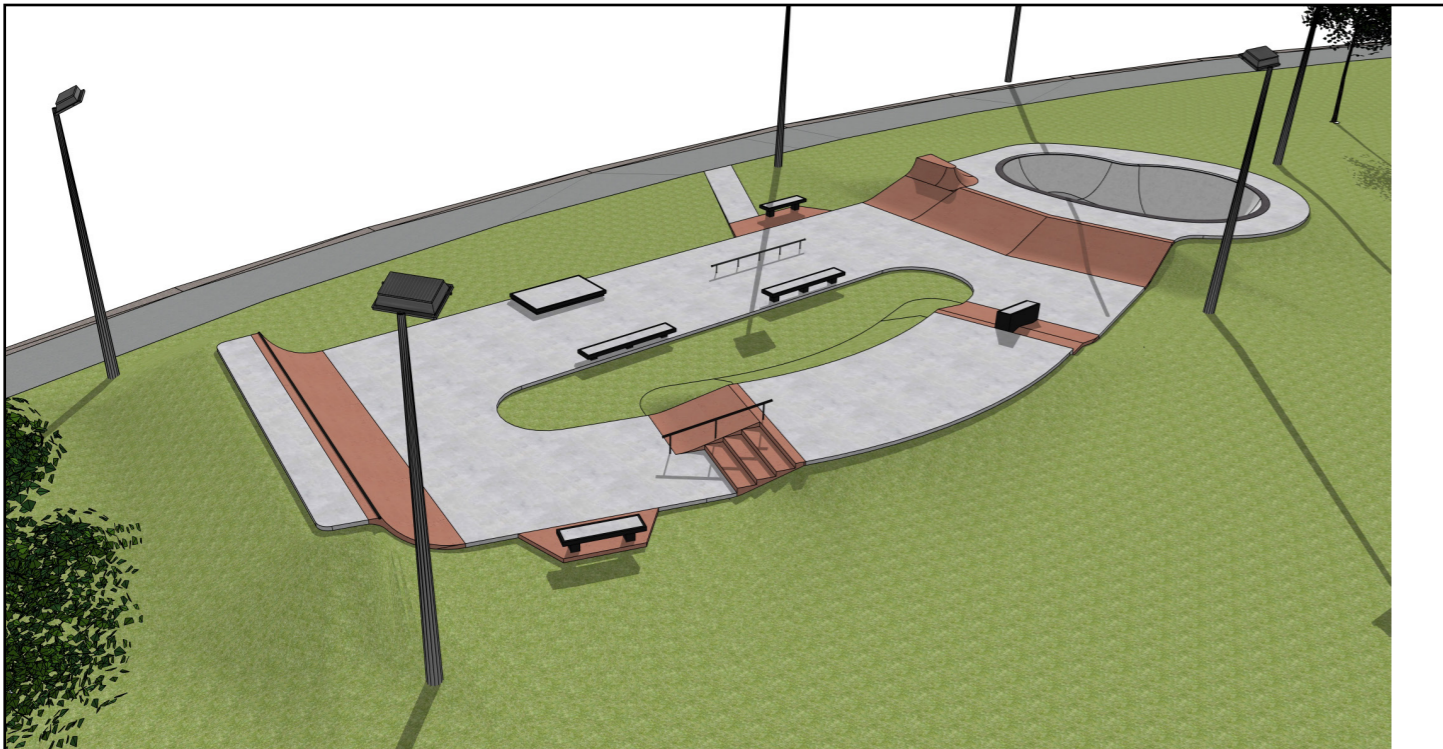
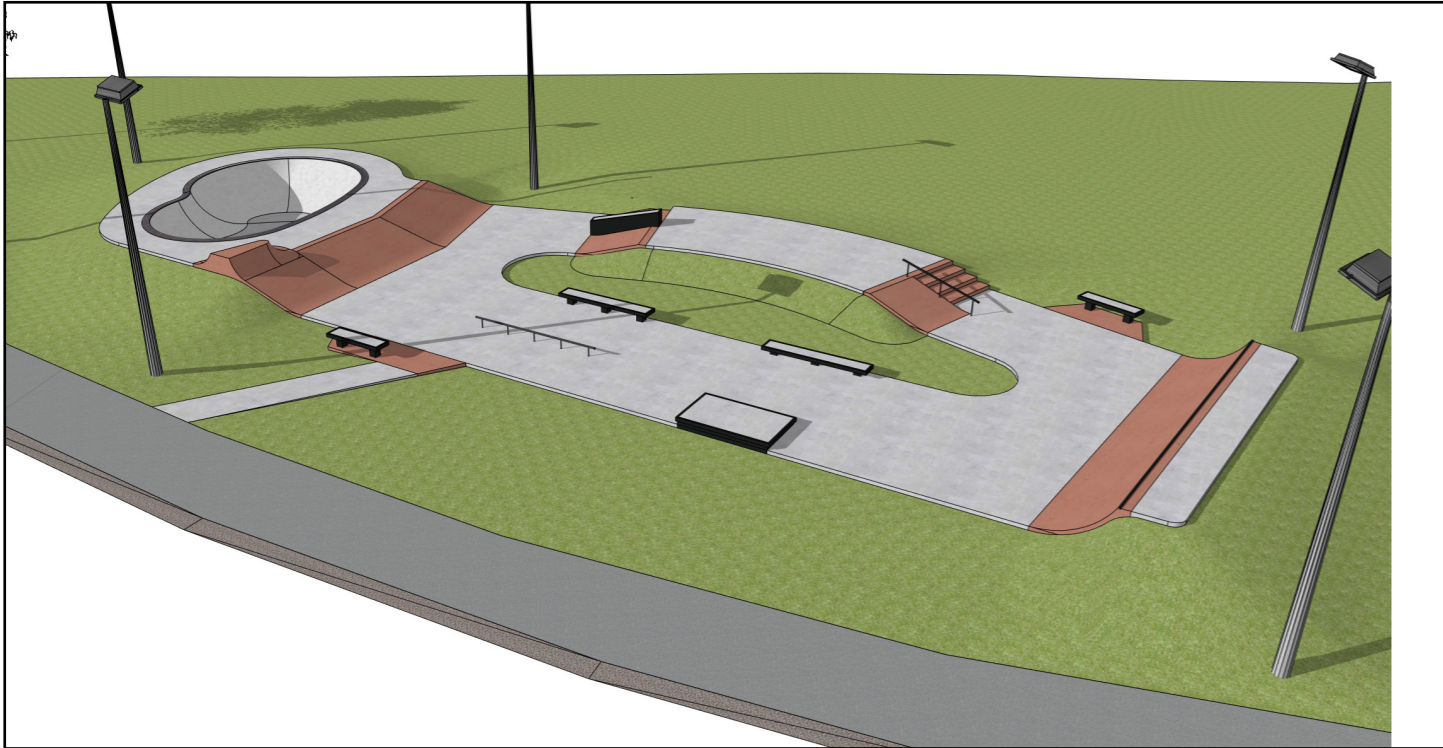


KEY

- 1 Entrance path
- 2 Hangout seating
- 3 +0.2m manual pad
- 4 +0.3m round flat bar
- 5 +0.35m bench ledge
- 6 +0.25m bench ledge
- 7 +1.0m quarterpipe
- 8 +0.5m 4 stair
- 9 +0.5m flat bank with round down rail
- 10 +0.5m step up
- 11 +0.5m flat bank with hubba
- 12 +0.7m flat bank hip
- 13 +1.2m flat bank with extension atop
- 14 +1.5m kidney pool deep end with pool coping
- 15 +1.0m kidney pool shallow end with pool coping
- 16 Centralised rain garden/ main skatepark drainage system



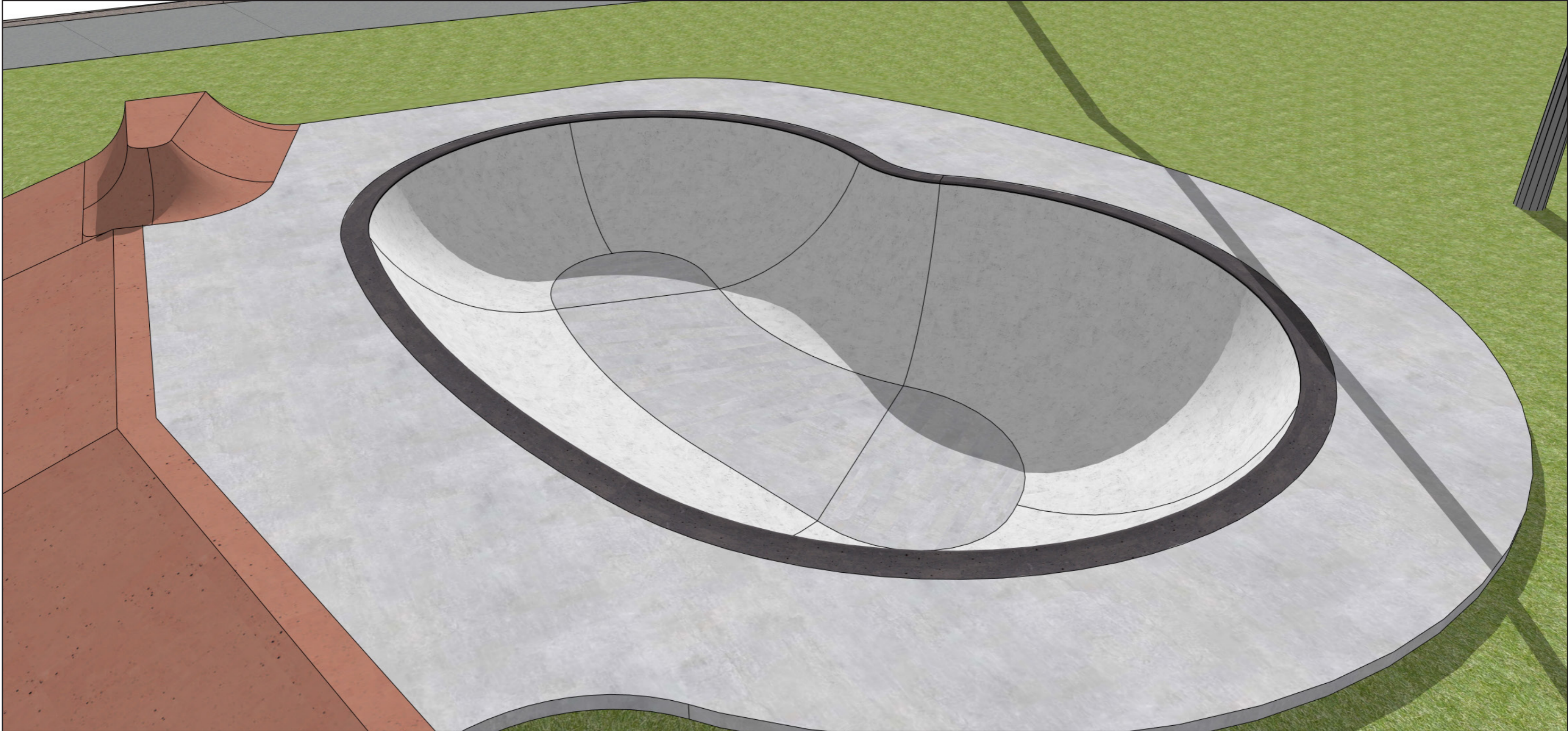
1.2 STOTFOLD SKATEPARK BIRDSEYE



1.3 POOL PRECEDENT IMAGES



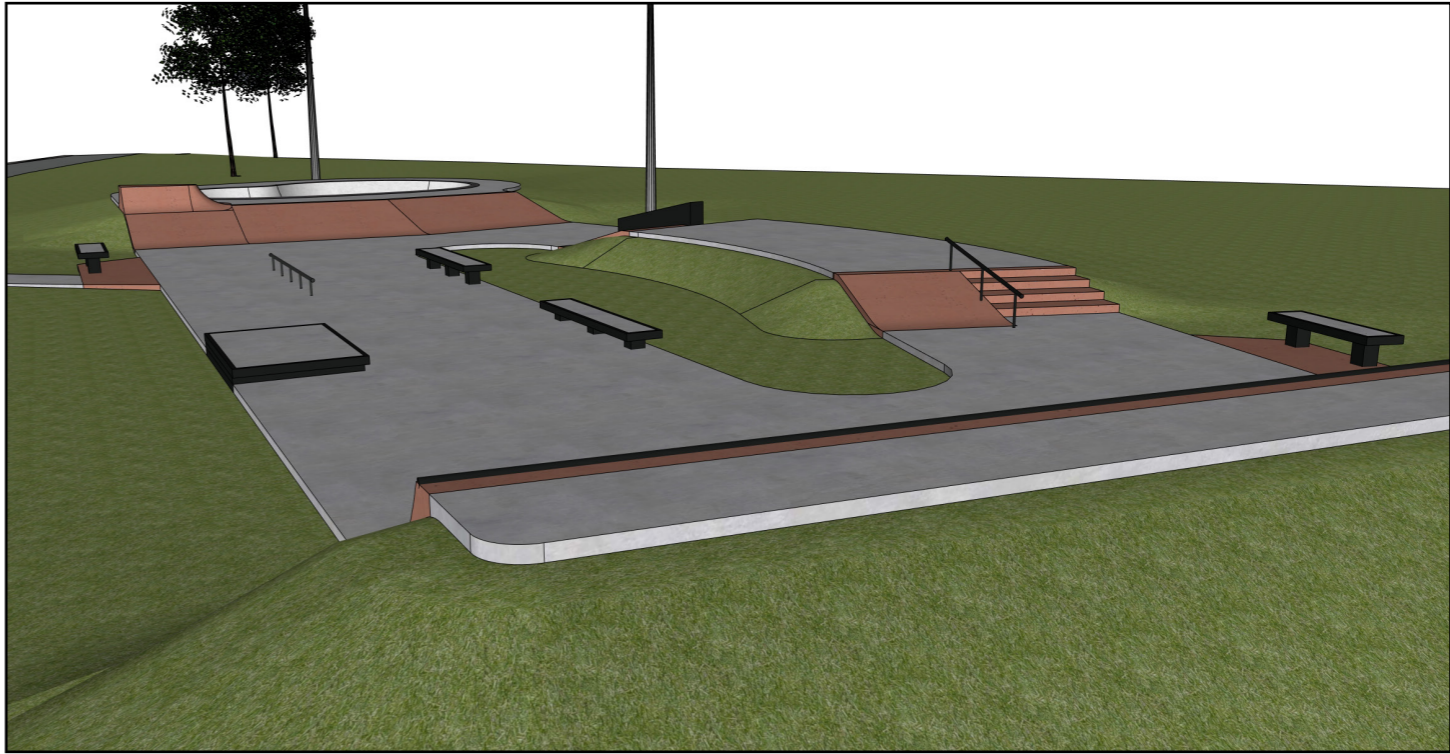
1.4 POOL VISUALISATION



1.5 PLAZA PRECEDENT IMAGES



1.6 PLAZA VISUALISATIONS





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Appendix C - Pricing pricing schedule

Project name:		Stotfold Skatepark	
Date:		23/04/2024	
Pricing Schedule		TENDER	
Item	Description of Services	Cost (ex. VAT)	
1	Project management and Insurance	Dedicated project manager for entire project, H&S and CDM compliance, as well as costs for project insurance	£ 17,265.93
2	Site Surveys	Site investigation, services searches, filtration tests and CBR tests	£ 5,025.00
3	Consultation	In person and online consultation with local community and project stakeholders	£ 3,818.05
4	Develop final design	Development of final design following user input.	£ 5,345.26
5	Planning application as required	Preparation of planning material as required by local planning authority	£ 6,220.31
6	Construction Drawings	Preparation of construction drawings together with specialist engineer.	£ 6,108.87
7	Fundraising assistance	Assistance and guidance with funding applications	£ 1,866.09
8.1	Site sundries and preliminaries	Provision of site security, welfare facilities, material storage and basic plant	£ 31,288.29
8.2	Earthworks	Cut and fill existing terrain, supply and instal bulk 6F5 massing, supply and instal geotextile membrane, supply and instal MOT type 1 subbase. Including GPS programming	£ 57,492.66
9.1	Formwork	Supply and installation of timber shuttering and formwork, defining the concrete skatepark form.	£ 28,573.86
9.2	Steel work	Fabrication and instalation of steel sculptural element forms (to be concrete filled on site), installtion of rebar matrix throughout concrete slab(s).	£ 43,075.01
9.3	Concrete works	Spray-in-situ, hand finished, hardened concrete forms. Supply and instal pour-in-situ concrete floor slab, hand and power-trowel finished.	£ 50,150.89
10.1	x5 Lighting columns	Supply and installation of five lighting columns.	£ 31,250.00
10.2	Seating and bin	Supply and installation of x2 benches, and x1 Bin, on hardstanding hangout area	£ 965.00
10.3	Feature planting	Planting of landscape feature.	£ 2,650.00
12	Detailing, Snagging and Inspection	Painted details, snagging works, and post installation inspection.	£ 7,227.40
13	Opening Event	Attendance at opening event.	£ 1,645.00
		Total (ex. VAT)	£ 299,967.63

To receive an update on cemetery mast.

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