

Minutes of the Assets & Services Committee



Held on Tuesday, 12 August 2025 at 6.30pm
at Stamford Town Hall

Membership

Cllr Copley	*	Cllr Fancourt	*
Cllr Kingman	*	Cllr Rahman	*
Cllr Sawyer	*	Cllr Waples	*
Cllr Wheeler	*	Cllr Wotherspoon	*

Key: * - Present A - Apologies AB – Absent

Attendees:

Officer: John Burke Facilities & Allotment Officer

County/District Councillors: None

Members of the press: None

Members of the public: 2

Public Question Time

Nothing to report

AS /25/019-Apologies – To receive and consider for acceptance

None received

AS /25/020-To receive any Declarations of Interests and Requests for Dispensation

None received

AS /25/021-Exclusion of the Press and Public

Proposal 1 - It was **RESOLVED** to go into closed session for agenda item AS/25/025dii

AS /25/022-Minutes of the Previous Meeting

Proposal 2 - It was **RESOLVED** to confirm and sign the minutes of the meeting of the Assets & Services Committee held on Tuesday, 10 June 2025

Proposed by Cllr Waples		
Seconded by Cllr Wheeler		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

AS /25/023- Assets & Services Budget Report

Committee received and noted the Budget Report.

AS /25/024-Updates from Working Groups & Sub Committees

Shack Renovation Community Project Working Group

Proposal 3 - It was **RESOLVED** that the committee approves parts 1 to 6 of the Shack Renovation Community Project Working Groups recommendations, which would be subject to UKSPF funding. Should this funding request not be successful, the Shack Renovation Community Project Working Group will refer back to the committee for direction.

Proposed by Cllr Waples		
Seconded by Cllr Wheeler		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

The committee agreed to carry forward a discussion on lease agreement options that may be offered to those groups using the Shack.

Building Assets Advisory Sub-Committee

Proposal 4 - It was **RESOLVED** that standing order 7a&b be suspended for the purposes of this item, in accordance with Standing Order 26, to enable the amendment of a previous resolution without a special motion. That the Building Assets Advisory Sub-Committee as resolved at the Assets & Services meeting on 10th June 2025 be reconstituted as the Building Assets Working Group and to agree the revised ToR be approved to reflect this change.

Proposed by Cllr Wheeler		
Seconded by Cllr Kingman		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

Proposal 5 - It was **RESOLVED** that that a Building Assets Working Group is to be formed.

Proposed by Cllr Fancourt		
Seconded by Cllr Rahman		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

Wedding Hires Working Group

Nothing to report

AS /25/025-Councillor-Led Reports on Assets and Services

AS /25/025a - Cemetery Update Report – Cllr. Sawyer

- i. Officer Update:
 - It was confirmed that the works to Williamson Cliff War memorial have been completed by Stamford College.
 - It was confirmed that the 6 x Additional SKDC Dog Mess Fine signs have been erected.
 - It was confirmed that the 6 x 'Dogs to be kept on leads' signs ordered (and subsequently erected).
 - Contractor quotes are being obtained for the pathway works and the wall closure.

AS/25/025b - Allotments Update Report – Cllr. Wotherspoon.

- i. To receive an update on the annual Allotment Competition Awards evening- It was confirmed the event will be held at 7.30pm on 9th September 2025 in the Court Room.
- ii. To approve the improvements to the allotment sites. – The committee reviewed the report (**Appendix E**)

Proposal 6 - It was **RESOLVED** to approve the quote for Bourne Home and Garden Maintenance Services (Uffington Road Allotment works).

Proposed by Cllr Copley		
Seconded by Cllr Wheeler		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

AS/25/025c - Town Hall Update Report - Cllr. Habib Rahman

- i. The Officer Update the committee on the following points
 - It was confirmed that the works to Town Hall railings has been completed.
 - It was confirmed that the replacement lock to the Malcolm Sargent room has been completed.
 - It was confirmed that the replacement inlet valve and flush siphon to the baby Changing Room/Disabled Toilet have been completed.
 - Contractor quotes are being obtained for the Fire Alarm system.

AS/25/025d - Recreation Ground Update Report - Cllr. Jonathan Waples

- i. Update received on the Ice Cream Vendor for the Recreation Ground – It was reported that the vendor has withdrawn their interest for the Recreation Ground site
- ii. Update received on the Outdoor Gym. Plan of action to be agreed-This item was moved to closed session.
- iii. The Officer Update the committee on the following points
 - The committee were updated on the spate of vandalism and anti-social behaviour on site.

AS/25/025e - Meadows Update Report - Cllr. Ed Fancourt

- i. Update received on the updates on dog control measures.
The Officer Update the committee on the following points

- PSPO's – A meeting was held with Andrew Beaver (Community Safety Manager - SKDC). Additional visits are being made and will be continuing with their Enforcement Officer's. It is absolutely key that **ALL** incidents are reported directly to the Neighbourhoods Team at SKDC. This applies to the Meadows, Recreation Ground and the Cemetery.
- Additional PSPO signage to be erected by SKDC.
- Upskilling of PSPO knowledge planned in with STC Operatives.

AS/25/025f - Uffington Road & Empingham Road Playing Fields Update Report - Cllr. Jonathan Waples

- Update received on the Bridge Club parking- A meeting is being arranged with all parties to discuss.
- Update received on the Cricket Pavilion Boiler responsibility- It was confirmed that the responsibility for the boiler lies with the tenant.
- Update received on the Stamford Town Bowls Club Lease progression.- It was confirmed that the heads of terms are still to be issued by the solicitors

AS/25/025g - Open Spaces & Grass Verges Update Report - Cllr Jane Kingman

- Reviewed the request for maintenance on non-council owned grassed verge area on Bath Row. It was confirmed that the area is not owned by the Council and therefore not the council's responsibility.

AS/25/025h - Bastion – Cllr. Jane Kingman

- Reviewed the Condition Report & information regarding the Power Substation - The committee reviewed the report (**Appendix F**)

Proposal 7 - It was **RESOLVED** to extend the meeting beyond 9.00pm.

Proposed by Cllr Wheeler		
Seconded by Cllr Copley		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

AS/25/025i - Butter Market (RLS) – Cllr. Peter Copley

- The Officer Update the committee on the following points
 - The committee were updated on the progression of the Red Lion Square Toilets new roof covering works.
 - The committee were informed of the request to install a ramp to the entrance of Red Lion Square Toilets, the committee confirmed that there is no requirement or plans to install at this time.
- To approve the use of the Buttermarket and Recreation Ground as locations for the Bottle Refill station initiative by C&E committee

Proposal 8 - It was **RESOLVED** that the Butter Market and Recreation Ground locations can be used for the Bottle Refill Station initiative of the C&E committee.

Proposed by Cllr Fancourt	
Seconded by Cllr Copley	

In Favour	7	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Wheeler & Wotherspoon
Against	1	Cllr Waples (c)
Abstentions		
MOTION CARRIED		

AS/25/025j - Phone Box – Cllr. Jane Kingman

Nothing to report.

AS/25/025k - War Memorial – Cllr. Jane Kingman

Nothing to report.

AS/25/025l - Use of Council Facilities Update Report – Officer

- i. To note the Programmed Event Hires and any concerns highlighted and consider any actions deemed necessary. – Nothing to report
- ii. To note that Heritage and Collections have booked the Court Room from 10th September to the 7th November for an Exhibition.
- iii. To note the Town Hall Hires and any concerns highlighted and consider any actions deemed necessary.
 - a. To agree or deny the request for a concessionary charge for a Court Room booking – by Stamford Civic Society for their AGM (14/10/25 – 6.30pm to 8.30pm).

Proposal 9 - It was **RESOLVED** to agree a concessionary Court Room hire rate of Nil charge for the Stamford Civic Society's AGM (14/10/25).

Proposed by Cllr Wheeler		
Seconded by Cllr Kingman		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

- iv. To note the Shack Hires and any concerns highlighted and consider any actions deemed necessary. Nothing to report

AS/25/025m - Ground Maintenance – Officer

Nothing to report.

AS /25/026-STC CCTV System Transfer to SKDC

The Officer Update the committee on the potential CCTV transfer from STC to SKDC, we are still waiting for SKDC to confirm the cost implications.

AS /25/027-Saturday Waste Collection

Saturday Waste Collection update was provided by Max Sawyer. It was confirm this would be discussed at the next meeting.

AS /25/028-Use of Delegated Powers

Nothing to Report

Proposal 10 - It was **RESOLVED** to enter into a confidential session.

Proposed by Cllr Wheeler		
Seconded by Cllr Kingman		
In Favour	8	Cllrs Copley, Fancourt, Kingman, Rahman, Sawyer, Waples, Wheeler & Wotherspoon
Against		
Abstentions		
MOTION CARRIED		

9.35pm – The meeting continued in Closed Session

Minutes arising from confidential item:

A discussion was held regarding the Frank Newbon Gym at the Recreation Ground. Cllr Wheeler & Fancourt to arrange a meeting with the Frank Newbon Gym and report back.

9.45pm – Meeting resumed in Open Session.

AS /25/029-Closure

There being no further business, the meeting was closed at 9.46pm.

Date of next meeting – Tuesday, 14 October 2025

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date