



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

Full Council (FC) Minutes recorded on
Wednesday 6th March 2025 at 7pm.

MINUTES

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

Also Present: Mr Adam Lowe (Clerk to the Council) Ms Cynthia Ondeng

5 members of the public.

7.00pm

FC25/043 The Chairman opened the meeting and welcomed everyone

The Chairman read out his prepared report. (Attached to the Minutes FC25/043i)

The Chairman waived SO 3.10. Councillors could remain seated whilst speaking.

FC25/044 Apologies: Cllr Hugh Illingworth. Cllr Geoff Thompson.

Proposed: Cllr Edwards. Seconded: Cllr Hobbs. Carried. (voting to 9)

FC25/045 Declarations of members' interests and applications for dispensations

Cllr Shaw – 8i. (Cashbook 2 only) Payee.

Cllr Hobbs – 12 Bowls Club.

Cllr Simpson - 15 Emergency plan. Non-Pecuniary.

Cllr Edwards – planning application 2025/0185/FUL. Non-Pecuniary.

FC25/046 To confirm the minutes of the Full Council meeting held on the 5th March 2025.

Proposed Cllr Shaw. Seconded Cllr Hobbs. Carried.

FC25/047 The Clerk gave an update: ICO fee is increasing to £52 pa. Interim Internal Audit has identified no concerns. Donations received for the upkeep of memorial benches was £1100. The drainage has been repaired in the Town Hall, electrical repairs undertaken at the Market Place and the Town Hall. Skate Park repairs are underway. South View railing were also repaired. Uppingham School correspondence asked that UTC empty two dog waste bins on the public rights of way adjacent to the Rugby Field, our contractor has been asked to action. The PCC, Mr Matthews, should be attending the Town Meeting on the 30th April.

7:11pm The meeting was suspended for public and County Council deputations.

FC25/048i One member of the public spoke. It was suggested that the information portal Uppingham Next Door is a good platform to share information, like the PCC attending. Leicester Road allotments may have an issue with water building up in the field. Concern regarding a grey bin near the school was not being emptied. The brook running from Ayston Road to Branston Road is filled with rubbish.

FC25/048ii County Councillor updated that the recent tree champions meeting had someone from UIB but not from UTC. The Library works were ongoing, some issues were identified and as these unfold we would be advised if appropriate.

7:15pm The meeting resumed. (4 minutes)

FC25/049i Staffing Committee minutes presented by Cllr Simpson.

Staffing propose three recommendations:

SC25/08. The Town Clerk, Adam Lowe, is confirmed in his post.

Proposed Cllr Simpson. Seconded Cllr Edwards. Carried.

Cllr Cooper Joined the meeting at 7:18pm. (Voting to 10)

SC25/09. The Staffing Handbook approved subject to minor changes by the Town Clerk.

Proposed Cllr Simpson. Seconded Cllr Mankowski. Carried. (Cllr Cooper abstained)

SC25/11. Eye Tests will be paid for by the Council.

Proposed Cllr Simpson. Seconded Cllr Edwards. Carried.

FC25/50ii Environment Amenities and Infrastructure committee minutes presented by Cllr Clark.

Amenities Recommendation:

The contractor would be appointed to complete the skatepark refurbishment at a cost of £13,980.00 paid for out of the UKSP. The cost as agreed to be paid upon completion.

Proposed Cllr Clark. Seconded Cllr Shaw. Carried.

FC25/51iii Finance General Purpose Committee presented by Cllr Colbourne. 19/02/25

Finance propose three polices adopted:

FGPC25/07i. Financial Regulations adopted.

Proposed Cllr Colbourne. Seconded Cllr Edwards. Carried.

FGPC25/07ii. Financial Oversight adopted.

Proposed Cllr Colbourne. Seconded Cllr Shaw. Carried.

FC25/51iii FGPC25/07iii. Financial Reserves.

Proposed Cllr Colbourne. Seconded Cllr Edwards. Carried.

FC25/51iv The Data Breach and Data Protection policies on the agenda were deferred to the April 2025 meeting.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

FC25/51v CiL Working Group presented by Cllr Hobbs.

The Council debated this topic in detail. The short-term projects where CiL money is available would be brought forward to Full Council after the Amenities have reviewed the priorities with Councillor input, Cllr Cooper recommended the money is ring fenced accordingly, the medium- and longer-term approach is also encapsulated in the following recommendation and proposal.

The Town Council recognises the value of the Cil working group outputs and is in general agreement with them. Additionally we recognise the benefits to be achieved from partnership working and we need to also identify a way forward to improve the Market Square. The Town Council is interested in dialogue around CiL with the new unitary authority.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried.

FC25/52i Finance: The Council were asked to accept the accounts. Cash Book 2.

- (a) To received and authorise Receipts and payments List February 2025.
The Chairman read out the total paid out £70,451.96. Paid in £94,160.50
- (b) To receive and accept Bank Reconciliation Statement, February 2025.
- (c) To accept latest Bank Statements. February 2025.
- (d) To receive and accept Bank Reconciliation. February 2025

Proposed Cllr Colbourne. Seconded Cllr Mankowski. Carried. (Cllr Shaw abstained)

FC25/52ii Finance: The Council were asked to accept the accounts. Cash Book 5. 8. 9.

- (e) To received and authorise Receipts and payments List February 2025.
To receive and accept Bank Reconciliation Statement, February 2025.
To accept latest Bank Statements. February 2025.
To receive and accept Bank Reconciliation. February 2025

Proposed Cllr Colbourne. Seconded Cllr Clark. Carried.

FC25/52iii Council asked agree payments:

- (f) Agree Payments to RCC payroll for the last quarter. £16,000.00

Proposed Cllr Simpson. Seconded Cllr Shaw. Carried.

FC25/53 Agenda item. Drainage Repairs Quote and CCTV report – Market Place Uppingham.
The drainage repairs at a cost of £4493.52 are undertaken.
The Clerk is authorised to pay that invoice upon completion.

Proposed Cllr Mankowski. Seconded Cllr Shaw. Carried.

FC25/53

Devolution update. Response to letters sent out. The Clerk updated the Council on responses. Following a short debate the following proposals were made.

(i) The Clerk write an appropriate letter to the Leader of RCC with an update on the UTC position. The council wrote to the leaders of our local Leicestershire based Councils where they are empowered to make or give input to the final decisions of the current white paper on the devolution. The Council are a forward-looking council, and we are looking for the opportunity to work collaboratively with all authorities.

Proposed Cllr Ainslie. Seconded Cllr Mankowski. Carried.

(ii) The Council is happy to promote a banner in the Market Square that asks people to save the Ceremonial County of Rutland.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried.

(iii) The Clerk write a letter to another contact that states that the Parish of Uppingham would welcome future dialogue on strengthening Town and parish interests in the new devolved structure of local government.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried.

FC25/54

Disabled Access – door quote to replace an existing fire-door exit. Further information was requested regarding the frame and warranty cover. The paper was deferred to the next meeting.

Proposed Cllr Ainslie. Seconded Cllr Mankowski. Carried.

FC25/55

Bowls Club. The Clerk presented the update on the two aspects, the lease of the Land and ownership of the building. Following debate the following decisions were reached.

(i) The Clerk arrange the ownership of the building, with appropriate indemnity insurance, is transferred back to the owners.

(ii) The Clerk and the Chairman meet the Bowls Club to agree in principle the heads of terms for the lease of the land.

Proposed Cllr Ainslie. Seconded Cllr Mankowski. Carried. (Cllr Hobbs abstained)

FC25/56

Emergency Plan. Following a short debate on the Council taking over the emergency plan.

(i) The Council take the lead and adopt an Emergency plan.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried. (Cllr Simpson abstained)

(ii) The Clerk working with Cllr Simpson to draw up a draft plan for a future Council meeting.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried. (Cllr Simpson abstained)

(iii) The Chairman wanted to place on record the Town Council thanks to those members of the community who for past 10 years have operate the Town Emergency Plan.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

FC25/57

Planning Applications:

(i) 2025/0180/FUL

This was presented by Cllr Hobbs, there were no ground to refuse on planning considerations and the recommendation is to accept the planning application.

Proposed Cllr Hobbs. Seconded Cllr Mankowski. Carried.

(ii) 2025/0185/FUL

This was presented by the Cllr Hobbs. Following a discussion around the planning considerations there were concerns identified around the access from the highway.

The drawing shows vehicle access onto the curve of a road which is dangerous.

The Chairman did invite a member of the public to contribute as there were views, they wished to share.

The build appears to change the perception, and it is not in keeping with the estate, the concerns were raised about the access by the member of the public who spoke.

Based on the discussion the proposal was to object to the Planning application for the following planning consideration, basis of safety due to the location for vehicle access onto the property, the build would restrict vehicle visibility entering that area, the build will be detrimental to the Street scene.

Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried. (Cllr Edward abstained.)

The meeting closed at 8:55pm

Signed.....

Date.....

Mayors Opening Remarks 5th March 2025

1. Welcome to everyone to this meeting of the Town Council at 7.00 pm on Wednesday 5th March 2025 at the Town Hall. Since we last met we have continued to work hard on behalf of the people of Uppingham and you will hear more about this as the meeting progresses. I don't wish to steal the thunder from the Clerk's report, but in particular, I should just like to highlight the refurbishment of the Skate Park which is a project dear to a number of us. The old stone cladding that had been falling off for some time has now been removed and replaced by marine ply making the whole thing look much more acceptable. Work should be completed on this by the end of the week making it available to our youngsters in time for Spring.
2. At our previous meeting I spoke about the remedial work to be undertaken by Davidson Homes on the Leicester Road allotments and whilst this has not yet taken place, Adam and I have chased the matter and received an assurance by email that this work will be done. We will continue to keep a close eye on this. I would like to remind you about the formal consultation on the amendments to the Neighbourhood Plan which is now open to the public and will remain so until 4pm on Monday 10th March 2025.
3. Turning to myself as Mayor, since we last met on 5th February 2025, I have attended the High Sheriff's County Service at Peterborough Cathedral. At that service, much was said about the importance of retaining the Ceremonial County of Rutland and later in this meeting Adam will report on various correspondence that we have received regarding this. Finally, earlier tonight, along with other Councillors and the Town Clerk we held an informal meeting with Allison Homes to hear the latest on their plans for the site at Ayston Road. At this stage the outputs of this meeting remain confidential to the Councillors and the Developers.
4. Tonight I intend to exercise my discretion under Standing Order 3.10 to permit Councillors to remain seated whilst speaking.

7a



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

Finance & General-Purpose Committee (FGPC)
Minutes recorded on Wednesday 12th February 2025 at 7:00pm.

MINUTES

Present: Cllr Trevor Colbourne (Chair). Cllr Barry Hobbs. Cllr Barry Read
Cllrs Christine Edwards. Cllr Cooper (voting to 5)

Also, Present Mr. Adam Lowe (Clerk to the Council)

FGPC25/09 The Chairman opened the meeting, nothing new to update,
the Chairman welcomed everyone for their attendance

FGPC25/10 Apologies. Cllr Ainslie. Cllr Shaw. Cllr Thompson.
Proposed Cllr Edwards. Seconded Cllr Hobbs. Carried.

FGPC25/11 Declaration of Members' interests and applications for dispensation. None.

FGPC25/12 To confirm the minutes of the Committee 19th February 2025 meeting.
Proposed Cllr Hobbs. Seconded Cllr Edwards. Carried.

FGPC25/13i No public present.

FGPC25/13ii No County Councillor present.

FGPC25/14 Clerks report, nothing reported that is not on the agenda.

FGPC25/15 Item 8, the accounting software was brought forward. The Chairman introduced this item,
and the Committee debated the options, as the current agreement is until March 2026 there
was not an urgency to consider a change. It was suggested that the Clerk visit and observe
other council that use the software from another provider.

The Clerk advised that this was the intention of having already been given a show and tell by
another provider.

FGPC25/16 Item 7. The Chairman led a session on the strengths and weakness of the current Risk
matrix. The session involved some breakout groups, and several views and ideas were
captured to enable the Clerk to work on a draft document. It was suggested that this is
brought back to Full council

FGPC25/17 The next Meeting is June 11th, 2025, at 7pm.

The meeting closed at 8.38pm

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



Uppingham Town Council
Town Hall, High Street East,
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Planning Committee (PC) Minutes recorded on
Wednesday 19th March 2025 at 6:30pm.

MINUTES

Present: Cllr Barry Hobbs (Chair). Cllr Mark Shaw. Cllrs Christine Edwards.
Cllr David Ainslie BEM (ex officio). Cllr Simpson BEM.

Also Present: Mr Adam Lowe (Clerk to the Council).

PC25/01 Apologies. NONE

PC25/02 Declaration of Members' interests and applications for dispensation. NONE

PC25/03 There was 1 member of the public present.

PC25/04 To confirm the minutes of the Committee's 25th September 2024 meeting.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

PC25/05 Item 5. Planning Applications – Decisions.

(i) 2025/0271/ADV PROPOSAL: Following a discussion it was Proposed Accept after considering the Planning considerations.

Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried.

(ii) 2025/0255/FUL: PROPOSAL: Following a discussion it was Proposed Accept after considering the Planning considerations.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

(iii) 2025/0210/FUL. PROPOSAL: Following a discussion, it was Proposed Accept after considering the Planning considerations.

Proposed Cllr Shaw. Seconded Cllr Mankowski. Carried.

PC25/05 (iv) 2025/0270/MAR. PROPOSAL:

PC25/05 (iv.a) The proposal of the Committee is a recommendation to Full Council that rather than recommend refusal of the application, the Committee welcome the collaborative approach with the developers and find that there is much to be commended in the application, however the Committee observations propose the following amendments are recommended by Council to the developers. If we can deal with these concerns by collaboration, it will avoid the need for an independent design review. The Committee notes that the proposed housing density is in line with the existing Neighbourhood Plan.

Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried

- PC25/05 (iv.b) Rendering is not used as part of the design plan on any property. Rendering becomes 'dirty' and is not maintained by all homeowners, resulting in a deterioration of the visual impact.
- Proposed Cllr Edwards. Seconded Cllr Simpson. Carried
- (iv.c) The proposal is that the green area at the north end of the development would be more suited to the centre of the site, this would break up the large blocks of houses allowing public open space and appropriate planting. The massing of houses is overbearing; it is suggested these are broken down into smaller clusters where the density would be more in line with the NHP where the desire is to see more green spaces incorporated into the site.
- Proposed Cllr Mankowski. Seconded Cllr Ainslie. Carried
- (iv.d) The Planning Officers' attention is drawn to the northwest of the development, the proposed plan appears to show the Saxon Barrow is to be built over.
- Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried
- (iv.e) The committee consider that the site will benefit from a substantial increase in tree planting as shown on the plan but not in the tree schedule. The committee ask that the tree schedule is reflected on the finished development.
- Proposed Cllr Mankowski. Seconded Cllr Ainslie. Carried
- (iv.f) The plans should reflect an adopted road at the northeast corner of the development as previously discussed with the developer.
- Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried
- (iv.h) The proposal that as well as passing the recommendation to Full Council, these recommendations are shared with Davidson Homes.
- Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried
- PC25/06 Item 6. The committee noted the following decisions.
- (i) 2025/0034/FUL. These were to note only.
- PC25/07 Item 7. Appeals. NONE
- PC25/08 Item 8. The committee noted the Tree Preservation Order No. 30. TPO2024
- PC25/09 Item 9. The next meeting is 21st May 2025 at 6:30pm.
- The meeting closed at 7.35pm,

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



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

Neighbourhood Plan Sub Committee (NHPSC) Minutes recorded on
Wednesday 26th March 2025 at 7pm.

MINUTES

Present: Cllr Barry Hobbs. (Chair) Cllr David Ainslie BEM. Cllr Mark Shaw. Cllr Ron Simpson BEM. Dr Daniel Pickering. Mr Malcolm Touchin. Mr Bob Fisher. Mrs Deborah Martin. Mr Howard Thompson. Mr David Caswell. Mr John Leslie. Mr Stephen Taylor.

Also Present: Mr Adam Lowe (Clerk to the Council)

7.00pm

NHPS25/11 Chairman opened the meeting and welcomed everyone to the first meeting. The Chairman thanked everyone present for their time and commitment. There was an introduction by each person present.

The Chairman requested the Conformity Agreement to be signed. These were distributed and duly signed.

NHPS25/12 Apologies: Cllr Trevor Colbourne. Cllr Andrew Mankowski. Mrs Carolyn Cartwright. Mr Nick Townsend.

Proposed: Cllr Shaw. Seconded Cllr Ainslie. Carried

NHPS25/13 Declarations of members' interests and applications for dispensations. Predeclared were noted for Cllr Ainslie, Cllr Shaw, Cllr Hobbs. Cllr Simpson.

NPS25/14 To confirm the minutes of the NHPS meeting held on the 22nd January 2025.

Proposed: Cllr Shaw. Seconded Cllr Ainslie. Carried

NHPS25/15 Consider the responses to the post hearing proposed modifications.

The committee debated the modifications. The following recommendations to Full Council were made, and that these comments are incorporated as the response.

NHPS25/15i The Neighbourhood Plan Subcommittee has considered the suggested reply from Colin Wilkinson to the Examiner on the responses to Representations on the proposed modifications of the Uppingham Neighbourhood Plan.

The subcommittee thinks that Colin has neatly dealt with the remarks by Leicestershire County Council in pointing out that their comments were not relating to matters that were the subject of modifications. The subcommittee just wondered if the Town Council needed to bring this out more in Appendix 1 as the Examiner has apparently specifically asked us to comment upon their representation. The subcommittee was very surprised to see a response from Leicestershire County Council and believe that it was completely inappropriate of Rutland County Council (RCC) to even ask Leicestershire County Council for their views. The subcommittee felt that this was a political move linked to the Government's "Devolution" proposals. The Leader of Rutland County Council has made no secret of the fact that she favours a merger with Leicestershire even though there is a second option of a merger with Lincolnshire on the table and outlined on the RCC website. The subcommittee notes that Lincolnshire County Council were not asked for their opinion on our Neighbourhood Plan modifications (although in their opinion neither County Council should have been invited to comment, nor indeed any other potential future partners). The representation from Leicestershire County Council includes reference to "design and construction standards" and makes the claim that these are not specifically detailed and targeted and that builders will assume that Part L of the building regulations will apply. It is the subcommittee's contention that Leicestershire County Council have not properly referenced Policy OH5 in the Regulation 16 Submission Version which sets out a very detailed policy and makes reference to the RCC Supplementary Planning Document. This is reproduced it below:-

The Rationale

This approach is also supported by the references to design in the NPPF (Ch. 12 – Achieving Well Designed Places). In addition, guidance states that proposals should consider scale, both the overall size and mass of individual buildings and spaces in relation to their surroundings. It adds that decisions on building size and mass, and the scale of open spaces around/between them, will influence the character, functioning and efficiency of an area. It is also important that sustainable development features, including EV charging points are included in developments. This policy provides important local details relevant to the distinct character of Uppingham. It will be applied alongside the RCC Supplementary Planning Document (November 2021- Design Guidelines for Rutland). There are many attractive villages in Rutland with a character based on vernacular architecture and materials, but Uppingham is a significant larger settlement in its own right. The traditional vernacular elements are present in the town, but the individual character of the built environment is further defined by topography, the role of larger institutions such as Uppingham School and the historic market, and administrative functions of the town.

Policy OH5: Design and access standards

Proposals for new housing developments proposals will be expected to:

- (a) Make a positive contribution to the local distinctiveness and character of Uppingham. Proposals should reinforce local identity and not have an adverse impact on the street scene and the landscape/townscape character of the area, taking account of valued landscape, townscape and heritage characteristics, including views;**
- (b) Be of an appropriate scale, density and massing, using materials reflecting the area;**
- (c) Provide sufficient private amenity space, suitable to the type and scale of development;**
- (d) Retain and incorporate important on-site features, such as trees and hedgerows and incorporate, where possible, nature conservation and biodiversity enhancements;**
- (e) Demonstrate compliance with the Manual for Streets guidance and relevant Rutland County Council highways standards and guidance;**
- (f) Perform positively against national sustainability standards;**
- (g) Ensure that streets and spaces are attractive, safe, easy to use and navigate and that they encourage people to walk and cycle, including connectivity to Town Centre to encourage integration, utility and recreation opportunities;**
- (h) Ensure that parking is well integrated and does not dominate the street scene;**
- (i) Ensure safe and easy access for emergency vehicles;**
- (j) Include ducting or other appropriate measures to enable (current and future) householder choice on IT services.**

As part of its consultative role on planning applications and in support of the Neighbourhood Plan, the Town Council will require an individual design review on any development of 25 dwellings or more or any single building of more than 1000 sq. m. Such reviews should be carried out by an appropriately qualified independent body and conducted within the design review guidelines of this plan at the applicant's expense.

Proposed: Cllr Anslie. Seconded Cllr Shaw. Carried

NHPS25/15ii The subcommittee now turns to the response of Historic England.

The subcommittee felt strongly that the comments did not relate to modifications and should not therefore be considered. However, the subcommittee thinks that Colin's suggested response of "The Uppingham bypass proposal remains an important ambition for the town, but at this stage the alignment is purely indicative" sums up the situation perfectly. However, the subcommittee is very disappointed that Historic England have made the claim in their response that "we note an indicative route of a by-pass has been added to the plan, which did not appear in previous iterations." This is simply not true as reference to page 24 of our Regulation 16 Submission Version shows under policy U-HA1 where we state "A map of the proposed allocation follows the policy. (NB The potential layout for a potential future road connection is shown for illustrative purposes only)". Historic England also go on to claim that "There is currently not an evidential basis to support the bypass line". Again this is not factually correct as Appendix 1 on page 61 clearly references "-2021 Arup Uppingham bypass study (Commissioned by Uppingham Town Council)" The subcommittee feels that this type of response, which appears to have been written without properly researching the submission version in detail, is insulting to all of those who have worked so hard on this Neighbourhood Plan. It was further noted this was not commenting on the modifications.

Proposed: Cllr Ainslie. Seconded Cllr Shaw. Carried

NHPS25/15iii Finally the subcommittee turn to the Response by Rutland County Council, which again, they feel that Colin has answered very neatly. The only addition that the subcommittee can propose here is in connection with the desire to use local providers for the S106 housing. Here they believe that the Town Council will have every sympathy with RCC in their contention that *"It is not justified to seek to limit this provision to just local providers as only 2 providers are based in Rutland with particularly limited capacity, compared to around 8 elsewhere"*. Noting RCC's further statement *"We are encouraging of local providers but cannot rely solely on these,"* the subcommittee would like to propose that instead of deleting the words "working with local providers" completely we instead change it to "working with local providers where possible".

Proposed: Mr Caswell. Seconded Rr Taylor. Carried with 9 for and 3 abstained.

NHPS25/15iv In regard to the paper Appendix 1: Response to Examiner prepared by Mr Colin Wilkinson on behalf of the Council, in the second paragraph, line five, the word reasonable is changed to significant, with an additional comment.

The Line to read:

'The Town Council expects a significant proportion of the CIL receipts the County Council receives to be directed to improving services in Uppingham, such as healthcare and education, which is in keeping with Uppingham status as the second largest settlement'.

Proposed: Mr Caswell. Seconded Mr Taylor. Carried

The Chairman thanked everyone for their commitment before closing the meeting.

The meeting closed at 08:08pm

Date of Next Meeting TBC

Signature.....

Date.....



Agenda Item



Agenda item No: 09	Meeting of: Full Council
Appendix: 09a	Date of the meeting: 02/04/2025
Strategic Aim:	
Report Author: Clerk to the council	Title: Disabled Access.
Subject : Turning the Town Hall west side fire door conversion to a disabled access.	

The Council requested a quote for turning the Town Hall Fire Door into a disabled access with push button access.

The quote is attached. There would also be a requirement to enable easier access for mobility and wheelchair users into the carpark, quotes and information regarding this is being sought.

Guarantees

The Tormax operator 1 year

Powder coated finish 25 years

Double-glazed units 5 years

Installation 12 months

The proposal:

The Council instruct the Clerk to have the work undertaken as per the quote. £8.229.00 + vat

The Council authorise the payment of the invoice upon completion of the work.

Proposed..... Seconded.....



Quotation WC8014-25

WINDOW CONCEPTS
architectural glazing

Date 13 March 2025

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

For the attention of Adam Lowe

Project Single Door with Automatic Swing Operator.

Dear Sir

Thank you for your recent enquiry and our subsequent meeting on site. We now have the pleasure in submitting our costings as follows

We will attend the site, supply and fix into prepared structural openings, purpose-made manufactured from the Senior Architectural Systems Range as product specification all produced by the specifications as follows, and all aluminium polyester powder coated to any single standard colour from the Interpon D colour range

Product Specification

Senior Architectural SPW501

The SPW501 system has been designed to provide a high-performance commercial door and framing solution capable of being manufactured in single, double, and emergency door types and utilising low thresholds and a variety of options such as radius anti-finger trap stiles. It is a thermally broken polyamide framing system, capable of accepting glazing up to 28mm thick depending on weight.

All aluminium sections are extruded using Aluminium Alloy 6060 or 6063 T6 to BS EN 755 part 9 2008.

Polyamide thermal barriers are manufactured in accordance with PA66 GF25.

Gaskets are manufactured in accordance with BS3734.

Weather Rating Differing door configurations produce different ratings. Please consult our technical department.

U Value Fully glazed 2.1W/m2K

U Value With mid rail 2.2W/m2K

PAS23/24, security hardware available

Automation solutions are also available.

Window Concepts Limited
Unit 1 Aerial Way | Hucknall | Nottinghamshire | NG15 6DW
t: 0115 970 1000
e: enquiries@windowconcepts.co.uk
w: www.windowconcepts.co.uk



Glazing Federation



Approved Contractor
CHAS UK



APPROVED
WINDOW & DOOR INSTALLER



Certificate No. 13031



Certificate No 117812678

The TORMAX i-Motion 1201 operator, suitable for operating single leaf swing door up to 240Kg at 1.2m wide and will provide continuous operation under the most arduous conditions. The operator is electro-mechanical and incorporates the microprocessor controls within the casing, where opening and closing speeds, damping at each end of the travel are all fully adjustable. A 150mm transom is required to which this unit will fix. The Transom must be suitable to provide structural fixing of the unit.

Unit construction SBD

Supplier	Saint Gobain
Specification	6.8/16/6 Laminated + Argon + Toughened outer pane
Centre pane	1.0 W/m ² K 0.71
Spacer	
Supplier	Saint Gobain
Spacer bar	Swisspacer V
Heat Transfer	0.039W/m ² k

Schedule Of Works

We will visit the site to remove the existing doors and outer frame

The replacement process will include the following:

- Installing single door and side screen the door will have anti-finger trap stiles.
- Door to have 2no Adams Rite deadlocks with euro profile cylinders, all adhering to Secure by Design standards.
- Clear glass for both top and bottom panes, with a 6.8mm laminated outer pane.

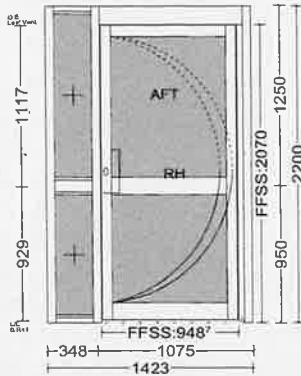
Additionally, we will supply and install one Tormax 1201 automatic door operator frame fixed, equipped with overhead safety sensors. The doors will be operated via push pads from both the internal and external sides. We will require a 240V fused spur installed near the door operators.

Finally, we will supply and fix one Tormax barriers (1000mm) onto a suitable concrete pad, which will be provided by others. Please see the attached documentation for details.



Pos Automatic Doors

1 Pcs. Door Element 1423 mm x 2200 mm, Consisting of Two Fixed Fields and a Single Pivoted Anti-Fingertrap Door.



Scale 1:50

Exterior View

System: Senior SPW 500/501 SPW 500 Standard

Door Description:

Single Pivoted Anti-Fingertrap Door Right Hinged

Colours:

Profiles: Painted

Filling:

4 Pcs. 2x6mm 6mm Tough Clear U=1.0
Black Warm Edge - ARGON
6mm Clear TGH S1

1 no Glass Barriers on right side of the door



Total Cost £8,229.00plus VAT

We have included the following

Full site survey to determine the actual manufacturing dimensions.

Prepare for approval of working and manufacturing drawings.

Method Statement and risk assessment.

All installations by employed fully trained operatives

We have not included for the following.

Suppling scaffolding or Scissor lift to provide safe access to carry out the described work.

Any Aluminium flashings or trims that may be required, we will recommend if any are required during survey.

We would assume that an asbestos survey has been carried out and that the area to be worked will be free and safe to work.

We have not included for making good internal plastered



Programme

Subject to confirmation at the time of ordering.

Insurance

Employers Liability Limit of Indemnity.	£10m
Public Liability Limit of Indemnity.	£5m
Products Liability Limit of Indemnity.	£5m
Professional Indemnity.	£2m

Terms and Conditions

The above price does not include Value Added Tax, which will be added at the rate applicable at the date of invoice. we leave our quotation open for acceptance for a period of 60 days

Installation Notes

- 1) Pointing to the perimeter of our frames is included to the outside only and shall be 1 part silicone to the standard range of colours with joint size not to exceed 10mm x 6mm
- 2) Our offer is based upon work being carried out in one continuous site visit with uninterrupted access to working areas. Further visits may be chargeable.
- 3) Whilst our operatives would take every care and attention in carrying out this contract, we cannot be responsible to damage to apparently sound materials. No sum is included for protection of property and personnel around the working area.
- 4) Our quotation includes taking site dimensions if applicable
- 5) Normal working hours are allowed only. Monday – Friday 8.00 am to 5.00 pm
- 6) Please note that we shall require 5-6 week's notice to commence on-site from drawing approval to allow us sufficient time to finalise fabrication/procurement and mobilise site labour. This is subject to change depending on the load please contact a more accurate timescale.

Terms

Payment TBA

We trust the above quotation meets with your approval. If you require any further information please do not hesitate to contact the undersigned.

Yours faithfully,

For and on behalf of Window Concepts

Paul Burghart

paul@windowconcepts.co.uk

IMPORTANT NOTES TO BE READ IN CONJUNCTION WITH THIS QUOTATION**SECTION A**

- 1) Our prices are open for acceptance for sixty days from the date of this quotation and are fixed for three months. Our prices are net of main contractor's discount and do not include VAT which will be payable at prevailing rates. Any cost fluctuations incurred after the expiry of the fixed price will be based on actual cost incurred, we do not accept construction industry cost indices.
- 2) Subject to obtaining satisfactory credit facilities, our payment terms are strictly 30 days from date of invoice. We reserve this right to charge interest on late payments in accordance with statute and suspend our works and/or withdraw credit facilities at our discretion if you fail to pay within terms.
- 3) Our price is based on an order being placed for all items as set out in this quotation and materials are optimised as such. Any alterations to sized and or quantities (either increase or decrease) could result in additional charges due to increase waste and reduced optimisation of materials. Alteration to one particular item may affect others that haven't been subjected to change due to shared components and or resources.
- 4) Our offer is based on the above-mentioned systems and specifications which may not in all respects conform to your specification, however should our price be of interest, we will be pleased to discuss this in further detail.
- 5) We have not as this stage examined in detail any of the other documents/conditions etc..., included with your enquiry and whilst they are generally acceptable, these would be subject to our full examination and acceptance prior to them forming part of any Sub-contact between our two companies. We would be pleased to discuss this further if our price is of interest.

SECTION B

- 6) Drawings
 - 6a) We have included for completing the drawings for this project based on the following criteria
 - 6b) First set issued for reviewing and marking up by the architect and design team
 - 6c) The second set will be issued with all relevant revisions completed in accordance with the design team's requirements.
 - 6d) All other revisions necessary after the second set has been issued will be charged for at an agreed rate.
 - 6e) Drawing work will only commence upon receipt of all necessary information.
- 7) We are unable to ensure free licence is granted in respect of copyright covering designs, details and materials etc..., provided by our suppliers. However, we are quite confident that our suppliers will allow free use of same providing any materials that are employed are obtained from them or their agents.
- 8) Only where specifically stated in our quotation cills/pressings are provided to curtain walling, windows and doors. Cills would be formed in 16swg pressed aluminium with a maximum girth of 150mm and to include up to 3 no bends.
- 9) Brackets (where included) would be formed in 6mm mild steel/aluminium and be a maximum of 250mm deep.
- 10) Standard paint finishes have a gloss level of 30% for matt finish, 60% for satin finish and 80% for gloss finish
- 11) We do not include for mandatory manifestation markings to the glazing as laid down in Reg.14W (HSW) Regulation, 1992. We have assumed that these will be provided and applied in form of corporate decals by the client.
- 12) Where any fire rated boundary conditions are referred to no allowance for fire rated products have been made, unless specifically mentioned within our quotation.
- 13) Doors within our bid will be as your drawings/specification and bill pages. Specific details relating to the Disability Discrimination Act (DDA) will be allowed for only where clearly stated. General blanket requests to comply with DDA cannot be accepted due to individual interpretation and local building control.
- 14) Commercial double action pivot doors are not performance tested to a specific weather rating. Site exposure and design configuration should be taken into consideration to alleviate problems of wind and water ingress.
- 15) Our quotation includes for glass as specified; however, we would like to point out that tinted or laminated factors such as shadows being cast on the glass, the colour of the gridwork, location of blinds, heater etc.
- 16) Glass units comprising soft-coated glasses require edge deletion of the performance coating to ensure longevity. The deletion is subject to manufacturing tolerances. You are advised that a visible variance may appear for which we cannot be held responsible.
- 17) Ceramic glass and spandrel panels come either as single or double-glazed panels and can be combined with insulation to give a wide range of 'U' values. The purpose of ceramic glass is to cover backing walls and / or services. For the purposes of the visual inspection standard they should be viewed from a distance of 3metres and at 90° to the panel from the non-coated side of the glass. **They should not be viewed in transmitted light.**
- 18) There are pinholes in ceramic coat and a variance in paint density due to the application method. The pinholes and paint variances are inherent in spandrel panel production and can be most easily seen by holding the glass up to the light and viewing from the coated side.
- 19) On specific request under your instructions the manufacturer on receipt of all necessary information and finalisation of details will carry out thermal safety assessment of the glass. Any alterations to specifications and / or design to comply with glass manufacturer's recommendations will be subject to cost variations.
- 20) Sloped roofs
 - 20a) Sloped roofs under 15° - Condensation surface tension on glass surfaces may not allow carriage of condensation into collection system. The surface tension may be too weak and drop from glass onto floor below - Not pleasant for occupant in these areas. Reference BS5516
 - 20b) Sloped roofs under 10° - Along with condensations problem internally, the external glass surface may not self



clean effectively leaving residue in certain areas.

- 20c) Sloped roof under 5° - Along with condensation problem internally, the external glass surface may have 'ponding' Occurring due to negative pressure etc.
- 20d) We strongly recommend that roofs have a minimum pitch of 15° to avoid water penetration issues associated With 'flat roofs. Anything under 15° will be deemed a 'flat roof' and therefore will not be guaranteed.
- 21) Any acoustic performance of our products applies to the glazing only and does not include the framework or sealants.

SECTION C

- 22) Where there is a possible fall hazard an internal safety barrier/rail or such like pedestrian guarding by others is required in front of our glazing to provide protection from falling.
- 23) In respect of air permeability, we have allowed for an external weather and air seal between our works and the surfaces to which our works abuts. We do not include for an internal seal to the inside surfaces of the cladding / structure and can accept no responsibility for air leakage from the finished building other than solely through our works.
- 24) Provision to site storage/containers is **not included** for in our costs. If we require to provide these the **additional costs** will be incurred.
- 25) Vertical distributions if materials are required by the MC to projects at height.
- 26) No allowance has been made for a job specific concise lifting plan unless specifically stated for in our quotation. Please contact ourselves for a price if required.
- 27) We include for protection of out main aluminium sections of using a low tack tape. This does not however protect against mortar or the likes. The removal of this protection from the external face upon completion of our works is included. We do not however allow for any return visit to affect the removal of the tape once our men have finally left site. (Glass does not incorporate any protection). We do not include for cleaning, maintaining or protecting the works thereafter or for washing and polishing glass prior to issues of Certificate of Practical Completion.
- 28) Final cleaning is deemed the responsibility of others. Cleaning should be carried out by competent individuals and carried out in the appropriate method. Any damage caused by incorrect cleaning methods is not the responsibility of ourselves.
- 29) We have not allowed for any testing whatsoever either on or off site. If any testing is required, extra costs and time within our programme will be required.

SECTION D

- 30) We consider the Liquidated and Ascertained damages in the Main Contract are disproportionate to the value of our tender to the extent that they would become a penalty if applied to us. For this reason, our tender is conditional on our total liabilities for non-completion of our works within the agreed period being limited to 1% of our tender sum for each complete week that our works remain incomplete and for which we are not entitled to an extension of time under the provisions of the contract.
- 31) This quotation and our acceptance of any contract are on the basis that the Housing Grants, Construction and Regeneration Act (1996) will apply.
- 32) We have endeavoured to interpret your requirements correctly, if however, you have any queries whatsoever, please do not hesitate to contact the writer





Belle & Beqster Enterprises Ltd

4 Blenheim Court, Suite 100 Peppercorn Close, Peterborough, Cambridgeshire,
United Kingdom, PE1 2DU

Adam Lowe, Town Clerk
Uppingham Town Hall
Uppingham
RUTLAND
LE15 9PY

02 March, 2025

Dear Adam,

Re: Grant Aid 2025

This letter certifies that the of Directors of Belle and Beqster Enterprises Ltd (trading as Curtain Upp Stage School) has reviewed and approved the enclosed application to Uppingham County Council for funding under the Grant Aid programme for 2025.

The Directors are committed to ensuring that the proposed services will be provided and that qualified staff will be recruited appropriately trained and have sufficient skills and resources to effectively implement the expanding programme of classes at Uppingham Town Hall.

As residents of Uppingham, the Directors attest, as an applicant for Grant Aid, that Curtain Upp:

- serves the needs of the Uppingham community
- rents Uppingham Town Hall on a regular basis
- performs for free at both Uppingham Feast Day and Christmas in Uppingham
- performs at Spotlight and Uppingham Theatre
- makes efforts to raise additional funds for further growth
- invites Council members to visit our preparation classes for this and future community events

With thanks,

Helen Becque
Director, Belle and Beqster Enterprises Ltd
Trading as Curtain Upp Stage School

M: (07958) 740-220

E: helen@curtainupp.co.uk

W: curtainupp.co.uk



UPPINGHAM TOWN COUNCIL

Town Clerk: Deborah Bettles

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:	Curtain Upp Stage School	
Name of Representative	Helen Becque	
Telephone Numbers:	Main -	Mobile - 07958740220
Email Address:	helen@curtainupp.co.uk	
Address of Organisation:	4 Blenheim Court, Suite 100 Peppercorn Close, Peterborough, Cambridgeshire, United Kingdom, PE1 2DU	
Address of Representative:	14 Stockerston Crescent, Uppingham, Rutland, LE15 9UB	
To whom should the grant aid cheque be made payable to?	Belle and Beqster Enterprises Ltd	

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

Our Curtain Upp Elite Team consists of a number of dancers who like to take extra dance classes because they enjoy it so much. This is an inclusive group based on dedication and passion for dance. The dancers do not take part in an audition to be part of the group and range from age 5-15 years old. We would like to take a group of 30 dancers to perform in a show at His Majesty's Theatre in London. It is such an incredible opportunity to dance on such an iconic stage. The stage that is currently hosting Phantom of the Opera.

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

This is a unique opportunity that will predominantly benefit the dancers in so many ways. They have performed many times in Rutland in both free community shows and dance school productions. Last year they were privileged to dance at The Blackpool Tower Ballroom (due partly to the help of the Uppingham Town Council Grant Aid). To take their skills to another wonderful venue alongside other dance schools will be a great experience and will hugely impact their confidence and performance skills. This type of experience helps to reinforce friendships, build resilience and improve their dance skills. The show will really bring our dancers together and teaches them about working as a team and also supporting one another as it can be quite nerve racking and over whelming.

It will also be a lovely way for them to spend time with their dance friends and be inspired by other dancer professionals. It will be a very proud experience for their parents and the teachers of

Curtain Upp Stage School. I hope that some of our dancers will perform professionally in the West End one day and an opportunity like this really does help to make that dream come true.

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

The feedback from the dancers and their parents will be the best way to know if the project was a success. But I am very confident this will be an experience they will never forget.

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

Attached are quotes for:

I have attached the quote for the coach and a screen shot of the prices of costumes being purchased.

Part 6 – How much are you applying for?

We would like to apply for £700 please.

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

I have made successful a application to Heidelberg Materials who have donated the £1050 for the children to take part in the event (£35 each).

I have also made a successful application to The Windmill House Trust who have awarded us £964 towards the coast transport, costumes and commemorative t-shirts for the event.

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

Coach £470
Costumes £230

As the event is in June, it would be preferable to receive any finding you kindly decide to give as soon as possible.

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

We have done some cake sales already and will continue fundraising as much as we can to make this opportunity possible for our dancers.

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.

Dates of the accounts for Belle and Beqster Enterprises Ltd December 2023. Curtain Upp Stage School are a small percentage of these accounts.

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

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	No
B	Do you agree to confirm that the funds have been used for the specific purposes set out in this application?	Yes	No
C	Do you consent to provide an update for the annual town meeting held in May each year if requested to do so?	Yes	No

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):

J. Beqster

Full Name: Helen Becque

Signature:

Date: 02/0803/2025

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

10 C

Bland's (Rutland) Ltd

Movement Details

Client ID Client Company Client Ref 1 Client Ref 2	CurtainUPP H Becque Curtain Upp Stage School	Private Hire ID Movement ID Status Passengers Distance	6493 11677 Firm 36
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First Pick-up Pick-up Date Single Journey Vehicle To Stay	CO-OP Uppingham, Oakham, LE15 Sun 01/06/2025 Time 09:00 No Yes	Destination Arrival Date Leave Date Back Date	His Majesty's Theatre, London, SW1Y 4QL Sun 01/06/2025 Time Sun 01/06/2025 Time 21:00 Sun 01/06/2025 Time
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First Pick-up Instructions	Destination Instructions
CO-OP North Street East Uppingham, Oakham, UK	His Majesty's Theatre, Haymarket, London, UK

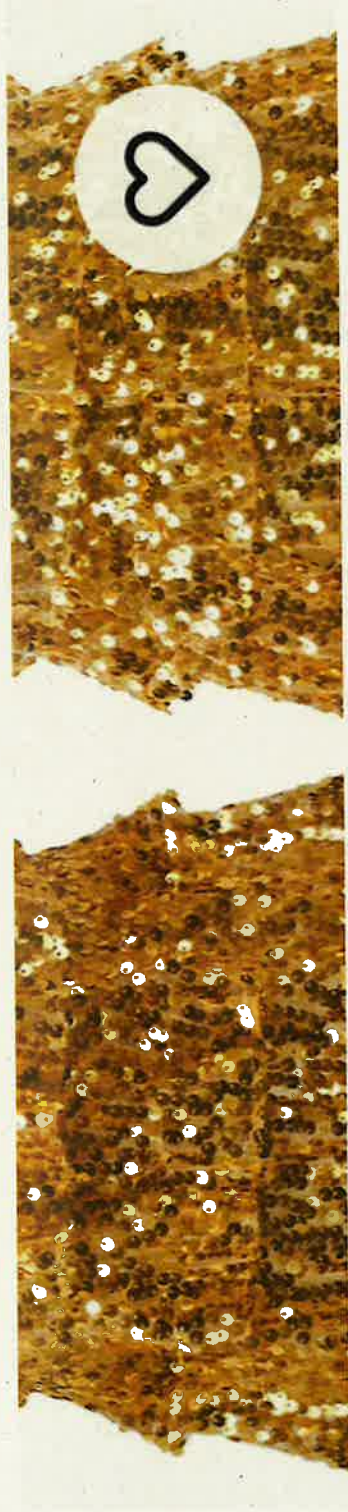
Seats	Vehicle Description	Vehicle No	Price	VAT %	VAT	Total
49	Executive Coach	1	£1,290.00	0	£0.00	£1,290.00

Quantity	Description	Unit Price	Price	VAT %	VAT	Total
1	Parking Fee (LDN)	£45.00	£45.00	0	£0.00	£45.00
1	Day Room	£75.00	£75.00	0	£0.00	£75.00
Movement Totals			£1,410.00		£0.00	£1,410.00

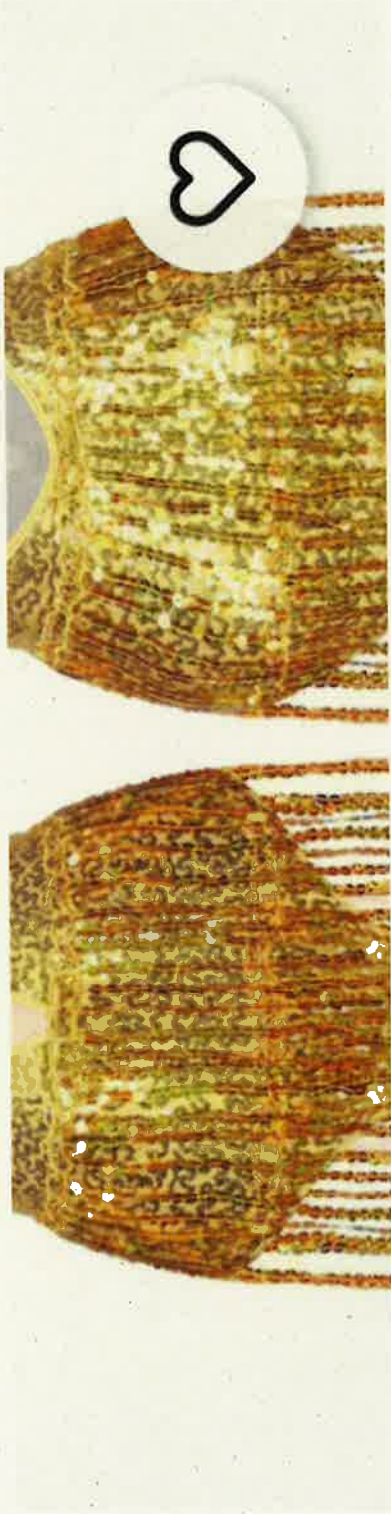
Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

Route	Further Requirements
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If you could please give me a price for the 49 seater aswell. I do not know number of passengers. Ideally we would take dancers, chaperones and parents together, but it would depend on how many parents will want to travel.



Girls Shiny Sequins Halter Neck Shorty Unitard Dress Jazz Hip Hop Dance Costume

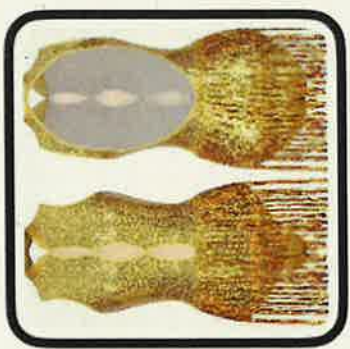


Product Information

Size Chart
 The equivalent size to your measurements.
 All measurements in Centimeters (cm) unless
 otherwise indicated by the size chart.

Size	Bust	Waist	Hip	Length
S	80cm	65cm	85cm	47cm
M	85cm	70cm	90cm	47cm
L	90cm	75cm	95cm	47cm
XL	95cm	80cm	100cm	47cm
XXL	100cm	85cm	105cm	47cm

Measurements shown in (cm) (cm) (cm) (cm) (cm)



Womens Sequins Tassel Leotard Sleeveless Backless Fringed Bodysuit Dance Costume

10e