



# UPPINGHAM TOWN COUNCIL

Town Clerk: Adam Lowe  
Telephone: 01572 822681  
Email: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)  
Website: [uppinghamtowncouncil.gov.uk](http://uppinghamtowncouncil.gov.uk)  
Twitter: @UppinghamTC  
Address: Town Hall, High Street East, Uppingham, Rutland  
LE15 9PY

27<sup>th</sup> November 2024

To: Members of the Town Council

**I HEREBY SUMMON YOU TO A COUNCIL MEETING** which will take place on **Wednesday 4<sup>th</sup> December** at **7pm** in Uppingham Town Hall. The agenda of the business to be transacted is detailed below.

Clerk to the Council  
Adam Lowe

## Agenda

1. Mayor's opening remarks
2. To receive apologies for absence
3. Declarations of members' interests and applications for dispensations
4. To confirm the minutes of the full council meeting held on 07/11/2024
5. Clerks Report
6. (i) An opportunity for the public to speak, in accordance with Standing Orders 3.5 – 3.11  
(ii) To receive verbal or written reports, from our County Councillors.
7. To receive reports and minutes from the Council Committee's since the last meeting.
  - (i) Finance & General-Purpose Committee Minutes
  - (ii) Staffing Committee Minutes
8. Finance:
  - (i) To receive and accept reconciliation, November 2024. (to follow)
  - (ii) To authorise payments list. November 2024 (to follow)
  - (iii) To accept latest Bank Statements. November 2024 (to follow)
  - (iv) To authorise the payments over £5K
9. Communication paper – Cllr Colbourne
10. Kitchen refurb.
11. Cemetery Notice Board.

12. Council cover cost of Water and Electric at the Public Toilet on Tod's Piece.
13. Football club heads of terms – Discuss the draft lease (not in the public domain)
14. NHP Update – Report is on the website.
15. Planning Application and Updates.
  - (i) 2024/1221/ADV - PROPOSAL: 1 no. Fascia Sign, 1 no. hanging sign and window signage to front elevation. 1 no. Fascia signage and 1 no. hanging sign to side elevation. 2 High Street West Uppingham Rutland LE15 9QD
  - (ii) 2024/0594/FUL - PROPOSAL Existing storage rooms to first and second floors above retail units to be altered/refurbished with partial demolition of internal walls to facilitate two new dwellings. Proposed works to include removal of section of roof and construction of new parapet wall. Creation of garden room to first floor with Juliette balcony and raised glass lantern to roof. A new stepped, raised entrance with canopy off Queens Street. Ground floor to remain as retail unit with Basement storage. 28 And 30 High Street East Uppingham Rutland
  - (iii) 2023/1101/FUL - REFUSE PLANNING PERMISSION
  - (iv) 2024/1081/FUL - GRANT PLANNING PERMISSION
  - (v) 2024/1206/RG3 – GRANT PLANNING PERMISSION
16. Grant request – Tod's Piece allotment.
17. Expo update – verbal update.

Date of Next Meeting. Wednesday 8<sup>th</sup> January 2025 at 700pm



Uppingham Town Council  
Town Hall, High Street East,  
Uppingham, Rutland. LE15 9PY

Full Council (FC) Minutes recorded on  
Thursday 7<sup>th</sup> November 2024 at 7:30pm.

## MINUTES

Present: Cllr David Ainslie BEM (Chair). Cllr Trevor Colbourne. Cllr Christine Edwards.  
Cllr Mark Shaw. Cllr Andrew Mankowski. Cllr Lindsay Cooper. Cllr Geoff Thompson.  
Cllr Barry Read. Cllr Geoff Thompson. Cllr Ron Simpson BEM.

Also Present: Mr Adam Lowe (Clerk to the Council).  
9 members of the public.

(Voting to 10)

7.30pm

FC24/789 Chairman and Mayor of Uppingham opened the meeting and welcomed everyone.  
The Chairman read out his prepared report. (Attached to the Minutes FC24/789i)

FC24/790 Apologies. Cllr Barry Hobbs. Cllr High Illingworth.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

FC24/791 Declaration of Members' interests and applications for dispensation.

Cllr Shaw – 8ii. (Finance) Payee. 16 & 17 Uppingham First.

Cllr Edwards – 16 & 17 Uppingham First.

Cllr Colbourn – 16 & 17 Uppingham First.

Cllr Thompson – 16 & 17 Uppingham First.

Cllr Simpson – 16 & 17 Uppingham First.

Dispensation to debate and vote as non-pecuniary for all declarations.  
Except Cllr Shaw will not be vote on 8 viii (Payment List)

FC24/792 To confirm the minutes of the Full Council meeting held on the 2<sup>nd</sup> October 2024.

Proposed Cllr Shaw. Seconded Cllr Cooper. Carried with 8 for and 2 abstentions.

FC24/793 The Clerk gave an update. Lighting Infrastructure is now fitted. The cemetery fence  
has been repaired. Various requests for work have had quotes for work requested.  
The broken front step was repaired. The bus stop was reported as needing attention  
and was cleaned. The sun dial was now installed on Tod's Piece.

The meeting was suspended at 7:40pm to allow public deputations.

FC24/794 Three public spoke – two positive comments with a request that the thanks from  
Mr Bob Fisher is recorded for the work being undertaken.  
Uppingham First Brownies thanked the Council and residents for their support in  
their recent events.

- FC24/795 The County Councillor gave a verbal update on the Uppingham Library. Some positive developments are taking the library beyond being just a center for books with staff offering support to public in accessing service on computers.
- Bus services are being reviewed, R1 and 747 are being kept.  
Food Waste collection being introduced from March 2026, funding to support this initiative has not been resolved
- The meeting was resumed at 7.48pm. (8 minutes)
- FC24/796 (i) Finance & General-Purpose Committee Minutes.  
Cllr Colbourne gave an overview and proposed minutes be received.
- Proposed Cllr Colbourne. Seconded Cllr Edwards. Carried.
- (ii) Environment, infrastructure & Amenities Committee Minutes  
Cllr Clarke gave an overview and proposed minutes be received.
- Proposed Cllr Clarke. Seconded Cllr Simpson. Carried.
- FC24/797 (i) To receive and accept reconciliation, October 2024.  
(ii) To accept the latest Bank Statements. October 2024.
- Proposed Cllr Shaw Seconded Cllr Colbourne. Carried.
- (iii) To authorise the payments list. October 2024.  
The Chairman read out the total £18527.06
- Proposed Cllr Colbourne Seconded Cllr Mankowski. Carried 8 for 2 abstained.
- FC24/798 (iv) To authorise the payments not previously in budget or additional services.
- £4200.00 PlanItX NHP (from CiL money)  
£599.00 Rialtas Audit Work Year end 2023/24 - completed  
£260.00 Rialtas Training for the Clerk November 2024 – training Budget - completed  
£250.00 Biffa bin for LNS recoverable from UKSPF  
£315.00 Christmas tree Lights Purchase recoverable from the UKSPF.  
£500.00 Replace a damaged bin at the Beeches and resite a bin on London Road.  
£78.00 Resite a bin at Willow Close.  
£25.00 Royal British legion Poppy Appeal – Paid using Section 137 LGA.  
£4300 Cemetery Fence
- Proposed Cllr Colbourne. Seconded Cllr Edwards. Carried.
- FC24/799 Committee's – Councillors appointment to Council committees.  
Environment, Infrastructure & Amenities Committee. Add Cllr Barry Read.
- Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.
- FC24/800 The County Council to encourage shopping in the Town in December. To suspend parking charges for the two Saturday's cost to the Council is £1098.  
Following a discussion the Council agreed to support the initiative funded by the advertising budget with a request that this is communicated and advertised to ensure the public are aware.
- Proposed Cllr Clarke. Seconded Cllr Thompson. Carried.

- FC24/801 The Council have provided the waste bins for Late Night Shopping and a decision for the council is to decide to cover the cost of providing bins this year at a cost of £25 per bin up a value not to exceed £375, recover this cost from the UKSP fund.
- Proposed Cllr Thompson. Seconded Cllr Shaw. Carried.
- 8:13pm Cllr Cooper had to leave the meeting. (Voting to 9)
- FC24/802 The Uppingham Expo is a exhibition to be held in Uppingham and it will be all about Uppingham. It aims to showcase businesses, services, and community initiatives within the town and surrounding areas. The event aims to provide a platform for local government, businesses and community organisations to network, engage with the public, and demonstrate their products or services. (This is subject to funding from UKSPF – zero cost to the Council)
- Proposal: Council agree that this is progressed in principle subject to further details as it unfolds. That a Steering Group is created, and The Clerk advertise or seek an expression of interest for a paid event organiser.
- Proposed Cllr Thompson. Seconded Cllr Shaw. Carried.
- The Steering Group consisting of: Cllr Hobbs. Cllr Clarke. Cllr Shaw. Cllr Thompson.
- Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
- FC24/803 The reintroduction of the Uppingham Town Council newsletter aims to improve communication, strengthen community engagement, and keep all informed about key updates, achievements, and upcoming events. Upon approval, we will set up a content calendar, designate contributors, and begin the production of the first edition, targeting a launch date for the upcoming month (pre-Christmas) .
- Proposal: the Council allow Cllr Shaw and the Clerk to work together to promote a quarterly hybrid newsletter. (200 printed, the majority access via online). The Assistant Clerk, Cynthia, to assist as she looks after the Love Uppingham. Cllr Coulbourne communication paper is on the December meeting.
- Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
- FC24/804 Skate park. The proposal is to remove cladding and mechanical fix treated marine ply. The funding to be sourced from Augean grants.
- Proposal: the Clerk to submit a grant request working on existing quotes circa £22k.
- Proposed Cllr Shaw. Seconded Cllr Mankowski. Carried.
- FC24/805 Planning Application. Decisions to note.  
(a) Decision Notice: 2024/1023/CAT  
(b) Decision Notice: 2024/0914/PTA  
(c) Decision Notice: 2024/1041/FUL
- (i) **2024/1183/FUL - Proposed rear and side extensions including internal reconfiguration alterations to existing bungalow.**
- Proposed to accept. Cllr Shaw. Seconded Cllr Colbourne. Carried.

- (ii) **2024/1193/FUL PROPOSAL: Removal of existing dilapidated Collyeston slate roof and replacement with reproduction Collyweston slate roof.**

The Council do not support this, and it is referred to the conservation officer at RCC for their advice as the substitute slate was not in keeping with the area.

Proposed: Cllr Shaw. Seconded Cllr Simpson. Carried.

- (iii) **2024/1206/RG3 PROPOSAL: Alterations to the existing front elevation of Uppingham Library comprising, blocking up existing access, creation of new entrance, and replacement of existing windows and doors.**

Proposed to accept. Cllr Mankowski. Seconded Cllr Clarke. Carried

FC24/806 NHP next steps – The Chairman updated the Council on what has already happened, and this was in the public domain.

The statement and Chairmans comments were proposed to be received.

A prepared statement is attached to the minutes as FC24/806i.

Proposed to accept. Cllr Shaw. Seconded Cllr Edwards. Carried

FC24/807 REG 19 consultation response. Cllr Simpson presented the following with an additional paragraph from Cllr Ainslie, to be notified to the examiner and RCC.

Having examined the Pre-Submission Local Plan (Regulation19), Uppingham Town Council considers that as there are serious inconsistencies the Plan is not sound in respect of the following.

Chapter 6 : Housing H1.1 Uppingham - sets out the proposal to provide 314 dwellings through the Neighbourhood Plan, this provision includes providing some housing on part of the Uppingham Gate site where 3.19 hectares are allocated.

Chapter 7 : Employment Policy E1 - states 6.8 hectares are allocated for employment which is the total site area and should be adjusted for the allocation of housing to 3.614 hectares. Or, the option preferred by Uppingham Town Council is for the Neighbourhood Plan to be dominant and for the whole site to be described as for 'Mixed Use'.

Uppingham Town Council reserves the right to provide further comments as part of the consultation process if additional information comes to light within the available timescales.

The Chairman and Clerk would act on behalf of the Council with additional response.

Proposed to accept. Cllr Ainslie. Seconded Cllr Mankowski. Carried

FC24/808 Next Meeting notified as being on Wednesday 4<sup>th</sup> December 2024 at 7:00pm

The meeting closed at 8:80pm.

Signed..... Date.....



7 i  
Uppingham Town Council  
Town Hall, High Street East,  
Uppingham, Rutland. LE15 9PY

Finance & General-Purpose Committee (FGPC)  
Minutes recorded on Wednesday 27<sup>th</sup> November 2024 at 7:00pm.

### MINUTES

Present: Cllr Trevor Colbourne (Chair). Cllr Barry Hobbs. Cllr Barry Read  
Cllrs Christine Edwards. Cllr Lindsay Cooper. Cllr Mark Shaw. (voting to 6)

Also, Present Mr. Adam Lowe (Clerk to the Council).  
Three members of the public were present.

FGPC24/185 The Chairman opened the meeting giving a brief overview that the committee were picking up on the last meeting budget.

FGPC24/186 Apologies. Cllr Ainslie.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

FGPC24/187 Declaration of Members' interests and applications for dispensation.

None.

FGPC24/188 To confirm the minutes of the Committee 30<sup>th</sup> October 2024 meeting.

Proposed Cllr Shaw. Seconded Cllr Hobbs. Carried.

FGPC24/189 No public deputation. No County Councillor present.

FGPC24/190 The Council discussed various aspects of the budget.

The grants Policy and budget expenditure to other organisations, it was felt required a review. It was proposed that the grant Policy be reviewed at a later meeting.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

FGPC24/191 Following a further discussion that centered around last year's accounts the committee reached a decision to set the precept for 2025/26 at £201,126.00.

Proposed Cllr Edwards. Seconded Cllr Shaw. Carried.

FGPC24/192 Due to time constraints the Financial Regulation were deferred to the next meeting.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

The date of the Next meeting to be advised.

The meeting closed at 7:47pm

Signed..... Date.....





7 11  
Uppingham Town Council  
Town Hall, High Street East,  
Uppingham, Rutland. LE15 9PY

Staffing Committee (SC)  
Minutes recorded on Wednesday 27<sup>th</sup> November 2024 at 7:30pm.

## MINUTES

- Present: Cllr Ron Simpson BEM (Chair). Cllr Trevor Colbourne. Cllr Geoff Thompson.  
Cllrs Christine Edwards. Cllr Lindsay Cooper. Cllr Mark Shaw. (voting to 6)
- Also, Present Mr. Adam Lowe (Clerk to the Council).  
Three members of the public were present.
- SC24/09 The Chairman opened the meeting at 7:52pm, the previous meeting had run over.
- SC24/10 Apologies. Cllr Ainslie.  
Proposed Cllr Edwards. Seconded Cllr Shaw. Carried.
- SC24/11 Declaration of Members' interests and applications for dispensation.  
None.
- SC24/12 To confirm the minutes of the Committee 22<sup>nd</sup> April 2024 meeting.  
Proposed Cllr Shaw. Seconded Cllr Cooper. Carried.
- SC24/12 No public deputation. No County Councillor present.
- SC24/13 The Chairman introduced the paper in regard to the Town Clerks 3-month probationary review. The suggestion of a '360' review approach was suggested and noted by the committee. Without further debate the Clerks review was noted with no concerns.  
Proposed Cllr Simpson. Seconded Cllr Shaw. Carried.
- SC24/14 The Chairman introduced the Staff handbook and Staffing Polices as a combination of current and work required. Following a debate the committee instructed the Clerk to ask the Council HR advisor to review the current handbook and polices to be brought as a combined document or ideally a handbook with key policies that support the objectives of the Councils staffing approach and current legal requirements.  
Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.
- SC24/15 Staffing Structure Review. The committee discussed the paper Staffing 2025 and Beyond and following debate it was proposed that the Clerk should produce a staffing proposal and strategy.  
Proposed Cllr Shaw. Seconded Cllr Edwards. Carried. (voted to 5)

The date of the Next meeting to be advised.

The meeting closed at 8:33pm

Signed..... Date.....





## Agenda Item



Agenda item No: 8iv	Meeting of: Full Council
Appendix:	Date of the meeting: 4/12/2024
Strategic Aim: Act with financial prudence	
Report Author: Clerk to the council	Title: Finance
Subject : Invoice Authorisation	

Invoices Over £2000 not already authorised by a Council resolution:

Blachere Inv SI58104 for XMAS Light Purchase : £13,321.60

RCC Community Lighting Charge: £10075.48

Payment for Training:

SLCC for CiLCA training Cost. £500.00

8 iv

Invoice Checked	
Councillor Signature	Councillor Signature



# Rutland County Council

Rutland County Council  
 Catmose House  
 Catmos Street  
 Oakham  
 Rutland  
 LE15 6HP

PAID	
DATE	CODE

## Sales Invoice

Uppingham Town Council  
 Town Hall  
 High Street East  
 Uppingham  
 OAKHAM  
 Rutland  
 LE15 9PY

Sales Invoice Number: 9158169  
 VAT Registration No. 121725207  
 Invoice Date: 19/11/2024  
 Due Date 19/12/2024  
 Your Order  
 Order Number 87060239  
 Order Date 19/11/2024  
 Customer Number: RC001424

Should you wish to discuss payment or have any queries concerning the reason for this charge or the amount, please telephone 01572 758218 quoting your customer number.

### PAYMENT OPTIONS DETAILED OVERLEAF

1/1

Description	VAT %	Unit	Number	Price	Amount £
Community Street lighting Recharge 24-25	0.00	EA	1.00	10,075.48	10,075.48

Net Total £ 10,075.48  
 VAT £ 0.00  
**TOTAL Due inclusive of VAT where applicable £ 10,075.48**



9826160819091581692

**Invoice Number: 9158169**

**Total Due: £10,075.48**

**PAYMENT SLIP**

# Sales Invoice

Document Number: SI58104      Document Date: 19.11.2024      Page: 2/2

Item Code	Description	Quantity	Price	Total	VAT
-----------	-------------	----------	-------	-------	-----

<b>Invoice Checked</b>	
Councillor Signature	Councillor Signature

<b>PAID</b>	
DATE	CODE

Notes:

Based on Deliveries 10165. 9670.

Total Before VAT	£13,321.60
Total VAT Amount	£2,664.32
<b>Total Amount</b>	<b>£15,985.92</b>

Please make cheques payment to Blachere Illumination UK Limited or please e-mail your remittance to [accounts@blachere-illumination.co.uk](mailto:accounts@blachere-illumination.co.uk)

Company Reg No.:	SC152939	Bank Account:	10268667
VAT ID No.:	GB651936618	Bank Code:	804638

Subject to our terms and conditions

8 IV



## Blachere Illumination UK Ltd

Gladstone Place  
Ladybank  
Fife  
KY15 7LB  
UNITED KINGDOM

T: +44 1337 832910  
E: sales@blachere-illumination.co.uk  
W: www.blachere-illumination.co.uk

### Billing Address

Uppingham Town Council  
The Town Hall  
49 High Street East  
Uppingham  
Oakham  
Rutland  
LE15 9PY  
UNITED KINGDOM

### Copy

Document Number: **S158104** Document Date: 19.11.2024 Page: **1/2**

Customer No.: **CUPPI** Customer VAT Number:

Your Reference: **FGPC24/1596** Currency: **GBP**

Payment Terms: **AR - Net 30 Days** Due Date: **19.12.2024**

### Delivery Address

Uppingham Town Council  
The Town Hall  
49 High Street East  
Uppingham  
Oakham  
Rutland  
LE15 9PY  
UNITED KINGDOM

### Purchase

Item Code	Description	Quantity	Price	Total	VAT
<b>Main Street East</b>					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.57m)	55	86.00000	4,730.00	946.00
	Infrastructure			368.00	73.60
	Installation			1,941.20	388.24
	<b>Subtotal</b>			<b>7,039.20</b>	<b>1,407.84</b>
<b>Main Street West</b>					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.57m)	16	86.00000	1,376.00	275.20
	Infrastructure			138.00	27.60
	Installation			772.80	154.56
	<b>Subtotal</b>			<b>2,286.80</b>	<b>457.36</b>
<b>Market Place</b>					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.57m)	21	86.00000	1,806.00	361.20
	Infrastructure			626.75	125.35
	Installation			1,242.00	248.40
	Removal			320.85	64.17
	<b>Subtotal</b>			<b>3,995.60</b>	<b>799.12</b>

Payment Terms - Nett 30 days from date of invoice

Company Reg No.: SC152939 Bank Account: 10268667  
VAT ID No.: GB651936618 Bank Code: 804638

Subject to our terms and conditions

# Uppingham TC

## Proposed Communication Strategy

### I Keep Six Honest Serving Men- Kipling

'I keep six honest serving-men (They taught me all I knew); Their names are What and Why and When And How and Where and Who. I send them over land and sea.'

#### A SIX POINT PLAN

##### Why have a Communication strategy ?

- To communicate more effectively with our customers (primarily ), connected parties and general public, (in that order) on how the council is delivering on behalf of its electorate.
- To actively and positively promote council services
- To announce important council decisions
- To respond promptly to criticism from any source openly and honestly
- To facilitate feedback from our electorate and other key stakeholders on our performance.

##### What should an effective strategy look like ?

- It needs to be simple based around a limited number of key objectives linked to the 'Why'
- It needs to resonate with all our customers and key stakeholders.
- It needs to be multi media to facilitate communication demographically

##### When should this strategy be adopted?

- After it has been formulated via this six point plan
- When we have the full buy in of all council members to the strategy

##### How should we formulate our strategy? (Key priorities)

- Assemble initial thoughts and ideas from all council members
- Liaise with key stakeholders to demonstrate that we want to positively improve our communication and seek their ideas
- Summarise all these ideas and prioritise for action
- Review periodically the outcomes of the strategy to ensure it is meeting our needs and revise if necessary.

**Where should we focus our strategy ?**

- Our customers (residents and visitors) and key stakeholders using multimedia.
- Open council meetings
- Regular contact with media representatives (local papers, online agencies, radio/TV) and local interest groups.
- Councillor surgeries

**Who is responsible for delivering our strategy?**

- A working party/sub committee guided by our six point plan to develop the initial strategy and draw up our formal guidelines
- Members and officers of the Council to support , promote and actively on a day to day basis be guided by our agreed strategy in all its aspects.





## Agenda Item



Agenda item No: 10	Meeting of: Full Council
Appendix:	Date of the meeting: 4/12/2024
Strategic Aim: Act with financial prudence	
Report Author: Clerk to the council	Title: Kitchen
Subject : Replace the kitchen upstairs	



Kitchen Cost	£2500
Electrical Work	£1000
Water heater	£1500
Installation Cost	£2500

Following on from the idea of upgrading upstairs with a new kitchen.

Proposal is to undertake the work which would be funded from CiL money



## Agenda Item



Agenda item No: 11	Meeting of: Full Council
Appendix:	Date of the meeting: 4/12/2024
Strategic Aim: Act with financial prudence	
Report Author: Clerk to the council	Title: Notice Board
Subject : Replace the Notice Board in Leicester Road	



Recycled material Notice Board mounted on recycled post installed at the cemetery to replace the wooden board which is now unsafe and falling apart. It cannot be opened

Cost of double Board        £2000

Installation Cost            £1000

Proposal is to undertake the work which may be funded from CiL money



## Agenda Item



Agenda item No: 12	Meeting of: Full Council
Appendix:	Date of the meeting: 4/12/2024
Strategic Aim: Act with financial prudence	
Report Author: Clerk to the council	Title: Tod's Piece Toilet
Subject : Reimbursement of utility bills	

The Council offered to reimburse utility costs for water and electricity at the Toilet on Tod's Piece in the Football Club building.

The only time this appears to have occurred was in 2019. A discussion with the football club was undertaken by the Clerk after they brought it to the attention of the Clerk that the Council have not paid any reimbursement since 2019.

The Club have requested an amount of £2160 to bring this in line with the beginning of the 2024 financial year with an expected reimbursement of £75 per month ongoing. (£900 per year)

The current rent the Council received annually is just under £330 per year and anticipate to rise to £500 per year.

The Council pay £697 per month for locking/unlocking and cleaning of this toilet. (£8364 per year)

The Council needs to decide to :

- (a) Pay suggested rate of £75 per month.(£900 per year + cleaning above = £9000 per year)
- (b) Increase the Rent to cover the costs. (Bowls club is £1500 per year)
- (c) Close the toilet facility. ( Current cost if paying reimbursement would be £9000 per year)
- (d) Request the installation of a separate meter. ( Council cost, estimate £1000)

Proposal is that the Council:



## Agenda Item



Agenda item No: 14	Meeting of: Full Council
Appendix: 14i	Date of the meeting: 4 <sup>th</sup> December 2024
Strategic Aim: Deliver the NHP	Strategic Objective:
Report Author: The Clerk	Title: NHP Update - aecom
Subject : Uppingham Neighbourhood Plan: SEA Environmental Report Addendum	

Detail: the Environmental Report Addendum for your consideration. The structure of the Addendum includes:

- Summary of the SEA work completed to date (i.e., as presented in the Environmental Report accompanying Regulation 14 consultation).
- Update on plan making, including a summary of the findings from the Examiner's Note.
- Consideration of the additional sites which have come forward in Uppingham, including the rationale for not considering these in any further detail (reflecting on local and national policy).
- Screening of the proposed modifications within the Submission Draft Neighbourhood Plan, concluding on whether the updates are likely to lead to significant environmental effects.
- Completion of an additional reasonable alternatives assessment which considers the implications of supporting fewer homes across several sites vs. more homes across fewer sites to deliver the residual housing requirements.
- Summary of the preferred approach within the Submission Draft Neighbourhood Plan, which supports the delivery of higher density development across fewer sites to deliver the residual housing requirements (and also including 'reserve sites' which might come forward during the plan period).

The report has referred to the latest evidence where appropriate, particularly the Housing Discussion Paper prepared by Colin which was a useful and informative resource.

Comments and suggestions on the Addendum are welcome. The request is for the Council to provide any comments in the next two weeks. This will enable us to conclude our work before the Christmas break.



**Rutland**  
County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

telephone: 01572 722 577  
email: [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

Uppingham Town Council  
Uppingham Town Hall  
49 High Street East  
Uppingham  
Rutland  
LE15 9PY

Reference: 2024/1221/ADV

Case Officer: Joe Mitson

Case Officer Tel: 01572 720996

Date: 13 November 2024

Dear Adam Lowe

The Town and Country Planning (Control of Advertisements) (England) Regulations 2007

**PROPOSAL: 1 no. Fascia Sign, 1 no. hanging sign and window signage to front elevation. 1 no. Fascia signage and 1 no. hanging sign to side elevation.**

2 High Street West Uppingham Rutland LE15 9QD

An application for the above proposal has been received by the Local Planning Authority and you are invited to submit your comments by **4 December 2024**. The details of the application are available to view on our website <https://publicaccess.rutland.gov.uk/online-applications/> by entering the reference number above.

If you use our Consultee Access service please submit your comment by this method. If you do not, please email any comments you wish to make to [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk).

**Please note that under the Planning Guarantee Local Planning Authorities are required to pay back the application fee if the application is not determined within the relevant statutory time period.**

**Given this, if we don't receive a response to this consultation request the Local Planning Authority will take it that you have no objection to the application and will proceed to determination on that basis.**

**It is therefore imperative that you respond within the statutory consultation time period or agree a revised time period for the submission of your comments with the Case Officer.**

Yours sincerely

**Joe Mitson**  
Planning Officer



15 ii



**Rutland**  
County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

telephone: 01572 722 577  
email: [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

Uppingham Town Council  
Uppingham Town Hall  
49 High Street East  
Uppingham  
Rutland  
LE15 9PY

Reference: 2024/0594/FUL  
Case Officer: Paul Milne  
Case Officer Tel: 01572 758369

Date: 12 November 2024

Dear Adam Lowe

Town and Country Planning Act 1990

Town & Country Planning (Development Management Procedure) (England) Order 2015

**PROPOSAL Existing storage rooms to first and second floors above retail units to be altered/refurbished with partial demolition of internal walls to facilitate two new dwellings. Proposed works to include removal of section of roof and construction of new parapet wall. Creation of garden room to first floor with Juliette balcony and raised glass lantern to roof. A new stepped, raised entrance with canopy off Queens Street. Ground floor to remain as retail unit with Basement storage.**

28 And 30 High Street East Uppingham Rutland

Revised plans/documents for the above application have been received by this Authority; details of which are set out below:

### **Parking Survey Report.**

The details of the application are available to view on our website <https://publicaccess.rutland.gov.uk/online-applications/> by entering the reference number quoted above.

Comments should be made by **3 December 2024**, the Local Planning Authority cannot guarantee that comments received after this period will be taken into account when the application is determined. Planning applications are public documents and as such your comments will be available for public inspection.

If you use our Consultee Access service please submit your comment by this method. If you do not, please email any comments you wish to make to [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk).

**Please note that under the Planning Guarantee Local Planning Authorities are required to pay back the application fee if the application is not determined within the relevant statutory time period.**





Town and Country Planning Act 1990  
Town & Country Planning (Development Management Procedure) (England) Order 2015



**Rutland**  
County Council

## REFUSAL OF PLANNING PERMISSION

### Applicant Name and Address

Kris and Lisa Van Den Heuvel  
C/o Agent

### Agent Name and Address

Mr Tom Helliwell  
Class Q Ltd  
The Grey House  
3 Broad Street  
Stamford  
Lincs  
PE9 1PG

Date of Validation  
20 October 2023

Application Number:  
2023/1101/FUL

PROPOSAL: Conversion of a stable building to 1 no. dwelling.  
LOCATION: Woodlands Animal Rescue London Road Uppingham Rutland LE15 9TJ

### REFUSE PLANNING PERMISSION for the following reasons:

- 1 The proposed access to the site is inadequate and below the standard required by reason of substandard width. As a consequence, the manoeuvring of vehicles likely to be generated by the proposed development would have an adverse effect on the safety of users of the adjoining public highway.  
Reason: This is contrary to Policy SP15 in the Adopted Rutland Local Plan Site Allocations & Policies DPD 2014, Design Guidelines for Rutland (SPD), The National Design Guide (2021) and Paragraph 116 of the National Planning Policy Framework (2023).
- 2 The proposed development would not provide adequate facilities within the curtilage of the site for turning of vehicles.  
Reason: This is contrary to Policy SP15 in the Adopted Rutland Local Plan Site Allocations & Policies DPD 2014, Design Guidelines for Rutland (SPD), The National Design Guide (2021) and Paragraph 116 of the National Planning Policy Framework (2023).
- 3 The application is not supported by sufficient highways information to demonstrate that the proposed development would not be prejudicial to the satisfactory functioning of highway safety.  
Reason: This is contrary to Policy SP15 in the Adopted Rutland Local Plan Site Allocations & Policies DPD 2014, Design Guidelines for Rutland (SPD), The National Design Guide (2021) and Paragraph 116 of the National Planning Policy Framework (2023).

Town and Country Planning Act 1990  
Town & Country Planning (Development Management Procedure) (England) Order 2015



**Rutland**  
County Council

## FULL PLANNING PERMISSION

### Applicant Name and Address

Mr David Evans  
60 Leicester Road  
Uppingham  
Rutland  
LE15 9SD

### Agent Name and Address

Mr Tony Holt  
Tony Holt Design  
12 Station Road  
Parkstone  
Poole  
BH14 8UB

Date of Validation  
23 September 2024

Application Number:  
2024/1081/FUL

**PROPOSAL:** Demolition of existing dwelling and erection of 1 no. detached dwelling and associated landscaping works.

**LOCATION:** 60 Leicester Road Uppingham Rutland LE15 9SD

**GRANT PLANNING PERMISSION** in accordance with the application and plans submitted subject to the following conditions:

- 1 The development shall be begun before the expiration of three years from the date of this permission.  
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990, as amended by the Planning and Compulsory Purchase Act 2004.
- 2 The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers: 001 Location and Site Plan, 005 Proposed Site Plan, 006 Proposed Ground and First Floor Plans, 007 Rev B Proposed Loft and Roof Plans, 008 Proposed Elevations, 009 Proposed Street Scene.  
Reason: For the avoidance of doubt and in the interests of proper planning.
- 3 The west elevation side windows to the first floor Master Bedroom shall be obscured to a minimum of Pilkington Level 5 and shall be fixed. The windows shall remain as such thereafter.  
Reason: To protect the private residential amenity of neighbouring properties.
- 4 No development above ground level shall be commenced until precise details of the manufacturer and types and colours of the external facing and roofing materials to be used in construction have been submitted to and agreed, in writing, by the Local Planning Authority. Such materials as may be agreed shall be those used in the development.  
Reason: To ensure that the materials are compatible with the surroundings in the interests of visual amenity and because no details have been submitted with the application.
- 5 Any redesign or reconstruction of the driveway area must ensure that no private surface water can flow on to the adjacent public highway.  
Reason: To prevent hazards caused by water flowing onto the highway and to avoid the formation of ice on the highway in the interest of highway safety in accordance with Policy SP15 in the Adopted Rutland Local Plan Site Allocations & Policies DPD 2014, Design Guidelines for Rutland (SPD), The National Design Guide (2021) and Paragraph 114 of the National Planning Policy Framework (2023).

Town and Country Planning Act 1990  
Town & Country Planning (Development Management Procedure) (England) Order 20



**Rutland**  
County Council

## REGULATION 3 PLANNING PERMISSION

### Applicant Name and Address

Mr Robert Shore  
Catmose  
Oakham  
Rutland  
LE16 6HP

### Agent Name and Address

Mr Amari Messam-Gibbs  
Rider Levett Bucknall  
5 Colmore Row  
Birmingham  
West Midlands  
B3 2BH

Date of Validation  
21 October 2024

Application Number:  
2024/1206/RG3

**PROPOSAL:** Alterations to the existing front elevation of Uppingham Library comprising, blocking up existing access, creation of new entrance, and replacement of existing windows and doors.

**LOCATION:** Uppingham Library Queen Street Uppingham Rutland LE15 9QR

This permission is granted for the purposes of Regulation 3 of the Town & County Planning General Regulations 1992. This permission is for the Local Planning Authority only and cannot be used by others.

**GRANT PLANNING PERMISSION** in accordance with the application and plans submitted subject to the following conditions:

- 1 The development shall be begun before the expiration of three years from the date of this permission.  
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990, as amended by the Planning and Compulsory Purchase Act 2004.
- 2 The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers; Location Plan received 22 October 2024, P-014579- H 001 Revision P01, P-014579-H 002 Revision P1, P-014579- H 003 Revision P01.  
Reason: For the avoidance of doubt and in the interests of proper planning.
- 3 The development hereby permitted shall be constructed entirely of the materials specified on Drawing No P-014579- H 003 Revision P01.  
Reason: To ensure that materials of an acceptable quality appropriate to the area are used.

### INFORMATIVES:

Proactive Statement – This decision has been reached taking into account paragraph 38 of the National Planning Policy Framework.



## UPPINGHAM TOWN COUNCIL

Town Clerk: Sharon W Coe

Telephone: 01572 822681  
 Email: townclerk@uppinghamtowncouncil.co.uk  
 Website: uppinghamtowncouncil.gov.uk  
 Twitter: @UppinghamTC

Address: Town Hall, High Street East, Uppingham,  
 Rutland LE15 9PY

### Grant Aid Application Form

#### Part 1 – Information about you or your organisation:

Name of Organisation:	Tod's Piece Allotment Society	
Name of Representative	Bob Fisher - Chairman	
Telephone Numbers:	Main – 01572 823929	Mobile - 07716129250
Email Address:	robertf116@btinternet.com	
Address of Organisation:	c/o 116 Branston Road, UPPINGHAM LE15 9RS	
Address of Representative:	As above	
To whom should the grant aid cheque be made payable to?	R.C.Fisher	

#### Part 2 – What is your idea and reason for applying for grant aid funds from Uppingham Town Council?

##### Background

Councillors will be aware that recently several allotments which were in a very poor state of maintenance were cleared by the excellent efforts of the Mayor and Deputy Mayor and we are extremely grateful for the work which has been carried out.

##### Purpose

We are now keen to ensure that these newly cleared plots are not allowed to become overgrown whilst awaiting new tenants, especially now that we are approaching a quiet season for gardening but not for weeds. It is our intention to subsequently keep the weed suppressant in safe storage so that it can be reused in the future should other plots become available for which there are no immediate tenants. We therefore foresee that the weed suppressant should remain serviceable for several years to come.

##### Material

130gsm woven polypropylene heavy duty weed suppressant membrane.  
 Suitable for securing either by ground pegs or burying the edges in the ground.

**Part 3 – Who in the community would benefit from your project and what difference would it make?**

1. Tenants and future tenants of Tod's Piece Allotments
2. Uppingham Town Council as this will minimise the risk of having to clear vacant allotments again
3. Local residents as this will help to keep the general vista of the allotments in good shape whilst minimising council expenditure

**Part 4 – How will you know the project has been a success having used the money requested?**

1. The improvements to the allotments, the use of the membranes and the significant reduction in weeds will be clearly visible
2. The membranes will be retained for regular use whenever a plot is untenanted

**Part 5 – What is the total cost of your project or idea? (please enclose any quotes you have received)**

£425 maximum based on prices from various commercial internet suppliers

**Part 6 – How much are you applying for?**

£425

**Part 7 – Have you applied for funding elsewhere and if so to please provide details?**

No other grant applications have been made

**Part 8 – Please give a description and breakdown of how you will spend the money including the date when it is needed?**

The full sum will be used to purchase commercially available weed suppressant membrane material. Members of Tod's Piece Allotment Society are committed to apply the membrane to the current recently cleared plots and will then maintain them in safe keeping for future use.

**Part 9** – If your application is unsuccessful do you have other funds available to ensure your project or idea progresses? Please give details.

No other funds are currently available. We would have to try to raise funds which would take time and would inevitably give rise to weed encroachment again and eventually further costs to the council.

**Part 10** – You will need to supply the most recent set of accounts for your organisation including a balance sheet where available or applicable. Please state the date of the accounts and attach a copy.

Tod's Piece Allotment Society is not a legal entity. It is a grouping of enthusiastic amateur gardeners and is affiliated to the National Allotment Society (National Society of Allotment and Leisure Gardeners Ltd)

**Part 11** – Please confirm by attaching a letter of authority for this application to be made on behalf of the organisation or alternatively a set of formal minutes signed by the Chairman where a decision has been agreed to apply.

Please find attached: minute of authority

**Part 12** – Please confirm the following information if you are sports club or organisation:

A	Does your organisation include participation by children under the age of 18?		No
B	If 'yes' to A above do you have a safeguarding policy in place and operational? (if so please attach a copy)	N/A	
C	Does your organisation include participation by both able and disabled individuals?	Yes	

**Part 13** – Please confirm the following:

A	Do you agree to allow members of council inspect the project for the grant aid monies have been applied for?	Yes	
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes	
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes	

**Part 14** – Emergency funding application:

Please explain why this is an emergency funding application (only complete if this application needs to be granted outside of the months of May and November):



Full Name: Robert Fisher

Signature: 

Date: 13<sup>th</sup> November 2024

Please return the form and enclose a set of accounts (if applicable) to:  
Sharon Coe, (Town Clerk)  
Uppingham Town Council, 49 High Street East, Uppingham, Rutland LE15 9PY

---

## Tod's Piece Allotments

---

From robertf116@btinternet.com <robertf116@btinternet.com>

Date Wed 2024-08-21 2:27 PM

To Dave Ainslie <dave.ainslie.cllr@btinternet.com>

Cc Mark Shaw <cllr.mark.shaw@outlook.com>; liz.clarke.cllr@gmail.com <liz.clarke.cllr@gmail.com>; Ron Simpson <Ron.simpson.cllr@ronsimpson.uk>; Peter Leppard <townclerk@uppinghamtowncouncil.co.uk>; grahamsharman@hotmail.com <grahamsharman@hotmail.com>

 1 attachment (16 KB)

Tods Allotment Biodiversity Project Revision 1.docx;

Good afternoon everyone and first of all many thanks for attending our first Open Day last Sunday.

Following our conversations about clearing the abandoned plots and creating an area of biodiversity on a waste area, we have generated some figures as you requested. These are based on members of Tod's Piece Allotment Society providing all of the necessary labour apart from driving the machinery and I am grateful to one of our members, Graham Sharman, for collating this information. With regards to the digger and skip, our understanding is that Mark has a contact for this and offered to operate the machinery. The plan is for us to clear as much of the biodiverse site as possible beforehand, so it takes maybe an hour to dig the pond and the rest of the day / weekend hire spent on clearing the other sites. The spoil from the pond should be no more than 3cubic metres and so we should have some space left over in a reasonable size skip. We could fill several skips with the rubbish off the other sites, but I think we will have to try and compost/burn as much as possible. We think that if the other plots are cleared with the digger bucket, spread across the plot and the digger tramples it down, so long as it's covered with membrane, it should become a useable plot.

To avoid any doubt, the areas we are considering are shown on Cynthia's Allotment Plan as:

Waste Area adjacent to Wilkes Gardens (becomes Biodiverse area)  
Plot 6a/6b adjacent to the roadway up to the skateboard park, which is the worst area  
Plot 16b not cultivated for 15+ years despite being cleared in 2020 but never let. Plot 16a was let this year in a similar state and the elderly lady tenant had to pay a contractor £200 to level it  
Plot 14a not cultivated by the present tenant who now only has Plot 14b. We have applied weed killer and this will be easy to renovate.

We have included a small sum for improving the security of the fence between the allotments and Tod's Piece by planting some prickly bushes. We don't need a huge amount because we can utilise the many brambles which already exist.

You will see that excluding the cost of hiring equipment the cost is less than £1000, which is significantly less than a contractor would charge. Once we know that this is an acceptable plan and a budget is agreed, we will make a start on the biodiverse area so that it is ready by the end of September. Completion of this work will get us to "Ground Zero" which is our ambition. We are also hoping that the biodiverse area will create a long-term opportunity for Youth Space to become involved.

In the meantime I have had a useful and positive discussion with Adam Lowe regarding revisions to the Tenancy Agreement and we will be meeting at the allotments on Friday 23<sup>rd</sup> August so that he can see for himself what needs to be done.

Kindest regards,

Bob Fisher  
Tod's Piece Allotment Society

**Meeting of Members Of Tod's Piece Allotment Society Held on Tod's Piece  
Saturday 9<sup>th</sup> November 2024**

**Present:** Bob Fisher (Chairman), Dr Ken Stewart (Secretary), Tony Wright, Liz Edwards, Richard Jeffs, Gill Green, Graham Sharman, Janet Tutin

The Chairman was delighted to show those present the excellent work that had been undertaken by the Mayor and Deputy Mayor over the previous two days to clear several allotments that had been abandoned for some years and were in a very poor state. Everyone expressed their thanks to the council for funding this essential work.

The Chairman pointed out that unfortunately it had not been possible to clear Plot 16b because the machine could not access it without causing significant damage to the adjacent plots.

The following actions were agreed unanimously:

1. A working group would assemble on Sunday 10<sup>th</sup> to pick up the small amount of waste material that the machine had been unable to clear and load this into the remaining skip, which was due to be picked up on Monday 11<sup>th</sup> November.
2. It was noted that unless the newly cleared plots are quickly taken by new tenants, they could become weed-infested again in a short space of time. The Chairman agreed to approach the Town Council to see if there was a possibility of having a grant to purchase some weed suppressant material on the basis that Members would then do the necessary work and subsequently retain the membranes securely for future use.
3. A working group would clear Plot 16b by hand - dates to be notified by the Chairman according to weather forecasts.

Signed as a true record:



R.C.Fisher  
Chairman  
11<sup>th</sup> November 2024

## Tods Piece Allotments –

### Conversion of waste area into bio-diverse / wilding area.

Space: 12M x c8M Parking (Existing, needs “tidying”)

26M x 6M Wilding Area & Pond

1. Clear back whole area
2. Digger and driver in to dig pond and clear back remaining vegetation
3. Skip to remove spoil (mares tail weed – do not spread)
4. Lay pathway membrane along fence line, cover with gravel
5. Shape pond with sand, lay underlay & liner
6. Fill pond – from well?
7. Planting – Pond Plants, Ground Cover, Grasses, Pollinator-friendly

Tods Piece “Fence Line”: (c70M) c30M currently “bare”

Planting of wildlife friendly border (hawthorn / dog rose / honey suckle...) to join up the hedges along the fence line with Tods Piece. Install 2 hedgehog “houses”.

#### Estimated costs;

1M “path” along fence line

38M x 1M 130gsm membrane	£50
Gravel 3T (20mm TP)	£246

Pond 3M x 2M x 0.5M (3M<sup>3</sup>) (5x4 liner) (The Pond People)

Liner underlay	£54
Liner (1mm EPDM)	£210
Sand 1T (TP)	£83

Plants (for pond & starter ground cover) £90

Digger, Driver & Skip £?

Tods Piece “fence line” (£90 + £36) £126

333.66

Total: £859 + Digger, driver & skip

EACH SKIPS 486.00