

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

Minutes of the meeting of the **SERVICES COMMITTEE** held on
25th February 2015 at 7:45pm The Source, Southgate, Sleaford

PRESENT: Cllr G Titmus (Chairman)

Cllr C Darch (Vice Chairman)

Cllr H Lorimer

Cllr D Suiter

Cllr B Dunbar-Beckford

Cllr T Mayfield

Cllr K Dolby

Cllr K Fernandes

Cllr M Suffield

Also In Attendance: Councillors M Allan, S Fields, P McCallum and A Snookes.
Council Officers: Assistant Clerk, Project Lead and Administration Assistant. Press
(1) Members of Public (4)

The Chairman welcomed all present and thanked the young Skateboarders for attending the meeting. He also apologised for the slightly later than scheduled start of the meeting.

SER.1 APOLOGIES FOR ABSENCE. Apologies, with reasons, had been given from Councillor M Graves. This was accepted, the attendance register was completed.

SER. 2 DECLARATIONS OF INTEREST. – None to record.

SER. 3 MINUTES.

IT WAS RESOLVED that the Notes of the meeting held on 7th January 2015, with minor amendments, be accepted as Minutes of that meeting. Vote – Unanimous. The Resolution was carried.

SER.4 CHAIRMAN'S REPORT.

4.1 Annual Play Equipment Safety Inspection. The detailed report notes that all items requiring attention are classified as either Low or Very Low Risk. Annual Safety Inspection Report was noted.

4.2 Allotments – Work in Progress. **IT WAS RESOLVED** to accept the following:-
1) Approval for expenditure up to £1,000 for the restoration maintenance work (Suggested Services Budget Heading 30110/5 unused War Memorial Cleaning Budget £1,140)
2) Improved enforcement of the Tenancy Regulations.
3) Prepare plots and implement an improved handover system with photographs, accurate dimensions and identification by markers.

Vote – Unanimous. The Resolution was carried.

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Date:

- 4.3 Eastgate Car Park – Work will be completed when no frost danger, by end of March latest.
- 4.4 Staffing – revised weekend working arrangements. Full Council advised of a trial arrangement, for review end of March 2015.
- 4.5 Town Team – request for extra Markets. The Chairman clarified the conditions of STC’s extant market licence. The request had been copied to STC as a courtesy but it was noted that formal approval for extra markets lay entirely in the hands of NKDC.
- 4.6 Services – a comprehensive Annual Work Programme has been prepared by the Services Supervisor and will be implemented. Questions on staffing numbers and the workload were clarified. The Services Supervisor was thanked for his work and dedication to this work programme.
- 4.7 Local Community Panel. The Chairman had recently attended a meeting and found that STC representation was very valuable. The Committee suggested that he continue as STC’s representative until May 2015, thereafter an official STC representative will be selected.

SER.5 CLERK’S REPORT.

- 5.1 Police Enforcement Event, 1st August, Market Place. It was agreed to support this event and make space available, free of charge.

SER.6 COUNCIL ELECTIONS 7TH MAY 2015. Nothing to report.

SER.7 ACTION LOG.

- 7.1 Kiosk awning – Cllr K Fernandes is awaiting for further information.
- 7.2 Coach Parking – Letter has been sent to LCC Public Transport Provision. Reply awaited.

SER.8 FINANCIAL REPORT

- 8.1 To Receive Latest Committee Report. Allotment expenditure was explained. The Finance Report was noted.
- 8.2 Budget Virement – Street Lights – **IT WAS RESOLVED** to vire up to £500 between relevant budget head in the Services 2014/15 budget for the work. Vote – Unanimous. The Resolution was carried.

SER.9 PROJECT UPDATES.

- 9.1 Sleaford Museum and Toilets. Opening of the Museum, 2nd April 2015.
- 9.2 Allotment Compost Toilets. **IT WAS RESOLVED** that the quotation for both Drove Lane and Millfield sites, at a total of £6,990 plus VAT, are accepted and that the order be placed. Vote – Unanimous. The Resolution was carried.
- 9.3 Tree Planting Programme - It was requested that suggestions are forwarded to the Office, Services Supervisor or the Chairman of the Services Committee.

Signed:
Date:

9.3.1 **IT WAS RESOLVED** that Officers, with the Services' Team, produce an outline plan for tree planting on STC properties, having liaised with other organisation and authorities as appropriate. The outline will be presented to Services Committee members prior to the next and final committee meeting of this Council for consideration and approval at that Committee. Vote – Unanimous. The Resolution was carried.

SER.10. WORKING GROUPS.

10.1 **Market Working Group.** Meeting held 23rd February 2015 and appointed new Councillor, A Snookes as a member. Suggestions of how to progress the market were made, including Open Mike Sessions and Flea Markets.

10.2 Market Signage – Amendments to signs are with the Office.

SER.11. DOG LAW ENFORCEMENT OFFICER:

11.1 The latest report (January 2015) was noted. Services Supervisor to investigate the need for a dog bin at Mareham Lane at the end of the path, as suggested in the report.

11.2 To note that alternative arrangements (April 2015) will be made. A meeting has been held with NKDC and STC staff regarding enforcement and this will need to be followed up.

11.2.1 Letter of thanks to be written to DLEO.

SER.12. REQUEST FOR TEMPORARY BANNER, RAILINGS BOSTON ROAD RECREATION GROUND. –

12.1 Requests from 1Life & Sleaford Tennis Club to hang temporary banners were approved.

12.2 It was agreed that future requests would be approved or otherwise by Officers.

SER.13 SKATE PARK AMENITY & ANTI-SOCIAL BEHAVIOUR.

The Chairman welcomed the presence of the four skate park users for this item.

13.1 Anti-social behaviour: Police NKDC liaison. The report by the Project Lead was noted.

13.2 Proposed refurbishment and development of Skate Park project.

13.2.1 Two example illustrations of a new skate park were circulated together with an explanation of potentially expanding the site. It was requested that the Stakeboarders, who were in attendance at this meeting be involved with the project. Their ideas for the construction and lay out of a new Skate park would be taken into account.

13.2.2 **IT WAS RESOLVED** that the Skate Park Working Group (Councillors G Titmus, C Darch, K Fernandes and D Suiter), with the Project Lead, consider the options, review the contractors' proposals, consult with the local Skateboarding community and provide a proposal for new Skate Park facilities for Sleaford. This to be presented to the Finance and Strategy Committee to consider funding options for eventual ratification by Full Council.

IT WAS FURTHER RESOLVED that the Skate Park Working Group consider visiting other local facilities at an early opportunity to help inform its proposals.

Vote – Unanimous. The Resolution was carried.

Members of the Public left the meeting at 9:05pm.

SER.14 SLEAFORD CEMETERY

14.1 Revised **CEMETERY REGULATIONS** - These revised Regulations were noted. Comments/amendments, if any, to be passed to the office and brought to the next Services Committee Meeting.

14.2 Cemetery Drive Parking. This report was noted.

SER.15 COMMUNITY SPEED WATCH.

15.1 **IT WAS RESOLVED** that the Services' Committee notes the draft Council Policy on the Community Speed Watch Scheme and forwards the report to F&S for its consideration and determination of funding. Vote – Unanimous. The Resolution was carried.

SER.16 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.

Cllr K Dolby left the meeting.

SER.17 CCTV CAMERAS AND MONITORING.

17.1 **IT WAS RESOLVED** to agree that STC purchase an additional CCTV camera to be installed in the Southgate/ Monument Garden area and recommend to Full Council that the funds come from the Council's budget for Capital Equipment. Vote – Unanimous. The Resolution was carried.

SER.18 BOSTON ROAD RECREATION GROUND (REPLACEMENT) VEHICLE ACCESS GATES.

18.1 **IT WAS RESOLVED** to accept the revised quotation and make any necessary budget virements from the other underspent budget heads within the Grounds Maintenance cost centre for 2014/15. Vote – 7 for; 1 against and 0 abstentions. The Resolution was carried.

SER.19 REQUEST TO SUPPLY TOWN CEMETERY SPACE FOR MUSLIM BURIALS.

19.1 The Chairman reported that there had been a constructive and friendly meeting with members of the local Muslim community. Further investigations will need to be made, including external visits. Report back to the next Services Committee meeting.

19.2 The Chairman to visit the Lincoln Cemetery at Canwick Hill, to seek information.

SER.20 TOILETS

20.1 Money's Yard. Drainage Issues and Lease Renewal report were noted.

Signed:
Date:

Cllr H Lorimer left the meeting at 9:25 pm.

- 20.2 Boston Road Recreation Ground. **IT WAS RESOLVED** to recommend that a new reduced maintenance contract is entered into for the Boston Road Recreation Ground automatic toilet. Vote – Unanimous. The Resolution was carried.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.35 pm.

Assistant Clerk
03.03.15