



Sleaford Town Council
Notes and Report of Services & Assets Panel Meeting – 5th June 2018
2.00pm to 3:15pm

Panel members present:

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

Apologies: No Apologies were received.

Also present: Councillors J Charlesworth and K Fernandes.

Meeting and Panel supported by Assistant Clerk.

1. **Election of Panel Lead**

Councillor M Shanahan-Kluth was elected as the Lead Councillor for the Services & Assets Panel, for 2018/19

2. **Agree Notes from the meeting 24th April 2018**

The Panel agreed the notes which had already been to the Full Council Meeting on 16th May 2018.

3. **Terms of Reference**

The Panel noted the Terms of Reference which had been approved by Full Council on 2nd May 2018.

4. **Services & Assets Work Plan**

It was explained that the work plan is ongoing and can be amended throughout the year.

The following updates and actions were given for the individual items listed on the plan: -

- **Parks, Recreation Grounds and Open Spaces**

- Goal posts approved for Woodside

- Boston Road layby – Clerk to check ownership. Suggestions requested as to what STC would like the layby to be used for and liaise with the Clerk. This to be a future agenda item.

- **Street Sweeping and Cleaning**

- Discussion regarding giving a better service to the public and concentrating more on weeds within the town. It was agreed to ask the Clerk to press NKDC for extra funds. This to be brought back to a future meeting.

- Litter picking – Move forward with dual use stickers on all litter bins. It was requested to report any grot spots to the office.
 - Cllr D Suiter to find out who is responsible for the weeding on housing estates.
 - It was suggested to make the ‘who does what’ list on STC’s website bigger and to displays in notice boards.
 - It was suggested for STC to reproduce an ‘Information Booklet’ and the use of a visual map showing where STC’s responsibilities are.
- **Grounds Maintenance**
 - Clarification needed from the Clerk as to what grounds maintenance is.
 - Clerk to ask for a review of LCC’s current arrangements. This to be a future agenda item.
- **Cemetery future**
 - New space needed
 - Islamic and Children’s section – drainage concerns
 - Services & Assets Panel to look around the cemetery and the cemetery toilet provision.
- **Toilets**
 - It was requested that the Clerk checks the Tally Machine at the Museum toilet to confirm how often the facility is used.
- **Allotments**
 - Galley Hill/Millfield Terrace allotments still to be reviewed.
 - It was requested that the Allotment Tenancy Agreement form is reviewed, as soon as possible to allow bees on allotments.
 - The panel requested feedback regarding the measurement of the Drove Lane allotment plots. Galley Hill/Millfield Terrace plots are still to be measured.
- **Street Lighting, Street Furniture and CCTV** – This item was noted as it is working progress
- **Play Equipment**
 - Adult play equipment – waiting further quotes
 - George Street Play area – Looking a bit worn
 - It was asked how much money is left from Woodside which can then be used for Boston Road Recreation Ground.
 - There was confusion regarding adult and exercise equipment and which of these are to be sited at Woodside Play Area and Boston Road Recreation Ground. It was requested this is looked into a reported back to future meeting.
- **By-Laws** – This item is ongoing. Current by-laws to be investigated. It was requested that the Panel is guided by a report from the Clerk.
- **Eastgate Car Park** – Existing operational arrangements for the Car Park are complete.

- **Boston Road Lay-by** – It was requested to look in to the background work.
5. **'Walk about'** – It was agreed that the Panel would carry out a site visit of the Cemetery on Tuesday 26th June at 10am.
 6. **Play Equipment (Woodside)**– This item was noted as it has previously been discussed under the work plan.
 7. **Adult Exercise Equipment (Boston Road Recreation Ground)** - This item was noted as it has previously been discussed under the work plan.
 8. **Noticeboards**
Cllr D Suiter informed members that a cost of a 8 x A4 sheet noticeboard is £325 plus VAT. It was suggested that noticeboards to be erected at Greylees, Boston Road Recreation Ground, Eastgate Car Park and the Market Place. Clerk to seek permission from NKDC to allow a noticeboard at the Market Place.

A short discussion followed as to who would use the noticeboards and who would be responsible for updating them.
 9. **Date of next meeting**
Tuesday 3rd July at 9:30am