



Sleaford Town Council  
Notes and Report of Services Panel Meeting – 27<sup>th</sup> August 2019  
10:00am to 12:08pm

Panel members present:

Cllr J Thomas  
Cllr K Fernandes  
Cllr D Darmon  
Cllr H Lorimer  
Cllr D Suiter (11:00am)

Apologies: Apologies were received from Councillors M Shanahan-Kluth (Panel Lead) and C Sandy.

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

In the absence of the Panel Lead Councillor M Shanahan-Kluth, the Panel agreed for Councillor H Lorimer to act as Panel Lead for this meeting only.

1. **Notes from the last meeting 11<sup>th</sup> June 2019**

The Panel agreed the notes which have already been presented to Council on 14<sup>th</sup> August 2019.

2. **Allotments**

2.1 **Allotment Tenancy agreement** – It was reported that the consultation period with allotment tenants had now concluded and limited feedback had been received.

The feedback that had been received included the following which was discussed at length:

- Water taps
- Use of hosepipes/sprinklers
- Use of carpets as a weed suppressant
- Livestock
- Named partners

After an extensive discussion and taking into consideration the feedback received, the Panel agreed one minor amendment to the draft tenancy agreement.

**Recommendation: To amend clause 9a of the draft tenancy inserting the words “and tidy”.**

The completed clause 9a would read as follows, “*Keep the allotment garden clean **and tidy**, and in a good state of fertility and cultivation*”.

**The Services Panel recommend that Council approve the revised allotment tenancy agreement to take effect from 1st October 2019.**

Following discussion, it was noted better use of the noticeboards on the allotments sites could improve communication with tenants. It was suggested that a list of allotment Do’s and Don’ts could be displayed on the noticeboards along with water usage charges.

*(Councillor D Suiter arrived at the meeting at this point.)*

- 2.2 **Memorial Cup** – Judging to take place on Monday 9<sup>th</sup> September 2019 followed by a presentation week commencing 16<sup>th</sup> September 2019, depending on the availability of the family members of the late Mr Gordon Blythe.

Action: Office to provide an action plan for both the Judging of the 'Best Kept' allotment plot on 9<sup>th</sup> September 2019 and for the presentation event. Local Press to be invited.

3. **Action Log**

The Action Log was noted.

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

There was no verbal report for this meeting.

5. **Noticeboards**

The report and supporting photographs of various sized noticeboards were discussed. Panel members requested more information on supplier C. Therefore, this item was deferred.

Various locations for noticeboards were discussed, taking into consideration they have to be located on land that is owned by STC.

Action: Seek more information from supplier C, and report back to a future meeting.

6. **National Grid**

The Biofuel documentation was discussed, and all Panel Members are keen to pursue this.

Action: The Deputy Clerk to confirm with LCC that STC would be interested in supporting the initiative but requires further information on what we need to provide, where to store it, whether it is viable for us to participate in the scheme and how the scheme works? Report back to a future meeting.

7. **Wildflowers**

It was reported that the Clerk has been approached by a member of the 'Litter be Free' Group for possible allocation of Wildflower Meadow.

There was a discussion regarding the 'pros and cons' of a Wildflower area at Woodside Play Area and George Street Play Area.

Action: The Deputy Clerk to look at logistical costs of maintenance and conflicts on sites. To report back to next meeting.

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

- 8.1 **Nesting Boxes** – Councillor D Suiter introduced this item. After discussion it was agreed to defer this item to allow Councillor Suiter to investigate costs and specific locations.

8.2 **Tree Planting Scheme**

It was report that there is no more available space for trees to be planted.

The Deputy Clerk confirmed the Council currently facilitates the planting of memorial trees following burials in the Woodland Section of the cemetery.

9. **Verbal Updates from the Clerk/Deputy Clerk on recent open site issues and future Panel Agenda Items**

It was noted that the Clerk had reported to a recent Council meeting of issues on open sites.

The Deputy Clerk requested that any future Panel Agenda Items relate to items within the remit of the Panel.

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

Summary of visits to Play Areas and Open Spaces  
Extraordinary jobs completed by the Service Team  
Reporting Mechanism for members of the public

11. **Date of next meeting**

24<sup>th</sup> September 2019 at 10am