



Sleaford Town Council  
Notes and Report of Services & Assets Panel Meeting – 26<sup>th</sup> February 2019  
10:00am to 11:00pm

Panel members present:

Cllr B Allan  
Cllr D Suiter  
Cllr P McCallum  
Cllr J Mathieson

Apologies: Apologies for absence were received from Councillors M Shanahan-Kluth, H Lorimer and F Richards.

Meeting and Panel supported by Deputy Clerk and Administration Officer (MW).

**1. Notes from the last meeting held on 22<sup>nd</sup> January 2019**

The Panel agreed the notes which had already been presented to the Full Council Meeting on 6<sup>th</sup> February 2019.

**2. Service & Assets Work Plan & Action Log**

The Deputy Clerk explained the colour coding system and clarified points with regard to the progress on several actions.

The action/request for extra taps at the Galley Hill/Millfield Terrace Allotment Site was discussed together with costs that would be involved. It was suggested there may be a need to increase allotment rental fees, if more taps were to be installed.

**Action: Taking in to account the size of the Galley Hill/Millfield Allotment Site, the Deputy Clerk to investigate if there is a need for extra taps.**

There was a brief discussion regarding the use of the Museum Toilets and the reduction in vandalism.

**Action: Confirmation if the Tally Machine has been installed in the Museum Toilets**

The Work Plan & Action Log was noted.

**3. Parks & Open Spaces Walkabout**

The Deputy Clerk introduced the Parks & Open Spaces Walkabout report and confirmed progress made thus far and scheduled works. This item was noted.

**4. Gate access neat to Sleaford Woods – confirmation that the green fence will be removed**

It was reported that the fence has not yet been removed. Anticipated dated of removal is mid-March.

**Update: Fence now removed**

## **5. Cycle Lockers**

There was a brief discussion regarding the number of vacant cycle lockers and the location of them, particularly those sited at Church Lane.

It was suggested that the cycle lockers at Church Lane be moved to the Station, as it was felt this would be more beneficial for commuters.

**Action: The Deputy Clerk to look at the possibility and practicality of moving the cycle lockers and report back to a future meeting.**

## **6. Wood Chipper**

There was a discussion regarding the usage of a Wood Chipper

**Action: The Deputy Clerk to produce a comprehensive report detailing the financial implications, environmental advantages, the logistics of usage and storage. This report to be presented to the next S&A Panel Meeting before being passed to the F&S Panel for costing approval, to ensure the F&S Panel have sufficient detail for consideration.**

## **7. Agenda Items for the next meeting**

**7.1 Suggested future meeting dates** – The Deputy Clerk suggested that the Services & Assets Panel meeting on a 6-week cycle. Suggested dates to be brought to a future meeting.

**7.2 SiB** – Report on the progress of the SiB Allotment Plot.

**7.3 Allotment Tenancy Agreement** – To review

**7.4 Services & Assets Terms of Reference** – To review

**7.5 Wood Chipper**

**7.6 Bus shelters**

## **8. Date of next meetings**

26<sup>th</sup> March 2019 at 10am

23<sup>rd</sup> April 2019 at 10am