

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

**Minutes of the Services Committee held on Wednesday 4th November
2015, at 7.00 p.m. at the Source, Southgate, Sleaford**

Present: Cllr M Suffield (Chairman)

Cllr J Charlesworth (Vice Chairman)	Cllr K Fernandes (7.15 p.m.)
Cllr M Graves	Cllr G Titmus
Cllr M Allan	Cllr A Snookes
Cllr D Suiter	Cllr K Dolby

Also in Attendance:

Councillors B Allan, J Brealeycook, S Clegg, P McCallum; P Coyne, G Jackson.

Officers: Project Lead: Kevin Martin and Minutes Clerk. Press (0) ,Public (0)

SER.1 Chairman's Remarks

001 The Chairman welcomed all and opened the meeting.

SER.2 Apologies for Absence

002 Apologies, with reasons, had been received from Councillor H Lorimer. This was accepted and the attendance register was completed.

SER.3 Declarations of Interest

003 There were no Declarations of Interest to record.

SER.4 Minutes

004 **Re item 031** an update was given regarding the use of the Town Team marquee for 29th November event, which will now be located on pavement adjacent Barge and Bottle.

005 **Re item 040** – Kiosk tenancy arrangements are unchanged, no further discussion proposed.

006 **IT WAS RESOLVED THAT** the Notes of the meeting held 9th September 2015, be accepted as Minutes of that meeting. Vote – 7 for and 1 abstention. The Resolution was carried and the minutes were signed.

SER.5 Chairman's Report

007 **5.1 CCTV Camera** - Nothing to report as no Councillors attended the meeting.

008 A progress report on installation of the new system was requested of NKDC. Monitoring is carried out by under police supervision.

009 STC contribution towards costs of new system has not been requested.

010 Minutes of J.A.G. meeting are sent to Clerk and forwarded to Services Chairman in the first instance.

011 Cllr. Dolby left room at 7.10 and returned at 7.14 and at 7.15 Cllrs Fernandes joined the meeting.

012 **5.2 Summary Services Supervisor Operations Report**

013 Out of hours and emergency phone number procedure was queried.

SER.6 Clerks/Officer Reports

014 **6.1 Meadowfield Play Area.** Clarification was requested on whether anti-climb paint has been applied, Project Lead to look into this.

015 Signage will be assessed for effectiveness; it was noted that the annual ROSPA inspection takes place shortly.

016 It was suggested to research what equipment children actually want to have in parks. Chairman and Vice-Chairman to meet with the Services Supervisor.

017 **6.2 Allotments.** This item was noted.

018 **6.3 Winter Weather** - Information published on the website.

019 Request for grit box at junction of Westgate/West Banks. LCC supply. LCC Winter Weather information advises on stocking bins.

020 **IT WAS RESOLVED THAT** STC engages with the County Council to enable the winter maintenance service. Vote – Unanimous. The Resolution was carried.

021 **6.4 Application for Grant for tree planting from Sleaford REP**

022 The final opportunity to claim a grant from Sleaford REP is January 2016.

023 **IT WAS RESOLVED THAT** that the Tree Planting WG prepares and submits a revised application to REP, in time for the January meeting. Vote – 8 for and 1 abstention. The Resolution was carried.

024 **6.5 Waste Industry Safety & Health (WISH) Forum** -This item was noted.

025 **6.6 Incident Report Castlefields** – Recent incidents were noted. PCSO's will visit the site more regularly. This issue to be discussed with the Services Supervisor.

026 **6.7 Notice Board, Greylees** - Now erected. Content of board is outside STC control, request to be made to include Town Council notices (Office Manager).

027 **6.8 S106 monies Sheldrake Road, Quarrington** - Funds not yet received from developers. Spending of this when available to be referred to Finance and Strategy Committee. Clerk is working with NKDC and developers to agree appropriate use of the land and take receipt of funds. Ownership of land will ultimately be transferred to STC.

028 **6.9. Temporary Closure of Sleaford Post Office** - Post Office will notify STC when has definite plans for future; neighbouring Post Office has re-opened and various tasks transferred to other Post Office locations.

SER.7 Finance

029 **7.1 Finance Report - Finance Noted with the following comments.**

030 Cllr Allan requested clarification of **Item 3010 (Agency Fees)**. RFO to investigate.

031 **Item 30070** - Cemetery/Churchyard. Floodlights for the Church are still not working. This has been on-going for a considerable time. This is the responsibility of NKDC. **(Clerk's note: this is not NKDC business; Clerk/Parochial Church Council Secretary and Minister are dealing with this matter)**

032 **Item 30040** River Clean - It was suggested that a trolley would be more useful than a wheelbarrow. It was commented that a boat was not yet available.

SER.8 Action Log Several outstanding items require finalising:

033 **Bench** - Funds are available for the bench but TC do not own the land.

034 **Woodside Green** - Services Committee need to investigate moving forward on sports/play equipment. Project Lead to liaise with Services Supervisor.

035 **Speedwatch** - WG has not yet met. The equipment is available though prices would need to be checked due to delay in actioning. Identify where the equipment should be placed to best advantage.

036 **IT WAS RESOLVED THAT** that STC carry out the decision previously made to buy the equipment. Vote – Unanimous. The Resolution was carried.

037 **Market Income** - This appears to be less than previously forecast; Farmers Market attendance is dwindling. Cllrs Jackson and Titmus are to meet with NKDC to discuss the market and its future.

SER.9 Cemetery Fees

038 The new draft includes the item previously omitted.

039 **IT WAS RESOLVED THAT** the Cemetery Fees be forward to Full Council for final approval. Vote – Unanimous. The Resolution was carried.

SER.10 Future for Castlefields

040 Cllr Titmus has been in touch with Heritage Lincolnshire who will offer support with any project undertaken at Castlefields. There is no budget at present and there will be costs incurred for signage/ information boards etc. A meeting of interested parties to be arranged in the near future.

SER.11 Street Furniture

041 NKDC response to request to adopt was noted.

SER.12
042

RESOLUTION TO MOVE INTO CLOSED SESSION.

IT WAS RESOLVED THAT 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.

SER.13
043

Skatepark

To comply with due process, specialist skate park designers have been sought: one only (Sutton Coldfield) has responded. Cllr Fernandes offered use of a procurement flow chart. An alternative option would be to use non-specific design/building contractors.

044

The current Skate park has now been re-skimmed and resurfaced. A programme to inspect/monitor the safety of the equipment has been put in place.

045

IT WAS RESOLVED THAT to refer this back to the Working Group for further report to Committee.

046

The WG now comprises Cllrs Fernandes and Suiter. Cllrs M Allan and J Charlesworth volunteered to join them. Meeting will be called by Cllr Suiter. Vote – Unanimous. The Resolution was carried. Project Lead will prepare documentation for WG perusal.

017 The Planning Application submission using route 2 regarding floodlights is approved for support by the Tree Surgeon.

SER.14
048

Eastgate Car Park

Core samples results received from LCC. Drainage/Kerbs need to be considered in advance of resurfacing.

049

IT WAS RESOLVED THAT that a meeting with Services Supervisor be arranged to costs the project and that these are put to services Committee and then to Finance and Strategy. Vote – Unanimous. The Resolution was carried.

050

It was reported that there has been recent damage with the large equipment using Eastgate Green. If the damage has not been addressed by NKDC it was felt that TC should address and present NKDC with costs. Services Supervisor to look at damage. It was suggested in future that before and after photographs could be taken for clarity.

There being no further business, the Chairman thanked all for attending and closed the meeting at 9.05 p.m.

CH/mw/sms 13.11.15/22/11/15