

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN22 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,  
2022

Saturday, 08 January

You are hereby summoned to attend a meeting of **Property and Services Committee** which will be held on **Thursday 13 January 2022** commencing at **7pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

**From 10 December 2021 until further notice it is mandatory that face coverings be worn in most indoor public places in England, including community centres and village halls.**

A handwritten signature in black ink, appearing to read 'BB'.

**Belina Boyer**  
Town Clerk

**Committee members: Cllr M Boles - ex officio, Cllr R Craig – ex officio, Cllr T Davies, Cllr S Loates, Cllr P O'Connor (C), Cllr K Panter, Cllr D Schofield, Cllr B Velan, Cllr K Woolley**

Agenda no	Agenda item title	Power
P&S22/001	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
P&S22/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>

<b>Agenda no</b>	<b>Agenda item title</b>	<b>Power</b>
<b>P&amp;S22/003</b>	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
<b>P&amp;S22/004</b>	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
<b>P&amp;S22/005</b>	To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> – Property and Services Tuesday 9 November 2021.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>P&amp;S22/006</b>	To consider a request from Gainsborough Cricket Club to signs and banners to various areas at Marshalls Sports Ground. <b>Paper B</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/007</b>	To receive and note reports from the allotments secretaries and consider any action to be taken to either be delegated to an officer or brought to the next meeting. <b>Paper C</b>	<i>N/A</i>
<b>P&amp;S22/008</b>	To receive a report on repeated break ins on the Foxby Road allotments and consider which action – if any – the council can reasonably take. <b>Paper D</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/009</b>	To receive and consider a motion in multiple parts by Cllr Dannatt. <b>Paper E</b>	<i>Small holding and Allotments Act 1908 ss.23,25</i>
<b>P&amp;S22/010</b>	To consider refurbishment of existing and the purchase of additional notice boards for Richmond House and replacement of out-of-date signage. <b>PAPER F</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>
<b>P&amp;S22/011</b>	To consider an appeal for reduced rate burial fees. <b>Paper G</b>	<i>Local Authorities Cemeteries Order 1977 SI1977/204 art. 3 + art 15(1)</i>

Agenda no	Agenda item title	Power
<b>P&amp;S22/012</b>	To consider permitting the installation of a memorial bench in the cemetery and establish the terms and conditions attached to such an installation with a view to formulating a consistent and sustainable policy. <b>Paper H</b>	<i>Local Authorities Cemeteries Order 1977 SI1977/204 art. 3 + art 15(1)</i>
<b>P&amp;S22/013</b>	To receive and note legal advice obtained with regards to allotment activities and consider any further steps that may be taken. Exclusion of Public and Press recommended due to legal privilege. <b>Paper I</b>	<i>Localism Act 2011, ss.1-8</i>
<b>P&amp;S22/014</b>	To receive and note complaints regarding allotment activities and consider potential solutions. Exclusion of public and press recommended due to items of a personal nature. <b>Paper J</b>	<i>Localism Act 2011, ss.1-8</i>
<b>P&amp;S22/015</b>	To receive and note quotations for the repair of the Showfield Allotments wall and decide what further action to take. Exclusion of public and press recommended due to commercial time sensitive commercial sensitivity. <b>Paper K</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/016</b>	To review the grass verge maintenance contract with Lincolnshire County Council and consider whether to participate in the scheme in 2022-23. <b>Paper L</b>	<i>Highways Act 1980, s 96(5)</i>
<b>P&amp;S22/017</b>	To consider whether to terminate the maintenance of two roundabouts. <b>Paper M</b>	<i>Highways Act 1980, s 96(5)</i>
<b>P&amp;S22/018</b>	To receive any items for notification to be included on a future agenda – for information only	N/A
<b>P&amp;S22/019</b>	To note the date and time of the next Property and Services committee is scheduled for 10 March 2022 at 19.00.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

# PAPER A

**GAINSBOROUGH TOWN COUNCIL**

MINUTES of a Meeting of the Property and Services Committee held in the Ceremony Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough on Tuesday 9<sup>th</sup> November 2021 at 7.00pm

**Present:** Councillor Matt Boles – ex-officio  
Councillor Richard Craig – ex-officio  
Councillor Dennis Dannatt  
Councillor Chris Lambie  
Councillor Keith Panter  
Councillor Baptiste Velan (chairman)

**In Attendance:**

Belina Boyer Town Clerk  
Rachel Allbones Deputy Clerk & Responsible Finance Officer  
Sean Alcock Operations Manager

**1. APOLOGIES FOR ABSENCE**

Councillor Paul Key  
Councillor James Plastow

In the absence of both the chairman and vice chairman of this committee the council elected Councillor Velan as the chairman for this meeting only.

**2. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION**

Cllr Panter – non pecuniary interest in relation to item 9  
Cllr Velan – non pecuniary interest in relation to item 9

**3. MINUTES OF THE PREVIOUS MEETING (Paper A)**

Minutes of the meeting of Property and Services Committee held on Tuesday 12 October 2021

**RESOLVED** that the minutes of the Property and Services Committee held on Wednesday 12 October be confirmed and signed as a correct record.

**4. ALLOTMENTS ISSUES (Paper B)**

The committee **received and noted** a written report and verbal update. Any motions to be submitted in writing in time for next month's meeting.  
The Clerk updated councillors on letters to be written to some allotment holders.

**5. LEVELLINGS DEVELOPMENT**

The Committee **noted** a verbal report from Cllr Craig on the WREN/FCC application, which would require updating once fresh quotes had been obtained.

The current funding application would only encompass play equipment with further areas to be added in later phases.

**6. PLAY AREA INSPECTIONS (Paper C)**

The Operations Manager elaborated on the written play inspection report and the fact that a further report on drainage issues at Richmond Park would be brought to December committee.

**7. 2022/2023 BUDGET (Paper D)**

The committee **received and noted** the proposed budget in paper D. Questions were asked and answered with regards to the cemetery reserves and expenditure exceeding income at Marshalls Playing Field.

**8. GENERAL CEMETERY (Paper E)**

The committee received and noted a request for the installation of railings on two sets of steps near the chapel and a verbal report by the Operations Manager.

**RESOLVED** that relevant quotations should be presented at the following month's meeting and relevant funds identified in reserves.

**9. CORONAVIRUS RECOVERY GRANT**

**Cllr Boles declared a non-pecuniary interest in this item.**

**RESOLVED** to award a grant of £1,000 to Friends of St. Georges School towards the operation of St. George's Community Primary fortnightly foodbank

**10. COMMUNITY GRANT APPLICATION (Paper G)**

Members discussed application and considered its merit. It was noted that the fund is restricted to £1,000 unless exceptional circumstances apply. It was noted that the start date for the project was in November 2021.

**RESOLVED** not to award the funding requested from Benjamin Adlard School as the purpose was considered to be outside the council's remit.

**11. EXCLUSION OF PUBLIC AND PRESS**

Due to the confidential nature and commercial sensitivity, members **RESOLVED** to exclude the press and public from the meeting for item 12 in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**12. MARSHALLS MAIN PAVILION BOILER (Paper H)**

The committee received a written report and verbal update from the Operations Manager. **RESOLVED** to authorise the expenditure of £1,650 for boiler repair and labour.

The meeting closed at 19.47

# PAPER B

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 07/01/2022



**Gainsborough**  
TOWN COUNCIL

### Clerk's Report

#### 1. Summary

Background information on Gainsborough Cricket Club's proposed signage at Marshalls

#### 2. Summary of emails received:

- 2.1. Lea & Roses Cricket club are changing their name to the Gainsborough ricket Club (GCC) in an effort to try and generate more interest in cricket in and around town and in local schools. They would like to know if they can mount a temporary sign on the front gate of Marshalls with their name and club logo on and sign write their name club logo and logo of the Lincolnshire cricket league on the facia of their scorers hut on the Marshalls field.
- 2.2. The Operations Manager cannot see any issue as the sign is temporary and can be removed if necessary. The facia of the scorer's hut is already sign written with the previous cricket clubs name (folded over 5 years ago) and the facia is more than ready for a coat of paint. According to the club, the boards are completely rotten and would need replacing before any signage could be affixed. The proposed sign on the scorer's hut would be 250mm x 3290mm = 0.8225 square metres.
- 2.3. They would also like to have two other GCC etc signs, one on the pavilion wall as per the Marshalls Junior Football sign already there, and one to go on the fence at the gate. These sign dimensions will be 610mm x 1220mm = 0.7442 square metres.

#### 3. Items to consider

- 3.1. The Club has highlighted the need for repair and maintenance of the scorere hut. Any repairs verified as necessary should be done before the cricket season commences to maintain the integrity of the structure.
- 3.2. Care should be taken not to offend the sensitivities of other clubs and organisations on the site. Some of these utilise the site to a far greater extent than the cricket club.
- 3.3. If permitted all designs should be submitted for approval before the club commissions and pays for any signage.
- 3.4. All signage should be removed by the club when decides to move away from the sight.

#### 4. Cost implications

- 4.1. Other than repairs necessary whether or not permission is given, none anticipated.



# PAPER C



## Allotment Secretaries' Reports

### Showfield Allotments

The general consensus of the existing plot holders is the worry that vacant plots will be released to late in the growing season to allow new plot holders a fighting chance. Which normally means those new plots are still uncultivated in the first year.

A large number of plots are not complying with the cultivation order. They are repeat offenders that pay their rent and do absolutely nothing. This is also a concern of existing plot holders. And the fact that no action has been taken is starting to annoy one or two individuals. This is a legacy issue that has been going on since before even I turned up.

It could be a good idea to post a programme of works on the notice board stating that grass cutting will be carried out once every two months and a skip will be in place twice a year (April/October) this would show that you are being pro-active and will allow plot holders to plan ahead. As it stands they see no input from the secretary as they have no input what so ever in any future plans or allocation like the old secretary did. I would rather see the council being pro-active instead of re-active this is through no fault of yourselves but we should move forward and bring in new ideas.

There could be a marestail and bindweed issue this year, holders struggled to keep it in check last season and it's spreading. Nothing brought off the shelf stops these two weeds. Maybe the council could help by issuing plot holders a more industrial strength weed killer in small quantities.

It maybe a viable option get vacant plots treated and rotovated throughout the year so they are not such an eyesore. This will keep the spread of weed down and will make the site more appealing to visitors and new holders.

Plots in disrepair:

8, 18b, 21, 23, 24a, 34, 27

Report submitted by email

## Love Lane Allotments

Phone report summarised by Admin Support Officer:

- He feels the ongoing issues onsite are un-re-solved and have been managed unsatisfactorily, he said many plot holders are feeling intimidated. He feels the Council are siding with those who are repeatedly emailing and 'shouting the loudest'. He also feels plot holders, particularly who are older do not have the skills for email/letters feel unable to contact us with their concerns, *(I did highlight phones are an option)*.
- There have been a few break ins, but nothing stolen. *(I advised they should be reported to police)*
- The site is relatively quiet atm - nothing has been reported to him lately.
- He said there are numerous gardens vacant – perhaps people have left and not given us notice as I asked him previously to get plot holders to contact us directly if they wish to leave but doesn't think they have.
- he is unsure what he is to be doing in the role, he was told there would be training but there hasn't been any and no guidance or word from the Council since he took his position. He would like to add that Sean has is always very helpful.

There are some further items that we are currently seeking clarification on.

## Foxby Hill Allotment Quarterly Report

### Break- Ins

- 7<sup>th</sup> Dec 2021 – During the night access was gained again. Lots of items stolen including some high value items such as a lawnmower.
- 18<sup>th</sup> Dec 2021 – Again more items removed and the intruders tried to leave via the new entry point on plot 1b,

### Tenancy

- Plot members, Liam, Kay, Val and Geoff have expressed that they have now ended their tenancy due to the consistent loss of tools and equipment from the break ins. As of yet I have not received any formal notice that they have left and the town council have not informed me of it either.
- Do we have a waiting list for new tenants and if so, when can action be taken to get them on to some plots as the vacant plots are becoming overgrown.

**Other:**

- Plot holders are concerned that it states that we are going to be responsible for securing our own site from the March? Is this correct? We would like clarity on whether the council will be trying to help secure the outside perimeter to the allotments. It has been mentioned by more than one tenant that they are concerned 'the council will spin it out until then so they don't have to do anything'.
- The water supply still has not been turned off. Please can this be done ASAP otherwise the risk of damage to the pipe work, with the freezing weather, could easily happen.
- Are the dates for being allowed a fire correct in the new tenancy? Are they only allowed to be done from spring to autumn? Originally it was said that fires would be for the cold period only (1<sup>st</sup> October – 31<sup>st</sup> March).

**In short**

- Plot holders are fed up with the break-ins and lack of action taken to secure the perimeter.
- Plot holders are annoyed with the Squire locks on the gates but seem much happier with the new ABUS locks.
- The water needs to be turned off as a matter of urgency before the pipes freeze up.
- Do we have a waiting list or anyone wanting an allotment? If so when can they take plots on due to vacant plots looking run down?
- Are the details in the new tenancy agreement correct regarding burning times and perimeter responsibility?

Submitted By: Gemma Leonard (Secretary for the Foxby Hill Allotment Site)  
Submitted on: Wednesday, 05 January 2022

**There currently is no secretary at the Spital Hill Site. Not report has yet been received from the other site although requested.**

**Officer Report to  
Property & Services Committee**

Report Author: Sean Alcock

Report Date: 9 December 2021



**Gainsborough**  
TOWN COUNCIL

**Subject: Foxby Hill Allotments Break Ins**

**1. Introduction**

The Secretary of the Foxby Hill allotment has expressed her concerns on behalf of plot holders regarding the regular break ins at the site. The break ins are mainly through the West side hedge that borders a field with some livestock being kept within.

**2. Purpose**

The purpose of this report is to bring to the Committees attention the regular break ins at the Foxby Hill allotment site and for Committee to consider if they wish to consider additional security for the site.

**3. History**

The previous secretary of the site spent many years attempting to make the West side hedge of the allotments secure however there is now a considerable amount of wood, metal, plastics, glass and asbestos within the hedge (see images).

**4. Factors to Consider**

The cost of clearing the hedge line and appropriate disposal would likely run into thousands of pounds.

An accredited asbestos company will be required to collect and dispose of all asbestos and contaminated materials.

If the Council decided to utilise in house resources, due to the scale of the project, some core functions of the Council would suffer as a consequence.

**5. Options**

- (a) Clearing the hedge and installing a fence.
- (b) Install a fence and leave all materials in situ.
- (c) Continue to instruct grounds staff to fill holes and address issues as they occur.
- (d) Do nothing

## 6. Financial Implications

Foxby Hill allotment have a remaining budget of £354.03.

Clearing all items would see a need for Council to consider allocating a considerable amount of budget from elsewhere. Unfortunately, there is no way of determining even an approximate cost due to the extent of materials within the existing hedge.

If Committee decide to explore the option of installing a fence, quotations will be sourced as requested.

## 7. Recommendation

None













# PAPER D



### **Motions proposed by Cllr Dannatt**

I Dennis Dannatt make the following proposals with regards to renting allotment plots on all Gainsborough Town Council operated sites:

1. To limit the number of plots available to each household to one. This does not prevent families living in separate households from renting a plot.
2. Where plots are abandoned/given up/ returned/ taken back mid-term, to not refund the original tenant but also to not ask the new tenant for payment for the year. Where a plot was unoccupied before taking up a lease mid-year, an appropriate rent share will need to be paid. Plots taken on in the winter months will not be charged until the following spring.
3. From 2023 all plots in their current configuration will be leased by square meter occupied (rounded up) as measured and defined by Gainsborough Town Council. The Council's measurement will be final. This rent be set at £0.26 per annum per square meter equivalent to £65.00 per year for a 250 square meter plot in line with national averages.
4. To ban the burning of allotment organic waste from 1 March to 31 October of each year. No other materials to be burnt at this or any other time of year.



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# PAPER F

## Officer Report to Council

Report Author: Belina Boyer  
Report Date: 07/01/2022



**Gainsborough**  
TOWN COUNCIL

## Clerk's Report

### 1. Summary

To provide information on the need to replace, repair and provide new signage

### 2. Pictures:



### 3. Items to consider

- 3.1. The green notice board is too small to accommodate all agendas.
- 3.2. The signage above needs to be replaced to show current opening and closing times
- 3.3. The Shaw trust is no longer on the premises. The Signage appears to be property of LCC. The lower half could probably easily be replaced.
- 3.4. There is no clear signage directing visitors to the Town Council
- 3.5. There is no signage to the Town council on the Highway. There is signage to the registration office.
- 3.6. There is no Gainsborough Town Council Letterbox
- 3.7. Subject to Listed Building Consent a notice board in keeping with the house could be installed close to the town council entrance.

#### 4. Sample Board



4.1.

#### 5. Rationale

- 5.1. Not all residents have access to the internet – or chose not to use the access they do have
- 5.2. In addition to the minimal legal requirement of displaying a notice of the time and place of the intended meeting (...) in some conspicuous place in the parish, the full agenda, including any access requirements can be displayed on a larger board thus contributing to greater transparency.

#### 6. Cost

- 6.1. Apart from the cost of the board itself, expect cast aluminium boards to cost more than £3,000 each, there will be minimal maintenance cost for cast aluminium boards if not vandalised.
- 6.2. Staff time: a board at Richmond House will reduce the amount of time spent by staff travelling to other sites. A board outside the entrance to the council offices would make displaying notices quick and safe to do.
- 6.3. The cost for signage is yet unknown. Cost will depend on the materials chosen. Estimated cost up to £100 per item.
- 6.4. The Richmond House Repair and Maintenance budget has just short of £10,000 available.



PAPER G

## Belina Boyer

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**From:** [REDACTED]  
**Sent:** 19 December 2021 13:03  
**To:** Town Clerk  
**Subject:** Mr & Mrs C [REDACTED]

Dear Sirs

I have attached a cash receipt recently paid by my parents Mr [REDACTED] & Mrs [REDACTED] C [REDACTED]

My parents lived at the same house on Lea Road for 55 years, after which, they have moved to [REDACTED] [REDACTED] Lea.

My mother was born in Gainsborough in 1941 and has never left the town. You may be familiar with the lifetime work my mother who has undertaken decades of teaching to tell the story of Gainsborough through her old Gainsborough slideshows and her voluntary work leading The Delvers local history group for almost 40 years. This work has directly led to over 20 blue plaques being self funded and erected around the town highlighting lost stories of places and people that are important to our shared heritage.

My parents decided to buy their burial plot after the sudden and unexpected death of my daughter (their granddaughter) [REDACTED], who died on [REDACTED] 2021.

I understand that the clerk and committee may consider certain appeals on fees for long standing Gainsborough residents with a supporting case. It is hoped that the unique facts behind my parents situation will be supported for a reduction in the fees they have recently paid.

My parents are now both in their 80's and reliant on their state pensions. The necessary expense of recent events have forced them into making certain decisions, which they wished to act on promptly, but quite frankly have worried them. Especially, as I understand the installation of a new council computer system also added to certain administration delays.

Through the good offices of the Clerk can I request that this appeal is included on the agenda of your next committee meeting. The gesture of supporting this application will be of significant importance to my parents.

Certain people do make a significant difference in the lives of everyday people and their families in any town. I believe my mother (and father) to be worthy of such an accolade. Because of my parents the work of The Gainsborough Delvers will live on far into the future. I am sure you value such voluntary work that benefits townfolk over the years and I hope that this appeal can be considered against this background.

Can I also take this opportunity to thank you and send you seasons greetings.

I look forward to hearing from you.

Kind regards  
D [REDACTED] C [REDACTED]

**Gainsborough Town Council**  
Richmond House, Richmond Park, Morton Terrace  
Gainsborough DN21 2RJ  
townclerk@gainsboroughtowncouncil.co.uk  
01427 811573

**CASH SALE RECEIPT**

QTY.	DESCRIPTION	£	p
1	Exc Right of Burial [REDACTED]	918	00
	CHQ received with thanks. Jf.		
DATE	11/10/21	TOTAL Inc. VAT	% £ 918-00

Sent on the move

# PAPER H

# SAMPLE

## 1. INTRODUCTION

- 1.1 Gainsborough Town Council supports the need and principles of allowing memorial benches within the Town and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town Council will ensure that this need is managed and regulated for the mutual benefit of all.
- 1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
- 1.3 The Town Council reserves the right to refuse any application which it deems unsuitable. The decision of the Town Council will be final.

## 2. LOCATIONS

- 2.1 Town Council owned/managed land.

## 2. POLICY – Terms and Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 3.2 The Town Council will provide the names and details of suitable bench suppliers to enable applicants to select a bench.
- 3.3 Discussion will need to take place between the applicant and the Town Council with regard to the type of bench, plaque, location, purchase and installation.
- 3.4 All memorial bench, plaque and installation costs should be paid for by the applicant prior to ordering.
- 3.5 A routine maintenance/regular inspection fee of £150 per 10-year period is due to the Town Council prior to installation. All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. Upon the end of the 10-year period any memorial plaques shall be removed and may be collected by the applicant.
- 3.6 The Town Council will limit the number of memorial benches in particular areas.
- 3.7 The Town Council will notify the applicant in the event that the memorial bench is damaged. The responsibility and cost of repair will be for the applicant. The applicant **must** ensure that the Town Council is in possession of current contact details.
- 3.8 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Town Clerk or Town Council appointed Inspectors beyond economical repair, or have not been repaired within four weeks of the notification referred to in (3.7) above.
- 3.9 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.
- 3.10 Benches will be of the type and colour specified by the Town Council to be in keeping with the intended location.

- 3.11 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high and to be an easy fit in the centre of the upper most lath of the back of the bench. Please supply plaque inscription with your application.
- 3.12 The Town Council in line with the current maintenance regime for benches will maintain the plaque. The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.13 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.

## 4 STYLE AND COST OF BENCH

4.1 Permission will only be given for the following:

- ✦ Hardwood
- ✦ Recycled Material

Benches must be selected from the supplier list provided by the Town Council.

4.2 Indicative estimate for Memorial Bench costs:

- ✦ Hardwood Bench    £850.00 + VAT (approx)
- ✦ Recycled Bench    £850 + VAT (approx)
- ✦ Plaque inscription    £100 + VAT (approx)
- ✦ Installation charge – *compulsory*    £150.00 + VAT (approx)
- ✦ Maintenance charge – *compulsory*    £150.00

All prices subject to change. Current prices available on request.

## APPLICATION REQUEST FOR A MEMORIAL BENCH

*Please contact the Town Council to discuss your requirements, prior to completing this form.*

Full name/title	
Address:	
Post code:	
Tel no ( <i>including area code</i> ): Mobile no:	

E-mail:	
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Please remember to notify us of any change of contact details so we can reach you if necessary.

Name of person for dedication ( <i>block capitals</i> ):	
Chosen supplier and name of bench ( <i>must be hardwood or recycled material</i> ):	
Preferred location of bench ( <i>permission for a bench can only be given for Town Council owned/ managed land</i> ):	
Plaque inscription requested 30 words max. ( <i>max. size 175mm wide x 75mm high</i> ):	

Total amount due (*Payable by cheque made out to Gainsborough Town Council*): £ \_\_\_\_\_

**Please provide and install a dedicated seat on my behalf. Once approved I agree to donate the required cost for the order to be made.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return application request form to:*  
 Gainsborough Town Council, Glebe Field Centre, Glebe Field Close, Gainsborough,

You will be advised when bench installation and plaque inscription are approved.

OFFICIAL USE ONLY	
Bench approved:	Bench cost:
Plaque approved:	Plaque cost:
Ordered:	Installation cost:
Location:	Maintenance cost:
Date of installation:	Total amount:

# PAPER L





**Gainsborough**  
TOWN COUNCIL

## **Paper L Verge Cutting Contract**

From Lincolnshire County Council

Regarding the plans, we are aware that other Local Authorities have interactive mapping on their websites in respect of their grass cutting, but this is not available for LCC at the moment, although it is certainly a possibility we are exploring. We use the QGIS mapping system to manage our data so we can provide the mapping layer for Gainsborough as a .shp file, which you would need to install onto a compatible system. Please let us know if you this would be your preference.

LCC policy is to undertake three safety cuts per annum and therefore this is the basis for the contribution calculation in respect of the Parish Agreement scheme, with payment being made in lieu of a Town or Parish Council delivering this service on our behalf. The contribution rate is set in the budget every year, so we are currently unable to provide you with details of the finalised figure for 2022-23, as the Budget will not be set until January/February, but the rate for 2021-22 was £0.0241 per m<sup>2</sup>, per cut, to LCC's policy standard of three cuts a year.

In respect of the new development comprising Pinter Lane, Plymouth Close and Maybell Close, the additional area is 392m<sup>2</sup>, added to the areas to be cut by your own contractors, which are shown as red on the plans. The orange areas indicate highway verge which we believe is being cut by Others, such as residents or Housing Associations. All areas of highway verge are included within the contribution calculation because we expect any orange areas that cease to be cut for any reason to be added to your contractor's schedule as it is not cost effective for LCC to send a contractor to cut a small area of grass in a town subject to a Parish Agreement and it may also lead to differing level of service.

We have recently become aware that there are some areas of grass on The Avenue, along the frontage to Sunningdale Way, that appear to be in the highway, but we have raised a query with our Legal Services to determine whether LCC is responsible for maintaining these areas. We were hoping to be able to provide you with a definitive answer, which is why there has been a delayed response, however the investigations are unfortunately taking longer than anticipated. If the verge is found to be within the highway, we will add the areas to the Parish Agreement and provide amended relevant plans and a revised contribution figure. We will, of course, keep you informed of developments.

We hope that the above information is useful but please do not hesitate to contact us should you require any further information. We look forward to receiving your decision in due course.

Verge Cutting requirements for 2022-23							
Parish Agreement as proposed							
total area sqm	GTC	3rd Party					
71,917	57,490	14,427					
We draw to your attention to two recent changes:							
the newly adopted development comprising of Pinter Lane, Plymouth Close and Maybell Close, shown on Plan 35, is a new addition to the Parish Agreement for 2022-23;							
an area of grass within the hammerhead of Sandsfield Lane has been changed from orange to red, as it was reported to us that this area was no longer being maintained by residents, shown on plan 25.							
Based on the current rate for 2021-22, the contribution will be no less than <u>£5199.53 for 2022-23</u> .							
Grass Cutting Verges							
Quote	To length in mm	frequency	sqm	cost/sqm	price quoted	check	Comment
1	60	10	57,537	0.030	17,261	17,261	
1	60	10	57,490	0		17,247	amended to sqm

PAPER M

**Officer Report to the Property & Services Committee**

Report Author: Rachel Allbones  
Report Date: 6th July 2021



**Gainsborough**  
TOWN COUNCIL

**Subject: Roundabouts**

**1. Summary**

This report will provide a brief update on a number of issues relating to the Council maintained roundabouts on Thorndike Way and Corringham Road.

**2. Background**

In March we received the below advertising consent applications from WLDC for CPL: -

- i. Application Ref No: 142689  
Proposal: Application for advertisement consent for 4no. non-illuminated signs  
Location: A631 Thorndike Way/Bridge Road/A159 Trinity Street/Ashcroft Road Roundabout, Gainsborough  
Approved on 24 May 2021

- ii. Application Ref No: 142690  
Proposal: Application for advertisement consent for 4no. non-illuminated signs  
Location: Corringham Road/Sweyn Lane/Miller Road Roundabout, Gainsborough  
Approved on 5 May 2021

At Appendix A is an initial email and further communications with CPL.

**3. Matters to note**

Issues are listed below for consideration.

**3.1 Thorndike Way Roundabout**

The Town Council took on the maintenance responsibility of the roundabout in 2007. The roundabout is currently maintained by the Town Council with no form of sponsorship. The roundabout was previously sponsored by Marshalls Yard, then Marshalls Yard took on the maintenance themselves, this responsibility has now reverted back to the Town Council.

**3.2 Corringham Road Roundabout**

The Town Council took on the maintenance responsibility of the roundabout in 2013. The roundabout is currently sponsored by Ping with an annual contribution of £1,500, the roundabout is currently maintained by WLDC contractors at an annual cost of £1,500.

Ping have been approached by CPL to see if they wish to advertise with them, their email communication to the Council is at Appendix B.

### 3.3 Lincolnshire County Council

LCC have not liaised with the Council regarding selling advertising space.

An email was sent to LCC on 27th May for clarity regarding them selling advertising space on the roundabouts and what agreement the Town Council have with LCC regarding the maintenance and responsibility of the two roundabouts.

A response was received on 18th June advising that LCC have forwarded my email to the Traffic Manager who is looking after their roundabout advertising policy.

I have enquired again if the Town Council have an official agreement with LCC regarding maintaining the roundabouts and if we don't what the process would be if we wanted to cease maintaining the roundabouts and revert maintenance responsibilities back to LCC.

#### **4. Recommendation**

Committee is recommended to note the content of the report and updated details will follow once further communication has been received from LCC.

**Appendix A**

From: Mike Brennan  
Sent: 27 May 2021 11:31  
To: Town Clerk  
Subject: Lincolnshire County Council: Gainsborough Old Hall

Dear Michael,

On behalf of Lincolnshire County Council, I am writing to offer Gainsborough Old Hall the opportunity to promote your business across Lincolnshire by featuring on prime-location roundabout sponsorship sites - with available locations such as the two Sweyn Lane roundabouts in Gainsborough and the Harpswell Lane roundabout on the A631, which benefit from over 191,000 views a month.

As a council-owned media, this local sponsorship platform represents the most viewed, most trusted and the most prestigious advertising available anywhere in Lincolnshire. The signs provide a platform to promote your products and services, as well as letting the local community know you're open for business.

If this is of interest for Gainsborough Old Hall you can either email me back to request a mock-up design of what your ads will look like, or if you would like to speak directly with Lisa Sanderson, our Account Director for Lincolnshire, please give our office a call on 01422 322255.

Kind regards,

Mike

Mike Brennan,  
CEO  
Community Partners Ltd

Registered in England & Wales. Company Registration: 07462517. Registered Address: 7 Harrison Road, Halifax, West Yorkshire, HX1 2AF (Tel: 01422 322255)

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From: Mike Brennan  
Sent: 22 June 2021 11:30  
To: Town Clerk  
Subject: West Lindsey Roundabout Sponsorship Initiative Update

Dear Michael,

Further to my recent email regarding Lincolnshire County Council's roundabout sponsorship initiative launch in West Lindsey, I am emailing you to provide an update on a number of prime location advertising available sites, which I believe will be of interest.

Whilst the initiative has proved extremely popular with local businesses and you may have noticed a few of the new sponsorship signs across West Lindsey, there is still chance for Gainsborough Old Hall to benefit from prime-location advertising sites across the area's busiest roads (detailed below). Each sponsorship site will reach over 200,000 people per month (according to official Department for Transport traffic figures).

A631 Thorndike Way/A159 Trinity Street roundabout  
A156 Lea Road/Ashcroft Road roundabout  
Corringham Road Industrial Estate roundabout  
A631 Harpswell Hill roundabout  
A631/A15 Caenby Corner Roundabout

If you would like to know more about sponsoring a roundabout near you or to register for one of the remaining sites, please give me a call on 01422 322255 or email me back with your questions.

Kind regards,

Mike Brennan  
CEO  
Community Partners Ltd

T: 01422 322255

E: [mike.brennan@cpmedia.co.uk](mailto:mike.brennan@cpmedia.co.uk)

Registered in England & Wales. Company Registration: 07462517. Registered Address: 7 Harrison Road, Halifax, West Yorkshire, HX1 2AF (Tel: 01422 322255)

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**From:** Lisa Sanderson  
**Sent:** 23 June 2021 12:03  
**To:** Rachel Allbones  
**Subject:** Lincs roundabouts

Good afternoon Rachel,

Thanks for your time and interest in finding out more about the roundabout sponsorship in Lincolnshire.

The council-owned sites prove to be highly effective for locally based, national and multi-national organisations, looking to improve and maintain brand awareness and reputation and promote their products and services in the area.

Below you will find the link to our map which shows sites currently available for sponsorship in blue, the red sites are either sponsored or not available due to planning.

<https://www.google.com/maps/d/viewer?mid=1CdCAx3sNKVFvIZoCDHZPOgDSbOkVNMgQ&ll=52.96805861613514%2C-0.06327453522488646&z=16>

We can offer you a 3, 2 or 1 year contract term with prices varying, depending on roundabout sites and contract term but range from £3640 to £5950 per annum.

If you would like to review the sites and let me know any sites of interest, I will give you a call to discuss the options and answer any questions for you.

I look forward to hearing from you.

Kind regards

Lisa

**Lisa Sanderson**

**Account Director**

**M: 07810 505091**



**Appendix B**

**From:** Matthew Clark  
**Sent:** 23 June 2021 17:02  
**To:** Tom Clay  
**Cc:** Dave Fanning  
**Subject:** Corringham Road roundabout

Hi Tom,

Hope all is well.

It has been a few months since we last spoke (February I believe) when we discussed the PING signage on the Corringham Road roundabout. I had plans to send you a new design and what kind of size we would ideally like to increase the current signage to but things have been somewhat manic the whole of this year, so time has got away with me a little.

What has prompted me to get in touch now is that we have been contacted by Mike Brennan from Community Partners, asking if we would like to pay for any advertising on a number of different sites in and around Gainsborough, one of which is the Corringham Road roundabout that we already sponsor. Is this something that is being operated separately to the agreement we have with West Lindsey on the sponsorship of the Corringham Road roundabout, or in conjunction? Will it have any effect on the signage and sponsorship we have with you moving forward?

Ironically, the new signage that they have already installed on the roundabout, which now dwarfs the PING signage, is about the size I would have liked to move to. The question is, does their new signage give the opportunity for another company to brand up the roundabout, potentially conflicting what we've already got there and making it look like it isn't the PING sponsored roundabout? The current signage is just advertising the opportunity to advertise there, as no one has taken it yet but given the number of companies on the trading estate, I'm sure it won't be long.

Happy to have a call on this if it is easier?

Look forward to hearing from you.

Thanks  
Matt

**Matthew Clark**  
European Marketing Manager

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**PING Europe Limited**

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN22 2RJ

Telephone: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



Dear Councillor,  
2022

Saturday, 08 January

You are hereby summoned to attend a meeting of **Property and Services Committee** which will be held on **Thursday 13 January 2022** commencing at **7pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

**From 10 December 2021 until further notice it is mandatory that face coverings be worn in most indoor public places in England, including community centres and village halls.**

A handwritten signature in black ink, appearing to be 'BB' with a flourish.

**Belina Boyer**  
Town Clerk

**Committee members: Cllr M Boles - ex officio, Cllr R Craig – ex officio, Cllr T Davies, Cllr S Loates, Cllr P O'Connor (C), Cllr K Panter, Cllr D Schofield, Cllr B Velan, Cllr K Woolley**

Agenda no	Agenda item title	Power
<b>P&amp;S22/001</b>	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
<b>P&amp;S22/002</b>	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>

Agenda no	Agenda item title	Power
<b>P&amp;S22/003</b>	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	<i>Localism Act 2011, s33.</i>
<b>P&amp;S22/004</b>	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
<b>P&amp;S22/005</b>	To receive the minutes of the previous Gainsborough Town Council meeting(s) and resolve to sign these as a true record of the meeting(s). <b>Paper A</b> – Property and Services Tuesday 9 November 2021.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
<b>P&amp;S22/006</b>	To consider a request from Gainsborough Cricket Club to signs and banners to various areas at Marshalls Sports Ground. <b>Paper B</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/007</b>	To receive and note reports from the allotments secretaries and consider any action to be taken to either be delegated to an officer or brought to the next meeting. <b>Paper C</b>	N/A
<b>P&amp;S22/008</b>	To receive a report on repeated break ins on the Foxby Road allotments and consider which action – if any – the council can reasonably take. <b>Paper D</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/009</b>	To receive and consider a motion in multiple parts by Cllr Dannatt. <b>Paper E</b>	<i>Small holding and Allotments Act 1908 ss.23,25</i>
<b>P&amp;S22/010</b>	To consider refurbishment of existing and the purchase of additional notice boards for Richmond House and replacement of out-of-date signage. <b>PAPER F</b>	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>
<b>P&amp;S22/011</b>	To consider an appeal for reduced rate burial fees. <b>Paper G</b>	<i>Local Authorities Cemeteries Order 1977 SI1977/204 art. 3 + art 15(1)</i>

Agenda no	Agenda item title	Power
<b>P&amp;S22/012</b>	To consider permitting the installation of a memorial bench in the cemetery and establish the terms and conditions attached to such an installation with a view to formulating a consistent and sustainable policy. <b>Paper H</b>	<i>Local Authorities Cemeteries Order 1977 SI1977/204 art. 3 + art 15(1)</i>
<b>P&amp;S22/013</b>	To receive and note legal advice obtained with regards to allotment activities and consider any further steps that may be taken. Exclusion of Public and Press recommended due to legal privilege. <b>Paper I</b>	<i>Localism Act 2011, ss.1-8</i>
<b>P&amp;S22/014</b>	To receive and note complaints regarding allotment activities and consider potential solutions. Exclusion of public and press recommended due to items of a personal nature. <b>Paper J</b>	<i>Localism Act 2011, ss.1-8</i>
<b>P&amp;S22/015</b>	To receive and note quotations for the repair of the Showfield Allotments wall and decide what further action to take. Exclusion of public and press recommended due to commercial time sensitive commercial sensitivity. <b>Paper K</b>	<i>Local Government Act 1984, s8(1)(i)</i>
<b>P&amp;S22/016</b>	To review the grass verge maintenance contract with Lincolnshire County Council and consider whether to participate in the scheme in 2022-23. <b>Paper L</b>	<i>Highways Act 1980, s 96(5)</i>
<b>P&amp;S22/017</b>	To consider whether to terminate the maintenance of two roundabouts. <b>Paper M</b>	<i>Highways Act 1980, s 96(5)</i>
<b>P&amp;S22/018</b>	To receive any items for notification to be included on a future agenda – for information only	N/A
<b>P&amp;S22/019</b>	To note the date and time of the next Property and Services committee is scheduled for 10 March 2022 at 19.00.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>