

**SLEAFORD TOWN COUNCIL
MEETING OF THE SERVICES COMMITTEE**

Minutes of the meeting of the **SERVICES COMMITTEE** held on
18th June, 2014 at 7:30pm at The Source, Southgate, Sleaford.

PRESENT: Cllr G Titmus (Chairman)

Cllr B Dunbar-Beckford
Cllr T Mayfield

Cllr K Fernandes
Cllr M Suffield

Cllr H Lorimer
Cllr D Suiter

Also In Attendance: Cllr M. Allan. Cllr G. Jackson, Council Officers Mrs. M. Waddingham and Mrs. S. Scholes. Members of the Public (15 approx) and Press (2)

The Chairman welcomed all to the meeting and offered congratulations to newly-elected District Councillor Mark Suffield. Cllrs Dunbar-Beckford and Suffield were welcomed to the Services Committee.

SER.1 APOLOGIES. Apologies, with reasons, had been given from Cllrs M Graves and C Darch. These were accepted.

SER. 2 DECLARATIONS OF INTEREST.

Cllr G Titmus – Agenda item 13 – personal – indirectly received knowledge. – will not take part of the vote.

SER. 3 MINUTES. Note of the meeting held on 23rd April 2014 had been circulated. ***IT WAS RESOLVED*** that the Notes of the meeting held in 23rd April 2014, with one minor amendment, be accepted as minutes of that meeting. Vote – 6 for and one abstention.

SER.4 CHAIRMAN'S REPORT – Verbal

4.1 Black Poplar Trees & Others, Boston Road Rec. Arborist report. The Chairman reported that some trees are in decline. Ash Tree has is hollow and potentially dangerous, request to fell the tree made to NKDC.

4.2 Sleaford Carnival Progress – Meeting with the Carnival Committee scheduled for Monday 23rd June to discuss details.

4.3 Siting goal posts, Woodside Green open space. Chairman to research and report back.

4.4 Late additions. The Chairman reported on the complaints received on the Town and Cemetery. STC now have a Full Services Team, a Temporary Operative on a 6 month contract and a Temporary operative for 2 weeks. Improvements are being seen, and it is noted that the Supervisor is working alongside his Team.

SER.5 CLERK'S & SERVICES SUPERVISOR'S REPORT/UPDATES.

A written report had been previously circulated.

- 5.1 Tamar Play area – fence removed or broken.
- 5.2 Dog Show request the use of Boston Road Recreation Ground, Sunday 7th June 2015. The date was noted.
- 5.3 Tennis Club erection of banner on the railings of Recreation Ground was noted.
- 5.4 Boston Road Recreation Ground Toilets. Complaints about blocked toilets received. Propose to set up specialist contractors' list, including drain cleaning for Out of Hours /Emergency contact system.

SER.6 FINANCIAL REPORT. Report not available due to technical difficulties.

- SER.7. PROJECTS REPORT:** The Chairman gave an update on the projects.
- 7.1 **Eastgate Garages.** Following discussion with The Folly residents, possible Revision of plan to retain back wall of garages to support plantings. Site meeting with contractors scheduled Friday 20th June.
 - 7.2 **Cemetery Footpaths.** Work to begin shortly. Site meeting 20th June and report brought to the next meeting.
 - 7.3 **Allotment Compost Toilets.** Letter has been issued to all Allotment Tenants for information and approval for siting of one toilet facility.
 - 7.4 **Monument Gardens Museum & Toilets.** Preparatory work has begun on site. Arrangements for reconnection of utilities are in hand. Provisional dates for completion of toilets + 6 weeks, for museum opening end of year.

SER.8 WORKING GROUPS

8.1 Agree composition of relevant Working Groups.

- 8.1.1. **Allotments** – It is hoped to involve Allotment Holder(s) as the Toilets project proceeds. **It was Resolved that** the Working Group comprise Cllrs M. Allan, D. Suiter, K. Fernandes, K. Dolby, G. Titmus, Services Supervisor and an Allotment Tenant. Vote: Unanimous. The Resolution was carried.
- 8.1.2. **Market** **It was Resolved that** the Working Group comprise Cllrs K. Fernandes, C. Darch, D. Suiter, M. Suffield, Services Supervisor, N. Butler (Services Staff). Vote: Unanimous. The Resolution was carried.
- 8.1.3. **Skate Park.** **It was Resolved that** the Working Group comprise Cllrs Cllrs C. Darch, G. Titmus, D. Suiter and K. Fernandes. Vote Unanimous. The Resolution was carried.

8.2. Market Incident 3rd May, 2014.

NKDC and the Police Anti-Social behaviour units have attended the market following a reported incident. STC cooperation is requested, and a meeting of the Working Group to be called to consider the incident in detail.

8.3 Allotment Working Group

- 8.3.1. Drove Allotments with Sleaford West Sustainable Urban Expansion - item removed from Agenda.
- 8.3.2. Request to retain allotment during 3 year absence. After discussion, **IT WAS RESOLVED THAT** the request to retain an allotment plot during a three-year absence on Services duties be declined; **IT WAS FURTHER RESOLVED THAT**, that the applicant be offered another allotment on his/her return without progressing through the waiting list, if any, at that time. Vote: 7 For, 1 Abstention. The Resolution was carried.

9. . NKDC WASTE & SERVICES TEAM – Update 05.14 – Noted

- 10. DOG LAW ENFORCEMENT OFFICER:**
- 10.1** Report, April 2014 was noted.
- 10.2** Recommendation that bin be supplied round Hawthorn Drive confirmed by Dog Warden. To look into cost of supplying and servicing a bin.
- 10.3 Concern expressed that Vicarage Court is being used by dog walkers and a further bin may be required here. Matter to be reported for Dog Warden for monitoring.
- 11. SKATEPARK. Progress Report.**
- 11.1.1** Offer to organise “Skate Jam” 10th August. **IT WAS RESOLVED THAT** the enquiry be replied to in a positive manner, that the age and condition of the equipment be made known to the Skate Store and that the Skate Store be asked to provide more information on the proposed competition, prior to the Committee making a final decision. Vote: 7 For, 1 Abstention.
- 11.1.2.** The Chairman advised that £56,000 funds are currently set aside. A report is awaited on the equipment with regard to refurbishment/replacement options. Funding is being investigated, with help from the Council’s Project Lead.
- 11.1.3** Cllr M. Allan recommended that an application be made for Community Funding whereby County and District could make contributions for this type of project.
- 12. OCTOBERFEST – 19th & 20th September, Sleaford & District Round Table**
Office to request further information.
- 13. LEASE, The Kiosk.**
- 13.1.** It was agreed that the matter be discussed in Open Session, confidentiality of individuals to be maintained.
- 13.2** **IT WAS RESOLVED THAT** the draft Continuation Lease, to 30th November, 2014 and backdated to 1st December, 2013 be approved and completed by the tenant. Vote: 7 For, Recorded Abstention: 1 (Cllr G. Titmus). The Resolution was carried.
- 14. ARMED FORCES DAY 29th JUNE**
Itinerary previously circulated. Arrangements are progressing with the Services Team in preparing for the event, and on the day.
- 15. TERMS OF REFERENCE – SERVICES COMMITTEE v2**
No further requests for amendment have been received. **IT WAS RESOLVED THAT** the revised Terms of Reference v2 is referred to Full Council for approval at its next meeting. Vote: 7 For, 1 Abstention.
- 16. ACTION LOGS**
It is believed that the Action Logs still require updating.
- 17. RESOLUTION TO MOVE INTO CLOSED SESSION.**
IT WAS RESOLVED THAT “in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and

the public be temporarily excluded and they are instructed to withdraw". Vote: Unanimous. The Resolution was carried.

18. CEMETERY

18.1 **IT WAS RESOLVED THAT A** Request to reserve a double burial plot (vicinity RR050/51) in Sleaford Cemetery is approved and applicant to be sent copy of Cemetery Regulations. Vote: Unanimous. The Resolution was carried.

18.2 Request to use cemetery for video location. After discussion, **IT WAS RESOLVED THAT** the request be refused. Office to outline reasons to applicant. Vote 6 For; 2 Abstentions. The Resolution was carried.

19 MATTERS OF AN URGENT NATURE

19.1 Freedom of Information and Other Requests - Noted.

19.2 Councillor Co-option's – Update - Noted

19.3 Revision Bank Signatories. It was recommended that this item be transferred to an Applications Committee agenda.

There being no other business the Chairman thanked all for attending and closed the meeting at 8.40p.m.

S.M. Scholes,
Admin. Support Officer,
26th June, 2014.

ACTIONS FROM MEETING SERVICES 2014

SER.4, 4.1 - Chairman's Report: Trees at Boston Road Rec	Make request to NKDC for the Ash Tree at Boston Road Rec to be felled.	Office/Services
SER.4, 4.2 - Chairman's Report: Sleaford Carnival	Meeting with Sleaford Carnvial to be held on Mon 23 June.	Office
SER.4, 4.3 - Chairman's Report: Siting of Goal Posts	Chairman to research the siting of goal posts at Woodside Green open space.	Chairman
SER.5 - Clerk's & S Supervisor's Report: Boston Road Rec Toilets	Set up a specialist contractors list, including drain cleaning for out of hours/emergency.	Office/Services
SER.7 – Projects Report: Eastgate Garages	Site meeting to be held with Contractors on Friday 20 June.	Services

SER.7 – Project Report: Cemetery Footpaths	Site meeting to be held Friday 20 June & a report to be brought to the next meeting.	Services
SER.8, 8.2 - Working Groups: Market Incident	A meeting of the Market Working Group to be held in order to consider the incident in detail.	Market Working Group
SER.8, 8.3.2 – Working Groups: Allotment Working Group	Decline the request for an allotment tenant to retain their allotment during a 3 year absence on services duty. Offer another allotment on his/her return without progressing through the waiting list, if any are available at the time.	Office
SER.10, 10.2 – Dog Law Enforcement Officer: Dog Bin	Look into cost of supplying & servicing a dog bin at Hawthorn Drive.	Office/Services
10.3 – Vicarage Court	Report to Dog Warden that Vicarage Court is used by dog walkers and to monitor whether a dog bin should be sited here.	Office/Services
SER.11, 11.1.1 – Skatepark: Progress Report	Reply to the ‘Skate Jam’ enquiry. Explain that the age and condition of the equipment be made known to the skate store and ask them for more information on the proposed competition.	Office
11.1.2	Awaiting a report on the equipment with regards to refurbishment/replacement options, investigate funding.	Services/Project Lead
11.1.3	Look at making an application for community funding, also County and District Council contributions.	Services/Project Lead
SER.12 – Oktoberfest	Request more details from the Oktober fest organisers.	Office
SER.13 – Kiosk Lease	Draft continuation of lease to 30 Nov 2014 and back dated to 1 December 2013	Office
SER.18, 18.1 – Cemetery	Approve a request for the reservation of a double burial plot in the Cemetery & send applicant a copy of the Cemetery Regulations.	Office
18.2	Refuse a request to use the Cemetery for a video location & outline reasons to applicant.	Office