

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

Minutes of the meeting of the **Services Committee** held on
Wednesday June 12th 2013 at 7:30pm
at The Source, Southgate, Sleaford

PRESENT: Councillor G Titmus (Chairman)

Cllr M Allan (V. Chairman)	Cllr K Dolby	Cllr D Suiter
Cllr K Fernandes	Cllr H Lorimer	
Cllr B Watson (Mayor)		

Also Present: Councillors M Graves, G Jackson and J Charlesworth.
Mrs S McIntyre, (Clerk), Mrs L Savage, (RFO), a representative from the
Target and C/Cllr A Hagues and 3 members of the public.

The Chairman opened the meeting, welcomed the public present and also
members for the new committee year.

SER.1 APOLOGIES. Apologies, with reasons had been given to the Clerk from
Councillor K Dolby and Cllr D Birks. These were accepted.

SER.2 DECLARATIONS OF INTEREST. There were none.

SER.3 MINUTES. Notes of the meeting held on April 24th 2013, had been circulated.

It was proposed by Cllr H Lorimer and seconded by Cllr K Fernandes that the
Notes from April 24th 2013, be accepted as Minutes of that Meeting.

Vote – 7 for. The Resolution was passed, the Chairman signed the Minutes.

SER.4 CHAIRMAN'S REPORT.

The Chairman's report had been circulated. He explained it was for noting and
some subjects were covered on the agenda.

The report included short updates on:

ALLOTMENTS Quotations for compost toilets have been received. An
application for grant funding from ECO2 has been submitted. We should plan for the
installations to be erected before the onset of winter.

Operating allotments is a specialist area that the Committee has paid insufficient
attention to. We should consider forming a standing working group to monitor and
advise on the future management of our two sites, including the newly installed
compost toilets.

CEMETERY

Funding has been allocated to complete the re-surfacing of the cemetery paths. This
should cause less disruption to the cemetery than the work done in 2012. We will
obtain a quotation and move ahead to complete this project before the onset of winter
this year.

A funded drainage survey of the new field area of the Town Cemetery was agreed and funding allocated. It has proved difficult to arrange; news on progress is awaited.

The cemetery toilets remain in use but are in a sorry state. Funds have been allocated for a structural survey and we can expect this to be carried out in the near future.

An on-site meeting with Sleaford in Bloom has agreed to allow a trial planting in the autumn of two types of wild flowers on a verge, currently inhabited by nettles, bordering the natural burial area.

EVENTS

Carnival – agenda item.

There is also a request to use BRRG for a local charity event at the beginning of August. It has been suggested that Eastgate Green might suit better. An on-site meeting will take place 07 June.

GENERAL

Asset Inspection – agenda item.

This year we may need to pay greater attention to the maintenance of St Denys churchyard and clarify our responsibilities. We should also plan to coordinate the maintenance of the Monument Gardens with any building work .

The war memorial needs re-pointing and the perimeter ground surface needs repair or replacement; both preferably before Remembrance Day. Funding is provided.

The Committee has an ambitious programme of projects this year and sufficient funding to see them completed. However, in the continuing absence of the Operations Manager and depletion of the Office staff there will be the need for careful planning of work throughout the year to both avoid over-loading Council staff and ensuring that the work is completed.

There will also be the need to coordinate with the Personnel Committee with relation to the operation or management of any new facilities provided to the town. Toilets on the allotments, although requiring little maintenance will still need to be checked regularly and sawdust replenished periodically. Also the new Monument Block toilet will likely be included on those facilities to be unlocked and locked at set times.

PARKING

Creation of a Boston Road car park on the existing lay-by has taken a low priority recently. The Committee will need to re-look at the matter this year as the surface continues to deteriorate and the pressure on off-road parking spaces increases.

The Eastgate Car Park WG reports to the F&S Committee, nevertheless most aspects of work on the car park fall to Services. Currently, re-painting of permit bays and other surface markings, especially those in the northern part of the car park and the coach parking bays are planned. The question of signage is under review with responsibilities for new signs being clarified. The Mallards hotel has been contacted, following information from the Land Registry, regarding its border with the car park and the re-painting of boundaries.

Funding for the complete re-surfacing of the Eastgate car park is increasing annually. The Committee should soon be in a position to produce a plan for the overall maintenance of the car park complete with programme dates.

RECREATION GROUNDS

Although major tree works were undertaken in year 2012/13 the Committee delayed what it considered less urgent felling. We may require a partial survey late in the 2013/14 year to ensure continuing tree safety. The Committee will also need to ensure that our commitment to replace felled trees is met.

TOILETS

Money's Yard Toilet. Although we have only a year's lease on the block we must still be alert to its maintenance needs. Also the Committee may wish to take the lead in planning for an additional public toilet in the town, if necessary as a replacement for the Money's Yard facility.

SER.5 CLERK'S REPORT/UPDATES.

- Action Log –circulated.
- Tamar Court – reminders have been sent out to have the transfer completed.
- Tree Planting – the Clerk has made contact with someone at St George's and there are 2 elements – they can obtain replacement trees for us through the Woodland Trust for the Boston Road Rec. They are also looking at a project to plant memorial trees in one or more locations to commemorate 100 years since the Great War. The Clerk was authorised to make further enquiries about both of these ideas and to bring a report to the July 31st meeting.
- Retired D/Cllr. Cllr Watson wished to remind Councillors about a collection.

SER.6 FINANCIAL REPORT. Receive latest committee financial report.
There were some questions which the R.F.O. will look at.
It was proposed by the Chairman and seconded by Cllr K Fernandes that the report be accepted.
Vote 7 for. The Resolution was passed.

SER.7 TERMS OF REFERENCE. These had been circulated.
There was one minor amendment.
It was proposed by Cllr H Lorimer and seconded by Cllr K Fernandes that, with that amendment, the Terms of reference be re-adopted for 2013/14

Vote 7 for. The Resolution was passed.

SER.8 BOSTON ROAD RECREATION GROUND – Update on Sleaford Carnival.

The Chairman explained that a formal and an informal meeting have taken place and that the Clerk has produced a draft Lease. A further meeting will be organised to check the progress of the legal matters, and to sign an amended lease.

It was generally felt that the TC should support the event, and the group congratulated, but more detail is needed.

It was proposed by the Chairman and seconded by Cllr K Fernandes that the Clerk arranges a formal meeting with the organisers in the TC offices, plus

members of the Services Committee and Services staff, to finalise details and get the lease signed. The Clerk, Chairman and Vice Chairman are authorised to finalise the lease prior to this meeting.

Vote 7 for. The Resolution was passed.

SER.9 WORKING GROUPS –

- Market Working Group – The Chairman said that the Market WG was the only WG under Services, but some developments may mean that that items devolve to other committees due to time constraints.

Cllr B Watson set a Market WG meeting for Friday June 21st in the Cllr I Dolby's office at 9.30am. He said there is much to put in place to improve the market. The WG had not yet set a date for the re-launch and it was an embarrassment to be telephoned and asked about it. He felt it could not be put in place by June 29th. The Chairman said the date of the re-launch was running away from the WG before it had chance to organise all the necessary structure.

Cllr B Watson confirmed the matter would be fully discussed and members of the public on the WG will sign the necessary disclaimer forms.

- Tractor sheds. The Chairman said a private citizen has offered to provide gazebos, and asked the Committee if the tractor sheds, in principle, could be used for storage.

It was proposed by the Chairman and seconded by Cllr K Fernandes that in principle, the tractor sheds can be used to store the gazebos. Details of access and operation, including ownership, security and insurance are to be agreed by the WG and Council staff.

Vote 7 for. The Resolution was passed.

SER.10 DOG LAW ENFORCEMENT OFFICER: To note her latest reports– for any follow up action that is the responsibility of the Services Committee. This report was noted.

SER.11 FIVE YEAR PLAN. This was circulated.

The Chairman said this was a useful document. He said he felt that residents did not know how much STC does and suggested some details of this plan are published.

Cllr M Graves said that some amendments were needed if the plan is to be achievable – specifically the timing of the major work – the replacement skate park. It was also agreed that grant funding had to be properly investigated.

It was agreed that the plan needed revising before any possible publication. Cllr K Fernandes said that there should be some notices or notice boards explaining what the TC was responsible for.

It was proposed by Cllr M Allan and seconded by the Chairman that the Five Year Plan be revised and updated. Also how the Town responsibilities could be promoted and publicised.

Vote 7 for. The Resolution was passed.

The Chairman agreed to lead this Resolution.

SER.12 ALLOTMENTS: Letter of intent and revised regulations.

The Chairman said all paperwork was in the office for the staff to amend the agreement and produce a Guide for the next meeting. He said the Committee needs to spend time supporting the staff in the overall management.

The Chairman proposed and Cllr M Allan seconded that a standing WG is formed to look at the overall management, to support the staff and oversee the installation of the new toilets.

Vote 7 for. The Resolution was passed.

WG members: M Allan (lead Councillor), B Watson, D Suiter, K Fernandes.

Cllr B Watson said the rules and regulations were in place, they are not policed. He said the Committee should not focus on revising the existing, they should better enforce them.

SER.13 EASTGATE GARAGES. The Chairman told the Committee that there has been another site meeting between Town Council Officers and NKDC Officers. It is likely that there will be a recommendation for a 1.8m or 2m brick wall to be built. His advice would be to re-apply, taking into account NKDC's recommendations. The item is on every Applications agenda so the matter could be dealt with at short notice.

- **Heras fencing.** There was some discussion about purchase rather than hiring safety fencing. Some further costs were given to the meeting.

The Chairman proposed and Cllr K Fernandes seconded that 12 panels and clips be purchased to the best price available, not exceeding £500, or offer to purchase the ones currently being hired.

Vote 7 for. The Resolution was passed.

A Budget line will be discussed with Officers.

SER.14 ALMS HOUSES. The Chairman asked if a permanent flag pole should be installed. Planning permission would be needed – but as there had been one previously – the planning permission for that may still be current. It was agreed that the Chairman should research this further, discuss the operation details with TC Officers and bring the item to a Full Council meeting.

SER.15 REGULAR ASSET INSPECTION.

It was agreed that the Chairman and Vice Chairman should look at what inspection records are being produced and to see if they are suitable.

SER.15 MONUMENT GARDENS TOILET BLOCK. The Chairman explained the overall project is under F&S but the Services Committee needs to progress the actual work. Members of the project group, including the Town Clerk, will be meeting to look at the planning application and agree to submit. Then they group will look at quotations and progress. It progresses through the Group but comes to Services for committee approval.

The Chairman said that possible work on the TC toilet may start in the later summer.

It was stressed that the TC needed continued representation on the Museum Trust committee once the project was complete, in order to monitor and advice in the future operation.

Cllr B Watson said that this would become an outside body for the TC to nominate a representative.

There being no further business, the Chairman closed the meeting at 9.01pm.

ACTIONS

- Ser 5** **Tamar Court** - Continue reminding various people.
Tree Planting – make further contact with the people offering and full report and agenda item next meeting.
- Ser 8** **Carnival** – arrange formal meeting in TC offices with organisers, members of services committee and services staff.
Hiring agreement – Clerk, Chairman and Vice Chairman to finalise the draft lease agreement prior to the above meeting.
- Ser 9** **Tractor sheds** – Cttee agreed in principle to use the sheds for the gazebos – details of their management etc to be discussed by market WG June 21st.
- Ser 11** **Five Year Plan** – To be revised and updates, and see how Town responsibilities can be better promoted. **Chairman.**
- Ser 12** **Allotments** – WG of MA (lead), BW, DS and KF to look at overall management and oversee toilet installation.
- Ser 13** **Eastgate Garages** – Heras fencing – purchase 12 panels and clips not exceeding £500 or offer to purchase ones being hired.
- Ser 14** **Alms Houses** – Chairman to research possibility of installing permanent flag pole – examine planning permission etc. To go to a FC meeting.