



Sleaford Town Council
Notes and Report of Services Panel Meeting – 11th June 2019
10:00am to 12:06pm

Panel members present:

Cllr M Shanahan-Kluth
Cllr K Fernandes
Cllr J Thomas
Cllr C Sandy
Cllr D Suiter

Apologies: Apologies were received from Councillor H Lorimer

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

1. Election of Panel Lead

Councillors K Fernandes and M Shanahan-Kluth were both nominated for the position of Panel Lead.

After receiving the majority of the votes, Councillor M Shanahan-Kluth was elected as Panel Lead for the Services Panel for 2019-2020.

2. Notes from the last meeting held on 26th March 2019

The Panel agreed the notes which had already been presented to the Full Council Meeting on 26th March 2019.

3. Terms of Reference Remit and Work Plan

The Panel Lead refreshed members of the Services Panel Terms of Reference which have recently been approved by Council. It was reiterated that the Services Panel is purely advisory and make recommendations to Full Council. The Terms of Reference were noted.

The Panel Lead explained the Services Action Log and the colour coding system to the new Councillors. The Action Log was noted.

The Panel Lead reminded members that STC have an online reporting system and asked them to encourage members of the public to use this system.

The Deputy Clerk confirmed all Sleaford Town Council owned assets are recorded and have stickers on them, informing the public of who to contact in the event of damage etc.

Action: Deputy Clerk to investigate if the bin at the Skatepark is still in place.

Action: Deputy Clerk to investigate Stencilling on bins.

The Deputy Clerk introduced the Services Panel Work Plan for 2019-20 and confirmed this Plan works in conjunction with the Services ToR. The Deputy Clerk clarified questions relating

to Car Park provisions and removal dog bins on the Boston Road Recreation Ground. The 2019-20 Work Plan was noted.

There was a brief discussion of how to prevent vandalism to STC's assets.

4. SiB allotment plot

The Deputy Clerk gave a progress report. This item was noted.

5. Cycle Lockers

At last Services Panel Meeting, members were asked to suggest alternative locations for siting of cycle lockers. Due to new Services Panel membership, this item is to be deferred to the next meeting. However, the Panel considered that more was required and to advertise the cycle locker facility.

Action: Deputy Clerk to forward the Cycle Locker report from the meeting held on the 26th March 2019 to Panel Members.

6. Verbal Updates from the Deputy Clerk

6.1 Phones Boxes – Phone box on Boston Road, opposite the Recreation Ground has now been cleaned. This item was noted.

6.2 Bus Shelter Mareham Lane – two school bus routes use this bus stop. It was agreed that the bus shelter would remain in situ and no further action is needed. This item was noted.

6.3 Heritage Lottery Fund (HLF) has relaunched.

Members were in favour of green spaces being enhanced and gave their suggestions.

Recommendation: That the Heritage Lottery Fund relaunch be referred to Full Council to explore further ideas which would support residents of Sleaford.

7. Allotments

7.1 Allotment Tenancy Agreement – the suggested amendments were noted.

7.2 Allotment Terms & Conditions – Sections 1 to 4 to be reviewed and brought back to a future meeting.

7.3 Measurements of all allotment plots – After much discussion, it was agreed to write to ALL allotment tenants asking if they would like to split their plots.

Action: Write a letter to all allotment tenants.

Action: Cost analysis of allotments to be brought to the next meeting.

7.4 Memorial Cup – There was a discussion regarding the budget process and the following was agreed:-

- Purchase replica smaller trophies for the winners, for them to keep. The original trophies will be kept in the Town Hall for safe keeping
- Galley Hill/Millfield Terrace and the Drove Lane Allotment are to be judged on the same day with the presentation to take place at a later date
- Presentation to be held in the Town Hall

- Local Press to be invited
- Draw up a criteria checklist for judging and ask the family to be involved
- The Panel Lead plus one other member of the Services Panel, the Mayor/Deputy Mayor and 2-3 family members to form the judging panel
- The judging will take place early September
- Invite Mrs Blythe to the next Services Panel Meeting

8. Agenda Items for the next meeting

- 8.1 Siting of Memorial Benches
- 8.2 Cycle Lockers
- 8.3 Nesting boxes
- 8.4 Tree Planting Scheme

9. Date of next meetings

23rd July 2019 at 10am