



Sleaford Town Council  
Notes and Report of Services & Assets Panel Meeting – 27<sup>th</sup> November 2018  
10:00am to 12:10pm

Panel members present:

Cllr M Shanahan-Kluth  
Cllr B Allan  
Cllr H Lorimer  
Cllr D Suiter  
Cllr P McCallum  
Cllr J Mathieson

Apologies: Apologies for absence were received from Councillor F Richards.

Meeting and Panel supported by Assistant Clerk and Services Team Leader.

**1. Notes from the last meeting held on 16<sup>th</sup> October 2018**

The Panel agreed the notes which had already been presented to the Full Council Meeting on 7<sup>th</sup> November 2018.

**2. Service & Assets Work Plan**

The Panel Lead reported that the Panel has achieved a lot and there are still several items that are ongoing and some need to be started.

It was requested that a woodchipper is added as an item on the Work Plan. This item was noted.

**Strategic Plan Work Area for remainder of 2018/19** – Previously discussed at Council. The Panel Lead spoke on the four objectives and it was suggested that the Deputy Clerk is in attendance when Panel Members meet for a “Walk About” at the Cemetery.

Develop plans to enhance play areas – review and look at what STC have got and do any items need replacing? Panel Members to arrange site meetings of all STC’s owned play areas.

The Services Team Leader reported that weekly playground checks are carried out. Annual Playground checks are also carried out by Health & Safety professionals.

It was requested to forward Panel Members a blank copy of the forms used for weekly inspections, together with the latest H&S reports.

**3. Dog Waste and Litter Bins**

The letter received from NKDC concerning bins being installed over the recommended height as per the Disability Discrimination Act 1995, was noted.

The Services Team Leader confirmed that no new dog bins will be installed – dual control stickers will be placed on all litter bins.

There was a short discussion regarding siting of dog bins and it was requested to ask the local press to publicise the use of dual control stickers.

**4. Replacement Bridge, The Drove Lane Allotment Sites**

The Services Team Leader explained the location of the bridge and provided photographs of its current state. Only one quote has been obtained, even though another company has been contacted numerous times. There was a brief discussion regarding the total cost of the quote. The general feeling from Panel Members was to replace the bridge with concrete and steel fixtures.

There was referral to the Financial Regulations regarding obtaining 3 quotes.

The Services Team Leader explained the possible need for a replacement second bridge on Field two of the Drove Lane allotments and asked if it would be more cost effective to get quotes for two replacement bridges.

**Recommendation:** that the Services & Assets Panel refers the only received quote to Council for one replacement concrete bridge. Full Council to be made aware of the difficulty in obtaining 3 quotes.

**5. Re-surfacing of Boston Road Recreation Lay-By – indicative costings**

The indicative costings that have been received is to bring the lay-by back into suitable use only. There was a lengthy discussion regarding the possibility of the lay-by becoming a pay and display car park and the fees and charges involved together with running costs and implications.

**Recommendation:** in principle to proceed with the resurfacing of the Boston Road Recreation Ground lay-by, converting it to a short stay car parking area and to obtain two further quotes.

**6. Cemetery – quote for CCTV**

The Services Team Leader explained the quote received. It was agreed to stop the audio recording in order to obtain a map of the area that would be covered by CCTV.

The audio recording resumed.

There was a discussion regarding the siting of the CCTV cameras and the area of the cemetery that would be covered.

**Recommendation:** to accept the quote and forward to Full Council for approval

**7. Sleaford Castle – purchase of a noticeboard**

The Panel Lead explained the most suitable location for a noticeboard. The noticeboard is a way of keeping members of the public updated of what the Sleaford Castle Heritage Group are doing.

**Recommendation:** to purchase a sturdy noticeboard for use by Sleaford Castle Heritage Group and look at costings at a later date.

**8. Allotments**

**8.1 Updates** – An overview of vacant plots and outstanding payments were given. This was noted.

**8.2 Galley Hill Access Road/Haulage Way** – The Services Team Leader explained that to gain easier access, a foot from each side of the access road would need to be taken back. It was acknowledged that this would be a major project and the cost involved would be high.

**8.3 Wood Chipper** – Costings and type of chipper suitable for use to be discussed at the next Panel Meeting.

**9. Agenda items for next meeting**

“Walk About” – STC owned play areas

Allotment Tenancy Agreement

Wood Chipper

**10. Date of next meeting**

Tuesday 22<sup>nd</sup> January 2019 at 10am.

“Walk About” – 15<sup>th</sup> January 2019 at 10am – meet at the Town Hall.