

STAMFORD TOWN COUNCIL

MINUTES OF THE ASSETS & SERVICES MEETING HELD ON Monday, 15 July 2024 AT 6.30PM IN THE TOWN HALL, STAMFORD

PRESENT Cllr Jonathan Waples (Chair) Cllr David Scammell (Vice Chair)
Cllr Ed Fancourt arrived 6.33pm Cllr Habib Rahman
Cllr Jane Kingman arrived 6.33pm

ABSENT: Cllr Kelham Cooke (Ex Officio) Cllr Marion Pitt

IN ATTENDANCE Mrs Sarah Dorson (Acting Town Clerk)

ALSO PRESENT 1 Councillor online
1 Member of public online

Public Representations

Stamford Old Boys Rugby Club- The member of Stamford Old Boys Rugby Club requested the possibility of leasing the Uffington Road Sports Field. It was noted the Rugby Season does not conflict with the Cricket Season.

135. Apologies for Absence

The meeting was advised that apologies with valid reasons for absence had been received from Cllr Kelham Cooke (Ex Officio) & Cllr Marion Pitt

Proposal 1 - Cllr Habib Rahman proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** That an apology with valid reasons for absence be accepted from Cllr Kelham Cooke (Ex Officio) & Cllr Marion Pitt

136. Declarations of Interest

Nothing to report.

137. Confirmation of Minutes

The Minutes of the Committee Meeting held on Tuesday, 14 May 2024, were confirmed and signed as a true record of the meeting.

138. Assets & Services Budget Report

The Committee considered the summary and detailed report showing income and expenditure against budget to Sunday, 30 June 2024.

139. Councillor areas of responsibility

The Committee considered the councillors' areas of responsibility to improve effectiveness of the committee.

Proposal 2 - Cllr Jonathan Waples proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED:** the designated Councillors' areas of responsibility to improve effectiveness of the committee.

140. Cemetery Update Report

- i. To receive a report on the Cemetery any actions deemed necessary.* - Oral report was received regarding stone pillar repairs, Pothole outside the Cemetery, degrading of Williamson Cliff Memorial

Proposal 3 - Cllr David Scammell proposed, seconded by Cllr Jonathan Waples with all in favour, it was **RESOLVED:** that quotes be obtained for the repairs to the top façade of the entrance gate stone pillar.

Proposal 4 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED:** that quotes be obtained for the repair works to the Williamson Cliff Memorial, with engagement made with Stamford College, who created the memorial, to explore the possibility of it being used as a student project, with the Council covering the cost of materials.

- ii. *To review the option of a satellite museum.* - An oral report was received regarding the possibility of using the cemetery workshop as a satellite location for the Malcolm Sargent Museum.

Proposal 5 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with the majority in favour, it was **RESOLVED:** that the committee investigate the costs, benefits, disadvantages, and ethical considerations of establishing a satellite Malcolm Sargent Museum.

- iii. *To update on the enquiry of a vintage hand drawn hearse.* - An oral report was received regarding the prospect of acquiring a hand-drawn hearse from the Long Sutton & District Civic Society, with a request to submit a bid.

Proposal 6 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED:** that the committee submits a bid for the hand-drawn hearse from the Long Sutton & District Civic Society.

- iv. *To approve the quote footpath repair* - An oral report was received regarding a quote for the required footpath repairs. Following discussions, it was agreed that further quotes would be obtained for the repairs only.

Proposal 7 - Cllr Jonathan Waples proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED:** that quotes for the permanent closure of the side entrance be obtained

- v. *To confirm the requirements for the memorial stability checks* - Oral report was received regarding the memorial stability check policy and the equipment required to undertake the safety checks

Proposal 8 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED:** to allocate a budget of £5000 from the Upkeep of Burials from EROB Nominal code for the purchase of memorial testing equipment. Delegated powers are granted to the Acting Town Clerk to procure the items.

Proposal 9 - Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** to adopt the Memorial Safety Testing Policy

- vi. *To review memorial benches and tree agreement for all sites* - Oral report was received regarding the memorial Bench Policy and memorial trees

Proposal 10 - Cllr Jonathan Waples proposed, seconded by Cllr David Scammell with all in favour, it was **RESOLVED:** to adopt the Memorial Bench Policy with the admin fee to be determined by the Acting Town Clerk.

Proposal 11 - Cllr Jonathan Waples proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED:** to enact a policy disallowing the installation of memorial trees on Council amenity land, effective immediately. This decision aims to preserve and manage the integrity and intended use of public spaces under Council jurisdiction.

141. Allotments Update Report

- i. *To receive a report on allotments and consider any actions deemed necessary.* -

Footpath- It was noted that the boundary hedge along the footpath of Queens Walk was not the councils Responsibility to maintain and Cllr Jane Kingman will enquire with SKDC who maintain the other footpaths in the area.

Water Furlong Lease- It was confirmed that the lease for Water Furlong allotments was due for renewal at a cost of £1350 per annum subject to index linking increases.

Proposal 12 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED**: The lease is renewed for Water Furlong Allotment Site for the 3-year lease

- ii. *To agreed date for Allotment Competition Judging and prizes* - The committee confirmed that the allotment competition judging would be conducted by the Chair, Acting Town Clerk, and inquiries would be made with the Burghley Head Gardener and Rob Persani for their involvement, with judging scheduled for late July or early August.

142. Town Hall Update Report

- i. *To receive a report on the Town Hall and consider any actions deemed necessary.* - Oral report was received regarding emergency repair works to the doorbell, office fire door and lock carried out under delegated powers
- ii. To review advertising banners outside the Town Hall. - Oral report was received regarding the flag banner used by Barclays to advertise when they are open at the Town Hall.

Proposal 13 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED**: That Barclays are contacted to enquire if they have a more aesthetic banner suitable to the Town Hall.

- iii. To review Christmas decorations for the terrace - An oral report was received regarding the potential to lease a living Christmas tree, with arrangements for replanting by the hire company to enhance sustainability.

Proposal 14 - Cllr Habib Rahman proposed, seconded by Cllr David Scammell with all in favour, it was **RESOLVED**: to gather further information regarding the rental of a potted living Christmas tree for placement at the front of the Town Hall.

- iv. To approve quotes for repairing and painting the railings - Oral report was received regarding repairing and painting the railings subject to Planning Permission.

Proposal 15 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED**: The quote from CJS for the repairing and painting of the railings at a cost of £1855.20 plus Vat from the Town Hall Mayor Repairs Nominal Code subject to Planning Permission.

- v. To review the option of a coat of arms on the front terrace - An oral report was received regarding the recessed space located on the frontage of the terrace. The report discussed proposals for enhancing this area by adding a crest, aiming to improve its aesthetic appeal and historical significance.

Proposal 16 - Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED**: to obtain quotes for the installation of a heritage aesthetic sign in the recess, contingent upon obtaining Planning Permission.

143. Recreation Ground Update Report

- i. To receive a report on the Recreation Ground and consider any actions deemed necessary. Nothing to Report
- ii. To approve the change of name for the Pavilion

Proposal 17 - Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED**: That the Pavilion named be reverted to The Shack.

- iii. To review the electric points on the Recreation Ground - Oral report was received regarding the possibility of adding electric points to North Street Carpark side of the Recreation Ground.

Proposal 18 - Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** to initiate contact with Weston Power to explore the feasibility of installing a power supply on the North Street side of the Recreation Ground.

144. Meadows Update Report

An Oral Report was received regarding dogs off leads on the Meadows. It was agreed to investigate the feasibility of implementing a Public Space Protection Order for the Meadows, mandating all dogs to be kept on leads.

145. Uffington Road & Empingham Road Playing Fields Update Report

- i. *To receive a report on the Uffington Road & Empingham Road Playing Fields and consider any actions deemed necessary.* - Nothing to report.
- ii. *To approve the quote for the Septic Tank* - An oral report was presented detailing the urgent requirement for installing a new septic tank, necessitated by the failure of the existing one. It was highlighted during the report that the current tank is regularly emptied every two weeks, incurring a significant cost of over £500 per emptying.

Proposal 19 - Cllr Habib Rahman proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** The quote for the replacement of the septic tank from Bates Environmental Ltd at a cost of £13,995 plus Vat form the Assets Transfer Nominal Code

- iii. *To approve the Rugby Club Lease* - It was confirmed that the Council is awaiting the Rugby Club's signature on the Lease, which was agreed in principle by both parties and submitted to their solicitor three weeks ago. It was also noted that the club has been unresponsive during the process, with several months passing before receiving a response from them and their solicitor.

Proposal 20 - Cllr Jonathan Waples proposed, seconded by Cllr David Scammell with all in favour, it was **RESOLVED:** to extend the meeting past 9pm

- iv. *To approve the additional requirement to the Ground maintenance.* - It was confirmed that the current frequency of sports field maintenance cuts is insufficient, and the specifications provided by SKDC were found to be lacking in detail. It was agreed to convene a meeting with the contractor to thoroughly review the requirements and ensure they are clearly understood and adequately addressed moving forward.
- v. *To review the lease with SKDC regarding the Football pitch on Uffington Road-* Oral report was received regarding the leasing of the football pitch on Uffington Road.

Proposal 21 - Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** to terminate the lease with SKDC for the football pitch at Uffington Road Sports Field due to lack of maintenance and failure to meet lease conditions.

146. Open Spaces & Grass Verges Update Report

Nothing to report

147. Bastion Update Report

The committee received information that Historic England had been contacted regarding the necessary works to clear the Bastion area. This contact aimed to confirm the required permissions and establish best practices to protect the historic site during the project.

148. RLS Toilets Update Report

The committee was informed about the maintenance needs for the toilets, specifically regarding the hand dryer in the ladies' restroom and the boiler in the cleaning cupboard. Additionally, it was noted that there have been incidents of public theft of toilet rolls, prompting consideration for a more secure and suitable dispenser solution.

149. Use of Council facilities Update Report

i. *To receive a report on use of Council facilities and consider any actions deemed necessary.*

- **Pavilion** - Oral report was received regarding the hires for the Pavilion.

Proposal 22 - Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** That a free hire is given for the Shack redevelopment meetings

- **Weddings** - Oral report was received regarding the hires for Weddings and the requirement for additional support from Councillors.
- **Programmed Events** - Oral report was received regarding the hires for Programmed events.
- **Town Hall** - Oral report was received regarding the hires for Town Hall.

ii. *To consider and approve current processes and fees & charges.* - Oral report was received regarding the donated equipment for the Probus Club and the deposit for the leasing of the equipment.

Proposal 23- Cllr Ed Fancourt proposed, seconded by Cllr Habib Rahman with all in favour, it was **RESOLVED:** The deposit is set at £100, and our insurance will be contacted to verify the Council's coverage under third-party use.

150. Preapproved contractor list

The committee reviewed the option of a preapproved contractor list for emergency works.

Proposal 24- Cllr Jonathan Waples proposed, seconded by Cllr Jane Kingman with all in favour, it was **RESOLVED:** that a preapproved contractor list for emergency works is created.

151. Replacement of suspended LCC collection service

Oral report was received regarding the suspended LCC collection service and the trial of a skip service to be run from Uffington Road Playing fields.

Proposal 25- Cllr Jonathan Waples proposed, seconded by Cllr Ed Fancourt with all in favour, it was **RESOLVED:** that Veolia is contacted to trial a collection service from Uffington Road Cricket Field subject to suitability of the grounds

152. Closure

The date of the next meeting scheduled – Tuesday, 10 September 2024 at 6pm followed by the Allotment Competition Prize giving a 7.30pm

The meeting closed at 9.41pm