

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

**Minutes of the Services Committee held on Wednesday 20th January
2016 at 7:17pm at The Town Hall, Quayside House, Navigation Yard,
Sleaford.**

Present: Cllr J Charlesworth (Vice-Chairman)

Cllr K Dolby

Cllr H Lorimer

Cllr G Titmus

Cllr K Fernandes

Cllr A Snookes

Cllr M Graves

Cllr D Suiter

Also in Attendance: Cllr B Allan, Cllr A Brand, Cllr J Brealeycook, Cllr S Clegg,
Cllr P Coyne, Cllr G Jackson, Cllr J Mathieson and Cllr P McCallum.

Officers: Project Lead: Kevin Martin and Minutes Clerk. Press (0), Public (3)

SER.1 Introduction & Welcome – Vice-Chairman.

001 Members being present from a previous meeting, the Committee meeting began early.

002 Cllr J Charlesworth welcomed all to the meeting.

SER.2 Election of Services & Amenities Committee Chairman.

003 Following the resignation of Cllr M Suffield, Cllr D Suiter proposed Cllr J Charlesworth as Chairman of the committee. Cllr G Titmus seconded the proposal.

004 In the absence of any further nominations, Cllr J Charlesworth was elected Chairman and thanked all for the nomination.

005 It was noted that Cllr J Charlesworth will not be available for the next scheduled meeting.

006 It was agreed that Cllr G Titmus be Vice-chairman for this meeting only. Proposed by Cllr M Graves and seconded by Cllr H Lorimer. There were no other nominations.

SER.3 Apologies for Absence

007 Apologies, with reasons, had been received from Councillor M Allan. This was accepted and the attendance register was completed.

SER.4 Declarations of Interest

008 There were no Declarations of Interest to record.

SER.5 Minutes

009 **IT WAS RESOLVED THAT** the Notes of the meeting held 4th November 2015, with one minor amendment, be accepted as Minutes of that meeting. Vote – 7 for and 1 abstention. The Resolution was carried and the minutes were signed.

SER.6 Chairman's/ Vice Chairman's Report

010 The Chairman requested Members to abide by the debating rules.

SER.7 Clerk's/Officer's Reports

011 **7.1 Boston Road Recreation Ground application for tree works.** Tree officer will attend the Applications Committee 27.01.16.

012 The proposal is for 6 trees to be felled and work to be carried out on other trees. One of the trees has been put forward for felling because it overlays the road through the Bowls Club.

013 Following discussion concerning a 2012 report, it was noted that one tree needs to be felled within the next three months and that others will also need to be removed.

014 Members noted that NKDC Tree officer is scheduled to attend Applications meeting 27th January and **IT WAS RESOLVED** to seek his advice at this meeting. Members wish to retain the trees and require information of what treatment will be needed, if the trees are kept. Vote – Unanimous. The Resolution was carried.

015 STC will not take action on the trees until the Tree Officer has been consulted.

016 **7.2 Tree Planting Programme** – Funding Application (Eco2) resubmitted. The funding body have queried the Council's powers to plant trees at schools. The application had been well received by the panel, Clerk has contacted funding body to clarify Council's "Powers", and the Working Group to meet again to review the application.

017 **7.3 Dog Waste and Litter Bins** - letter from NKDC and to note Disability Discrimination Act 1995 guidance.

018 Concerns expressed regarding ownership of certain bins. Clarification was requested (Project Lead).

019 **7.4 Grants Availability S106 monies**

020 The Services Team have repaired the vandalised fencing at Tamar Court/Church Lane on several occasions. If TC is to take responsibility for this it should be in a suitable state of repair.

021 **IT WAS RESOLVED** that this Committee does not wish to take ownership in the present state this is taken to Full Council for Ratification. Vote – Unanimous. The Resolution was carried.

022 Open space, Sheldrake Road, Quarrington Park. Committee noted NKDC are following up outstanding S106 Monies, from the developers.

- 023 **7.5 Play Areas** – Annual inspections for all sites due February 2016 – This was noted.
- 024 **7.6 Money's Yard Toilets**
Annual Licence renewed April 2015, application for the renewal of this licence are the 'negotiations' referred to in Clerk's Report. This is granted by NKDC and can be revoked at any time with three months notice.
- 025 *(Clerk's Note: There seems to be misunderstanding of this matter: Report to be put before next Services & Amenities Committee, Project Lead to be briefed. Sms)* An update is required.
- 026 **7.7** NKDC notification of demolition of 2 Newfield Road, commencing 18th January. Access restrictions noted.

SER.8 Finance

- 027 **8.1 Quarterly Report** - items in this report were explained.
- 028 Essential maintenance work will be carried out on Eastgate Car Park before March.
- 029 Annual inspection show the surfaces on Lincoln Road need attention. Quotation received may be referred to Finance and Strategy for approval.
- 030 It has been agreed to replace a slide on the Boston Road site and a quote has been received.
- 031 **8.2** A possible request for virements for essential open spaces maintenance work was noted.

SER.9 Action Log

- 032 Action log to be updated.
- 033 There was a query relating to item 037 Market Income. The Market is now under the remit of the General Purposes Committee and an officer is carrying out comparison on number of stalls.
- 034 **Speed Indicating Device Equipment:** The Working Group has presented list of equipment to Lincs Road Safety Partnership and LCC Highways. Cllr Fernandes has been looking into where equipment should be sited on lampposts.
- 035 It was agreed that the equipment should now be obtained.
- 036 Project Lead will update the action log but probably not until April. Cllr Fernandes asked if there had been any movement on the possibility of siting a bench on Lincoln Road. Project Lead will ensure that this is followed up.

SER 10 Allotments

- 037 **10.1** To reconvene Allotment Working Group – Draw up ToR and report back to a future meeting.

038 **IT WAS RESOLVED** that Cllr S Clegg become a member of the WG and Cllr K Dolby to take responsibility for WG meetings. Vote – Unanimous. The Resolution was carried.

039 **10.2 Drove Lane Allotments** – When available, the new lease will be placed before the Committee; the Council pays an annual rent.

040 **10.3 Allocation of STC tree nursery space.** Cllr Brealeycook to liaise with WG after an allotment site visit with Officers to agree a suitable plot. Trees would be kept in pots.

SER.11 Committee Terms of Reference.

041 **IT WAS RESOLVED** to accept the amended Services & Amenities ToR. Vote Unanimous. The Resolution was carried.

SER.12 Cemetery

042 **Muslim Faith Burials**

IT WAS RESOLVED to accept the following recommendation and to be ratified at the next Full Council:-

1. That the Council makes available land at the south west corner of Section “OO¹” of Sleaford Cemetery for Muslim Burials.
2. That the Council Approved Regulations, together with Appendix 1 be applied to all Muslim Burials
3. That Council approved current and future Cemetery Fees be applied to all Muslim Burials.
4. That Operations and Administration Staff receive appropriate training in the etiquette and management of Muslim and diverse funerals.

Vote – 7 for and 1 abstention. The Resolution was carried.

043 **Commonwealth War Graves Commission.**

The grant is for general maintenance was discussed. It was suggested STC ask if the graves will be inspected annually and if CWG finances improve would they be amenable to renewing the funding at a future date? The project Lead outlined the overall financial position of the cemetery and suggested the loss of the £200 grant was d-minimus. The report was noted.

SER.13 RESOLUTION TO MOVE INTO CLOSED SESSION.

044 **IT WAS RESOLVED** that agenda items 14 and 15 should be discussed in open session. Vote – Unanimous. The Resolution was carried.

SER.14 Skatepark

045 Only one unattached designer has been found to date, the report is from this organisation.

046 In discussion it was noted that:-

- June could be a feasible date for completion.
- The skatepark can be progressed at whatever speed TC wish.
- Request to tender should be published on website.

- The lighting is being installed.
- Cllr Allan has requested Cllr Titmus to speak on his behalf.
- The work carried out towards the skate park in the last two and a half years covers every step from the report. STC oversight was that it did not go out to open tender.
- Cllr Allan's suggests existing paperwork is re-used, need to show a clear paper audit trail.
- Use someone such as a quantity surveyor to get an idea of cost of replacing like for like.
- The skatepark is very well used and is serviceable at present.
- Ramps should be replaced.

047 **IT WAS RESOLVED** that the Working Group with Project Lead and Cllr M. Allan input meets within next 10 days. Vote – Unanimous. The Resolution was carried.

SER.15 Eastgate Car Park and Eastgate Green

048 The car parking and fines income were discussed and concerns were raised about the width of spaces.

049 **IT WAS RESOLVED** that the Working Group look at the implications of what STC are being charged and what it would cost to take over management of the car park before making any agreement with NKDC. Vote – Unanimous. The Resolution was carried.

050 Footpaths were then mentioned. Officers at STC and NKDC have had discussions regarding renovation of paths, further work needed with Committee Officers.

051 **RESOLUTION TO MOVE INTO CLOSED SESSION.**

IT WAS RESOLVED to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matter
Vote – Unanimous. The Resolution was carried.

SER.16 Grass Cutting within Amenity Areas

052 Taking into consideration the confidential nature of the business discussed, **IT WAS RESOLVED THAT** the Working Group, lead by Cllr M. Graves with input from the Project Lead and Services Supervisor meets to produce a plan of action to present to the Committee and Council. Vote Unanimous – the Resolution was carried.

There being no further business the Chairman thanked all for attending and closed the meeting at 9.40p.m.

CH/KM/mw/sums
15.02.16

Signed: