

SLEAFORD TOWN COUNCIL
MEETING OF THE SERVICES COMMITTEE

Minutes of the meeting of the **SERVICES COMMITTEE** held on
27th May, 2015 at 8.05p.m. The Source, Southgate, Sleaford

PRESENT:

Cllr J Charlesworth

Cllr K Fernandes

Cllr M Suffield

Cllr P. McCallum

Cllr M Graves

Cllr D Suiter

Cllr G. Titmus

Cllr H Lorimer

Cllr K. Dolby

Cllr P. Coyne

Also In Attendance:

Council Officers: Clerk and R.F.O., Press (2) Cllr S. Fields/Member of Public (1)

001 **Motion without Notice:** Cllr G. Titmus, proposed and Cllr D. Suiter seconded the proposal that the Services Committee elect a Chairman and Vice-Chairman for the year 2015 – 6. Vote: Unanimous. The Resolution was carried.

002 **Election of Chairman of Services Committee.** Cllr G. Titmus proposed and Cllr D. Suiter seconded the proposal that Cllr M. Suffield be elected as Chairman of Services Committee.

003 In the absence of any further nominations, Cllr M. Suffield was elected as Services Committee Chairman and took the Chair.

004 **Election of Vice-Chairman of Services Committee.** Cllr M. Suffield proposed and Cllr D. Suiter seconded the proposal that Cllr J. Charlesworth be elected as Vice-Chairman of the Services Committee.

005 No further nominations were supported, and Cllr J. Charlesworth was elected as Services Committee Vice-Chairman.

SER.1 APOLOGIES FOR ABSENCE.

006 Apologies, with reasons, had been received from Cllr A. Snookes. This was accepted, the attendance register was completed.

SER. 2 DECLARATIONS OF INTEREST.

007 No Declarations of Interest to record.

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SER. 3 MINUTES.

008 Market Signage: It was requested that this outstanding matter be resolved by next Committee meeting.

009 **IT WAS RESOLVED** that the Notes of the meeting held on 15th April 2015, be accepted as Minutes of that meeting. **Vote: 7 For, 2 Abstentions.** The Resolution was carried.

SER.4 FUTURE SERVICES COMMITTEE MEETINGS.

010 **IT WAS RESOLVED** that an informal meeting of Committee Members will be held to consider future working arrangements and practice; frequency of meetings, workloads, delegation of projects etc to report to Full Council, together with any amendments to the Committee's Terms of Reference. **Vote: Unanimous.** The Resolution was carried.

011 It was further suggested that another tour of the Council's Open Spaces and areas of responsibility could be arranged.

SER.5 CHAIRMAN'S REPORT.

012 The former Services Committee Chairman referred to the report "STC Capital Projects & Priorities 2011 – 2015" which summarised the Committees work and outlined plans and projects in hand.

013 It was requested that the Allotment Working Group is reformed and includes Allotment Holder(s).

SER.6 CLERK'S REPORT.

014 **Removal of Ash Tree, Boston Road Recreation Ground.** This decayed tree was deemed unsafe by arborist. TPO permission to remove and replace was in place.

015 **Eastgate Car Park – Removal of Cobbles.** Work now completed and up to standard.

016 **Sleaford Pride Street Furniture.** Resolved misunderstanding that STC wished to take over responsibility. NKDC looking into transfer of specific items for further consideration by Committee/Council.

017 **Greylees Notice Board** – Obtained by Residents, will be handed over to STC as an "Asset" for maintenance.

018 **For Noting: Market Licence:** Revised licence being finalised. Current licence expires October 2016; Clerk & NKDC to implement option to renew for further five years.

019 **Market Other:** (i) Trading Standards inspection carried out 1st May, 2015. No irregularities to report. (ii) Police Engagement Day 1st August, 2015. STC and NKDC Services working together in planning and management.

020 **Money's Yard Toilets:** NKDC work on drains completed survey report indicates no structural issues or faults. NKDC Services Manager recommending to Corporate Management Team that three year lease is awarded to operate the toilet facility.

021 **Sleaford in Bloom, Plantings.** Greenhouse at depot being utilised and plants donated by Sleaford in Bloom; Services will assist with feeding and deadheading summer plantings.

022 **Kiosk Awning:** Supply and fitting in hand post discussion with Kiosk tenant.

023 **Gazebos:** In hand to purchase four of and organise damaged/deteriorated gazebos for spares.

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Date:

- 024 **STC Notice Boards:** Board for Museum being sourced and information being gathered for other Town boards.
- 025 **Bus Shelter, Mareham Lane:** Quotations for refurbishment/replacement being obtained and in discussion with LCC.
- 026 The Clerk's Report was noted.

SER.7 ACTION LOG

- 027 Coach Parking (05.11.14) – Remove from Action Log.
- 028 **Car Park Working Group (See Agenda 12.2 below)**

SER.8 FINANCIAL REPORT.

- 029 The Services Committee Financial Budget Comparison Report, 27th May, 2015 was noted.

SER.9 PROJECT & EVENT UPDATES

- 024 **9.1 Skatepark Review of Tenders** *IT WAS RESOLVED THAT* this in view of the confidential nature of the business, this item would be discussed in Closed Session. Vote: Unanimous, the Resolution was carried.
- 025 **9.2 Allotment Compost Toilets.** It was noted that the installation is almost complete; that publicity is requested under the terms of the Grant Aid; that environmental groups be invited to the launch/opening; that early July would be appropriate time to maximise publicity.
- 026 **9.3 Sleaford Carnival.** It was noted that the Organisers had been contacted with permission to use the Recreation Ground; that verbal confirmation of a Carnival charity account had been received; that charities wishing to attend should contact the organisers direct.
- 027 **9.4 & 9.5 Armed Forces Day & Veterans' Evening.** Councillors were invited to attend the flag raising ceremony at the Almshouses on 22nd June, and the Veteran's Evening event on 26th June. The main flag raising event will be carried out by the District Council; there is no parade this year.

SER.10 WORKING GROUPS

- 028 Composition of current Working Groups is still in progress; Clerk will continue to update the list and inform Members.

SER.11 REQUEST TO USE EASTGATE CAR PARK – A SATURDAY, SEPTEMBER 2016.

- 029 It was agreed that the Committee would support the event, but discuss possible alternative venues; previous attempt to locate on two sites has not been successful, loss of parking spaces will cause difficulties, holding the event on the Recreation Ground may not be feasible. Clerk to liaise with NKDC regarding use of Boston Road car park and set up meeting with Historic Car & Motorcycle Show, SC Chairman to attend.

SER12. FUTURE AGENDA ITEMS - OVERVIEW

- 030 It was noted that these are projects to achieve over the next five years, that it was essential that costings for projects are prepared thoroughly; that budgets should be maintained.

- 031 **12.1 Tree Planting Programme.** It was noted that the scheme proposed by the Services Supervisor is one of several; that planting is seasonal; that it might be necessary to phase the programme over several years; that grant funding (hedges) is obtained. **IT WAS UNANIMOUSLY RESOLVED THAT A** Working Group is formed to agree the Tree Planting programme and associated matters. WG to meet as soon as possible and will comprise Cllrs M. Suffield, P. Coyne, D. Suiter, K. Fernandes, J. Charlesworth, H. Lorimer and Services Supervisor. The Resolution was carried. Clerk to set meeting. In conjunction with the Services Supervisor, Cllr J. Charlesworth will prepare a time-line for the Working Group's consideration.
- 031 **12.2 Eastgate Green Enhancement** It was requested that the WG meet to discuss enhancements to Eastgate Car Park, Coach Parking alternative signage and other related issues. Clerk to call meeting as soon as possible. It was recommended that this WG reports to Services as well as Finance & Strategy Committees.
- 032 **12.3 Speed Indicating Device Scheme** The project has Council approval, requires implementing. At present there are insufficient Office and Services resources to source the equipment, install and manage the project, Councillors help was requested. Cllr M. Suffield volunteered to lead a Group of members (Cllrs D. Suiter, K. Dolby, K. Fernandes, G. Titmus and J. Charlesworth) to set up and manage this project. Group to meet as soon as possible.
- 033 **12.4 Sleaford Urban Opportunities Project.** – Ongoing, information to be passed on as available.
- 034 **12.5 Wildflower Meadows Project** Cllr Titmus has had preliminary meetings, will brief Committee.
- 035 **12.6 Request for Muslim Burial Space.** Clerk is progressing and will report back.
- 036 **12.7 "When in Sleaford" Arts Project.** Cllr M. Suffield volunteered to represent the Council at meetings.
- 037 **12.8 Sleaford Pride Street Furniture.** Officer managed, Clerk will report back.
- 038 **RESOLUTION TO MOVE INTO CLOSED SESSION.**
- 039 Skatepark Tenders: "In view of the confidential financial nature of the business about to be transacted, **IT WAS RESOLVED THAT** 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.
- 040 The Clerk/Project Lead's report was discussed. Four specialist companies had been asked to tender, two suppliers had submitted quotations for the work. Comparative costs were considered and it was agreed that Supplier No.1's proposal was preferred. This scheme offered more flexibility and could be extended if required in the future. The Clerk/Project Lead were requested to obtain details of similar installations for inspection, clients to provide references and confirm "discount" details. Subject to satisfactory responses to these points, **IT WAS RESOLVED THAT** Supplier No 1's Quotation be referred to Finance

and Strategy for approval and recommendation thereafter to Full Council. Vote Unanimous. The Resolution was carried.

041 It was noted that supplying lighting to the scheme may be possible subject to the recommendation being made to Finance & Strategy Committee (10th June) and that funding for CCTV equipment could be investigated.

042 There being no further business, the Chairman thanked all for attending and closed the meeting at 9.20p.m.

Cllr H. Lorimer proposed a vote of thanks to Cllr G. Titmus, outgoing Chairman of Services Committee.

SMS 02.06.15.

Signed:
Date: