

Minutes from Building assets working group meeting

3rd September 6.30pm at 24 St Marys Street

In attendance: Cllrs Copley, Kingman and Wheeler

Minutes

1. Admin

- Scope: confirmed as Terms of Reference dated 11.08.2025
- Meeting dates: provisionally Wednesdays 6.45pm 12th Nov; 14th Jan; 11th March; 13th May; 15th July at 24 St Marys unless otherwise agreed.
- Reporting: minutes to be made available to all members of the working group and the Assets and Services Committee.
- Non-councillor members: agreed we would look to recruit at least 2 full time members with relevant property experience plus project based specialists when appropriate. PC approached civic society having placed advert on social media and will follow up with Abigail Rowton following introduction from Cllr. Wotherspoon and Cllr Devereaux will mention to unsuccessful candidates for the planning committee posts.

2. Property Asset Register

- PC has started to populate excel spreadsheet with data taken from title documents which will be available as a read only document on sharepoint. Hoping to complete before 2026. Cllr Wotherspoon researching potential database software. Clerk also investigating software for allotment and Cemetery management which may have a property asset function which could be added.
- Intention is database would be available for all A+S committee members (read only access) and managed by the facilities and allotments officer once populated.

3. Priority projects

- Town Hall cellars:
 - o circa £160k funding available through SKDC for works to the cellar for the provision of Stamford museum and/or the provision of a scout hut on Empingham Road. Priority for H&C who are hoping to pass a resolution to make an application ASAP for half the funds.
 - o H&C plan to commission a feasibility study into the use of the Town Hall as a museum highlighting opportunities and constraints due to shared occupation with Town Council operations / weddings etc.
- Bastion:
 - o Cllr Kingman to organise a social media post formally seeking suggestions for future uses to mirror article in recent editor of quarterly magazine. Recent suggestions received have been Mens Shed site,

community pocket park, local residents parking, ev charging and community park.

- Cllr Kingman to invite local resident who suggested community park to make a presentation at next meeting.
- Cllr Kingman to request details of business case for charging stations recently installed by SKDC.
- Recommendation to be made to A+S concerning outstanding repairs identified in recently reported site survey
- Buttermarket/toilets:
 - General agreement that the RLS toilets did not reflect well on the town and a project should be initiated to look at a comprehensive refurbishment to include external cleaning, gutter refurbishment and the provision of an internal staircase to permit access to the upper parts (but not the refurbishment of the upper parts at this stage).

4. 5 year maintenance plan for each asset

- Aspiration to produce a 5 year maintenance plan for each asset following the completion of the database.

5. Recommendations to A+S committee

The following recommendations will be made to the A+S committee:

- That the A+S support the application by H+C for s106 monies to refurbish the cellars for use as part of the museum offer at the town hall.
- That quotes are obtained for the repair works identified in the recent site survey of the Bastion.
- That a scheme design and specification is prepared for the refurbishment of the RLS toilets.