

21 February 2024

Dear Councillor,

STAMFORD TOWN COUNCIL – NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Town Council to be held at the Town Hall on **Tuesday 27 FEBRUARY 2024 at 7 p.m.** for the purpose of considering and passing such resolutions as may be necessary with respect of each item on the agenda attached.

For those Councillors who wish to attend, prayers will be held at 6:50pm before the commencement of the meeting. Please be seated by 6.55pm.

Yours sincerely,



Town Clerk

**For those who wish to attend, prayers will be held at 6:50pm before the commencement of the meeting.
Please be seated by 6.55pm.**

NOTICE OF STAMFORD TOWN COUNCIL
TO HOLD A TOWN COUNCIL MEETING
ON TUESDAY 27 FEBRUARY 2024 AT 7pm AT STAMFORD TOWN HALL

*Members of the Public and Press are welcome to attend or
join the meeting virtually by clicking [HERE](#)*

AGENDA

- 1. Public Participation** *(In accordance with Standing Order 3e)*
- 2. Apologies and reasons for absence** *(To receive and resolve reasons for absence in accordance with the Local Government Act 1972)*
- 3. Declarations of Interests:** *(To receive declarations of interest in accordance with the requirements of the Localism Act 2011 and consider any applications for dispensations in relation to disclosable pecuniary interests or non-pecuniary interests.)*
- 4. To confirm the notes of the Town Council meetings held on 23 January 2024 as a true record.**
- 5. Reports on Outside Bodies/Organisations:**
 - i. *Lincolnshire County Councillors*
 - ii. *Lincolnshire Police*
 - iii. *South Kesteven District Councillors*
 - iv. *Stamford Ward Councillors*
 - v. *Town Councillors on Outside Bodies:*
- 6. Town Clerk's Report**
 - a. *Action Points and Reports on Council Matters*
 - b. *Council's Civility & Respect Pledge*
 - c. *Town Meeting – Monday 25 March 2024 at 7pm*
 - d. *Town Council Strategy Phase 2*
- 7. Proposed evening and Sunday parking in Stamford**
- 8. Feedback on primary school visit Workshop**
- 9. Climate Action Committee**
 - i. *To approve the accuracy of the notes of the Committee meeting held on 05 February 2024*
 - ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 10. Planning Committee**
 - i. *To approve the accuracy of the notes of the Committee meeting held on 12 February 2024*
 - ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 11. Museum Committee**
 - i. *To approve the accuracy of the notes of the Committee meeting held on 12 February 2024*

- ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 12. Amenities – Open Spaces and Sports Fields Committee**
- i. *To approve the accuracy of the notes of the Committee meeting held on 13 February 2024*
 - ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 13. Events Committee**
- i. *To approve the accuracy of the notes of the Committee meeting held on 19 February 2024*
 - ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 14. Finance, Personnel and Assets Committee**
- i. *To approve the accuracy of the notes of the Committee meeting held on 20 February 2024*
 - ii. *To identify any action points and items that may require further discussion:*
 - iii. *The Chairman of the Committee to propose ratification of the minutes and approval of recommendations subject to any amendments.*
- 15. Accounts for Payment - To approve the schedule of payment – No. 11**
- 16. Date of next Town Council meeting – **Tuesday 26 March 2024****

Patricia Stuart-Mogg (Town Clerk) 21/02/24

STAMFORD TOWN COUNCIL

MINUTES OF STAMFORD TOWN COUNCIL MEETING
HELD ON TUESDAY, 23 JANUARY 2024 AT 7pm
AT STAMFORD TOWN HALL

PRESENT Councillor Andrew Croft (Chairman / Town Mayor)
Councillor Harrish Bisnauthsing
Councillor Max Sawyer
Councillor Gloria Johnson
Councillor Amanda Wheeler
Councillor Lisa Brewin
Councillor Yvette Díaz- Muñoz
Councillor Rhea Rayside
Councillor Barry Devereux
Councillor Ed Fancourt
Councillor Robin Morrison
Councillor Habib Rahman
Councillor Kelham Cooke
Councillor Joanna Winterbourne
Councillor Shaun Ford
Councillor David Scammell
Councillor Jonathan Waples

ALSO PRESENT Town Clerk
3 Members of public
4 members online
1 member of the Press

1. PUBLIC PARTICIPATION (Agenda Point 1) –

- A resident complained of the antisocial behaviour she was experiencing in the housing complex where she lived. Councillors Rhea Rayside and Councillor Harrish Bisnauthsing advised that the cabinet member for housing is aware of the situation and has this matter in hand.
- A member of the Twinning Association enquired whether the Twinning Charter of Kutna Hora could be located as it isn't in the possession of the Twinning Association. It was advised that this matter would be investigated.

7.15pm –The formal session commenced.

2. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor Marion Pitt, Councillor Breda-Rae Griffin, Councillor Jane Kingman and Councillor Bret Allibone, submitted their apologies, and these were noted.

Proposal 1 - Councillor Jo Winterbourne proposed, seconded by Councillor Amanda Wheeler and unanimously RESOLVED, that the Council approves the reasons for absence.

3. DECLARATION OF INTEREST (Agenda Point 3)

Councillor Harrish Bisnauthsing declared a Personal Interest in respect of any matters relating to planning as he is a member of the SKDC Planning Committee.

Councillor Gloria Johnson declared a Personal Interest in respect of any matters relating to personnel as her daughter in-law is an employee of the Council.

4. MINUTES (Agenda Point 4)

The Minutes of the Town Council meeting held on 19 December 2023 together with the Pink Paper had been circulated to all members of the Council.

It was proposed by Councillor Max Sawyer seconded by Councillor Shaun Ford and RESOLVED by majority vote that the minutes of the Town Council meeting of 19 December 2023 are an accurate reflection of the meeting and be signed by the Chairman. There was one Against and one Abstention.

The Minutes of the Extra Ordinary meeting of the Town Council held on Wednesday 10 January 2024 had been circulated to all members of the Council.

Councillor Harrish Bisnauthsing wished the following amendment to be made.

Delete – He considered that it was important to balance employee pay with the fiscal challenges facing the Council. It is important the Council is not overstaffed, and that each role serves an appropriate purpose.

Replace with - Furthermore, it was crucial the Council evaluate the necessity of such expansion, ensuring it is not overstaffed and that every new position serves a vital role within the service of the community.

It was proposed by Councillor Amanda Wheeler, seconded by Councillor Gloria Johnson and unanimously RESOLVED to accept the above amendments.

It was proposed by Councillor Rhea Rayside, seconded by Councillor Max Sawyer and RESOLVED by majority vote that the minutes of the extra ordinary meeting held on Wednesday 10th January 2024 are an accurate reflection of the meeting and be signed by the Chairman. There was one Abstention.

5. REPORTS FROM OUTSIDE BODIES / ORGANISATIONS (Agenda Point 5)

- a. Lincolnshire County Councillor: Councillor Kelham Cooke, LCC Stamford East Division, reported that LCC is consulting on the Devolution of Greater Lincolnshire and all members are encouraged to submit their responses. Stamford streets are due to be inspected in order to examine any outstanding issues being experienced. LCC is proposing to increase its percentage of Council Tax by 4.99%.
- b. Lincolnshire Police Authority: Councillor Max Sawyer provided an update in respect of the current level of policing for Stamford. Unfortunately, shop thefts had increased over the Christmas period.
- c. South Kesteven District Councillors:
 - *Councillor Harrish Bisnauthsing* – Reported the matter relating to Lumby's Terrace is being addressed. SKDC is not supporting the Devolution of Greater Lincolnshire proposal, as they did not consider there would be any benefit to this additional tier of Authority.
 - *Councillor Max Sawyer* – Observed that SKDC fees such as Stamford market traders, parking charges, licencing inspections are being increased by 10% when inflation is 4%.
- d. Town Ward Councillors: Councillor Amanda Wheeler reported that at the recent PPG meeting there was a request for support as this organisation desperately needs more members.
- e. Town Councillors on Outside bodies: No reports made.

6. Town Clerk's Report (Agenda Point 6)

- a. Action Points & Reports on Council Matters:
 - *Mid-Lent Fair* – The fair is visiting Stamford between 11 – 16 March, with the Opening Reception on Monday 11 March 2024. It was noted that there was a request that the public toilets in Red Lion Square remain open until 9pm while the fair visited the Town. Following discussion, it was suggested that SKDC is invited to support the additional cost to keep these facilities open. Action – Town Clerk

- *Code of Conduct Session* – A special refresher session is being organised which all Councillors should attend. The date and time will be circulated to all members.
- *Holocaust Commemoration event* – It was noted that this was scheduled on 26 January 2024 at 10am in St. Michael's Churchyard.
- *Town Hall repairs* – The urgent repairs to the gents' toilets at £825.00 + VAT, had been discussed with the Chairman of the Finance Committee.

Proposal 2 – It was proposed by Councillor Gloria Johnson, seconded by Councillor Jo Winterbourne and unanimously RESOLVED to approve the repairs to the Town Hall gents' toilets at £825.00 + VAT.

- *Cemetery Chapel internal work* – It was noted that the roof work on the Workshop and Chapel had been completed. The guttering and the internal work of the chapel needs to be undertaken, so it is ready for use this coming April. The cost is £3,054.00 + VAT.

Proposal 3 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Amanda Wheeler and unanimously RESOLVED to approve the guttering and the internal work of the chapel at a cost of £3,054.00 + VAT.

7. AMENITIES CEMETERY AND ALLOTMENTS COMMITTEE (Agenda Point 7)

- a. Councillor Amanda Wheeler confirmed on behalf of the Committee that the notes of the Committee meeting held on Tuesday 02 January 2024 are a true and accurate reflection of the meeting.
- a. Matters for discussion: Councillor Max Sawyer wished to offer his apologies for not attending this meeting. This was noted.
- b. It was proposed by Councillor Amanda Wheeler seconded by Councillor Gloria Johnson and unanimously RESOLVED that the minutes of the Amenities (ACA) Committee meeting held on Tuesday 02 January 2024 are approved by the Council.

8. CLIMATE ACTION COMMITTEE (Agenda Point 8)

- a. Councillor Amanda Wheeler confirmed on behalf of the Committee that the notes of the Committee meeting held on Monday 08 January 2024 are a true and accurate reflection of the meeting.
- b. Matters for discussion:
 - Councillor Wheeler observed that during the recent floods in Stamford Councillor Wheeler and Councillor Brett Allibone had directed residents' enquiries to the appropriate organisation for support. It was noted that River Wardens are being sought and East Mercia Trust will offer the necessary training. Hedge planting will be undertaken at the Cemetery following a grant from LCC. Details will be advised in due course.
 - Councillor Harrish Bisnauthsing advised that he is pursuing the possibility of a communal recycling hub in Cattle Market and will provide an update in due course.
- c. It was proposed by Councillor Amanda Wheeler seconded by Councillor Gloria Johnson and unanimously RESOLVED that the minutes of the Climate Action Committee meeting held on Monday 08 January 2024 are approved by the Council. There were two abstentions.

9. PLANNING COMMITTEE (Agenda Point 7)

- a. Councillor Barry Devereux confirmed on behalf of the Committee that the notes of the Planning Committee meeting held on Monday 08 January 2024 are a true and accurate reflection of the meeting.
- b. Matters for discussion: Councillor Devereux highlighted the salient points within the notes. There was no further discussion.

- c. It was proposed by Councillor Barry Devereux seconded by Councillor Max Sawyer and RESOLVED by majority vote that the minutes of the Planning Committee meeting held on Monday 08 January 2024 are approved by the Council. There was one Abstention.

10. EVENTS COMMITTEE (Agenda Point 10)

- b. Councillor Jo Winterbourne confirmed on behalf of the Committee that the notes of the Committee meeting held on Monday 15 January 2024 are a true and accurate reflection of the meeting.
- c. Matters for discussion: Councillor Jo Winterbourne presented the salient points of the notes. There was no further discussion.
- d. It was proposed by Councillor Jo Winterbourne seconded by Councillor Kelham Cooke and unanimously RESOLVED that the minutes of the Events Committee meeting held on Monday 15 January 2024 are approved by the Council.

11. FINANCE PERSONNEL AND ASSETS COMMITTEE (Agenda Point 11)

- a. Councillor Kelham Cooke confirmed on behalf of the Committee that the notes of the Committee meeting held on Tuesday 16 January 2024 together with the Pink Paper are a true and accurate reflection of the meeting.
- Matters for discussion: Councillor Kelham Cooke wished to thank Councillors Robin Morrison, Amanda Wheeler, Shaun Ford and Jo Winterbourne for all the work in preparing the recruitment documentation for the roles of Chief Executive Officer and the Communication and Engagement Officer. Both roles have now been advertised.
- b. It was proposed by Councillor Kelham Cooke seconded by Councillor Barry Devereux and RESOLVED by majority vote that the minutes together with the Pink Paper of the Finance Committee meeting held on Tuesday 16 January 2024 are approved by the Council. There was one Abstention.

12. ACCOUNTS FOR PAYMENT (Agenda Point 12)

The Council had been circulated with Schedule No. 10 for consideration.

Proposal 4 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Jo Winterbourne and unanimously RESOLVED that Schedule No. 10 is approved for payment.

13. DATE OF NEXT MEETING – Next Town Council meeting Tuesday 27 February 2024.

Chairman
(The meeting closed at 8.00 p.m.)

STAMFORD TOWN COUNCIL

MINUTES OF THE CLIMATE ACTION COMMITTEE
MEETING HELD ON MONDAY, 05 FEBRUARY 2024 AT 6PM
IN TOWN HALL

PRESENT Councillor Bret Allibone (Chairman)
Councillor Amanda Wheeler
Councillor Yvette Díaz-Muñoz
Councillor Lisa Brewin
Councillor David Scammell

ALSO PRESENT Patricia Stuart-Mogg (Town Clerk)
5 members of public

1. PUBLIC REPRESENTATION (Agenda item 1)

Deanna Donovan provided an account of a recent podcast entitled 'Is climate change on the ballot in 2024?' In a recent global survey of public opinion spanning 5 continents and 29 countries, including the UK, regarding what issues worried people the most: climate change did not come top of the list. It ranked number 7, both overall and for the UK specifically. Concerns that piped climate change included inflation, poverty & social inequality, crime & violence, unemployment, political & financial corruption, and health care.

According to researchers, concern for the environment, including climate change is relatively good but has basically flat-lined. Essentially it means that politicians have to be able to articulate climate issues in terms of people's concerns.

- How climate change in generating extreme weather fosters uncertainty, as well as disasters, driving up the price of insurance, materials, production and transport.
- How climate change impact affects the poor the most, exacerbating social inequity, economic uncertainty, and political unrest
- How the flooding and drought associated with a warming planet drive people off marginal farmland into cities
- How climate change mitigation and adaptation is changing the job market worldwide. Creating new jobs, requiring new skills, thus necessitating retraining and re-development
- How corporate organisations who deny climate change to promote their own unsustainable business models, ultimately corrupt and undermine economic and political systems
- How rising temperatures threaten people's lives and facilitate tropical diseases moving into temperate zones, affecting human, animal and plant health, and healthcare systems.

Cleverly targeted action taken to address climate change, both its causes and consequences, can work more broadly to address the immediate concerns of the electorate. The challenge for candidates in the current political climate is to be more considered, more strategic in both actions and their message to voters.

2. APOLOGIES FOR ABSENCE (Agenda item 2)

Councillor Andrew Croft submitted his apologies.

Proposal 1 – Proposed by Councillor Bret Allibone seconded by Councillor Lisa Brewin and unanimously RESOLVED to approve the apologies and reasons for absence.

Apologies were also received from Rachel Butler, John Lott, Cheryl Allibone, Jane Bateman, Gian-Marco Marseglia, Chris Bryant and Paddy Jelen. These were noted.

3. MINUTES (Agenda item 3)

The Minutes of the Meeting held on Monday, 08 January 2024, were confirmed and signed as a true record of the meeting.

4. FEEDBACK ON CLIMATE ACTION PLAN STRATEGIES

The Chairman Bret Allibone recapped on how the draft Climate Action document is developing with the present main headings:

- Land & Biodiversity
- Young People
- Consumption & Waste
- Buildings & Technology
- Transport
- Cross-cutting Actions

The headings will advance as this draft document evolves. The elements discussed at this meeting were:

a. *Climate Action Website* – It was noted that New College Stamford is actively working on producing the logo and delivery of the Climate Action website. It was recognised that as part of this activity, research on the content of the site would also be forthcoming. It was hoped that by the next Climate meeting more information would be available. Chris Bryant (New College) is leading this project

b. *Natural Environment* – (Land & Biodiversity)

‘Green and blue infrastructure’ describes the network of natural environment and corridor assets that provide areas for recreation and education, habitats for wildlife and provide environmental services such as flood defence or absorption of air pollution.

- ‘Green’ infrastructure includes public parks and open spaces, playing fields, woodlands, allotments, private gardens, trees, fields, hedges as well as footpaths and cycleways.
- ‘Blue’ infrastructure includes watercourses, ponds, lakes, and storm drainage.

Delivery of the green and blue infrastructure approach requires planning for the future to increase climate and natural resilience. Stamford Town Council has numerous assets across the town and recognises that its role as a statutory planning consultee.

Stamford Town Council Green & Blue Infrastructure Assets

Protecting and integrating the green with the blue assets that are under the direct control of Stamford Town Council supports the town to become more resilient to the climate and nature crises, as well as making the town a pleasant and healthy place to live, work and play.

Each asset should have some background information as to their green/blue features.

- Stamford Meadows
- Recreation Ground
- St Michael’s Churchyard
- Little Casterton Road Cemetery
- Empingham Road Playing Fields
- Uffington Road Playing Fields
- Allotments

Discussion ensued and it was considered that perhaps providing details of each of the assets would better present as appendices. This would be an item on the next agenda. Action: Town Clerk

It was noted that it might be more effective if the Working Group reconvened to examine the other missing areas:

- Climate disaster risk and responsibilities
- Land & Biodiversity
- Communications & Engagement
- Buildings & Technology
- Cross-cutting actions

It was suggested that once the draft plan is created, an overview is produced to highlight the action points and goals to be achieved and assigned, providing some accountability for targets.

During discussions it was considered that the Town Meeting scheduled on Monday 25th March could be when the Climate Action website is launched, when residents could be consulted on the draft Climate Plan. This item could be discussed further at the next Committee, as March is the fourth anniversary of the formation of this Committee. It was also hoped by then the Council would have appointed a Communications Officer. In the interim, the document could be produced and have a QR code associated, so it is publicised on the Town Council website.

Action: Town Clerk

Councillor Amanda Wheeler advised that there is an event at the Blonde Beet on St. Pauls Street to promote green activities on the first Wednesday of each month from 5.30 to 7.30pm. This month the topic is 'How Green is your Council?'

It was also noted that Committee restructuring is being considered to make the alignment of activities relating to 'green infrastructure' more effective.

5. CLIMATE ACTIONS FEEDBACK

- Website* - Chris Bryant, Stamford College, is progressing this activity with the students. It is anticipated that a website which will embrace visuals that relate to Stamford should be available to examine by March 2024. It was noted that this might coincide with the Town Meeting, when the Climate Action link could be launched and promote the communication platform. This is an item on the next agenda.
- Tree Planting* – The Town Clerk confirmed that 850 saplings are to be delivered to the Cemetery on Thursday 15 February. These would be held undercover to protect them from frost. Spiral guards and canes will be provided. Bark chippings will be used as a weed suppressant following planting. The current contractors at the Cemetery have been requested whether they would be able to prepare the area where the planting is to take place. There will be a plan of how the planting is undertaken to ensure that there is colour variation within the hedge when fully mature. Advice is being sought from Burghley Head Forester who will also be present during the planting, together with LCC Natural Environment Project Officer (Trees & Woodland Creation). Debate ensued as how to request for volunteers to assist with this project. A poster would be produced for circulation and to promote the event. Action: Town Clerk

Catering and refreshments should be provided on both planting days. Tea/Coffee, soft drinks with cakes and biscuits should be available. Action: Town Clerk

Councillor Wheeler recommended publicity of the event through the Stamford Mercury and Rutland Sounds should be progressed.

It was confirmed that a bid had been submitted for additional trees from the East Mercia Trust for the Meadows and other areas in Stamford. It was also noted that LCC is also aware that additional trees are required for planting on the boundary of Freeman's Meadows.

Councillor Amanda Wheeler reported that the SKDC Tree Strategy Presentation meeting was attended by Deanna Donovan, Rachel Butler and herself. A consultation is currently

live and everyone is encouraged to participate and engage. This will be circulated. Action: Town Clerk

- c. *Solar Panels* – It was noted that the District Council are offering grants for organisations to install solar panels on their properties. The Town Clerk confirmed that this had been considered for the Town Hall but was deferred due to costs. It was agreed this subject could be revisited by the Climate Action Committee at the next meeting. Action: Town Clerk
It was also recognised that the Town Hall had a loss of heat survey conducted through Sustainable Stamford. This could be revisited at the next meeting. Action: Town Clerk
- d. *River Wardens* – It was noted that some enquiries in respect of River Wardens had been received. It was confirmed that these should be directed to Rachel Butler at East Mercia Rivers Trust. It was noted that the Environment Agency had provided flood maps related to Stamford. It was considered that representatives from LCC Resilience and Environment Agency should be invited to present to this Committee. Especially as the water table is currently so high and impacting considerable number of businesses in Stamford.

Proposal 2 – It was proposed by Councillor Amanda Wheeler, seconded by Councillor Lisa Brewin and unanimously RESOLVED that representatives from LCC Resilience and Environment Agency should be invited to present at a future Climate Action Committee meeting.

6. STAMFORD MERCURY MONTHLY COLUMN

The following schedule was reviewed for the Stamford Mercury monthly column on Climate issues:

- a. February – Giano Marco (Climate Change Diet)
- b. March – Amanda Wheeler (Town Meeting)
- c. April – Rose Batey (Young People are finding Climate change)
- d. May – Water Refill Station update
- e. June – Jon Lott (How to refit your home)
- f. July – Deanna Donovan (Delivering infrastructure)

It was also considered that it would be useful to serialise each element of the Climate Plan.

7. DATE OF NEXT MEETING: The next meeting Monday 04 March 2024 at 6pm

The Chairman
Closed the meeting at 7.10 pm

STAMFORD TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING
HELD ON MONDAY, 12 FEBRUARY 2024 AT 6.30PM
AT STAMFORD TOWN HALL

PRESENT Councillor Rhea Rayside (Vice Chair)
Councillor Lisa Brewin
Councillor Jonathan Waples
Councillor Ed Fancourt (subst. for Cllr Barry Devereux)

ALSO PRESENT Richard Tracey (Administration Officer)
2 Members of the public
2 Members of the public (online)

During this Planning Committee meeting, all applications prepared for consideration were examined in open session for the sake of transparency.

1. TO RECEIVE ANY PUBLIC REPRESENTATION IN RESPECT OF BUSINESS ON THE AGENDA (Agenda Point 1)

Two members of the public were present regarding application S23/2373 'Proposed flue pipe' at East Limes, Priory Road, Stamford PE9 2ES. They stated that the property is in the Conservation Area and separated from their own property by a narrow driveway. The two properties face each other. The flue was installed in July 2023 and is 6 foot in length and has an industrial look. The applicant cannot see the flue but they can on a daily basis from all aspects in their home and it has caused significant stress. The Planning Regulations state that if it was facing the highway it would not be allowed but this is facing the highway to their home. They request that a site visit is made and the flue is removed. Currently it is setting a precedent under Article 4 in the Conservation Area.

Councillor Rhea Rayside thanked the residents for their representation. 1 Member of the public left the meeting at 6.40pm.

2. APOLOGIES AND REASONS FOR ABSENCE (Agenda Point 2)

Councillor Barry Devereux had submitted his apologies.

Proposal 1 – Councillor Rhea Rayside proposed, seconded by Councillor Ed Fancourt and unanimously RESOLVED that the apologies are noted and accepted.

3. DECLARATION OF INTEREST (Agenda Point 3) – None

4. MINUTES (Agenda Point 4)

The Minutes of the Committee Meeting held on Monday, 08 January 2024 were confirmed and signed as a true record of the meeting.

5. PLANNING APPLICATIONS RECEIVED FROM SOUTH KESTEVEN DISTRICT COUNCIL (ATTACHED) (Agenda Point 5)

One member of the public left the meeting whilst application S23/2373 'Proposed Flue pipe' was discussed and then returned (7.50pm – 8.05pm).

Councillor Ed Fancourt left the meeting to briefly attend the Museum Committee meeting (8.25pm – 8.50pm).

Proposal 2 – It was proposed by Councillor Rhea Rayside, seconded by Councillor Jonathan Waples and unanimously RESOLVED that the meeting would continue past the allocated time of 2 hours (8.30pm).

One member of the public left the meeting at 8.40pm.

Proposal 3 – It was proposed by Councillor Rhea Rayside, seconded by Councillor Ed Fancourt and unanimously RESOLVED that the Committee would work through the complete list of applications for comments that evening. (9.15pm)

6. ALLEGED BREACH AT 10 ST MARY'S HILL, STAMFORD PE9 2DP (ENF22/0272) (Agenda Point 6)

It was reported that the barber's pole and satellite dish have now been removed from the frontage of this address and that the enforcement case is now closed. Noted.

7. CONSULTATION ON PROPOSED RESTRICTED ZONE – BACK LANE (Agenda Point 7)

It was reported in a letter from Lincolnshire County Council dated 29 January 2024 that the route through Back Lane is often obstructed by parked vehicles and it is proposed to make a restricted zone whereby parking is prohibited by way of signage which will prohibit parking at all times. Consultation response date is by 26 February 2024. Noted.

8. CONSULTATION ON PROPOSED WAITING RESTRICTIONS - FOUNDRY ROAD AND CLARE CLOSE (Agenda Point 8)

It was reported in a letter from Lincolnshire County Council dated 31 January 2024 that the advisory school safety zone in the vicinity of St Gilberts Primary School is not being adhered to leading to dangerous parking close to the school and causing safety concerns. It is proposed to remove all advisory markings and replace them with mandatory School Keep Clear markings along with a No Waiting at Any Time restriction with facilities for taxis. Consultation response date is by 01 March 2024. Noted.

9. NO PYLONS LINCOLNSHIRE (Agenda Point 9)

It was noted that a campaign is underway to fight plans by the National Grid to build a 140km line of 50m high electricity pylons through the Lincolnshire countryside from Grimsby to Walpole, skirting through Louth, Alford, Boston and Spalding. It has been suggested that an integrated offshore grid would be better, faster and cheaper. Feedback on the proposal can be submitted to the National Grid by 13 March 2024 at –

<https://engage360.tractivity.co.uk/2faa1b21-c5f8-460b-9e17-f5b3f50394b2/survey?q=2022%7cTO%2bJRsrh4ZOgTykmuAK8ULI8npWGycmSnQ8c1rthLHkieRAGfCHq%2f6RUtlks%2bHO2ZWedqjSvl9wNUoPajqaQ%3d%3d>

National Grid information exhibitions can be found at –

https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/projects/grimsby-to-walpole?fbclid=IwAR0jldtEyywc_9VxkC-XmEqFsdC739tQHMKQy1Kh8vSeGe6C0IwNq7w1Sww

The petition can be signed at –

<https://www.change.org/p/halt-the-installation-of-giant-power-lines-in-lincolnshire-s-beautiful-landscapes?redirect=false>

10. CONCERNS RELATING TO THE MAD TURK RESTAURANT (Agenda Point 10)

An email was received on 31 January 2024 from a resident regarding the above restaurant. The resident had concerns regarding proposals for a fire exit to the rear of the property. Should this go ahead it will impact the elderly residents of Hanover Court and their safety could be compromised if such a proposal went ahead. She has written to SKDC on the matter and awaits a reply. Noted.

11. REPAIRS TO RETAINING WALL, CASTERTON ROAD, STAMFORD (Agenda Point 11)

An update was received from Lincolnshire County Council Highways regarding progress of repairs to the retaining wall on Casterton Road. Works are due to start on the project week commencing 12 February 2024 with 3-way temporary traffic signals in place for the duration of the works. Noted.

12. PROPOSED RESIDENT'S PARKING AMENDMENTS – ADELAIDE STREET (Agenda Point 12)

It was reported in a letter from Lincolnshire County Council dated 01 February 2024 that it is intended to make a small adjustment to the recently implemented restrictions to the Residents Parking Scheme on Adelaide Street in the vicinity of numbers 13 and 15 to maintain the access over the dropped kerbs, whereby the existing dual parking bay will be reduced. Consultation response date is by 21 February 2024. Noted.

13. PROPOSED WAITING RESTRICTIONS REVIEW – MALCOLM SARGENT SCHOOL, EMPINGHAM ROAD, STAMFORD (Agenda Point 13)

It was reported in a letter from Lincolnshire County Council dated 02 February 2024 that they have received a request to review waiting restrictions in the vicinity of the layby outside this school. Dangerous parking is occurring in the layby area causing safety concerns and it is proposed to allow only buses and taxis to stop in the layby. Consultation response date is by 06 March 2024. Noted.

14. UPDATE ON NEW SYSTEM FOR SUBMITTING COMMENTS ONLINE TO SKDC (Agenda Point 14)

It was reported that from 01 March 2024 consultees to SKDC Planning Department will be able to submit comments online using a new feature on the website. This will be done via a digital 'In Tray' from which consultees will be able to submit comments and return them on a quick and easy to use platform. Noted.

15. CORRESPONDENCE RECEIVED (Agenda Point 15)

- a. A letter of appeal has been received from the Planning Inspectorate dated 08 January 2024 regarding the refusal of planning permission for Demolition of existing dwelling and replace with 3x dwellings at Virginia Cottage, Uffington Road, Stamford. Noted.

16. OTHER URGENT MATTERS FOR CONSIDERATION (Agenda Point 16)

- a. Quarry Farm and Stamford North consultations – Councillor Rhea Rayside reported that Allison Homes is willing to discuss any concerns that the Town Council may have over these proposed developments. Councillor Rayside continued that these concerns are predominantly environmentally based and, as such, it is proposed to hold joint discussions with the Town Council's Climate Action Committee, Planning Committee and Stamford Environment Group before a meeting with the developer. This pre-meet would be an ideal forum to air concerns and formulate a question base to put to the developer. Councillor Lise Brewin also suggested that this could also be extended to invite Rutland County Council and SKDC at a later date.

17. DATE OF NEXT MEETING (Agenda Point 17) – Monday 18 March 2024 at 6.30pm.

Chairman
(The Meeting closed at 9.38pm)

| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
|------------|---------------|--------------------------|---|--------------------------|---|--|
| 21/12/23 | 04/01/24 | S23/2354 | Change of use of existing residential dwelling (C3) to a residential children's home for up to four children (C2) 18 Winterton Close, Stamford, Lincolnshire, PE9 1FE | Full Planning Permission | C/O Agent Skylight 21 Homes Ltd. 18 Winterton Close, Stamford, Lincolnshire, PE9 1FE | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 19/12/23 | 04/01/24 | S23/2332 | Demolition of existing cadets building and store, and erection of a single storey replacement cadets building ATC Cadet Hut, Sandringham Close, Stamford, Lincolnshire, PE9 1HL | Full Planning Permission | Adam Hammet East Midlands Reserve Forces and Cadets Association, Army Reserve Centre, Triumph Road, Nottingham NG7 2GG | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. Also contractors to make good damage to access to the site or neighbouring properties on Sandringham Close. |
| 10/01/24 | 10/01/24 | S23/1674 | Replacement of 3 windows, single door and side screen 18 Torkington Gardens, Stamford, Lincolnshire, PE9 2EW | Householder | Mr Lee Kaminski Choice Windows 18 Torkington Gardens, Stamford, Lincolnshire, PE9 2EW | Wood is preferable to UPVC in the Conservation Area. Defer to SKDC Conservation Officer. |
| 04/12/23 | 10/01/24 | S23/2236 | Loft conversion and alterations including new bifold doors to rear elevation and new porthole window within front gable 20 Station Road, Stamford, Lincolnshire, PE9 2WB | Householder | C/o Agent 20 Station Road, Stamford, Lincolnshire, PE9 2WB | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 04/12/23 | 10/01/24 | S23/2232 | Loft conversion including rear dormer window 45 Casterton Road, Stamford, Lincolnshire, PE9 2UA | Householder | Mr Sam Underwood 45 Casterton Road, Stamford, Lincolnshire, PE9 2UA | <i>Application approved 06/02/24 by SKDC prior to Stamford Town Council Planning meeting.</i> |

| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
|------------|---------------|--------------------------|---|-------------------------|---|---|
| 05/01/24 | 11/01/24 | S24/0022 | Bank fascia signage and ATM removal due to branch closure 11-12, High Street, Stamford, Lincolnshire, PE9 2AL | Listed Building Consent | Bank Manager 11-12, High Street, Stamford, Lincolnshire, PE9 2AL | No objection subject to returning the building frontage to that consistent with the street scene. Defer to SKDC Conservation Officer. |
| 29/11/23 | 15/01/24 | S23/1747 | Listed building consent for replacement timber double-glazed windows 22 St Leonard's Street Stamford Lincolnshire PE9 2HL | Listed Building Consent | Ms Diana Rees 22 St. Leonard's Street Stamford PE9 2HL | No objection subject to neighbour's amenities being respected. Materials used should be like-for-like. Defer to SKDC Conservation Officer. |
| 27/11/23 | 15/01/24 | S23/1851 | Repairs to unstable areas of existing rear wall and reduction of length by approximately one metre. Replacement of existing internal fence and gate to match the neighbouring property. Installation of an EV charging point on the rear wall of the house 17 Church Lane Stamford Lincolnshire PE9 2JU | Householder | Mrs Karen Carter 23 New Cross Road Stamford PE9 1QZ | No further work to be done on this rear wall until the current Enforcement case is settled (ENF23/0171). The rear wall should be re-instated. |
| 04/12/23 | 15/01/24 | S23/1991 | Hornbeam (red) remove tree, Hornbeam (yellow) crown raise tree to 4.5m and Beech (Green) crown raise tree to 4.5m 2 The Hermitage Stamford Lincolnshire PE9 2RF | Works to TPO Tree(s) | Hurford 2 The Hermitage Stamford Lincolnshire PE9 2RF | <i>Application withdrawn 06/02/24 by the agent prior to Stamford Town Council Planning meeting.</i> |

| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
|------------|---------------|--------------------------|--|--|---|---|
| 27/12/23 | 15/01/24 | S23/2369 | Alteration to the boundary treatment of the foul water pumping station pursuant to S14/2003 (Erection of 70 dwellings, public open space and associated infrastructure pursuant to outline consent S13/2771) Tinwell Road Stamford | Non-material amendments | Miss Hannah Cordall Taylor Wimpey UK Limited Unit 2 The Osiers Business Park, Laversall Way, Leicester Leicestershire LE19 1DX | <i>Application approved 26/01/24 by SKDC prior to Stamford Town Council Planning meeting.</i> |
| 04/01/24 | 15/01/24 | S24/0008 | Section 211 notice to remove large Gleditsia, the tree will be replaced with a more manageable small to medium size tree 1 Austin Friars Lane, Stamford Lincolnshire PE9 2QW | Trees in CA - Section 211 Notice | Mrs Anne O'Grady The Stamford Municipal Almshouse Charities C/O Truesdale Hospital Scotgate Stamford Lincolnshire PE9 2YE | <i>Application approved 07/02/24 by SKDC prior to Stamford Town Council Planning meeting.</i> |
| 15/01/24 | 17/01/24 | S24/0059 | Renovate the existing sash windows and internal shutters so that they open and close properly and easily and, in the case of the shutters, fold back fully into their recesses. Also retrospective Listed Building consent for internal alterations made to the flat since 2018 Flat 3, 3 Lansbury House, St Mary's Place, Stamford, Lincolnshire, PE9 2DN | Listed Building Consent | Mrs Rebecca Graham Red House Farm, Little Humby, Grantham NG33 4HW | No comment. Defer to SKDC Conservation Officer. |

| 05/12/23 | 23/01/24 | S23/2208 | Erection of three storey extension to rear of property, single storey extension to rear linking to existing garage. Two storey bay to front of property and attic floor added to existing dwelling 26A St Leonard's Street, Stamford, Lincolnshire, PE9 2HL | Householder | Robert Nisbet Little Spinney, 93 Main Road, Uffington PE9 4SN | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
|------------|---------------|--------------------------|---|--------------------|--|--|
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 07/12/23 | 23/01/24 | S23/2276 | Two storey rear extension 16 Cornwall Road, Stamford, Lincolnshire, PE9 1LQ | Householder | Jackson 16 Cornwall Road, Stamford, Lincolnshire, PE9 1LQ | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 08/01/24 | 23/01/24 | S24/0026 | Erection of single storey side and rear extension 15 Kipling Close, Stamford, Lincolnshire, PE9 2GT | Householder | Mrs Kylie Kaye 15 Kipling Close, Stamford, Lincolnshire, PE9 2GT | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 18/12/23 | 23/01/24 | S23/2323 | Proposed rear single storey extension 5 Victoria Road, Stamford, Lincolnshire, PE9 1HB | Householder | Mr And Mrs T McEntee 5 Victoria Road, Stamford, Lincolnshire, PE9 1HB | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |

| 18/12/23 | 23/01/24 | S23/2328 | Building of underground garage to front of property 9 Lonsdale Road, Stamford, Lincolnshire, PE9 2RW | Householder | Mr Colin Furze c/o iPlan Architectural 22 Cambridge Road, Stamford PE9 1BN | Concerns regarding the structure below ground. There is a danger of ground subsidence as a result of this work and damage to tree roots. We would like confirmation that a ground survey report is submitted before a decision is made on this application. |
|------------|---------------|--------------------------|---|--|--|--|
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 28/12/23 | 23/01/24 | S23/2373 | Proposed flue pipe East Limes, Priory Road, Stamford, Lincolnshire, PE9 2ES | Householder | Mr M Thomas c/o Neil Dowlman Architecture Ltd, 12-14 Main Ridge West, Boston, Lincs PE21 6QQ | Objection. The flue should be located on the rear or side elevation of the property to reduce the effect in the Conservation Area. Why has this flue not been diverted up the chimney, or ducted internally and set higher on the roof to allow greater airflow above the roof line? Further work could have been avoided had approval been sought prior to commencement. Flue is contrary to Policy 8 (Historic Environment) of the Stamford Neighbourhood Plan, and Policy 16 (Conserving and Enhancing the Historic Environment) of the National Planning Policy Framework. |
| 17/01/24 | 24/01/24 | S24/0074 | Section 211 notice to prune branch back by 3-4 metres to a suitable growth point on T1 Apple tree 39 High Street, St Martins, Stamford, Lincolnshire, PE9 2LP | Trees in CA - Section 211 Notice | Mr Peter Glassey Burghley Estate Office, 61 St Martins, Stamford PE9 2LQ | Defer to SKDC Arboriculturist |

| 19/12/23 | 24/01/24 | S23/2333 | Proposed addition of one no. window to match existing to side elevation of property and replacement rainwater goods 15 Lumbys Terrace Stamford Lincolnshire PE9 2NS | Householder | Mr Graham Whyles 4 Scotgate Stamford PE9 2YB | No objection subject to neighbour's amenities being respected and all materials are sympathetic to the street scene. Contractors to make good damage to verge or kerbing associated with this development. |
|------------|---------------|--------------------------|--|------------------------------------|---|--|
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 19/12/23 | 24/01/24 | S23/2343 | Construction of replacement changing rooms for sports club together with improvements to storage areas, sanitary accommodation and inclusive access Blackstones Sports And Social Club Lincoln Road Stamford PE9 1UU | Full Planning Permission | Mrs Bull Blackstones Sports and Social Club Lincoln Road Stamford PE9 1UU | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 19/01/24 | 24/01/24 | S24/0087 | Submission of part of the details reserved by Condition 13 (Ground Remediation) of planning permission S22/2109 Land To The North Of Uffington Road, Stamford, PE9 1TX | Discharge of Conditions (Planning) | Mr Goodwin Vistry Partnerships 3 Smith Way, Grove Park, Enderby, Leicester LE19 1SX | Defer to SKDC Case Officer |
| 03/01/24 | 26/01/24 | S24/0005 | First floor front and side extension and ground floor rear extension 1 Oak Road, Stamford, Lincolnshire, PE9 2JG | Householder | Mr And Mrs S & J Dane 1 Oak Road, Stamford, Lincolnshire, PE9 2JG | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. There should be no encroachment across boundaries. |

| 11/01/24 | 26/01/24 | S24/0043 | Proposed new garage to rear of the property 58 Exeter Gardens, Stamford, Lincolnshire, PE9 2RN | Householder | Mr and Mrs Tom and Helen Knights 58 Exeter Gardens, Stamford, Lincolnshire, PE9 2RN | Objection. The property access to the rear is onto an unadopted lane which is a quiet back lane unsuitable for any further increase in vehicle movements which this proposed development will bring. The size of the proposed garage is more in line with a dwelling than a garage as stated in the description and will detract from the character and appearance of the area and have a detrimental impact on the neighbour's amenities contrary to Stamford Neighbourhood Plan Policy 10 (Character Areas), SKDC Local Plan Policy DE1 (Promoting Good Design) and the National Planning Policy Framework Policy 12 (Achieving Well-Designed Places). |
|------------|---------------|--------------------------|--|--|---|--|
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 12/01/24 | 26/01/24 | S24/0049 | 2 storey rear extension with the addition of external insulation to existing rendered areas 13 Conduit Road, Stamford, Lincolnshire, PE9 1QQ | Householder | Mr Stephen Brown 13 Conduit Road, Stamford, Lincolnshire, PE9 1QQ | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 23/01/24 | 29/01/24 | S24/0103 | Section 211 notice to pollard large Cherry Tree 25A St Leonards Street, Stamford, Lincolnshire, PE9 2HL | Trees in CA - Section 211 Notice | Mrs Meg Scott 25A St Leonards Street, Stamford, Lincolnshire, PE9 2HL | Defer to SKDC Arboriculturist |
| 31/01/24 | 31/01/24 | S23/2367 | Conversion of ground floor retail unit (E) and first/second floor nightclub (Sui generis) to 7(no.) residential apartments (C3) Willoughby's Bar, 42 Broad Street, Stamford, Lincolnshire, PE9 2BT | Full Planning Permission | Mr Alex Pistolas Central Leisure Ltd, 42 Broad Street, Stamford, Lincolnshire, PE9 2BT | Concerns over the distinct lack of parking for this development and the significant impact this will have on the neighbourhood. We are pleased to see the development encourages retail use on the ground floor and this should remain throughout the life of the development. |
| 09/01/24 | 31/01/24 | S24/0032 | Proposed first floor rear extension to dwelling and associated alterations Fawley, 50 Roman Bank, Stamford, Lincolnshire, PE9 2ST | Householder | Sophie Weavers-Wright 50 Roman Bank, Stamford, Lincolnshire, PE9 2ST | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |

| 15/01/24 | 31/01/24 | S24/0060 | Extension of existing terrace to front Park House, 5A Water Street, Stamford, Lincolnshire, PE9 2NJ | Householder | Mrs Sarah Laing Park House, 5A Water Street, Stamford, Lincolnshire, PE9 2NJ | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
|------------|---------------|--------------------------|--|--|--|---|
| 29/01/24 | 01/02/24 | S24/0131 | Section 211 notice to remove T1 - Apple 56 St Leonards Street, Stamford, Lincolnshire, PE9 2HN | Trees in CA - Section 211 Notice | IG Environmental Services Cawledge Business Park Alnwick NE66 2GD | To comply with STC Climate Change Policy, in the instance that any tree is felled or removed in the town for whatever reason, at least one or more trees of a similar (or appropriate) variety must be planted in its place or nearby. Defer to SKDC Arboriculturist. |
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 29/01/24 | 02/02/24 | S24/0123 | To sympathetically restore the modern 1973 extension to No.3 St Peters Hill in a way to compliment the original building 3 St Peters Hill, Stamford, Lincolnshire, PE9 2PE | Listed Building Consent | Mr Keith Norman 3 St Peters Hill, Stamford, Lincolnshire, PE9 2PE | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. Defer to SKDC Conservation Officer. |
| 29/01/24 | 02/02/24 | S24/0125 | Demolition of brick walling and rebuilding 8 Princes Road, Stamford, Lincolnshire, PE9 1QU | Householder | Mr J Priestley Langstaff Property Developments UK Ltd 51 Glen Road, Castle Bytham NG33 4RJ | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 12/12/23 | 05/02/24 | S23/2294 | Discharge of conditions in relation to condition 6 (materials and doorway details) of S23/1034 1-4, 6 & 7 Stamford Walk, 16 St Mary's Street Stamford PE9 2DF | Discharge of Conditions (Planning) | Mr Scott Broadbent C/o Swann Edwards Architecture Black Barn Fen Road Guyhirn Cambs PE13 4AA | <i>Application approved 06/02/24 by SKDC prior to Stamford Town Council Planning meeting.</i> |
| 23/01/24 | 05/02/24 | S24/0095 | Single storey rear extension to dwelling 2 Sorrel Close Stamford Lincolnshire PE9 2WW | Householder | Mrs Trudy Smith 2 Sorrel Close Stamford Lincolnshire PE9 2WW | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |

| | | | | | | |
|------------|---------------|--------------------------|--|--|--|--|
| 07/01/24 | 06/02/24 | S23/2150 | Repairs to columns on either side of the shop entrance 26 High Street, Stamford, Lincolnshire, PE9 2AY | Listed Building Consent | Mrs Judi Van Geest Fulney House, Pilmore Lane, Spalding, Lincs PE12 6EG | No objection. Work has already been carried out, permission should have been sought prior to these repairs. |
| 29/01/24 | 07/02/24 | S23/2344 | Proposed single storey outbuilding to rear garden 45 Masterton Road, Stamford, Lincolnshire, PE9 1SN | Householder | Mr Greg Borowski 45 Masterton Road, Stamford, Lincolnshire, PE9 1SN | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| Date Valid | Date Received | Ref. No. | Proposed Development and Location | Type of Permission | Applicant and Address | Observations on Application |
| 05/02/24 | 07/02/24 | S24/0169 | Section 211 notice in relation to a Magnolia- (red) to crown raise to clear building by 2m Friars Lodge, 1 Pinfold Lane, Stamford, Lincolnshire, PE9 2ET | Trees in CA - Section 211 Notice | Barks Friars Lodge, 1 Pinfold Lane, Stamford, Lincolnshire, PE9 2ET | Defer to SKDC Arboriculturist |
| 02/02/24 | 08/02/24 | S24/0156 | Application for reinstatement of former half landing opening, blocked up in the latter part of the 20th century 22 St Mary's Street, Stamford, Lincolnshire, PE9 2DG | Listed Building Consent | Mr & Mrs I Leech 22 St Mary's Street, Stamford, Lincolnshire, PE9 2DG | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 07/02/24 | 12/02/24 | S23/2252 | Advertisement consent for 1x hanging sign and 1x fascia sign 9 Ironmonger Street Stamford Lincolnshire PE9 1PL | Advertisement Consent | Sarah Sewell Energy 9 Ironmonger Street Stamford Lincolnshire PE9 1PL | Signage should not be illuminated in the Conservation Area. Works should not have been done prior to application being submitted. |
| 26/01/24 | 12/02/24 | S24/0122 | Proposed conversion of first floor into retail space 22A Scotgate Stamford Lincolnshire PE9 2YQ | Lawful Development (Proposed) | Mrs Maria Riddle 22A Scotgate Stamford Lincolnshire PE9 2YQ | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |

| | | | | | | |
|----------|----------|--------------------------|---|-------------------------------|---|---|
| 02/02/24 | 12/02/24 | S24/0164 | Proposed Replacement Dwelling 85 Queens Walk Stamford Lincolnshire PE9 2QF | Full Planning Permission | Mr And Mrs Douglas Matthew 20 Norfolk Heights Sedgeford Road Docking Norfolk PE31 8PW | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. |
| 05/02/24 | 12/02/24 | S24/0168 | Proposed alterations to listed building 3 St Peter's Hill Stamford Lincolnshire PE9 2PE | Listed Building Consent | Mr Keith Norman 3 St Peter's Hill Stamford PE9 2PE | No objection subject to neighbour's amenities being respected. Contractors to make good damage to verge or kerbing associated with this development. Defer to SKDC Conservation Officer. |

STAMFORD TOWN COUNCIL
MINUTES OF THE MUSEUM COMMITTEE MEETING
HELD ON MONDAY, 12 FEBRUARY 2024 AT 6.30PM

PRESENT Councillor Shaun Ford (Chairman)
Councillor Mrs Amanda Wheeler
Town Mayor Andrew Croft
Councillor Breda Rae Griffin
Councillor Yvette Diaz-Munoz

ALSO PRESENT Heritage & Cultural Officer - Victoria Newton
1 member of the public

1. To Receive public representation in respect of the business on the agenda

There was none

2. Apologies and reasons for absence

Apologies were received from Cllr Bret Allibone, Cllr Ed Fancourt and Cllr Max Sawyer
Proposal 1 – it was proposed by Councillor Shaun Ford, seconded by Councillor Andrew Croft, and
unanimously RESOLVED to accept the apologies and reasons for absence.

3. Declaration of Interest

No declarations of interests were made.

4. To Confirm the Minutes

The Minutes of the Committee Meeting held on Monday, 11 December 2023 had been approved at the
19 December 2023 Town Council meeting as a true record of that meeting and signed.

5. Preparing of policies and procedures to support Accreditation

a) *Governance*

Security Audit and Emergency Plan

The Heritage Officer informed the Committee about the ongoing Security Audit and Emergency Plan, conducted in collaboration with Pieta Greaves from Drakon Conservation. The initial visit took place on Wednesday, January 31st, and while the documents are pending finalisation, a summary was presented.

The Security Audit, aligned with the Arts Council framework, involves a comprehensive assessment of security provisions, threat identification, risk assessment, and determination of appropriate actions. This encompasses physical security measures like cases, alarms, locks, and CCTV, as well as procedural measures such as alarm testing, staff training, and collections inspections.

The Heritage Officer highlighted the necessity to revisit agreements with alarm call-out companies, Health and safety contracts, and housekeeping procedures. The process had already revealed areas of concern, emphasising the importance of improved communication and collaboration within the staff team and with external agencies. In addition there were areas lacking procedural consistency.

The Chairman advised that due to the sensitive nature of these areas, the priority security concerns will be addressed by the Committee in closed session during Agenda item 7.

The Heritage Officer then gave an overview of the structure of the Emergency Plan which was being drawn up using resources from Historic England and East Midlands Museums Services. This plan will be shared with the wider Emergency Plan Working Group for Stamford Town Council.

The plan includes arrangements for staff, volunteers, visitors, collections, and collection information, along with a risk assessment of potential threats. It will address communication protocols, salvage priorities and treatment plans for damaged objects. Central to the plan will be the identification of defined roles and responsibilities for key staff during emergencies and effective communication with the public. It was noted that overall ownership of the Emergency Plan would pass to the Town Clerk /

Chief Executive Officer with key roles around building safety, collections and communication to be handled by other appropriate Council officers.

It was agreed that finalisation of both the Security Audit and Emergency Plan would demonstrate significant progress in Emergency planning at the Town Hall.

Forward Plan 2023-2028

The Chairman updated the Committee on the revision of the Museum Forward Plan 2024-2029. It was noted that the plan underwent a thorough review, considering the existing plan, achievements made, changes in council membership, and organisational priorities. The relevant budgetary section from the full Stamford Town Council budget was incorporated, and additional appendices providing background information were added.

The Chairman highlighted the need for revising the Income & Expenditure section to align with the new system currently being devised by Finance, Personnel & Assets Committee for all committees. It was suggested that Cllr David Scammell reviews this section and provides guidance to the Heritage Officer and Chairman on the correct format and detail.

The Chairman advised that the revised plan will be forwarded to Museum Development East Midlands for their consideration and feedback. Subsequently, it will be presented to the Full Council for ratification at the April meeting.

The Committee members were encouraged to review the document and submit any comments to the Heritage Officer by 23rd February. This feedback will be considered before finalising the document for submission to Museum Development East Midlands.

Proposal 2 - it was proposed by Councillor Amanda Wheeler, seconded by Councillor Andrew Croft and unanimously RESOLVED to request Councillor David Scammell to advise on the correct budget reporting for the Forward Plan.

b) Collections

Research and Image Rights – Fees and Charges

The Heritage Officer introduced new guidance on transparent and fair fees and charges for extended research requests and image requests from the Town Hall Collections. She emphasised that all initial research requests and general access to collections remains free. Various models and approaches were considered to strike a balance between accessibility and sustainability. These included Lincolnshire Archives, Leicester University Special Collections and Northampton Museums & Art Gallery. The Committee noted the commercial potential of the Phillips Collection with regard to licensing and the need for Stamford Town Council to protect collection assets through the appropriate means.

Proposal 3 - it was proposed by Councillor Amanda Wheeler, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED to accept the Fees & Charges policy.

Conservation Proposal – Mayoral Boards

The Heritage Officer presented a quote from Lincoln Conservation encompassing work on several art works at the Town Hall. Lincoln Conservation had recently carried out the second phase of stabilisation on the largest of the Mayoral Boards in the Court Room. Included in the quote were costings for the cleaning and conservation of the three boards still requiring work. Committee members discussed the historical significance of the boards and the importance of preserving them for future generations. The Heritage Officer advised that the two older boards dating to 1701 and 1750 now be considered for cleaning and conservation at a total cost of £11,800 as per the 2023/24 earmarked budget area.

Proposal 4 - it was proposed by Councillor Andrew Croft, seconded by Councillor Breda-Rae Griffin and unanimously RESOLVED to accept the quote from Lincoln Conservation.

(STC Budget 2023/24 8001 EM Historic Panels)

Collections Care supplies & Emergency Preparedness kit – proposal

The Heritage Officer introduced a proposal to purchase supplies for three areas of collections work : ongoing work in the Archive; labelling, marking and rehousing collections as part of the inventory and

an Emergency Preparedness kit. The supplies from Preservation Equipment Ltd total £1279.15. She also made the Committee aware of an upcoming additional request (awaiting quote) to purchase photography equipment necessary for the inventory process. This cost would be communicated to Councillors via email if time constraints rendered this necessary.

Proposal 5 - it was proposed by Councillor Amanda Wheeler, seconded by Councillor Yvette Diaz Munoz and unanimously RESOLVED to accept the proposal for Collections Care supplies and the Emergency Preparedness kit.

(STC Budget 2023/24 7503 Collections Management)

Great Mace – Conservation audit proposal

The Heritage Officer informed the Committee that, during the both the Conservation Audit carried out last year, and the Security Audit carried out recently, the condition and future preventive conservation of the Great Mace had been highlighted as an ongoing concern. The Great Mace is a key object within the Town Hall collections and also serves as a working civic symbol. It is important to understand the current condition of the mace so that a fully informed risk assessment of the object can take place. Full images of its current condition including any damages or wear need to be obtained to form a baseline of the object. The assessment will : assess the structural and chemical stability of the mace, fully photograph the mace, noting old damage and wear, provide care, handling and environmental display guidelines.

Proposal 6 - it was proposed by Councillor Breda Rae Griffin, seconded by Councillor Amanda Wheeler and unanimously RESOLVED to accept the proposal for £429 from Drakon Conservation for conservation assessment of the Great Mace.

(STC Budget 2023/24 7503 Collections Management)

Modes update

The Heritage Officer reported that there was no further progress from the IT Working Group with regard the installation of the infrastructure required for Modes. She was in contact with the Modes group to ascertain whether an alternative template could be used for starting the inventory in the short term.

c) *Users and Experiences*

The Heritage Officer gave an overview of the way schools workshops at the Town Hall had been facilitated and managed in the past and highlighted the importance of now developing these into a well-researched and collaborative programme with local educational institutions. Historically, staff at the Town Hall have responded positively to requests from schools for tours in line with the curriculum areas of Crime and Punishment and Local Government and History. In the last week the Heritage Officer and Deputy Town Clerk had welcomed Year 6 from St Augustine's Primary to the Town Hall.

With the commitment to Accreditation, it is now appropriate to look at this provision again. The Heritage Officer outlined a proposal to work with Black Knight Historical, to develop 5 days of schools workshops on 5 themes which link to the National Curriculum and also take advantage of the unique history of Stamford, the Town Hall, and its collections. The initial proposal would invite 5 schools to experience the new workshops and, through active consultation before, during and after the events, provide data from teacher and students to inform the content and means of delivery of an ongoing schools programme. It was anticipated that additional funding would be required to initiate an ongoing programme of workshops but that this initial work would inform the level of resource required.

The Committee welcomed the idea of engaging with schools. All Councillors voiced the importance of increasing access to the rich heritage and history of Stamford through active learning opportunities and suggestions for part-funding of the proposal were received from Cllr Diaz-Munoz.

Proposal 7 - it was proposed by Councillor Andrew Croft, seconded by Councillor Amanda Wheeler and unanimously RESOLVED to accept the proposal from Black Knight Historical for £3900 to develop and deliver the programme of workshops.

Action – to investigate St Michaels and Exeter charity funding VN
(STC Budget 2023/24 7503 Collections Management)

6. Update on Collection Transfer

The Chairman advised the Committee of the date in March for the online meeting with Lincolnshire County Council to discuss the transfer proposal for the museum collection and store.

7. Consider Budget and Funding Opportunities

a) *AIM Collections Care grant round 2*

The Heritage Officer informed the Committee of the forthcoming application to the AIM Collections Care grant round 2 which invites Museums who have completed the Collections Care Audit programme to apply for up to £10,000 of funding. This grant is intended to address issues of conservation or collections care which have been identified in the initial audit. The Heritage Officer outlined a two-part project. The first part would see the Bull Running painting cleaned, stabilised and re-lined by Lincoln Conservation. The second part would involve the re-display of the Regalia cabinet and Town Charters to conservation grade standards addressing issues of environmental instability and use of inappropriate display methods and materials. This part of the project would also be an opportunity to train a select group of volunteers in museum object handling and basic care and conservation under the guidance of the Heritage Officer. The total project cost is estimated at £11295. Councillors were very supportive of the idea and Cllrs Griffin and Wheeler suggested approaching the Skells Trust for the shortfall in funding should the application to be successful.

Action – Cllr Croft to approach Skells Trust.

(STC Budget 2023/24 Cost Neutral)

b) *Security Audit and Agenda Item 8 Museum Location*

20.01hrs - The Chairman confirmed that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the security content and sensitivity of business to be discussed, the meeting would continue in Closed Session.

20.47hrs - Meeting resumed in Open Session

The Chairman closed the meeting at 8.47pm

Date of Next Meeting MONDAY 15th April at 6.30pm

STAMFORD TOWN COUNCIL

MINUTES OF THE AMENITIES SPORTS FIELDS AND OPEN SPACES
MEETING HELD ON TUESDAY, 13 FEBRUARY 2024 AT 6.30PM
IN THE TOWN HALL, STAMFORD

PRESENT

Councillor Ed Fancourt (Chair)
Councillor Andrew Croft (Mayor)
Councillor Jonathan Waples
Councillor Bret Allibone
Councillor Habib Rahman
Councillor Rhea Rayside
Councillor Marion Pitt

ALSO PRESENT

Town Clerk – Patricia Stuart-Mogg
Councillor Jonathan Waples (on-line)
Councillor Yvette Díaz- Muñoz (on-line)

1. TO RECEIVE ANY PUBLIC REPRESENTATION - None

2. APOLOGIES AND REASONS FOR ABSENCE (Agenda item 1)

Councillor Max Sawyer submitted his apologies, these were noted.

Proposal 1 – It was proposed by Councillor Andrew Croft, seconded by Councillor Habib Rahman and unanimously RESOLVED that the reasons be accepted.

3. DECLARATIONS OF INTEREST – None

4. TO CONSIDER ACTION POINTS FROM MINUTES (Agenda item 2)

The minutes of the Committee meeting of 12 December 2023, had been ratified and signed. It was noted that that all action points were included within the agenda.

5. EMPINGHAM PLAYING FIELDS (Agenda Item 3)

- i. *Ground Maintenance Tenders* – It was noted following the receipt of tenders, these had been analysed and it was agreed by the Finance Committee to accept the tender from Sam Harrison.

Proposal 2 – It was proposed by Councillor Jonathan Waples, seconded by Councillor Andrew Croft and unanimously RESOLVED that the Town Council accepts the tender received from Sam Harrison for 2024-2025 to undertake ground maintenance, hedge cutting and pitch marking as per the contracted specification.

During discussion it was noted that the contract also provided the cost for extra cuts for each site, should it be required to increase the basic 10 cuts stipulated. It was noted that revised invoices are awaited from SKDC for the current arrangement of ground and pitch maintenance, and marking, during financial year 2023-2024.

- ii. *New Rugby Club Lease and Sec. 106 agreement* – The Chairman Ed Fancourt confirmed that the draft lease had been sent to the Rugby Club's solicitors to confirm acceptance. During discussion, it was noted that the Heads of Terms which had been agreed were included within the lease. It was confirmed that the lease offered was for 99 years with break clauses. The initial annual rental would be £7,950.00, with the option to review this rate each year in line with the current base rates. The lease will have a break clause subject to three years notice. It was recognised that the Rugby Club required the new lease to be in place to allow the Sec. 106 funding to be released which is due to expire January 2025, and to apply for additional resources to support the proposed building works. It was confirmed that the draft lease would be circulated at the forthcoming Town Council meeting for approval. Once approved, the draft lease would be forwarded to SKDC for the Sec.106 funding to proceed.

Proposal 3 – It was proposed Councillor Ed Fancourt, seconded by Councillor Habib Rahman and unanimously RESOLVED that the Town Council approves the lease for the Rugby Club.

- iii. *Stamford Lions Football Club* - Councillor Ed Fancourt confirmed that the present Stamford Lions football club licence includes a fee of £625.00, paid monthly and which is reviewed annually, allows use of the Empingham playing field, the pavilion and changing rooms. The Town Clerk advised that this did not appear to include the energy costs for the changing rooms which are currently being paid by the Town Council. It was noted that a new Licence arrangement is required to be drafted. It was recognised that the football club had wished a specific segregated area for their match pitches; however, this requires confirmation that this request is proceeding.

It was agreed that a meeting should be scheduled as soon as possible in early March with the Chairman of the Football Club to confirm the arrangements for issue of the new Licence.

- iv. *Empingham Road Car park* – It was noted that confirmation is required from Hinch Plant Ltd as to when the restriction gate at the entrance to the Empingham Playing Fields car park is to be fitted. The Town Clerk would chase this work as a matter of urgency. Action: Town Clerk
- v. *UK Prosperity Funding* – The Town Clerk reported that the pavilion used by the Rugby Club, which would house the future shared changing room, requires extensive work. The exterior work is more immediate and is required to be undertaken by the Town Council. The consensus was quotes are obtained for this work to be expedited.

Proposal 4 – It was proposed by Councillor Ed Fancourt, seconded by Councillor Jonathan Waples and unanimously RESOLVED that the Town Clerk obtains quotes for the repairs required to the exterior of the Empingham Pavilion so the work may be expedited.

Proposal 5 – It was proposed by Councillor Ed Fancourt, seconded by Councillor Rhea Rayside and unanimously RESOLVED that the Town Clerk submits a UK Prosperity Fund grant application for the internal work to be undertaken to the interior of the Empingham Pavilion.

- vi. *Outdoor Bowls Club* – It was noted that this item was not on the agenda, but the Outdoor Bowls Club wished to discuss their new agreement and wished to take up the offer of a 99year lease. Councillor Ed Fancourt suggested that a meeting is convened with the Club's Chairman as soon as possible in early March to discuss this matter. Following debate, the consensus was a simple lease could be drafted based on the current lease. It was considered that the rental charge could be reviewed with the cover of legal fees being embraced.

Proposal 6 – It was proposed by Councillor Ed Fancourt, seconded by Councillor Jonathan Waples and unanimously RESOLVED that the Town Clerk convenes a meeting with the Outdoor Bowls Club in early March and investigates the drafting of a simple lease for 99 years based on the existing arrangements, the review of the lease fee and covering the legal fees.

6. UFFINGTON SPORTS FIELD (Agenda item 4)

- i. *Ground Maintenance Tenders* – The agreement in respect of the ground maintenance taken earlier in the meeting.
- ii. *New Cricket Club Lease* – The Chairman Councillor Ed Fancourt advised this lease is simpler and would include the footprint for the Clubhouse. A Licence would need also to be drafted for the Young Daniels Football Club. The Town Clerk advised that the Stamford Old Boys Rugby Club had also expressed a wish to use the Uffington Playing Fields. During discussion it was important to remember that the main Lease for the playing fields is with the Cricket Club.

There was discussion in respect of the Showmen's Guild parking their vehicles on the Uffington Playing Field hard standing. It was recognised that the area of hard standing remains under the control of SKDC.

Proposal 7 – It was proposed by Councillor Jonathan Waples, seconded by Councillor Bret Allibone and unanimously RESOLVED that the Town Council support parking at Uffington Playing Fields, subject to no vehicles parking on the soft ground. Action: Town Clerk

- iii. *Licence to Young Daniels Football Club* - A new Licence needs be issued to the Young Daniels Football Club. During debate it was the consensus that the land abutting the Uffington Road allotments and the Cricket Club House which is currently being leased to SKDC and then subsequently on to the Young Daniels should be terminated. It was recognised that the current changing rooms used by the Football Club needs some urgent work to be undertaken by the Town Council. Discussions with all parties – Cricket, Football and Rugby Clubs should be convened to ascertain the way forward. Councillor Ed Fancourt outlined the designs submitted by the Cricket Club to upgrade the Club house and embrace the changing room element used by the football club currently under the aegis of the Town Council. There had been a request for an access point to be re-established to the Allotments for the Vision organisation. It was understood that this was within the remit of the Allotment Committee and would require their sanction. Action: Town Clerk
- iv. *SKDC Ground waste and Electricity supply* – Councillor Ed Fancourt informed the Committee of an electric meter housed within the changing rooms which serves the SKDC Workshop and for which the Town Council is paying the energy costs. Following a recent meeting with the SKDC Asset Manager it was confirmed that the current situation is untenable, and a separate sub-meter should be installed as a matter of priority. A site meeting is scheduled with the SKDC Asset Manager. In addition, all the water waste from the SKDC vehicle cleaning flows into the septic tank which must be routinely emptied fortnightly at a cost to Stamford Town Council of £535 + VAT on each occasion. Following discussion Councillor Andrew Croft advised he knew of another septic tank contractor who provides similar service who may be more cost effective.

Proposal 8 – It was proposed by Councillor Rhea Rayside, seconded by Councillor Habib Rahman and unanimously RESOLVED the Town Clerk investigates the company suggested by Councillor Andrew Croft and obtain a quote for emptying the septic tank.

- v. *UK Prosperity Funding* – Councillor Ed Fancourt advised that Sec. 106 funds £34K had been uncovered that may be used to enhance the Uffington Playing Fields, details of which are yet to be confirmed. During discussion it was confirmed that there is no public sewage facility running to the Uffington Playing Fields, hence the provision of the septic tank. It must be established whether the Sec. 106 funding could be utilised towards enhancing the clubhouse facilities. Once the details how the funds may be utilised are confirmed, the plans submitted by the Cricket Club to enhance the facility could be considered. The Town Clerk would also apply to the UK Prosperity Fund for a grant to support the plans to upgrade the Cricket club house.

Proposal 9 – It was proposed by Councillor Ed Fancourt, seconded by Councillor Rhea Rayside and unanimously RESOLVED that the Sec. 106 funds currently available for use on the Uffington Playing Fields is assigned towards the refurbishment of the Cricket Ground clubhouse and that the Town Clerk submits a UK Prosperity Fund Grant application to support the work to upgrade the clubhouse facility.

7. RECREATION GROUND (Agenda item 5)

- i. *Hard Tennis Courts* – The Town Clerk reported that repeated requests had been sent to R2R for the information requested by the Committee. To date no feedback has been received. The consensus was to end the arrangement with R2R with immediate effect.

Proposal 10 – It was proposed by Councillor Rhea Rayside and seconded by Councillor Bret Allibone and unanimously RESOLVED that the arrangement with R2R is terminated, nets of the hard courts are removed and locks to the gates altered.

The Town Clerk advised that a quote of £800 + VAT had been received from a local contractor to undertake the winter maintenance to deep clean and treat the moss on both the hard courts in readiness to resume play in April/May.

Proposal 11 – It was proposed by Councillor Ed Fancourt, seconded by Councillor Habib Rahman and unanimously RESOLVED that the Council approves the quote for £800 + VAT to clean and treat the moss on both hard tennis courts.

There was discussion in respect reviewing charges for utilities to Rock Tennis Club. The Town Clerk informed the Committee that the Club had requested whether this could be reconsidered as their membership was small. Debate ensued and the consensus was for Councillor Ed Fancourt to meet with the Club to discuss this matter further. Action: Town Clerk

- ii. *General Booking system for Tennis Court Facility* - It was the consensus that this current system remains unchanged.
- iii. *Outdoor gym operation* – It was noted that Frank Newbon will continue to undertake the public liability responsibility, but the routine annual inspection of the gym equipment would be included within the Council's RoSPA inspection. It was noted that a grant application had been submitted to the Finance Committee for grant support towards the insurance premium. Action: Town Clerk.
- iv. *Play Equipment Inspection Report & repairs* – The repairs for the play equipment are in hand. Councillor Ed Fancourt stated that the repairs to the Skatepark skirting around the concrete skating surfacing are being investigated further with a planned report at the next meeting.
- v. *Mid Lent Fair* – The Committee were informed that the Mid Lent Fair was arriving Sunday 10th March. Usually, the Showmen's vehicles are allowed to park on the Recreation Ground subject to charge. It was recognised that there was concern over the softness of the surface given the wet conditions presently experienced. It was thought that SKDC may be able to accommodate the vehicles at Cattle Market carpark.

Proposal 12 – It was proposed by Councillor Andrew Croft, seconded by Councillor Marion Pitt and unanimously RESOLVED that the Town Council approves the Showmen's Guild vehicles park on the Recreation Ground subject to the surface conditions being reviewed. The chargeable fees would be at the same rate as year 2023.

- vi. *Programmed Events* – The scheduled was circulated for notification and these were noted.

8. MEADOWS (Agenda item 6)

- i. *Programmed Events* - The schedule was circulated for notification, and this was noted. It was recognised that the Kiwanis event in July is being progressed and it was agreed that the ASOS Committee should meet with the organisers. It was noted that the organisers had scheduled a meeting with the Events Committee to discuss the final arrangements. The consensus was that the Kiwanis should meet with the ASOS members at a special meeting prior to the Events Committee meeting at 6pm on 19th February. Action: Town Clerk
- ii. *River Welland & Millstream* – The Chairman reported that this is being managed by the Environment Agency and the East Mercia Rivers Trust. The erosion of the bank on the South side of the Town Meadow will be expensive to remedy, so the first step would be to undertake a site meeting to establish the best way forward. It was noted that some funding could be obtained from the Skells Trust for this project. Action: Cllr Fancourt

9. TREE SURVEY & ROUTINE MAINTENANCE (Agenda item 7)

The Town Clerk reported that invitations to tender for the Council's tree work are to be put in place. It was noted that should any emergency tree work be required there is a list of tree contractors who could be contacted on an ad hoc basis as required. This was noted.

10. OPEN SPACES (Agenda item 8)

The Town Clerk informed that the tenders for cutting the LCC Stamford verges had been issued and were due to close on 29 February 2024. Once agreed by the Finance Committee these would incorporate the Town Council open spaces. This was noted. A site meeting of these areas should be scheduled in the Spring.

11. REVIEW TERMS OF REFERENCE (Agenda item 9)

Councillor Ed Fancourt advised that the review of the Terms of Reference to increase environmental awareness had not yet been completed. It was recognised that there was discussion to realign some of the tasks of the Committees and, with this in mind, it may be sensible to defer this item. Councillor Bret Allibone offered to review the Terms of Reference to support the Green Infrastructure. Action: Cllr Allibone

12. DATE OF NEXT MEETING: (Agenda item 10)

The next Committee meeting bi-monthly meeting is scheduled on 9th April 2024 at 6.30pm

Chairman
(The meeting closed at 8.40pm)

DRAFT

STAMFORD TOWN COUNCIL

MINUTES OF THE EVENTS MEETING
HELD ON MONDAY, 19 FEBRUARY 2024 AT 6.30PM
IN THE TOWN HALL, STAMFORD

PRESENT Councillor Andrew Croft (Mayor)
Councillor Jo Winterbourne (Chair)
Councillor Yvette Diaz-Munoz (Vice Chair)
Councillor Jane Kingman

ALSO PRESENT Mrs Coral Johnson-Veale – Administration Officer

1. PUBLIC PARTICIPATION (Agenda Point 1)

Two members of the Stamford and District Kiwanis attended the meeting to update the Events Committee on their plans for Stamford's Big Day Out Event being held on Sunday 30 June 2024 on the meadows. The proposals for the updated route of the raft race were outlined together the additional safety measures and requirements, as suggested by the appropriate environmental agencies and river trusts e.g., the installation of barriers where the riverbank requires protection. The event has received the support of Landowners and Riparian Owners along the proposed route, and the organisers of the Deeping raft race continue to provide advice. The arrival of competitors will be timed to minimise bottlenecks, and the races will also be timed trials. A dry run will be conducted of the proposed route in order to determine the timings for competitors to ensure one raft at a time on the water. Parking for competitors will be in the Freemans Meadows, and at the end of the event vehicles will be escorted to collect rafts and exit the meadows. There will be safety boats and local kayak groups will be in attendance to collect any debris from disintegrating rafts; There will be rules on the raft construction. The Stamford and District Kiwanis have received a lot of interest in the talent show and acoustic music performances so are requesting an extension to the end time of the event from 5pm to 6pm. It is anticipated that there will be entry fees for raft race competitors, but this is to be decided. A draft Event Management plan and supporting documents were available for the committee to view prior to the meeting, and the details of the Safety Advisory Group will be forwarded to the Stamford and District Kiwanis for them to provide further guidance on Health and Safety for the event. Action: AO

The Chair of the Events Committee thanked the Kiwanis members for coming to the meeting to update the council on their plans.

2. APOLOGIES FOR ABSENCE (Agenda Point 2)

Councillor Lisa Brewin submitted her reasons for absence. These were noted and accepted.

Proposal 1 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council accepts the apology received.

3. DECLARATIONS OF INTEREST (Agenda Point 3)

There were no declarations of interest.

4. MINUTES (Agenda Point 4)

The minutes for the Event Committee meeting held on the 15 January 2024 were confirmed at the Stamford Town Council meeting held on 23 January 2024 and have been signed by the Chair of the meeting, Councillor Jo Winterbourne.

5. CHRISTMAS MARKET SUNDAY 24 NOVEMBER 2024 (Agenda Point 5)

- i. *Consider quotations received regarding infrastructure* – Quotations had been received regarding first aid and were available for the members to view prior to the meeting. After discussion it was agreed that the First Aid Support provided last year was effective and efficient therefore it was decided to enlist the same provider, particularly as their quotation was for a higher number of medical staff. Action: AO

Proposal 2 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council agrees to Makira Medical and Event Services providing Event Medical Cover at the Stamford Christmas Market on Sunday 24 November 2024 for the cost of £1,428,90.

A quotation had been received from the company that has provided Health and Safety Support for the Christmas Market in previous years. Other companies had also been approached but no quotations were offered. The committee felt that as this company has consistently provided efficient Health and Safety support and is well versed in the operation of the Christmas Market, their quotation should be accepted. Action: AO

Proposal 3 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council accepts the quotation of £900.90 from Total Lincoln Ltd to provide Health and Safety Support for the Stamford Christmas Market scheduled for Sunday 24 November 2024.

The Administration Officer advised that the Stamford and Ketton Explorers confirmed their availability to support the Stamford Christmas Market, however the numbers are to be determined closer to the time. Action: AO

- ii. *Consider Booking Fees* – The quotation to provide 40 covered market stalls for the Stamford Christmas Market had been received from South Kesteven District Council. The committee noted that there was a slight reduction in the amount compared to last year, which meant the fees to traders could remain the same for another year. It was agreed to accept the quotation Action: AO

Proposal 4 – It was proposed by Councillor Andrew Croft, seconded by Councillor Jane Kingman and unanimously RESOLVED the council accepts the quotation of £1,802.40 from SKDC to provide 40 market stalls, with covers, for the Stamford Christmas Market scheduled for 24 November 2024 and to retain, not increase, the fee structure for traders.

The Chair informed the committee that investigations were underway to simplify the booking process by the use of forms to automatically populate the spreadsheets used to monitor the Trader bookings. The committee felt this was a good idea. Action: JW/AO

- iii. *Consider entertainment* – The Administration Officer advised that the Stilt Walker that participated in the 2023 Christmas Market had presented a quotation to provide the same level of stilt walking entertainment for the same cost. The committee considered that the stilt walking added to the entertainment for the day and the quotation should be accepted. Action: AO

Proposal 5 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council agrees to Katie Exton-Barnett attending the Stamford Christmas Market on Sunday 24 November 2024 as a Stilt Walker for 3 x 30-minute sessions at a cost of £150.00.

Two local Morris Dancing Groups had provided their costs to perform at the Stamford Christmas Market. After discussion and consideration, the committee agreed to accept the quotation received from the group that performed at the 2023 Christmas Market. Action: AO

Proposal 6 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council accepts the quotation of £100.00 from the Rutland Morris Dancers to perform 2 x 30-minute sessions during the Stamford Christmas Market scheduled for Sunday 24 November 2024.

The Wansford Ukulele Folk were given the opportunity to choose which Stamford Town Council Christmas Event they would like to support and have confirmed they would like to attend the Christmas Market this year for the usual fee. The Administration Officer had advised the group that there will be no stage or chairs provided at this event, which they acknowledged.

Proposal 7 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council accepts the quotation of £100.00 from the Wansford Ukulele Folk to perform at the Stamford Christmas Market scheduled for Sunday 24 November 2024.

A quotation has been received to provide a Christmas Santa themed Play Your Cards Right. The committee agreed that this entertainment was very popular, and the quotation should be accepted.

Proposal 8 - It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council accepts the quotation of £300.00 from Simply Being You to perform a Santa Themed Play Your Cards Right during the Stamford Christmas Market on Sunday 24 November 2024 for 6 ½ hours between 10am to 4.30pm.

The Administration Officer advised the committee that other entertainment – the Pennine Bernese Carter Dogs, Lucy's Pop Choir, Stamford Sings, Stamford Choral and the Stamford Pantomime Players – had all confirmed their support and will attend the Stamford Christmas Market on Sunday 24 November 2024. The times and entertainment schedule are to be determined closer to the date. The Stamford Town Crier has also confirmed his

availability as have Rutland and Stamford Sound. Responses are still awaited from Friends of Stamford and Rutland Theatre and Art Pop-Up. Action: AO

- iv. *Consider Event advertising* – The updated Christmas Market poster and hand drawn map were available for councillors to view prior to the meeting. The committee were happy with the amended poster. The Chairman advised that further amendments to the map were suggested to the designer, such as the inclusion of the small passageways, the location of Browne's Hospital, Maiden Lane and the Arts Centre as points of reference, and to indicate where the Event Control and Santa's Grotto will be situated. Action: AO

Proposal 9 – It was proposed by Councillor Andrew Croft, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council accepts the revised Christmas Market poster and the Hand-drawn Map, subject to the suggested amendments.

6. CHRISTMAS LIGHT SWITCH-ON THURSDAY 21 NOVEMBER 2024 (Agenda Point 6)

- i. *Confirm times and operation of Event* – After discussion the committee agreed that, on the whole, the schedule set for the 2023 Christmas Light Switch-on worked well, therefore the 2024 event should keep to the same times. It was considered that the Road Closure for Red Lion Square should remain in place until 7.30/8pm but, if St Mary's Street and Hill were included in the event, the Road Closure for that area should be removed at about 7pm. Action: AO.

Proposal 10 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the Christmas Light Switch-on Event being held from 5pm to 6.30pm with Road Closures for Red Lion Square in place from 3.30pm to 7.30/8pm.

Stamford and Ketton Explorers had confirmed their availability to marshal at this event, numbers were to be determined closer to the date. Action: AO

- ii. *Consider quotations received regarding infrastructure* – The quotations received for the provision of Event Medical Cover at the Christmas Light Switch-on Event were available for the committee to view prior to the meeting. After discussion, the committee considered the quotation offered by the company that supported the Christmas Market provided the most appropriate support and should be accepted. Action: AO

Proposal 11 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council approves the quotation of £532.80 from Makira Medical and Event Services Ltd to provide Event Medical Staff and a Response Vehicle from 4pm for the duration of the Stamford Christmas Light Switch-on Event on Thursday 21 November 2024.

Despite tendering to other companies only one quotation had been received regarding Health and Safety Support at this event. This was from the company that attended last year, and the committee considered their involvement to be efficient and effective therefore their offer should be accepted. Action: AO

Proposal 12 – It was proposed by Councillor Jane Kingman, seconded by Councillor Andrew Croft and unanimously RESOLVED the council approves the quotation of £277.30 from Total Lincoln Ltd to provide Health and Safety support at the Stamford Christmas Light Switch-on Event on Thursday 21 November 2024.

Two companies had submitted quotations to provide sound support at this event. After discussion the committee agreed that the company who attended last year had addressed the issues raised and should be given another chance to support the event this year. Action: AO

Proposal 13 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the quotation of £450.00 from Rocky Road Music to provide sound support during the Stamford Christmas Light Switch-on Event with an engineer in attendance for the duration of the event.

- iii. *Consider entertainment* – The Administration Officer advised the committee that the Schools Choir were available to attend this event. Stamford Sings were available to perform for 20 minutes at this event. The entertainment schedule is to be agreed closer to the date. Action: AO
- iv. *Consider Event advertising* – The poster produced for this event was agreed subject to a small amendment. Action: AO
- v. *Consider retailers participation* – The Chair will meet with the retailers in St Mary's Hill and Street to ascertain their interest in providing late night shopping again at the Christmas Light Switch-on Event and contributing to any Road Closure required. An invitation to all Stamford retailers and businesses to attend the Annual Town Meeting to discuss what events they would like to see is being considered. Action: JW

- vi. *Feedback from de-brief meeting with Lighting Contractor* – The Chair apprised the committee on the discussion had with SparkX regarding the installation/dismantle of the Christmas Lighting scheme and any proposed upgrades. A new power box is required on St Mary's Hill because, although the current infrastructure was safe, there was only one power supply to the scheme in this area and if the supply failed the whole of the scheme would be affected. A second power box would assist in alleviating this issue and suitable locations have been identified. The landlords of the properties identified are to be contacted. Action: AO

The Chair confirmed that the wireless receivers agreed in January's meeting were only for hire not purchase. They are small units that clip to the wires and work on wifi/SIM/dongle, are removed with the scheme and reprogrammed each year. Lighting issues could be monitored and resolved remotely, or isolated and diagnosed for a site visit, which would make the scheme more sustainable. All Saints Church are still to confirm if they wish to have the lights reinstalled on their tree. SparkX have quoted for this separately and the committee felt the cost should be agreed as it can be recredited, and the lights utilised elsewhere if the church decide they are not required. Upgrades to the scheme to include festoon lighting in Cheyne Lane and additional trees/baubles in Maiden Lane were discussed but it was agreed to defer further discussion on these items until the views of the retailers/landlords were obtained. Action: JW/AO

Proposal 14 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council agrees to SparkX quotation for the purchase and placement of a new power box for St Mary's Hill Christmas Lighting at a cost of £550.00, the hire of the wireless receivers at a total cost of £1,450.00 and the reinstallation of the lights on the tree in the All Saints Churchyard, subject to the Church's confirmation, at a cost of £650.00.

7. CHRISTMAS CAROLS DECEMBER 2024 (Agenda Point 7)

- i. *Confirm date, times, and location* – After a considered discussion the committee agreed the carols should be relocated to St Michaels Churchyard and held on Saturday 7 December 2024 from 2pm to 4pm, subject to permission being granted by the Trustees of the Harry Skells Trust.

Proposal 15 – It was proposed by Councillor Jane Kingman, seconded by Councillor Andrew Croft and unanimously RESOLVED the council agrees to the Christmas Carols event being held on Saturday 7 December 2024 from 2pm to 4pm in St Michael's Churchyard, subject to permission from the Trustees of the Harry Skells Trust.

- ii. *Consider quotations received regarding infrastructure* – The committee considered that no sound system would be required and if the weather was inclement, the performers could stand on the Library steps for shelter.
- iii. *Consider entertainment* – The Administration Officer confirmed that Stamford Choral had confirmed their availability to perform at this event, and, subject to their Christmas Fair, the Schools Choir may also be available. The Mayor advised that Stamford Brass may be interested in supporting this event – this is to be confirmed. Action: AC/AO
- iv. *Consider Event advertising* – The posters produced for this event were available for the committee to view prior to the meeting. It was agreed that the poster designed for the Carolling into Christmas on Saturday 7 December 2024 should be accepted, subject to the insertion of the event times - 2-4pm - the instruments being coloured yellow and red berries being added to liven it up. Action: AO

Proposal 16 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council accepts the poster for Carolling into Christmas scheduled for Saturday 7 December 2024, subject to some minor alterations to the colouring and the addition of the event times – 2pm-4pm.

8. SPOOKTCULAR SUNDAY 27 OCTOBER 2024 (Agenda Point 8)

- i. *Confirm times and operation of event* – After considered discussion the committee felt that, due to the weather conditions usually experienced at that time of the year, 2 hours for this event would be sufficient. Action: AO

Proposal 17 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council agrees to the Spooktacular Event being held from 1pm to 3pm on Sunday 27 October 2024 on the top Recreation Ground and Bandstand.

- ii. *Consider entertainment* – The Administration Officer advised that the Face Painters approached regarding this event were either not taking any future bookings or had not replied. However, an alternative of Glitter Face Art was suggested, and visuals of this art were available for the committee to view prior to the meeting. The committee agreed the services of the Glitter Face Artists should be obtained. The artists would require a gazebo, a table and two chairs each. Action: AO

Proposal 18 – It was proposed by Councillor Andrew Croft, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council agrees to 2 x Glitter Face Artists attending the Spooktacular event on Sunday 27 October 2024 from 1pm to 3pm on the Recreation Ground at a cost of £25.00 per hour each.

A quotation has been received to provide a Spooky Storytelling performance for the duration of the Spooktacular Event. The committee agreed this was a popular addition to the event and the quotation should be accepted.

Proposal 19 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Andrew Croft and unanimously RESOLVED the council approves the quotation of £100.00 by Simply Being You to provide Story Telling of a haunted nature for the duration of the Spooktacular Event to be held on Sunday 27 October 2024.

- iii. *Consider Event advertising* – The poster for the Spooktacular Event was approved subject to the times being amended. It was noted that the titles on the poster were generic so would cover, once agreed, any entertainment or competitions that were provided at the event.

Proposal 20 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council agrees to the amendment to the times on the Spooktacular poster for Sunday 27 October 2024 to read from 1pm to 3pm.

9. D-DAY 80 THURSDAY 6 JUNE 2024 (Agenda Point 9)

- i. *Confirm times, location and operation of Event* – The committee agreed that the event should commence at 5pm and conclude at 9.30pm after the lighting of the beacon, which is to be scheduled for 9.15pm. The entertainment will be located on the Bandstand and other participants located on the top Recreation Ground around the Bandstand as appropriate. Quotations for the provision of Event Medical Cover and Health and Safety for the event have been received and were considered by the committee. It was noted that the Health and Safety cover is more expensive due to the inclusion of the Beacon. A quotation is awaited regarding the repairs to the Beacon basket.

Proposal 21 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council agrees to the D-Day 80 event being held from 5pm to 9.30pm on the Bandstand and Top Recreation Ground on Thursday 6 June 2024.

Proposal 22 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council approves the quotation of £534.60 by Makira Medical and Event Services Ltd to provide Event Medical Cover from 4.30pm to 9.30pm at the D-Day 80 Event scheduled for Thursday 6 June 2024

Proposal 23 – It was proposed by Councillor Jane Kingman, seconded by Councillor Yvette Diaz-Munoz and unanimously RESOLVED the council approves the quotation of £646.80 from Total Lincoln Ltd to provide Health and Safety Support for 8 hours during the D-Day 80 Event scheduled for Thursday 6 June 2024.

Proposal 24 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the quotation of £320.00 from Stamford Sound Hire to provide a sound system and engineer for the duration of the D-Day 80 event on Thursday 6 June 2024.

- ii. *Consider entertainment* – It was noted that the Royal British Legion would like to perform a Drum Head Service and erect a small marquee to promote the RBL. The committee agreed this would be acceptable and the service would be an appropriate start for the event.

Proposal 25 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the Royal British Legion performing a Drum Head Service and the commencement of the D-Day 80 event scheduled for Thursday 6 June 2024 on the Recreation Ground.

A quotation has been received to perform a Military Play Your Cards Right during the D-Day 80 event. The committee agreed these games are popular with visitor to the Town Council events and the quotation should be accepted.

Proposal 26 – It was proposed by Councillor Yvette Diaz-Munoz, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the quotation of £100.00 from Simply Being You to run a Military Play Your Cards Right during the D-Day 80 Event on Thursday 6 June 2024 on the Recreation Ground.

The committee agreed that the History Society should be approached for anything they may have or suggest could be included in this event. Some contacts for musical entertainment were provided to the Administration Officer

to enquire about availability. Stamford Brass are to be approached regarding their involvement and another contact was provided for a potential Fish and Chip van to be in attendance. The Chair advised that schools will be approached regarding art that could be displayed and enquiries will be made of a historical interactive company for their inclusion. Action: AC/JW/AO

The Town Crier has indicated his availability in the morning of the 6 June 2024 to make any announcements for this forthcoming event. It was suggested that one announcement could be made at 10am and one announcement at 1pm and another during the event to announce the lighting of the beacon. Action: AO

It was noted that the Beacon basket will require repairs before the event and the quotation to make good should be accepted, when received.

Proposal 27 – It was proposed by Councillor Andrew Croft, seconded by Councillor Jane Kingman and unanimously RESOLVED the council approves the quotation, when received, to make repairs to the Beacon basket ready for the D-Day 80 event on Thursday 6 June 2024.

- iii. *Consider event participants* – The committee agreed that an invitation to light the beacon should be extended to the Lord Lieutenant of Lincolnshire. Rutland and Stamford Sound had indicated their wish to support this event. Action: AO

10. RED LION SQUARE CRAFT MARKET 2024 (Agenda Point 10)

- i. *Update and feedback* – The Administration Officer advised that four completed applications had been received so far and all potential crafters had been advised that the market will continue in Red Lion Square.

11. PROGRAMMED EVENTS (Agenda Point 11)

- i. *Consider enquiry* - Contact had been made by Mega Bounce Park to hold event(s) on the Recreation Ground in Stamford. The email was available for committee members to view prior to the meeting. After discussion the committee felt that more information was required as to what exactly the company wish to do, when they intend to hold it, how many attendees and age range, times, details of vehicles and is the event to be ticketed and if so, how much. Action: AO
- ii. *Consider date change request* – The Administration Officer advised that the RBL had made enquiries regarding changing the date of their Families Day but had since resolved for it to remain as booked.

12. DATE OF NEXT MEETING (Agenda Point 12) – Monday 18 March 2024 at 6.30pm in the Town Hall

Chair - (The meeting closed at 8.35 pm)

STAMFORD TOWN COUNCILMINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY, 20 FEBRUARY 2024 AT 6.30PM

PRESENT Councillor Andrew Croft (Mayor)
Councillor Kelham Cooke (Chairman)
Councillor Robin Morrison (Vice-Chairman)
Councillor Bret Allibone
Councillor Barry Devereux
Councillor Habib Rahman
Councillor Shaun Ford
Councillor Ed Fancourt
Councillor Amanda Wheeler
Councillor Jo Winterbourne

ALSO PRESENT Town Clerk, Patricia Stuart-Mogg
Representative of Friends of Stamford Station

1. PUBLIC PARTICIPATION (Agenda Point 1)

A representative of Friends of Stamford Station presented an application for £515.00 grant assistance towards the continuous improvements and enhancement of Stamford station for the benefit of local residents and visitors to the Town.

The Chairman thanked the representative for his presentation and advised that this matter would be considered later in the meeting. The decision would be advised following the Town Council meeting at the end of the month.

6.45pm - Member of public left the meeting.

2. APOLOGIES FOR ABSENCE (Agenda Point 2) - None

3. DECLARATIONS OF INTEREST (Agenda Point 3)

Councillor Barry Devereux declared a Personal and Prejudicial Interest in respect of any discussions relating to the issue of the boundary matter at Queens Walk allotments and a resident living on Tinwell Road as they are his future parent-in-laws.

4. MINUTES (Agenda Point 4)

The minutes of the Committee meeting on 16 January 2024 which had been ratified at the Town Council meeting of 23 January 2024 were signed as a true record of the meeting.

5. FINANCE (Agenda Point 5)

- i. *New format for Financial Reporting* – The Town Clerk presented the new financial report proposal, which had been completed with the assistance of Councillor David Scammel, to help Councillors better understand the operation and movement of Council finances. Following discussion, the Committee considered that although this report illustrated how held ‘Reserves’ are used over the course of the financial year, it did not represent modern accountancy software. The other apprehension was that funds for Council approved projects could be identified as ‘Committed Projects’ rather than ‘Earmarked Reserves’, which was the usual terminology for such resources. Councillor Kelham Cooke observed that any such projects could be cancelled or deferred at any time by the Council. It was also recognised that any additional funds held by the Council could be labelled as the ‘General Fund’. The latter would effectively represent a contingency to be drawn upon in the event of an emergency. As part of the spreadsheet, each Committee budget would categorise every project and the value of the funds assigned. This will provide additional clarity for the Council and Committees as to how funds were being utilised

and what resources remain unused over an extended period. This document will be updated monthly and accessible to each Committee through SharePoint.

It was a consensus that a simpler accountancy programme other than Sage such as Quick Books could be considered for ease of understanding.

Proposal 1 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Robin Morrison and unanimously RESOLVED that the new report should be circulated to the Council for a decision to be taken at the forthcoming Town Council meeting.

- ii. Finance Committee Membership Review – It was noted that Councillor Robin Morrison considered including Councillor David Scammell as a permanent member of this Committee. However, this would require the Terms of Reference to be reviewed. It was recognised that Councillor Scammell could attend these Committee meetings but could not vote. As there were only two more meetings in this financial year it was the consensus to defer this matter until the Annual Town Council meeting.

Proposal 2 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Robin Morrison and unanimously RESOLVED to retain the status quo and defer the Terms of Reference to the forthcoming Annual Town Council meeting in May.

- iii. *Internal Audit & External Audit way forward* – The Town Clerk reported that a meeting was scheduled on the 15th March with the Internal Auditor and David Scammell to examine the Council accountancy processes in preparation for External Audit. Councillor Robin Morrison observed that the Internal Auditor advocated that there should be more scrutiny of the accountancy process. Councillor Morrison suggested that he and another member of the Council scrutinise the processing system monthly.

Proposal 3 – It was proposed by Councillor Robin Morrison, seconded by Councillor Andrew Croft and unanimously RESOLVED that Councillor Morrison and another member of the Council scrutinise the processing system monthly. The nomination of the other Councillor would be decided at the forthcoming Town Council meeting.

- iv. *Succession Planning leading to handover* – The Chairman proposed that this item is moved to be discussed in Closed Session at the end of the Meeting as it related to personnel issues. This was agreed by the Committee.
- v. *To approve Debit Card cap of £500* – This matter was discussed, with the consensus supporting a cap on the Council debit card.

Proposal 4 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Shaun Ford and unanimously RESOLVED that the Council approves a cap of spending limit £500.00 against the Council debit card.

- vi. *Legal Advice on Allotment Boundary issue* – The Chairman proposed that this item is moved to be discussed in Closed Session at the end of the Meeting as it related to a legal matter associated with a resident. This was agreed by the Committee.
- vii. *The Future Museum Governance* – The Town Clerk advised that this item was included on the agenda so that the new Council is aware of the discussions which had been held with Museum Development East Midlands (MDEM), who advised the Council on its Accreditation application. It was recommended that the preference is for the Town Council to be strongly associated with the Museum project, rather than considering its operation under a Trust. This is especially important in reference to the LCC collection transfer. This was noted. However, any decision in respect of Governance will need to be considered when the Council Strategy has been made clear.
- viii. *To consider Schedule of Payment No.11* – The schedule is being prepared and as there are additional invoices to add it would be presented to the Town Council for final approval.

- ix. *Power Surge at Town Hall* – It was reported that a power outage had occurred at the Town Hall which had resulted in the passenger lift, photocopier and cookers in the main kitchen not functioning. During debate, it was considered that all extension leads without surge protection should be immediately upgraded and a back up portable printer be purchased. It was noted that all electrical items are routinely PAT tested, with the full electrical inspection due possibly in 2026.

Proposal 5– It was proposed by Councillor Amanda Wheeler, seconded by Councillor Jo Winterbourne and unanimously RESOLVED the Council approves all extension leads without surge protection be immediately upgraded and a backup portable printer be purchased.

6. GRANT/DONATION REQUEST TO BE CONSIDERED (Agenda Point 6)

- a. *Friends of Stamford Station* – The Committee considered the grant application for assistance of £515.00 to support the enhancement of Stamford Station.

Proposal 6 – It was proposed by Councillor Amanda Wheeler, seconded by Councillor Andrew Croft and unanimously RESOLVED the Council approved the grant award of £515.00 to the Friends of Stamford Station.

- b. *Frank Newbon* – The Committee considered the request for grant assistance of £307.93 to support the ongoing costs of the outdoor gym located on the Recreation Ground.

Proposal 7 – It was proposed by Councillor Amanda Wheeler, seconded by Councillor Ed Fancourt and unanimously RESOLVED the Council approves the grant award of £307.93 to Frank Newbon Community Projects CIC towards the ongoing cost to support the community outdoor gym.

7. ASSETS (Agenda Point 7)

- a. *To consider the future use of the Pavilion* – The Chairman proposed that this item be moved to be discussed in Closed Session at the end of the Meeting as it related to Commercially sensitive matters. This was agreed by the Committee.
- b. *Consider the future management of the Bastion* – Following discussion and the recent site visit it was considered that the first step would be for the site to be cleared subject to consultation with Historic England. Once this step had been completed the Council would be better able to assess the future use of this location.

Proposal 8 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Amanda Wheeler and unanimously RESOLVED that the Council approves the site being cleared subject to consultation with Historic England.

- c. *Update on Red Lion Square Public Conveniences* – The Town Clerk confirmed that the clearance of the basement had been completed and the initial floor plans of the Red Lion Square public toilet building, formerly the Butter Market, had been obtained. Following discussion, it was recognised that the initial activities to be undertaken are the provision of a simple access to the upper and lower floors and the provision of an electrical supply to the upper and lower floors from the Red Lion Square public toilet electrical meter. It was also noted that a feasibility study is scheduled to be conducted by the Museum Committee of the Town Hall which could also include the former Butter Market. It was understood that the Heritage Officer is obtaining a grant to carry out this study.

Proposal 9 – It was proposed by Councillor Amanda Wheeler, seconded by Councillor Shaun Ford and unanimously RESOLVED that the Council approves that a quote is obtained for the installation of a simple access to the upper and lower floors of the Former Butter Market, together with the installation of an electricity supply to these floors.

8. TOWN COUNCIL STRATEGY PHASE 1 REPORT AND PROPOSAL FOR PHASE 2 (Agenda Point 6)

The Town Clerk observed that the completed Phase 1 report had been received and the proposed Phase 2 needed consideration. Following discussion, it was considered that the documents should be circulated to all members of the Council and would be reviewed at the next Finance Committee meeting.

Proposal 10 – It was proposed by Councillor Kelham Cooke, seconded by Councillor Amanda Wheeler and unanimously RESOLVED that the documents are circulated to the members of the Council and the proposed Phase 2 be reviewed by the Finance Committee at the April meeting.

19.10hrs - The Chairman confirmed that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the commercial sensitivity and confidential staff business to be discussed, the meeting would continue in Closed Session.

20.30hrs – Meeting resumed in Open Session.

9. DATE OF THE NEXT MEETING – Tuesday 12 March 2024

Chairman - Meeting Closed at 20.30pm

Date: 26/02/2024
Time: 13:18:52

Stamford Town Council

Page:

Day Books: Supplier Invoices (Summary)

SCHEDULE NO. 11

Transaction From: 26527

Transaction To: 26630

Attachment filer: None

| <u>Tran No.</u> | <u>Item</u> | <u>Type</u> | <u>Date</u> | <u>A/C Ref</u> | <u>Inv Ref</u> | <u>Details</u> | <u>Net Amount</u> | <u>Tax Amount</u> | <u>Gross Amount</u> |
|-----------------|-------------|-------------|-------------|----------------|----------------|--|-------------------|-------------------|---------------------|
| 26527 | 1 | PI | 21/02/2024 | MAYORS01 | V. 550 | Stamford Mayor's Quiz Night 230224 | 90.00 | 0.00 | 90.00 |
| 26528 | 1 | PI | 19/01/2024 | M&S_01 | V. 551 | STC Appreciation Gift Cards | 250.00 | 0.00 | 250.00 |
| 26529 | 1 | PI | 19/01/2024 | M&S_01 | V. 552 | Refreshments for Vol. Presentation Thankyou | 3.80 | 0.00 | 3.80 |
| 26530 | 1 | PI | 19/01/2024 | MAYORS01 | V. 553 | Wrapping paper & Vol. Thank you cards | 3.08 | 0.00 | 3.08 |
| 26531 | 1 | PI | 22/01/2024 | TOTENG01 | V. 554 | Elec. bill for Uff Playing Field Workshop | 1391.70 | 278.34 | 1670.04 |
| 26532 | 1 | PI | 30/01/2024 | BT0001 | V. 555 | TH telephone broadband | 72.60 | 14.52 | 87.12 |
| 26533 | 1 | PI | 24/12/2023 | VODPHN01 | V. 556 | AO mobile | 36.34 | 7.26 | 43.60 |
| 26534 | 1 | PI | 15/01/2024 | ABBEYST1 | V. 557 | Cemetery Wall repairs | 2750.00 | 550.00 | 3300.00 |
| 26535 | 1 | PI | 21/02/2024 | FOSRT01 | G2-23/4 | Friends of Stamford Station Grant Award (2nd part payment) | 140.00 | 0.00 | 140.00 |
| 26546 | 1 | PI | 01/01/2024 | SAGE001 | V. 558 | Sage Subscription | 178.50 | 35.70 | 214.20 |
| 26575 | 1 | PI | 01/02/2024 | SAGE001 | V. 559 | SAGE Accountancy subscription (Feb) | 178.50 | 35.70 | 214.20 |
| 26576 | 1 | PI | 29/01/2024 | BOURNE01 | V. 560 | Bourne TC Mayor's Ball | 70.00 | 0.00 | 70.00 |
| 26577 | 1 | PI | 10/02/2024 | ANGLIA01 | V. 561 | Allot. Uff Water Charge | 181.58 | 0.00 | 181.58 |
| 26578 | 1 | PI | 13/02/2024 | ANGLIA01 | V. 562 | Allot. Uff Water Charge | 15.16 | 0.00 | 15.16 |
| 26579 | 1 | PI | 10/02/2024 | ANGLIA01 | V. 563 | Allot. Uff Sth Side | 95.57 | 0.00 | 95.57 |
| 26580 | 1 | PI | 10/02/2024 | ANGLIA01 | V. 564 | Allot. Uff Nth Side | 19.29 | 0.00 | 19.29 |
| 26581 | 1 | PI | 10/02/2024 | ANGLIA01 | V. 565 | Rec. Grd Pavilion water charge | 78.22 | 0.00 | 78.22 |
| 26582 | 1 | PI | 10/02/2024 | ANGLIA01 | V. 566 | Allot. Priory Rd Water Charge | 108.34 | 0.00 | 108.34 |
| 26583 | 1 | PI | 06/02/2024 | EON__01 | V. 567 | Elec. bill for Bandstand | 31.00 | 1.55 | 32.55 |
| 26584 | 1 | PI | 26/02/2024 | SARG001 | V. 568 | Refund Due to Jane Sargeant for over payment for plot | 40.00 | 0.00 | 40.00 |
| 26585 | 1 | PI | 07/02/2024 | GLORIO01 | V. 569 | Rear garden maintenance | 35.00 | 0.00 | 35.00 |
| 26586 | 1 | PI | 01/02/2024 | STRAT001 | V. 570 | TH telephone broadband | 295.00 | 59.00 | 354.00 |
| 26587 | 1 | PI | 31/01/2024 | VERO001 | V. 571 | Contract HR support | 187.50 | 37.50 | 225.00 |
| 26588 | 1 | PI | 05/02/2024 | SLCC001 | V. 572 | Job vacancy advert | 309.00 | 61.80 | 370.80 |
| 26589 | 1 | PI | 02/02/2024 | MESSEN01 | V. 573 | Chapel and Workshop repairs | 46678.94 | 9335.79 | 56014.73 |
| 26590 | 1 | PI | 19/12/2023 | GY&M01 | V. 574 | Insurance Valuation | 2730.00 | 546.00 | 3276.00 |
| 26591 | 1 | PI | 31/01/2024 | LINCS_01 | V. 575 | Pest control Meadows | 120.00 | 0.00 | 120.00 |
| 26592 | 1 | PI | 31/01/2024 | LINCS_01 | V. 576 | Pest control Rec. Grds | 120.00 | 0.00 | 120.00 |
| 26593 | 1 | PI | 02/02/2024 | ZEROSIX | V. 577 | Posters for SCF23 | 245.00 | 0.00 | 245.00 |
| 26594 | 1 | PI | 02/02/2024 | ZEROSIX | V. 578 | Digital adverts for job vacancies | 435.00 | 0.00 | 435.00 |

SCHEDULE NO. 11

PG.2

| | | | | | | | | | |
|---------------|---|----|------------|----------|-------------|---|-------------------------|------------------------|-------------------------|
| 26595 | 1 | PI | 06/02/2024 | OCTO001 | V. 579 | Elec. bill for Cemetery Chapel | 24.40 | 1.22 | 25.62 |
| 26596 | 1 | PI | 06/02/2024 | OCTO001 | V. 580 | Elec. bill for Pavilion Rec. Grd | 17.82 | 0.89 | 18.71 |
| 26597 | 1 | PI | 06/02/2024 | OCTO001 | V. 581 | Elec. bill for Rec. Grd toilets | 48.18 | 2.41 | 50.59 |
| 26598 | 1 | PI | 06/02/2024 | OCTO001 | V. 582 | Elec & Gas bill for T/Hall | 1079.90 | 215.98 | 1295.88 |
| 26599 | 1 | PI | 06/02/2024 | OCTO001 | V. 583 | Elec. bill for Cemetery toilets | 130.46 | 6.52 | 136.98 |
| 26600 | 1 | PI | 06/02/2024 | OCTO001 | V. 584 | Elec. bill for Rec. Grd Workshop | 14.86 | 0.74 | 15.60 |
| 26601 | 1 | PI | 24/01/2024 | VODPHN01 | V. 585 | Mobiles AO | 36.34 | 7.26 | 43.60 |
| 26602 | 1 | PI | 26/02/2024 | OTC0001 | V. 586 | Oakham TC 50th Anniversary | 15.00 | 0.00 | 15.00 |
| 26603 | 1 | PI | 26/02/2024 | DALROD01 | V. 587a,b,c | Uff. Playing Field septic tank emptying | 1685.00 | 337.00 | 2022.00 |
| 26604 | 1 | PI | 14/02/2024 | SHARRIS1 | V. 588 | Cemetery GM contract Extension Jan | 420.00 | 84.00 | 504.00 |
| 26605 | 1 | PI | 14/02/2024 | SHARRIS1 | V. 589 | Cemetery GM contract Jan | 8103.90 | 1620.78 | 9724.68 |
| 26606 | 1 | PI | 09/02/2024 | SKDC_01 | V. 590 | Trade Waste | 140.84 | 0.00 | 140.84 |
| 26607 | 1 | PI | 18/02/2024 | HARRIS02 | V. 591 | Cemetery Hedge planting preparation | 700.00 | 140.00 | 840.00 |
| 26608 | 1 | PI | 18/02/2024 | HARRIS02 | V. 592 | Grave digging - various interments | 1580.00 | 0.00 | 1580.00 |
| 26609 | 1 | PI | 16/02/2024 | BT0001 | V. 593 | mobiles | 72.60 | 14.52 | 87.12 |
| 26610 | 1 | PI | 31/01/2024 | LYRECO01 | V. 594 | Cleaning supplies - RLS toilets | 120.14 | 24.03 | 144.17 |
| 26611 | 1 | PI | 19/12/2023 | COMM001 | V. 595 | Supply & Fix SCF23 Banners | 250.00 | 50.00 | 300.00 |
| 26612 | 1 | PI | 31/01/2024 | STAROOF1 | V. 596 | Roof repairs to RLS toilets | 2750.00 | 550.00 | 3300.00 |
| 26613 | 1 | PI | 31/01/2024 | SPARKX01 | V. 597 | Christmas Tree - Kings Head Pub | 135.00 | 27.00 | 162.00 |
| 26614 | 1 | PI | 31/01/2024 | SPARKX01 | V. 598 | Christmas lights for St. Johns Church | 1108.75 | 221.75 | 1330.50 |
| 26615 | 1 | PI | 19/12/2023 | COMM001 | V. 599 | Supply & fit Spooktacular banners | 50.00 | 10.00 | 60.00 |
| 26616 | 1 | PI | 26/01/2024 | ILIFFE01 | V. 600 | Advert for job vacancy in Mercury | 636.50 | 127.30 | 763.80 |
| 26617 | 1 | PI | 26/01/2024 | WOODCTS1 | V. 601 | Tree Work on Uff. Allotment | 750.00 | 150.00 | 900.00 |
| 26618 | 1 | PI | 11/01/2024 | LLOYDS01 | V. 602 | Bank Service Charge | 8.00 | 0.00 | 8.00 |
| 26619 | 1 | PI | 11/01/2024 | LLOYDS01 | V. 603 | Bank Service Charge | 7.00 | 0.00 | 7.00 |
| 26620 | 1 | PI | 26/01/2024 | ICCM001 | V. 603 | Cemetery Sexton Training | 85.00 | 17.00 | 102.00 |
| 26621 | 1 | PI | 25/01/2024 | JWILSO1 | V. 604 | TH boiler maintenance | 80.00 | 16.00 | 96.00 |
| 26622 | 1 | PI | 23/01/2024 | BULL_01 | V. 605 | Clearing of allotments at Queens Walk | 1790.00 | 0.00 | 1790.00 |
| 26623 | 1 | PI | 23/01/2024 | AIM0001 | V. 606 | AIM membership | 71.00 | 0.00 | 71.00 |
| 26624 | 1 | PI | 18/02/2024 | PITBOW01 | V. 607 | Top-up of franking machine | 107.00 | 0.00 | 107.00 |
| 26625 | 1 | PI | 30/01/2024 | BULL_01 | V. 608 | QW Allotment improvements | 710.00 | 0.00 | 710.00 |
| 26626 | 1 | PI | 20/02/2024 | SADS001 | V. 609 | Defib pads | 377.82 | 75.56 | 453.38 |
| 26627 | 1 | PI | 16/02/2024 | SKDC_01 | V. 610 | Uffington Playing Fields maintenance | 24395.00 | 4879.00 | 29274.00 |
| 26628 | 1 | PI | 16/02/2024 | SKDC_01 | V. 611 | Empingham Playing fields maintenance | 12633.00 | 2526.60 | 15159.60 |
| 26629 | 1 | PI | 16/02/2024 | SKDC_01 | V. 612 | LCC verge cutting | 12699.00 | 2539.80 | 15238.80 |
| 26630 | 1 | PI | 16/02/2024 | BAT001 | V. 613 | Uff. Playing Field septic tank emptying | 360.00 | 72.00 | 432.00 |
| Totals | | | | | | | <u>130081.63</u> | <u>24680.52</u> | <u>154762.15</u> |