

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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Dear Councillor,

Thursday, 23 February 2023

At the request of the committee chairman, you are hereby summoned to attend an **additional** meeting of **Property and Services Committee** which will be held on **Wednesday 1 March 2023** commencing at **6.30pm** in the function room, **Marshalls Sports Ground, Middlefield Lane, Gainsborough.**

Please note the change to the usual meeting time.

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

Belina Boyer
Town Clerk

Committee members: Cllr M Boles - ex officio, Cllr P O'Connor – ex officio, Cllr D Dannatt, Cllr T Davies (C), Cllr P Key, Cllr C Lambie, Cllr J Musonda, Cllr J Plastow (VC), Cllr B Velan

Agenda no	Agenda item title	Power
PS23/179	To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/180	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PS23/181	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests.	<i>Localism Act 2011, s33.</i>
PS23/182	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>

Agenda no	Agenda item title	Power
PS23/183	To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 14 February 2023	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/184	To consider and approve. the Love Lane allotments pond consultation question and methodology. Exclusion of public and press recommended. Paper B	
PS23/185	To receive any items for notification to be included on a future agenda – for information only	N/A
PS23/186	To note the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

PAPER A



DRAFT Minutes of the Property & Services Committee Meeting

14 February 2023 at 19.00.

held in the Reading Room, Richmond House, Richmond Park, Morton Terrace, Gainsborough

Councillors Present

	Paul Key	
Dennis Dannatt		James Plastow (Vice-Chairman)
Tim Davies (Chairman)	Julie Musonda	

Councillors Absent

Matt Boles		Pat O'Connor
	Chris Lambie	
		Baptiste Velan

In attendance:

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	Stephen Coulman (OM)
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Also present: No public or press present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/158	To note apologies for absence.	Apologies had been received for Cllrs Boles, Lambie and O'Connor.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS23/159	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None received.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/160	To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none.	N/A	<i>Localism Act 2011, s33.</i>
PS23/161	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.	The Committee resolved to exclude the public and press from items PS23/167, PS23/172, PS23/173, PS23/174 on the grounds stated on the agenda.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/162	To receive the minutes of the previous Property and Services Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Property and Services Tuesday 10 January 2023 Paper B - Property and Services Wednesday 8 February 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 10 January 2023 as a true record of the meeting. Cllr Musonda abstained from voting. The Committee resolved to sign the minutes of the Property and Services Committee meeting of Wednesday 8 February 2023 as a true record of the meeting.	ASO to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/163	Hickman Bacon Memorial Park (The Levellings) development. To note a verbal update on progress of the project. (Deferred from January’s meeting - PS23/155)	The Committee resolved to note a verbal update on progress of the project from the Town Clerk.	N/A	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/164	To note the signing of the engrossment of the licence of alteration for the Hickman Bacon Memorial Park (The Levellings) development. (Deferred from January's meeting - PS23/156)	The Committee resolved to note the signing of the engrossment of the licence of alteration for the Hickman Bacon Memorial Park (The Levellings) development.	N/A	
PS23/165	To consider the proposed changes to the allotment tenancy agreement to come into force 25 March 2023. Paper C	The Committee resolved to approve the proposed amendments of the Allotment Tenancy Agreement to come into force from 25 th March 2023. Cllr Key voted against.	DC to make changes.	
PS23/166	To consider changes to election of allotment site secretaries process and frequency as laid out in Structures and Functions. Paper D	The Committee resolved : <ul style="list-style-type: none"> to retain the role of site secretary. to continue with annual elections of site secretaries to draw up a Volunteer Code of Conduct based on the Seven Nolan Principles to recommend to Full Council to approve the amendments to the Structure and Functions Appendix 1 – Allotment management and administration Cllrs Dannatt and Davies abstained.	DC/RFO to add site secretary election information to tenancy agreement letter. ASO and AO to publicise elections on site noticeboards. TC to make amendments to Structures and Functions and add to FC agenda for approval. TC to draw up volunteer Code of Conduct.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/167	To note a report on Love Lane Allotments Pond and confirm the action proposed therein. Exclusion of public and press recommended due to time sensitive commercial sensitivity. Paper E	The Committee resolved to a) to note and acknowledge the consent to retain the pond from Thonock and Somerby Estates and formally thank them. b) to consult Love Lane allotment holders on the proposed retention. c) to hold an additional Property and Services Committee meeting 01/03/2023 at 18.30. d) to apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council.	TC to draft question in time for 01/03/2023 meeting. OM to draft retrospective planning application. TC add additional meeting to public calendar.	
PS23/168	To consider assessment report of Christmas Lights (as stored at Richmond Park) by an electrician and consider accepting Marshalls Yard offer to store the lights on their premises. Paper F	The Committee noted the electrician's report and resolved to delegate to the Christmas Event Working Group, working with the Operations Manager, to determine the future use and storage arrangements for the lights and report back to a future Property and Services Committee Meeting for decision.	OM to meet with the Christmas Event Working Group (CEWG) to discuss Christmas lights.	
PS23/169	To consider negotiating changes to the Christmas lights scheme for the coming Christmas season. (PS23/096) Paper G	The Committee resolved to delegate discussing changes to the Christmas lights scheme with the contractor to the Christmas Event Working Group and report back to a future Property and Services Committee Meeting for decision.	CEWG Group to discuss Christmas lights scheme for 2023 and report to committee.	
PS23/170	To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the	The Committee noted the update report and resolved : - a) to report the progression to the Planning Committee but for P&S	OM to proceed with consultation process.	

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
	actions proposed therein. Paper H	<p>to lead on the project as moneys can only be spent on play equipment at Aisby Walk..</p> <p>b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity.</p> <p>c) To create a user panel as per 2(g) of paper H.</p> <p>d) To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel.</p>		
PS23/171	To consider the continuation of the current vehicle lease arrangements and if approved, arrange for the budget to be amended accordingly. Paper I	The Committee resolved : - <ul style="list-style-type: none"> a) To extend the lease to the existing three vehicles by 12 months at the earliest opportunity. b) To adjust the budget accordingly. c) to commit to installing electric vehicle charging points at Richmond House as part of the Strategic Plan. d) to monitor the commercial vehicle market to inform further decisions. 	OM to extend the lease to the existing three vehicles by 12 months. OM to monitor the commercial vehicle market and report back to committee.	
PS23/172	To consider waiving the interment fee in a cremated remains plot. Paper J Exclusion of public and press recommended due personal and sensitive nature of this item.	The Committee resolved to waive the interment fee in a cremated remains plot.	DC to inform the Funeral Director and family.	
PS23/173	To consider authorising the expenditure for Richmond Park play area remedial works.	The Committee resolved to approve the quotation received from HAGS of £7,748.40 using the available credit of	GMTL to instruct HAGS to carry out the repairs.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Paper K Exclusion of public and press recommended due to time sensitive commercial sensitivity.	£1,687.80 against the final invoice. Cllr Key abstained.		
PS23/174	To consider authorising the expenditure for sports ground aeration, herbicides and goal mouth renovation works Paper L Exclusion of public and press recommended due to time sensitive commercial sensitivity	The Committee resolved a) to accept the quotation from FineTurf to carry out deep tine aeration all over the site, supply and apply selective herbicides to the entire site and sow and seed goal mouths at Marshalls and to carry out tine aeration on single pitch, spray selected herbicide and sow and seed goal mouths at Levellings. b) To ear mark £2,000 at year end to cover remaining costs.	GMTL to liaise with FineTurf to diarise work. DC to earmark funds at year end.	
<i>Cllr Key left the meeting at 8.36pm.</i>				
PS23/175	To consider appointing a contractor for the 2023-24 grass cutting season. Paper M	The Committee resolved to recommend to Full Council to accept the quotation from Contractor A for the 2023-24 grass cutting season.	DC to put on March FC agenda.	
PS23/176	To note a Burial Authority discussion paper and consider any action required. Paper N	The Committee resolved to note the discussion paper and put to Full Council for further consideration.	DC to put on March FC agenda.	
PS23/177	To receive any items for notification to be included on a future agenda – for information only		N/A	N/A

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS23/178	To note the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	The committee noted the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00 and the additional meeting agreed under PS23/167 above on 01 March 2023 at 18.30 at Marshalls Sports Ground.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.57

Signed as a true record of the Meeting: _____ Dated _____
 Presiding chairman of approving meeting

DRAFT

Initialed:

PAPER B

CONFIDENTIAL