

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

Minutes of the meeting of the **Services Committee** held on
Wednesday February 27th 2013 at 8:00pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr M Allan (V. Chairman)
Cllr K Dolby

Cllr D Birks
Cllr J Mathieson

Cllr H Lorimer
Cllr D Suiter

Also Present: Councillors, J Charlesworth, B Dunbar-Beckford, M Graves, G Jackson, Cllr J Titmus, T Mayfield.

Mrs M McIntyre (Clerk), Mrs M Waddingham, (Assistant Clerk), Mrs L Savage, (RFO)

Representatives from the Target and Sleaford Standard and 5 members of the public.

SER.1 APOLOGIES. Apologies, with reasons had been given to the Clerk from Councillors Cllr D Vere-Critchler, K Fernandes and B Watson. These were accepted.

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on January 9th 2013, had been circulated.

It was proposed by Cllr K Dolby and seconded by Cllr D Suiter that the Notes from January 9th 2013, be accepted as Minutes of that Meeting.

Vote – 7 for. The Resolution was passed, the Chairman signed the Minutes.

SER.4 CHAIRMAN'S REPORT.

- The report which had been circulated was for noting and not for discussion. Several items on the written report are separate agenda items.
- Operations Manager remains on sick leave – Foreman is deputising.
- Pleasant and positive letter from Sleaford In Bloom – response to our letter clarifying responsibilities.

SER.5 CLERK'S REPORT/UPDATES.

- **Street Lighting** - The Clerk explained the process of lighting requests.
- **Cycle racks from BID** – Need promotion and publicity.

SER.6 FINANCIAL REPORT. Receive latest committee financial report.

It was proposed by Cllr G Titmus and seconded by Cllr M Allan that this financial report be noted.

Vote – 7 for. The Resolution was passed.

SER.7 BOSTON ROAD RECREATION GROUND – Request use of Boston Road Rec for a charity carnival.

The Chairman explained the request and said the carnival seems a good idea, but there are 2 factors to be considered and these may in time form the basis for two recommendations the Services Committee may wish to make:

- 1) Will the Council in principle support this venture and be prepared to allow the recreation ground to be used on July 21st 2013, noting that by doing so it may prevent for up to 3 days the normal unrestricted use of the recreation ground to other users. This is about the time schools break up for the summer holidays and STC has not hired out the Rec to any other body on that date.
- 2 That the Council may wish to have the fullest details possible of the activities at the Carnival and would need to ensure that all matters relating to licensing, risk assessment, public order, vehicle traffic, comprehensive insurance covering all eventualities, financial provision and management and so on are known, have been discussed and have been covered before any hiring agreement, schedule of conditions and lists of waivers and/or liabilities have been agreed and signed.

Members thought the idea of a carnival is an excellent one. Questions were asked about how much of the Recreation Ground would be used and would the carnival have a procession through the Town.

Cllr J Titmus left the meeting.

The Chairman proposed that the Council supports the re-introduction of a summer carnival in Sleaford and to that end agrees in principle the use of the Boston Road Recreation Ground on July 21st 2013 subject to a satisfactory agreement by the Sleaford Carnival Committee to meet all terms and conditions that the Council may wish to impose. Seconded by Cllr M Allan.

Vote – 7 for. The Resolution was passed.

It was proposed by Cllr M Allan that the Council seeks from Sleaford Carnival Committee full details of all event and activities planned to take place in or around the Boston Road Recreation Ground and provides a protocol or agreement to suit the matter. The signing by both parties of such a contract to be the Council's final agreement to the hiring of the Ground. Seconded by Cllr D Birks.

Vote – 7 for. The Resolution was passed.

4 members of the public, Cllr M Graves and Cllr T Mayfield left the meeting.

SER.8 ADVISORY GROUP – To consider dispensing with A. Groups.

The Chairman proposed and Cllr D Suiter seconded that the Services Committee Advisory Groups are disbanded in favour of the introduction of a formal, regular asset inspection regime.

Vote – 7 for. The Resolution was passed.

SER.9 WORKING GROUPS –

- Market Working Group – there was no report.
- Eastgate Car Park WG – The Chairman explained this WG had been set up under the Finance & Strategy Committee, had had its first meeting and an interim report had been drafted.

Cllr M Allan said that the STC should have a clear policy as to how the the Car Park was to be used and suggested that it should be used to support businesses and shops. A good mixture would optimise our own income.

The general view of the committee is to use the Car Park in a way which supports the businesses and shops and the people of Sleaford.

Cllr H Lorimer commented that more long term parking is needed as many people park in residential streets.

The Chairman explained some costs.

At 8:48pm Cllr J Charlesworth left the meeting.

The Chairman proposed that the strategy for the use of the Eastgate Car Park is based on maximising the income for the council whilst supporting town centre shops and commercial business with long stay use controlled by the charging policy. Seconded by Cllr H Lorimer.

Vote – 5 for and 2 against. The Resolution was passed.

The Car Park Working Group to meet and continue forming a Strategy.

- **Form New WG** – The Chairman said the Cemetery regulations need to be reviewed and revised if necessary.

The Chairman proposed and Cllr D Suiter seconded that a WG consisting of Councillors D Suiter, G Titmus, K Dolby, plus an Officer is formed to review Cemetery Regulations and to report back to the next meeting of the Services Committee.

A Working Group to be called to meet, as above.

Vote – 7 for. The Resolution was passed.

SER.10 **DOG LAW ENFORCEMENT OFFICER:** To note her latest reports– for any follow up action that is the responsibility of the Services Committee.

The Chairman commented that dog faeces are still to be found all over the town and that there appears to be an increasing number of filled dog bags being left in situ. Cllr H Lorimer said she has received complaints from residents of Vicarage Court.

This report was noted.

SER.11 ALLOTMENTS:

- Review rules and regulations – The Chairman explained revised rules are nearly complete and advised that a year's notice of any changes is given. Copies to be forwarded to former allotment AG for their views. Revised regulations to be brought to the Committee or Full Council for approval.
- Compost toilets – The Chairman said quotations have been received . The TC can insure the allotment toilets against vandalism and fire damage for a relatively small addition to the annual premium.

The Chairman proposed and Cllr H Lorimer seconded that a revised quotation for two compost toilets to be built on the Drove and Millfield Terrace allotment sites be sought. The revision being that an all wood structure for Millfield Terrace is substituted for the previously proposed concrete-clad unit.

Vote – 7 for. The Resolution was passed.

SER.12 EASTGATE ISSUES.

- Agree final details of application, particularly regarding boundary fence/wall. The Chairman explained that the legal department at NKDC is still deliberating on whether the covenant relating to the provision of a 6ft wall between the Folly and the car park relates to the District Council or the Town Council.

The Chairman proposed and Cllr H Lorimer seconded that the planning application for the demolition of the Eastgate garages is submitted with the provision of a 1.8m high close-boarded fence in place of the rear wall of the garages.

Vote – 7 for. The Resolution was passed.

- Agree to seek 3 quotes for demolition. The Chairman explained it will cost approximately £20,000 to build a brick wall instead of a fence. The overall cost will require 3 quotations. This was noted.
- Heras fencing – approve the hire of 11 fencing panels to prevent unauthorised access prior to demolition. This was noted
- Current permit holder bays – authorise enquiries into re-painting. The Clerk said the services team could white paint but is not trained to apply thermo plastic paint, to the bays.

SER.13 MONUMENT GARDEN TOILETS

- **SMT** – Instruct same architect for STC toilet as for main project. The Chairman updated and explained that the TC needs to prepare the building.

The Chairman proposed and Cllr H Lorimer seconded that the local architect who is currently engaged on designing the museum is also instructed to design the toilet on behalf of STC.

Vote – 7 for. The Resolution was passed.

SER.14 **REGULAR ASSET INSPECTION.** Discuss introduction of a regular formal asset inspection regime.

It was proposed by the Chairman and seconded by Cllr M Allan that a regular asset inspection regime be developed and introduced for a trial period of 6 months. If proved successful, to be conducted on a permanent basis.

Vote – 7 for. The Resolution was passed. Forms and check list to be designed by the Office.

SER.15 **CAR PARK CHARGES.** Consider charges for 2013/14.

This item was deferred to allow the WG to finish work and produce a report to Finance & Strategy.

SER.16 **TREE WORK REQUIRED.**

- **Replacement Trees** – report regarding meeting with NKDC officer and proposed planting scheme.

The Chairman explained and said he has liaised with the Tree Officer

It was proposed by the Chairman and seconded by Cllr H Lorimer to apply to the Woodland Trust for free gift package of trees to be planted on the Recreation Ground.

Vote – 7 for. The Resolution was passed.

SER.17 **CEMETERY –**

- Request to purchase a plot next to a family member. The Chairman explained the situation.

It was proposed by Cllr D Suiter and seconded by Cllr M Allan that the request to purchase a plot next to a family member be accepted.

Vote – 7 for. The Resolution was passed.

- Agree to organise drainage survey up to £2000 cost approved. The Chairman said it was agreed at the previous Finance & Strategy Committee meeting that an upper limit of £2,000 be applied.

It was proposed by the Chairman and seconded by Cllr M Allan that a drainage survey of the new fields of the cemetery be approved.

Vote – 7 for. The Resolution was passed.

SER.18 **BOSTON ROAD TOILETS –** update on recent damage – possible insurance claim?

The Chairman reported that the cost to repair the toilet door and lock is estimated at £4,500. It is expected that this cost will be covered by insurance. A need to review weekend emergency incidents was discussed.

This item was noted.

SER.19 RESOLUTION TO MOVE INTO CLOSED SESSION.

It was proposed by Cllr G Titmus and seconded by Cllr K Dolby, 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 – 7 for. The Resolution was passed.

SER.20 LEASES:

Kiosk

It was resolved that, if the tenant wishes, the current terms of the lease are extended for the coming year.

Innes England (yellow car parking spaces for Mill House).

The Chairman this item should be deferred until the Car Park Working Group has had the opportunity to assess the situation based on agreed operational strategy for the Eastgate Car Park.

There being no further business the meeting was closed at 10:00pm.