



Sleaford Town Council
Notes and Report of Services Panel Meeting – 5th September 2017
2pm to 3pm

Panel members present:

Councillor David Suiter
Councillor Ken Fernandes
Councillor Bozena Allan
Councillor Melody Shanahan-Kluth

Apologies: Councillor Grenville Jackson, Councillor P McCallum and Councillor S Dale

Meeting and Panel supported by Assistant Clerk.

1. **Agree Notes and Report from the meeting 22nd June 2017**

The Panel agreed the notes.

2. **Panel Lead update**

None for this meeting

3. **Service Work Plan**

It was explained that the work plan will be ongoing and areas will be worked on throughout the year. Other areas can be added during the year. The Panel Lead and the Clerk to prioritise agenda items. It was suggested that Eastgate Car Park is a priority.

The Panel agreed to carry out various site visits and liaise with the Services Team with regards to their work schedule.

It was requested to investigate and possibly review how and when dog and litter bins are emptied.

The Panel requested a copy of the assets register in its current form, for dog and litter bins, to help identify where they are all sited.

It was also requested that all assets are labelled with stickers, as a numbering system. All stickers to have the Town Crest on and STC's contact details, to make reporting for members of the public easier. A reporting system on STC's website, was also requested, so members of the public can send in their photos of full bins and the location.

Raising awareness of litter was also discussed together with street furniture.

The Service Panel Work Plan to be circulated with each future agenda.

It was agreed that Panel members meet every two months to walk around the Town and identify particular areas that are in need of maintenance. These and to be put onto a work programme. The first walk will be held on Tuesday 3rd October at 10.30am.

4. **Street Sweeping & Litter Collection**

The Clerk to give Panel Members an update with regards to litter picking income and the possibility of it being handed back to the relevant authority.

The Clerk to clarify how much it would cost STC to carry out the street sweeping and litter collection that NKDC are currently doing and is NKDC contributing to the cost involved with STC emptying their bins and how often are the bins emptied?

How much are STC charged for emptying 3 bins at Greylees and should STC be taking this on? This to be reviewed to get more efficiency.

Areas with most litter problems are Jubilee Grove; Nags Head Passage; St Martin's Court; Westgate Passage and Bullock Pastures. **It was recommended that action to maintain these areas are done within this year's budget and other areas to be dealt with over the coming year.**

Other areas of concern include King Edward Street and all areas associated with Network Rail.

All reports reading street sweeping and litter collection were noted.

5. **LCC Self Help Scheme**

Due to insufficient funds, insurances and specific equipment, the Panel agreed not to express an interest in participating in the Self-Help Scheme at this time.

6. **Allotments – fees and charges**

It was asked what exactly rental fees cover ie, water, lease of land. Size of allotments to be documented. It was agreed that allotment rental should be charged by square meterage. A letter to all allotment tenants to be issued, informing them of the increase in rental from 2018/19 and the reasons for this increase. **Recommend to Full Council that a letter is issued to all allotment tenants.**

7. **Agenda Items for next meeting**

Street Sweeping and Cleaning
Toilets
Street Lighting, Street Furniture and CCTV

8. **Date for next meeting**

Tuesday 10th October at 11am.