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|   | TOTAL                |
|---|----------------------|
| <b>Fixed Asset</b>  |                      |
| Tangible assets   |                      |
| Computer equipment  | 9,026.49             |
| Office furniture  | 8,155.18             |
| <b>Total Tangible assets</b>                                | <b>£17,181.67</b>    |
| <b>Total Fixed Asset</b>                                    | <b>£17,181.67</b>    |
| <b>Cash at bank and in hand</b>                             |                      |
| Lloyds - BBe Debit 4138                                     | 4,710.47             |
| Lloyds - BBe Deposit  | 5,006.98             |
| Lloyds - CU Fundraising and Donations                       | 464.71               |
| MBNA - BBe Credit 8091                                      | -8,457.64            |
| Payoneer - BBe (deleted)                                    | -1.53                |
| PayPal - BBe  | 244.39               |
| Petty Cash - BBe  | 48.74                |
| Petty Cash - CU   | 40.00                |
| <b>Total Cash at bank and in hand</b>                       | <b>£2,056.12</b>     |
| <b>Debtors</b>  |                      |
| Accounts Receivable - EUR                                   | 0.00                 |
| Accounts Receivable - GBP                                   | 1,828.62             |
| Accounts Receivable - USD                                   | 0.00                 |
| <b>Total Debtors</b>  | <b>£1,828.62</b>     |
| <b>Current Assets</b>                                       |                      |
| Uncategorised Asset   | 6,603.75             |
| Undeposited Funds   | 0.00                 |
| <b>Total Current Assets</b>                                 | <b>£6,603.75</b>     |
| <b>NET CURRENT ASSETS</b>                                   | <b>£10,488.49</b>    |
| <b>Creditors: amounts falling due within one year</b>       |                      |
| Trade Creditors   |                      |
| Accounts Payable  | -129.37              |
| <b>Total Trade Creditors</b>                                | <b>£ -129.37</b>     |
| Credit Cards  |                      |
| Amex - BBe Credit 2000                                      | 1,724.20             |
| Bounce Back Loan - BBe                                      | 14,197.99            |
| Hfx One - BBe Credit 0977                                   | 0.00                 |
| Pulse - BBe Credit 1020                                     | 0.00                 |
| <b>Total Credit Cards</b>                                   | <b>£15,922.19</b>    |
| Current Liabilities   | £ -125,148.37        |
| <b>Total Creditors: amounts falling due within one year</b> | <b>£ -109,355.55</b> |
| <b>NET CURRENT ASSETS (LIABILITIES)</b>                     | <b>£119,844.04</b>   |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>                | <b>£137,025.71</b>   |
| Accruals and deferred income                                | -6,416.26            |
| <b>TOTAL NET ASSETS (LIABILITIES)</b>                       | <b>£143,441.97</b>   |
| <b>Capital and Reserves</b>                                 |                      |
| Opening Bal Equity  | -164,439.80          |
| Retained Earnings   | 305,597.68           |
| Profit for the year   | 2,284.09             |
| <b>Total Capital and Reserves</b>                           | <b>£143,441.97</b>   |

## Curtain Upp Stage School

### Balance Sheet

**Safeguarding and Child Protection Policy**

**Curtain Upp Stage School**

At Curtain Upp Stage School we recognise that the welfare of children is of paramount importance. We have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the Children Act 1989 and 2004 and the Education Act 2002.

A 'child' is anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child.

At Curtain Upp Stage School we believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs and that no child, or group of children should be treated any less favourably than others in being able to access the services and support to meet their needs.

All staff and volunteers have a strict duty never to subject a child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct.

Children and their parents/ carers who attend Curtain Upp Stage School may view our policy where appropriate and a copy will always be kept at Uppingham Town Hall.

**Designated safeguarding lead:**

The designated safeguarding person (DSP) within our organisation is Mrs Helen Becque

The Designated Safeguarding Person will advise members of staff and visitors to Curtain Upp Stage School on best practice and expectations. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities.

All staff and volunteers at Curtain Upp Stage School should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children and young people, including how to raise concerns with both children's social care and the police. Staff and volunteers shall be made aware of this through regular termly meetings.

**Overview of responsibilities:**

All staff and volunteers must report all concerns to the designated safeguarding lead at the nearest available opportunity.

It is the responsibility of all staff and volunteers at Curtain Upp Stage School to take steps to protect children, to keep them safe from hazards and to take appropriate action in the event of an accident.

It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our organisation and our staff and to report any incident of or suspicion of abuse to the Designated Safeguarding Person or in their absence to the appropriate statutory authority.

All staff working at Curtain Upp Stage School who have contact with children and young people are required to hold a valid, clear DBS check.

### **Safeguarding and promoting the welfare of children and young people means:**

Protecting children from maltreatment, preventing impairment of a child's health or development, ensuring that children are growing up with the provision of safe and effective care and taking action to ensure that children have the best life chances.

At Curtain Upp Stage School we will do this by:

- Identifying and responding to concerns about a child or young person
- Providing a safe and happy dance environment
- Supporting development through dance in a way that fosters a sense of belonging / sense of self/ sense of community/ sense of independence
- Supporting young people to communicate freely with us, supporting their communication methods, providing time and space to talk
- Fostering an environment of trust and building appropriate professional relationships

### **Consent and information sharing:**

Issues of consent are essential to effective safeguarding practice. Additional consent must be sought for any activity that is out of the usual parameters of our work. Basic consents for day-to-day activities will be sought through enrolment process, and appropriate organisational guidance shall be provided to ensure those consenting have clear and transparent information on what they are consenting to.

Significant harm is no exception to this. Before making a referral to Children's Social Care parents or carers must be informed that you are doing so, including the reasons why and must be asked for consent to do this. It should be noted however that in cases where parents, carers or children do not agree to information being shared you are still able to refer to Children's Social Care without consent, but it is important to explain clearly to social care why consent cannot be established and to make a record of this.

Instances where you may not wish to seek consent are where:

- Discussion with parents/ carers could place the child or other members of their family at increased risk.
- The child is in immediate danger (e.g. requires medical attention)
- Having the discussion with parents may put you or another member of staff at risk.

It is often necessary to share information to provide support and prevent impairment or to protect a child from harm. Decisions to share will be appropriate, necessary, and proportionate. You must record your decision and the reasons for it, whether or not you choose to share information. If you decide to share you should record what you shared and who you shared with.

### **Child protection:**

Is part of safeguarding children and promoting welfare. It refers to activity that is undertaken to protect specific children who are suffering or likely to suffer **significant harm**.

This is about abuse and maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or by others (for example over the internet.) They may be abused by an adult or adults or another child/ children. Abuse may be physical, emotional, sexual, neglectful, or multiple types of abuse. Please see appendix A for definitions of types of abuse.

All staff and volunteers should be able to recognise and know how to act upon evidence that a child's health or development is being impaired or that the child is suffering or likely to suffer significant harm. All concern about harm must be recorded and shared with the Designated Safeguarding person.

No professional should assume that another will pass on information about the safety of a child. If a professional has concerns about a child's welfare and believe they are or are likely to suffer significant harm, they have a responsibility to inform Children's social care.

### **Definitions of abuse:**

**Physical abuse:** A form of abuse that may involve hitting shaking throwing poisoning burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately causes illness in a child.

**Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved inadequate, or valued in so far as they meet the needs of another person only, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that

are beyond the child's developmental capability, as well as the over protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (or cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

**Neglect:** The persistent failure to meet a child's physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development.

This is not a complete list, just examples. It is essential to remember it is not the role of staff or volunteers to determine whether abuse has taken place. It is simply to identify concerns and share them first with the DSP and then the Local Authority.

#### **Harm or the potential harm to a child may come to your attention in several ways:**

- Information given to you by the child, his/ her friends a family member or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' harmful situations through play.
- An injury may arouse suspicion if; it does not compare with the explanation given, different individuals give different explanations, the child appears anxious when discussing the injury, a child is pre mobile or has limited mobility and is bruised.
- Suspicion is raised as a picture of events is built up over time.
- A child or young person is known to be having contact with an individual/s that have been identified as presenting a potential risk of harm to children.
- A parent's behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child for example substance misuse.

#### **Managing a disclosure from a child:**

- Listen carefully
- Do not ask leading or probing questions
- Never stop an individual who is talking freely
- Never promise to keep a secret
- Be reassuring they have done the right thing in disclosing
- Following the disclosure record the information and pass it on to your DPS.

### **Seeking medical attention:**

If a child has a physical injury, and there are concerns of abuse, medical attention should be sought immediately. Any safeguarding concerns should be shared with ambulance or hospital staff and then must be reported to children's social care.

Nothing should be allowed to delay urgent medical treatment.

### **Referring a concern and your DSP:**

Our Designated safeguarding person will act on behalf of Curtain Upp Stage School in referring concerns or allegations of harm to Children's social care or the police as appropriate. If the designated safeguarding lead is in any doubt information should be shared with children's social care for a second opinion. It is not the role of the DSP to investigate only to collate information, clarify details of the concern and facilitate information sharing. In the absence of the DSP the individual who has the concern is responsible for contacting children's social care and the information should be shared with the DSP retrospectively.

### **Protection of children:**

At Curtain Upp Stage School we will make every effort to protect children from harm when they are visiting our setting/ attending our classes. We will do this through: Appropriate recruitment and selection procedures

- Provision of safeguarding training for all dance teachers.
- Assisting teachers are made aware of our safeguard policies and procedures.
- Ensuring all staff and volunteers hold clear current DBS checks and chaperone licenses.
- We will take all reasonable steps to ensure health safety and welfare for all those who access our organisation
- We will take all practicable steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.
- We will not harm or abuse children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.
- We will ensure good reporting to our DSP and onward to children's social care wherever we suspect harm and will foster an environment of good communication, transparency, and trust.
- A fire procedure is in place.
- An intruder procedure is in place.
- Dance teachers are first aid trained.

### **Allegations against staff members/ volunteers:**

If any member of staff has concerns about another member of staff or volunteer at Curtain Upp Stage School such as

- Believing they have behaved in a way that has harmed or may cause harm to a child
- Having possibly committed a criminal offence against or relating to a child
- Behaved toward a child in a way that indicates he/ she is unsuitable to work with children. (This could include both children within the work place, children within the community or their own children).

The allegation or concern should be reported to the manager with responsibility for dealing with allegations immediately. This is Mrs Helen Becque.

Neither the member of staff who has raised the concern/ allegation nor the member of staff who is alleged against should be allowed to question children or be part of any further investigation.

The designated manager for Curtain Upp Stage School will report the matter to the Local Authority designated Officer (LADO).

If an allegation or concern arises about a member of staff, outside of their work with children, and this may present a risk or harm to a child/ren for which that member of staff is responsible, the general principles outlined in this policy will still apply.

This policy will be reviewed annually.

Date of last review.....September 2024.....

Signed..... *H Becque* ..... (Designated Safeguarding Person)

11a.



# 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:                                   | Uppingham Feast Day  |                      |
| Name of Representative                                  | Lucy Stephenson  |                      |
| Telephone Numbers:                                      | Main - 07860657911   | Mobile - 07860657911 |
| Email Address:  | uppinghamfeast@gmail.com   |                      |
| Address of Organisation:                                | Suit 6, Empingham House, Uppingham Gate, Ayston Road, Uppingham, Rutland, LE15 9NY |                      |
| Address of Representative:                              | 16, Wood Lane, Braunston, Oakham, Rutland LE15 8QZ                                 |                      |
| To whom should the grant aid cheque be made payable to? | Uppingham First  |                      |

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

Uppingham Feast Day is an annual event organised for the community to enjoy free of charge in the centre of town. We believe that the event offers an excellent opportunity to showcase the town and that it is important to maintain the ethos of this being a free event. It is always well – attended regardless of the weather and it is always so nice to see young, old and every age in between come out to have a great day out.

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

This is free event for the whole community to enjoy. We ensure every household is made aware of the event by delivering a programme through every door. This also offers an excellent platform for local businesses to advertise their services to residents.

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



We will know when we see a market square full of people, of all ages dancing and enjoying the music; people walking with ice creams and bags of shopping as they enjoy the High Street, perhaps spotting shops they never knew existed.

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

The total cost of the Feast Day (based on the outturn from 2024) is £6,164.8.

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

£1605.00

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

We approach local businesses for sponsorship in return for an advert in the programme and the pitch fees for the trade stands provide a significant amount of revenue. Any surplus is used to fund the next Feast Day.

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

We will be using the funds to pay for the children's entertainment which enables us to boast that this is a free day out for the whole family to enjoy. The breakdown of costs is as follows:

Punch and Judy: £385.00

Face Painting: £250.00

Circus Workshop: £480.00

Stilt walkers: £295.00

Penalty shoot out / children's outdoor games: £195.00

Grand total: £1,605.00

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

In recent years, getting sponsorship has been more challenging as businesses navigate a difficult economic climate. This has not changed this year. The result has been a reduction in overall

income. We work hard to ensure we get as many trade stands as possible but obviously this is a finite number due to the space available. We continue to consider other avenues of funding but feel that as this is very much a town event it is a reasonable request to ask the Town Council to support it financially.

**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.

Attached are the outturns for 2024

**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.

To follow: the applicant is also Chair of Uppingham First

**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) | Yes |    |
| 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: Lucy Isabel Evelyn Stephenson

Signature:

Date: 4<sup>th</sup> March 2025

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

2024 Feast Day

**INCOME**

|                                | 2023 Prev         | 2024 Actual       |
|--------------------------------|-------------------|-------------------|
| Stalls, Craft Fayre & Hot Food | £ 1,500.00        | £ 1,170.00        |
| Major Sponsorship              | £ 3,000.00        | £ 3,500.00        |
| Sponsorship from Businesses    | £ 1,500.00        | £ 1,500.00        |
|                                |                   |                   |
|                                |                   |                   |
| <b>TOTAL</b>                   | <b>£ 6,000.00</b> | <b>£ 6,170.00</b> |

|                   |                 |               |
|-------------------|-----------------|---------------|
| <b>Difference</b> | <b>-£196.58</b> | <b>£ 5.82</b> |
|-------------------|-----------------|---------------|

**EXPENSES**

|               | 2023 Prev        | 2024 Actual       |
|---------------|------------------|-------------------|
| Entertainment | £1,485.00        | £ 1,605.00        |
| Music         | £2,500.00        | £ 2,668.00        |
| General       | £950.00          | £ 629.60          |
| Advertising   | £1,261.58        | £ 1,261.58        |
|               |                  |                   |
|               |                  |                   |
| <b>TOTAL</b>  | <b>£6,196.58</b> | <b>£ 6,164.18</b> |

|  |               |
|--|---------------|
|  | <b>£ 5.82</b> |
|--|---------------|

11c

Registered Number: 06788282  
England and Wales

# UPPINGHAM FIRST

Unaudited Financial Statements

## Period of accounts

**Start date:** 01 January 2023

**End date:** 31 December 2023

**UPPINGHAM FIRST**  
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**For the year ended 31 December 2023**

**Statement of financial position**

**Notes to the financial statements**

**UPPINGHAM FIRST**  
**Statement of Financial Position**  
**As at 31 December 2023**

|   | <b>Notes</b> | <b>2023</b><br>£ | <b>2022</b><br>£ |
|---|--------------|------------------|------------------|
| <b>Fixed assets</b>   |              |                  |                  |
| Tangible fixed assets   | 3            | 4,810            | 6,414            |
|   |              | <u>4,810</u>     | <u>6,414</u>     |
| <b>Current assets</b>   |              |                  |                  |
| Debtors   | 4            | 2,820            | 3,113            |
| Cash at bank and in hand                                      |              | 15,469           | 13,630           |
|   |              | <u>18,289</u>    | <u>16,743</u>    |
| <b>Creditors: amount falling due within one year</b>          |              | (1,350)          | (1,348)          |
| <b>Net current assets</b>                                     |              | <u>16,939</u>    | <u>15,395</u>    |
| <b>Total assets less current liabilities</b>                  |              | 21,749           | 21,809           |
| <b>Creditors: amount falling due after more than one year</b> |              | (9,500)          | (9,500)          |
| <b>Net assets</b>   |              | <u>12,249</u>    | <u>12,309</u>    |
| <b>Capital and reserves</b>                                   |              |                  |                  |
| Profit and loss account                                       |              | 12,249           | 12,309           |
| <b>Members' funds</b>   |              | <u>12,249</u>    | <u>12,309</u>    |

For the year ended 31 December 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

1. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
2. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime. In accordance with Section 444 of the Companies Act 2006, the income statement has not been delivered to the Registrar of Companies.

The financial statements were approved by the board of directors on 02 April 2024 and were signed on its behalf by:

-----  
Ronald Simpson  
Director



**UPPINGHAM FIRST**  
**Notes to the Financial Statements**  
**For the year ended 31 December 2023**

**General Information**

Uppingham First is a private company, limited by guarantee, registered in England and Wales, registration number 06788282, registration address The Falcon Hotel, High Street East, Uppingham, Rutland, LE15 9PY.

The presentation currency is £ sterling.

**1. Accounting policies**

**Significant accounting policies**

**Statement of compliance**

These financial statements have been prepared in compliance with FRS 102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

**Basis of preparation**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of land and buildings and certain financial instruments measured at fair value in accordance with the accounting policies.

The financial statements are prepared in sterling which is the functional currency of the company.

**2. Average number of employees**

Average number of employees during the year was 0 (2022 : 0).

### 3. Tangible fixed assets

| <b>Cost or valuation</b>               | <b>Plant and machinery etc</b> | <b>Total</b>  |
|--|--------------------------------|---------------|
|  | <b>£</b>                       | <b>£</b>      |
| At 01 January 2023                     | 16,923                         | 16,923        |
| Additions                              | -                              | -             |
| Disposals                              | -                              | -             |
| At 31 December 2023                    | <b>16,923</b>                  | <b>16,923</b> |
| <b>Depreciation</b>                    |                                |               |
| At 01 January 2023                     | 10,509                         | 10,509        |
| Charge for year                        | 1,604                          | 1,604         |
| On disposals                           | -                              | -             |
| At 31 December 2023                    | <b>12,113</b>                  | <b>12,113</b> |
| <b>Net book values</b>                 |                                |               |
| Closing balance as at 31 December 2023 | <b>4,810</b>                   | <b>4,810</b>  |
| Opening balance as at 01 January 2023  | <b>6,414</b>                   | <b>6,414</b>  |

### 4. Debtors: amounts falling due within one year

|               | <b>2023</b>  | <b>2022</b>  |
|---------------|--------------|--------------|
|               | <b>£</b>     | <b>£</b>     |
| Other Debtors | 2,820        | 3,113        |
|               | <b>2,820</b> | <b>3,113</b> |

### 5. Company Limited by Guarantee

The company is limited by guarantee and therefore has no shares.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.

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# UPPINGHAM FIRST Community Partnership

**Chair: Lucy Stephenson | Vice-Chair: Janet Thompson**

10<sup>th</sup> March 2025

Dear Adam,

I am writing to you in your capacity as the Town Clerk on behalf of Uppingham First to confirm that Lucy Stephenson has the permission of the board to apply for an Uppingham Town Council grant for Uppingham Feast Day 2025.

I believe you have had the application form and appropriate accounts in support of the application.

With best wishes,

*Janet Thompson*

Janet Thompson  
Director and Vice-Chair, Uppingham First

Unless otherwise requested please direct all correspondence to the Uppingham First, 1c Empingham House, Uppingham Gate,  
Uppingham Rutland LE15 9NY

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Company Limited by Guarantee No: 6788282 Registered Office: The Falcon Hotel, Uppingham, Rutland, LE15 9PY  
VAT Reg No: 996401391  
Tel: 01572 495050 E-mail: [chair@uppinghamfirst.co.uk](mailto:chair@uppinghamfirst.co.uk)



# Agenda Item



|   |                                 |
|---|---------------------------------|
| Agenda item No: 12                        | Meeting of: Full Council        |
| Appendix: 12a                             | Date of the meeting: 02/04/2025 |
| Strategic Aim:                            |                                 |
| Report Author: Clerk to the council       | Title: Uppingham Framework.     |
| Subject : Uppingham Town Centre Framework |                                 |

Following on from the two Town Centre discussions the Council are asked for their view and agreement on the attached documents as a way forward.

Proposal:

The Council agree this is the correct direction of travel.

The Council ask the NHP Sub Committee to review the document and approach to help ensure the direction of travel is not diverted.

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

## Uppingham Town Centre Action Plan

### 1. Vision Statement:

#### Preferred option:

*A thriving market town where history comes alive, communities meet over great food and drink, shopping delights and markets flourish.*

#### Replaced options:

- *A traditional market town with a strong arts, culture, health and leisure offer.*
- *An attractive market town with a diverse arts, culture and leisure offer and a healthy, active community.*
- *An attractive market town with a strong arts and culture offer and a healthy, active community.*
- *A quintessential market town with a rich arts, culture and leisure offer.*

### 2. Objectives:

| Objective                                  | Intent (not to be shared in consultation document)                           | Possible initiatives – in development and to be sorted into short, medium and long term for discussion at 2 <sup>nd</sup> workshop   |
|--|--|--|
| 1 Expand and diversify the existing offer. | Encourage visits; extend dwell time; more robust and resilient retail offer. | <ul style="list-style-type: none"> <li>• Improve pedestrian and cycle connectivity along the High Street through upgrading the existing intersection with London Road and the pocket open spaces on either side.</li> <li>• Integrate Tod's Piece into the town centre offer with a focal entrance at North Street East, a circular route for pedestrians and some variation in character (such as rewinding around the edges).</li> <li>• Review the condition and placement of existing signs to promote the range of activities and destinations, for instance, the church, theatre and old station/ employment area.</li> <li>• Initiate a review of the style, treatment and placement of street furniture with the objective of identifying any</li> </ul> |

damaged, duplicate or obsolete items that can be repaired, replaced or removed over time.

- Review the style, placement and impact of planters with a view to removing or replacing any items that are in poor condition, out-of-character with other units or poorly located.
- Establish a standard palette of colours for street furniture and signage, with consideration of applying the town's crest or a prominent feature to new items.
- Strengthen the threshold of mews streets and passageways along the High Street to encourage access and footfall along these.
- Review impaired access (by buggy) between the High Street and North Street East to identify any constraints to movement.
- Review opportunities to create or strengthen commercial activities along the network of mews streets and passageways, with a focus on creative and independent industries.
- Either, review the potential for a tourist information at the market place or the appointment of town centre wardens to guide visitors, engage with businesses and monitor activity on a Saturday afternoon.
- Promote awareness of the heritage trail around the town centre.
- Review the quantum and placement of cycle stands around the centre to identify any deficiencies and highlight the locations of stands on a physical or interactive map.
- Engagement with the School to identify opportunities to expand and promote the use of the theatre and health facilities for community events.

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|   |  |  | <ul style="list-style-type: none"> <li>• Programme of local street performers at a prominent location in the centre every/ every other Saturday afternoon.</li> <li>• Engagement with different demographics of residents to identify any additional activities, facilities or events that might be incorporated in the future.</li> <li>• Review the potential to engage a dedicated town centre manager, even on a part time basis, to focus on stimulating the retail offer through engagement with local businesses and coordinating a programme of events.</li> </ul>  |
| 2 | <b>Strengthen Market Place as the principal civic and community space.</b> | Improve appearance; conservation of heritage assets; encourage visits; extend dwell time; reduce congestion; enhance sense of community. | <ul style="list-style-type: none"> <li>• Engagement with landlords to reduce the visual impact of vacant units through adopting short term or peppercorn lets or providing seasonal temporary installations in the most prominent locations.</li> <li>• Review the possibility for a tourist information/ community hub that can provide a 'shop front' for increasing awareness of local businesses and community events.</li> <li>• Review the style and treatment of street furniture, signage and planters (to achieve greater consistency, avoid duplication and support the traditional character).</li> <li>• Trial 'no parking' periods, such as on Saturday afternoon or Sunday to identify any impact on footfall, sales and visitor experience.</li> <li>• Develop a program of monthly/ bi-weekly community events.</li> <li>• Engage street performers to coincide with no-parking periods and monitor impact on sales, footfall and visitor experience).</li> <li>• Introduce a design code or guide to maintain the quality and character of shop frontages around the square.</li> <li>• Resurface the square in a more traditionally sensitive material that reflects its original uses as a civic space.</li> </ul> |
| 3 | <b>Enhance the sense of arrival at North Street East and</b>               | Improve appearance; encourage visits; extend dwell time; more  | <ul style="list-style-type: none"> <li>• Review the potential for a wider pedestrian crossing between bus stops, coordinated with an entrance to <i>Tod's Piece</i>.</li> </ul>   |

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|---|---|---|
| <p><b>reinforce connections through to the High Street.</b></p>                     | <p>robust and resilient retail offer; reduce congestion;</p>                        | <ul style="list-style-type: none"> <li>● Review existing signage around the car parks and bus stops directing visitors towards the High Street and other destinations.</li> <li>● Introduce sensitive signage across the town to direct visitors to the car parks on North Street East.</li> <li>● Update digital and physical mapping to emphasise the bus stops and parking at North Street East as the principal point of arrival and departure.</li> <li>● Provide cycle stands close to this location.</li> <li>● Review the potential for public convenience at Tod's Piece, located close to an upgraded entrance at North Street East.</li> </ul>   |
| <p><b>4 Encourage sustainable mobility (bus/ shuttle, walking and cycling).</b></p> | <p>Encourage visits; extend dwell time; improve community health and wellbeing.</p> | <ul style="list-style-type: none"> <li>● Provide more cycle stands with locks and repair kits.</li> <li>● Consideration of trailing a bike hire system with stations at the Market Place, Town Hall or Tod's Piece.</li> <li>● Review and improve cycle and pedestrian connectivity to and from the town centre.</li> <li>● Cycle awareness and proficiency programmes and events.</li> </ul>   |
| <p><b>5 Harness opportunities to grow the visitor and nighttime economies.</b></p>  | <p>Encourage visits; extend dwell time; more robust and resilient retail offer.</p> | <ul style="list-style-type: none"> <li>● Review of the type, quantum and availability of overnight accommodation in the town centre.</li> <li>● Identify target visitor demographic.</li> <li>● Fine tune the branding message.</li> <li>● Review the nighttime economy to identify any opportunities for improvement.</li> <li>● Develop one and two-day programme of activities.</li> <li>● Establish a programme of monthly/ bi-monthly events with a focus on arts and culture.</li> <li>● Targeted advertising campaign.</li> <li>● Engagement with larger gathering spaces - theatre, conference/ banquet rooms, community hall to identify opportunities for hosting a programme of regular events, such as live music, comedy and talks. This could be tied into</li> </ul> |



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|  |  | <p>Uppingham-relevant themes, such as talks by noteworthy chefs, authors/ poets or folk musicians.</p> <ul style="list-style-type: none"> <li>• Identification of suitable venues for activities and events for a younger demographic.</li> <li>• Possible community/ tourist information hub at Market Place.</li> <li>• Review the potential to engage a dedicated events officer/ town centre manager, even on a part-time basis, to focus on stimulating the retail and nighttime offers.</li> </ul> |
|--|--|--|

### 3. Action Areas:

1. Market Place.
2. Orange Street/ High Street intersection, including the two open spaces either side of the High Street.
3. Parking and bus stops at North Street East as the principle point of arrival and the entrance to Tod's Piece – particularly the entrance from North Street East.

# Agenda Item

|                                     |                               |
|-------------------------------------|-------------------------------|
| Agenda item No: 13                  | Meeting of: Full Council      |
| Appendix: 13                        | Date of the meeting: 02/04/25 |
| Strategic Aim:                      |                               |
| Report Author: Clerk to the council | Title: VE 80                  |
| Subject : VE / VJ 2025              |                               |

**Oakham**      Flag Raising at Oakham Castle 8th May 25 at 10am

**Uppingham**    Beacon Lighting Event 8<sup>th</sup> May

- Proclamation at 9am (Town Crier)
- Bells Ring Out at 630pm
- Bag of chips (from 630pm to 10pm on the 8<sup>th</sup> May)
- Beacon proclamation (High Sheriff ?)
- Light the lamp of peace (LL Vice to be invited for this ?)
- Beacon Lighting - at 9:30pm (Town Mayor ?)
- Uppingham have a piper attending.
- Music WW2 at beacon prior to the event.
- I Vow to Thee My Country (hymn to be sung)
- National Anthem

VJ (15th August) No decisions made.

- |               |                       |   |
|---------------|-----------------------|---|
| <b>Oakham</b> | 1st Saturday          | AFVBC breakfast club at the Grainstore PH in Oakham.            |
|               | 28th June             | AFVBC breakfast club at the Grainstore in Oakham.               |
|               | 23rd June             | Flag raising at 1030 Oakham Castle - Armed Forces week.         |
|               | 29th June             | Parade at Oakham at 10am (Parishes invited to be in the parade) |
|               | 29 <sup>th</sup> June | Oakham All Saints Church service at 1030am                      |
|               | 29 <sup>th</sup> June | OTC Party in the park   |

The proposal:

The Council delegate authority to the Clerk to action the finer points of the event. Health & safety, liaison with the CFB and invitations to dignitaries and military.

The Council appoint the Town Clerk as the Town Crier.

The Council allocate a budget of up to £600 for advertising and other items that may help the event become a success.

Proposed.....      Seconded.....



# Rutland County Council

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LE15 6HP

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

Reference: 2025/0326/PNB  
Case Officer: Paul Milne  
Case Officer Tel: 01572 758369

Date: 25 March 2025

Dear Adam Lowe

Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2 Part 3 Class R

**PROPOSAL: Prior Notification for the Change of Use of an Agricultural Building to a Flexible Commercial Use (E/B8)**

Castle Hill Farm Leicester Road Uppingham Rutland

An application for the above proposal has been received by the Local Planning Authority and you are invited to submit your comments by **15 April 2025**. 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

**Paul Milne**  
Planning Officer

