



Sleaford Town Council
Notes and Report of Services Panel Meeting – 23rd July 2019
10:00am to 11:47pm

Panel members present:

Cllr M Shanahan-Kluth (Lead)
Cllr H Lorimer
Cllr K Fernades
Cllr J Thomas
Cllr D Suiter

Apologies: Apologies were received from Councillor D Darmon

Councillor C Sandy was absent from the meeting.

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

1. **Notes from the last meeting 11th June 2019**

The Panel agreed the notes which have already been presented to Council on 12th June 2019.

2. **Allotments**

2.1 **Memorial Cup – To finalise criteria.** Mrs K Blythe attended the meeting to discuss and finalise the criteria for the 'Best Kept Allotment'.

Members discussed the draft criteria and agreed that each question would be marked out of 10.

Mrs Blythe suggested adding productivity or allotment output and perhaps where some of the produce goes. For example, if tenants were able to say it maintained a family of four for so many months of the year. Or, how many pounds of fruit and vegetables tenants produce, and do they donate some it.

It was felt that this would be difficult to include as the judging will be based on more visual criteria. However, it was agreed that the output of produce will be a tie break question.

The Panel Lead explained that the 'Best Kept Allotment' is a new event and will be a learning curve for all those involved. Any additions to the criteria list to be emailed to the Clerk/Deputy Clerk.

Action: Use the noticeboards at the Allotments to publicise the annual best kept allotment prize and judging criteria.

There was a brief discussion regarding judging dates. It was agreed that judging of the 'Best Kept Allotment' on both the Drove Lane and Galley Hill/Millfield Terrance sites will take place on **Monday 9th September 2019**. Times to be confirmed.

The date and time for the presentation ceremony are still to be agreed.

Confirmation of the judging panel was given and includes the Services Panel Lead (Cllr M Shanahan-Kluth) plus one other Services Panel Member (Cllr H Lorimer), the Mayor/Deputy Mayor plus 2-3 members from Mrs Blythe's family.

All members of the Services Panel are welcome to attend on 9th September 2019.

Action: Maps of the allotment sites together with the agreed criteria to be forwarded to the judging panel.

Mrs Blythe said that this event is very personal to her and her family and she expressed her sincere thanks to all at Sleaford Town Council for making this event possible and then left the meeting.

2.2 Allotment Tenancy Agreement

It was explained that since the last Services Panel Meeting, work has been carried out on the draft agreement to condense it to make it easier to read. NALC's Allotment Tenancy Agreement Template has also been included in the review.

There was a discussion about the suggested changes to the draft agreement. The two main changes are to remove named partners and remove the use of hosepipes to discourage the misuse of water.

2.3 Size of Allotment Plots

The officers report was discussed together with the feedback from a small number of allotment tenants and the options for consideration.

It was agreed when offering out vacant plots in the future, to ask the prospective tenant if they want a full, half or starter plot.

2.4 Cost analysis

There was a discussion regarding the actual costs of allotments and the need for a possible increase to annual fees. The discussion included:

- Water bills
- Compost toilet maintenance
- Removal of Waste
- Other ad-hoc maintenance

Recommendation:

1) Continue the consultation process with allotment tenants on the proposals which will include the following, and report back to Council in September 2019;

- **Under special circumstances authorise the Clerk to use their discretion for automatic transfer of tenancy to an individual, ie: spouse, son/daughter;**
- **Introduce starter plots, where available;**
- **Annual rental fees to increase:-**
 - Full Plot £50**
 - Half Plot £25**
 - Starter Plot £12.50**
- **Deposit fees to be charged as per the annual rental fee**

3. **Action Log**

Action: Wood paint to be purchased to cover the graffiti on the Furlong Bus Shelter.

Action: Promote vacant cycle lockers through STC's Facebook page and website.

The Action Log was noted.

4. **Verbal Updates from Clerk/Deputy Clerk**

4.1 **Annual Play Inspection Summary** - It was reported that immediate work has been carried out to one high risk piece of equipment. A number of mostly minor findings, around gates, fences and safety surfaces have been highlighted. The Service Team will carry out the maintenance on the jobs they can do and contractors will be hired to carry out the remainder of the work.

5. **Agenda items requested by Panel Members**

5.1 **National Grid – Biofuel** – Councillor J Thomas introduced this item and the merits of biofuel were discussed.

Action: The Clerk to investigate and seek more information and report to a future meeting.

Action: The Panel Lead to make enquiries with LCC Councillors

5.2 **Siting of Memorial Benches** – Councillor D Suiter introduced this item and there was a short discussion regarding location of future memorial benches and the benefits of advertising this via Funeral Directors and Social Media.

The Clerk reported that he had recently turned down requests for memorial benches at the cemetery because of limited space.

Action: All Councillors to suggest suitable areas owned by STC, for future siting of memorial benches.

5.3 **Nesting Boxes** – Councillor D Suiter introduced this item. Suitable areas for siting nest boxes were discussed together with sponsorships, and the practicality of erecting them.

Action: Councillor D Suiter to investigate possible funding for nest boxes and report back to a future meeting.

Action: Councillor H Lorimer to pass on contact details to the Clerk of the person who funded the nest boxes at the cemetery.

5.4 **Tree Planting Scheme** – Councillor D Suiter requested that this item is deferred to allow him to gather more information on this scheme.

6. **Agenda items for the next meeting**

6.1 Nest Boxes – Locations and sponsorship

6.2 Noticeboards – cost of different size noticeboards

6.3 Tree Planting

7. **Date of next meeting**

27th August 2019 at 10am