

STAMFORD TOWN COUNCIL**MINUTES OF THE ASSETS & SERVICES MEETING
HELD ON Tuesday, 12 November 2024 AT 6.30PM
IN THE TOWN HALL, STAMFORD**

PRESENT Cllr Jonathan Waples (Chair) Cllr Habib Rahman
Cllr Anna Wotherspoon Cllr Ed Fancourt Cllr Jane Kingman

ABSENT: Cllr David Scammell (Vice Chair)

IN ATTENDANCE Ms Victoria Newton (Heritage & Cultural Officer)
Mr John Burke (Facilities & Allotment Officer)

ALSO PRESENT Cllr Marion Pitt (online)
3 members of the public

Public Representations

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Representatives from Stamford Cricket Club and Stamford Old Boys Rugby Club outlined their proposal to jointly lease and operate their respective clubs from the Uffington Road sports ground. The Committee accepted and agreed to investigate further the heads of terms required for a joint lease.

1. Apologies for Absence

The Committee was advised that no apologies for absence had been received.

2. Declarations of Interest

Nothing to report.

3. Confirmation of Minutes

N/a.

4. Assets & Services Budget Report

No budget report was presented; however this will be circulated to the Committee with immediate effect.

5. Cemetery Report

To receive a report on the Cemetery and consider any actions deemed necessary - Oral report was received regarding:

Repairs & Maintenance:

- **Office window & entrance door:** Repair carried out to the office window, and new weatherboard installed on the entrance door.

- **Contractor Visits:** Visits made with contractors to agree on specifications and costs for the following projects:
 - Stone repair to the upper point of the left-hand entrance pillar.
 - Creation of a tarmac path to replace the existing gravel path on the right-hand side of the Lodge, improving disabled access.
 - Various concrete path repairs.
 - Replacement of the gravel path at the front elevation of the cemetery with a concrete path.
 - Closure of the side entrance.

- **Graves Maintenance:** Discussion held on the current method of maintaining graves by families with the need to establish a standardised approach.

6. Allotments Report

To receive a report on allotments and consider any actions deemed necessary. – Oral report was received regarding:

Contractor Visits & Quotes:

- **Queens Walk:** Wall repair (quote: £7.8k), tap conversion to troughs – awaiting quotes.
- **Uffington Road North:** New gate/fencing, hard standing, 3-bay compost area, tap conversion, asbestos work – awaiting quotes.
- **Uffington Road New:** 3-bay composting area – awaiting quotes.
- **Uffington Road South:** New gate/posts, 2-bay compost area, tap conversion – awaiting quotes.
- **Priory Road:** Tap conversion – awaiting quotes.
- **Water Furlong:** Tap conversion – awaiting quotes.
- **Roadside Hedges:** Cllr Kingman raised the issue of the overbearing hedge on Uffington Road and the need for maintenance.

Proposal 1 - Officer report was received and noted and it was **RESOLVED** to write to Lincolnshire County Council regarding the ongoing maintenance of the hedge for pedestrian and motorist safety.

Proposer	Cllr Ed Fancourt	
Seconder	Cllr Habib Rahman	
For	5	Cllrs Kingman, Waples, Wotherspoon, Fancourt, Rahman
Against	0	
Abstained	0	
Motion	CARRIED	

7. Town Hall Report

To receive a report on the Town Hall and consider any actions deemed necessary. - Oral report was received regarding:

- **CCTV System:** Upgrade required, including 13 additional cameras, at a cost of £7,627 (insurance requirement). Cllr Waples highlighted the need for any upgrade to take into account the new IT infrastructure.
- **Fire Alarm:** Upgrade needed from battery backup to mains feed for call points and sensors.
- **Listed Building Meeting:** On 20th Nov at 10:30 am, meeting with Listed Building Control, Conservation Officer, and Britannia to discuss fire alarm upgrade and possible step nosing highlighting.
- **Flagpole:** Sparkx to replace flagpole cord on 15th Nov, with Christmas tree/light install.

- **Fire Risk Assessment:** Scheduled for 27th Nov at 9:00 am.
- **Premises Licence:** Application for licence variation to include alcohol sale/consumption.
- **Maintenance:** Baby changing & cupboard door, and external roof hatch repair/replacement needed.

8. Recreation Ground Report

To receive a report on the Town Hall and consider any actions deemed necessary. - Oral report was received regarding:

- **SK Grounds Maintenance:** Grass cutting is complete; hedge trimming to begin towards the end of November.
- **Playground:** Ongoing repairs to equipment due to vandalism.
- **Band Stand:** Repairs to the access door of the electric consumer unit due to vandalism, repairs to the electric socket cover due to vandalism.
- **Top Rec:** Replaced waste bin due to vandalism.
- **Skate Park:** Failed floodlight replaced. Skate Park gate to be repaired on 20th Nov (Custom Fencing). Additional "No Dogs Allowed" signage erected on the fence.
- **Meeting with PC Collinson:** Discussion around anti-social behaviour.

Proposal 2 - Officer report was received and noted and it was **RESOLVED** to review the Public Space Protection Order requirements for dogs on leads.

Proposer	Cllr Jonathan Waples	
Seconder	Cllr Habib Rahman	
For	5	Cllrs Kingman, Fancourt, Wotherspoon, Waples, Rahman
Against	0	
Abstained	0	
Motion	CARRIED	

9. Meadows Report

To receive a report on the Meadows and consider any actions deemed necessary. - Oral report was received regarding:

- Repairs to ground either side and end of the footpath completed.

10. Uffington Road & Empingham Road Playing Fields Report

To receive a report on the Uffington Road & Empingham Road Playing Fields and consider any actions deemed necessary. – Oral report was received regarding:

- **Empingham Road Playing Fields:** Overhead car park barrier is now locked. Rugby Club lease completion is imminent, appears close to finalising.
- **Uffington Road:** SKDC to confirm position of lease on football pitch. Issues resolved regarding the finishing off of the area housing the new sewerage treatment plant.

11. Open Spaces & Grass Verges Report

To receive a report on the Open Spaces & Grass Verges and consider any actions deemed necessary. – Oral report was received regarding:

- Timescale for LCC Grass cutting.

12. Bastion Report

To receive a report on the Bastion and consider any actions deemed necessary. – Oral report was received regarding:

- Contractors site visits progressed and now awaiting quotes for site clearance in line with Heritage England guidelines.

13. RLS Toilets Report

To receive a report on the RLS Toilets and consider any actions deemed necessary. – Oral report was received regarding:

- Update received on internal and external improvements to the toilets and ongoing roof repairs.

14. Use of Council facilities Report

To receive a report on use of Council facilities and consider any actions deemed necessary. – Oral report was received regarding:

- Forthcoming programmed events were outlined.
- Regular hires and cleaning at the Pavillion were discussed.
- Request for the erection of banners at the Recreation Ground.

Proposal 3 - Officer report was received and noted and it was **RESOLVED** to allow pre-approved banners advertising events to be erected at the Recreation Ground in exchange for a donation to the Mayors Charity.

Proposer	Cllr Jonathan Waples	
Secunder	Cllr Habib Rahman	
For	5	Cllrs Kingman, Fancourt, Wotherspoon, Waples, Rahman
Against	0	
Abstained	0	
Motion	CARRIED	

15. Grounds Maintenance Contracts for 2025 – 2029

To receive a report on the Grounds Maintenance Contracts for 2025 - 2029 and consider any actions deemed necessary – Oral report was received regarding:

- Existing contracts discussed and the need for further detail requested.

Proposal 4 - Officer report was received and noted and it was **RESOLVED** to provide a precise for all existing grounds maintenance contracts so that plans can be agreed going forward.

Proposer	Cllr Jonathan Waples	
Secunder	Cllr Ed Fancourt	
For	5	Cllrs Kingman, Rahman, Wotherspoon, Waples, Fancourt

Against	0	
Abstained	0	
Motion	CARRIED	

16. High St - Pedestrian Zone – Enforcing Moving Traffic Offences

To receive a report on the options available to manage the High Street pedestrian zone and consider any actions deemed necessary – Oral report was received regarding:

- Lincolnshire County Council proposal to provide manually operated bollards.
- Alternative solutions discussed, including outline costs for Automatic Number Plate Recognition (ANPR) cameras.
- To enforce moving traffic offences, such as in pedestrian zones, a designation order under the Traffic Management Act 2004 would be required.

Proposal 5 - Officer report was received and noted and it was **RESOLVED** to draft a response to Lincolnshire County Council which supports an automated or ANPR solution subject to full costing.

Proposer	Cllr Habib Rahman	
Secunder	Cllr Ed Fancourt	
For	5	Cllrs Kingman, Waples, Wotherspoon, Rahman, Fancourt
Against	0	
Abstained	0	
Motion	CARRIED	

17. Discussion - Meadows

Councillor Fancourt informed the Committee of an ongoing project led by East Midlands River Trust and the Environment Agency to stabilise areas of the banks of the River Welland on the Meadow and leading onto Freemans Meadow. The project involves the planting of trees and the installation of information boards. It was agreed to add this to the next Committee agenda.

18. Closure

The date of the next meeting scheduled – Tuesday, 14 January 2025 at 6.30pm.

The meeting closed at 9.12pm