



# Minutes of the Property & Services Committee Meeting

## 14 March 2023 at 19.00.

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

**Councillors Present**

	Paul Key	Pat O'Connor
Dennis Dannatt		James Plastow (Vice-Chairman)
Tim Davies (Chairman)	Julie Musonda	

**Councillors Absent**

Matt Boles		
	Chris Lambie	
		Baptiste Velan

**In attendance:**

Belina Boyer (TC)	Rachel Allbones (DC&RFO)	Mandy Clarke (AO)
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Also present: Two member of the public and two members of the Rotary Club present.

Agenda no	Agenda item title	Resolution	Action	Power
PS23/187	To <b>note</b> apologies for absence.	Apologies had been received for Cllrs Boles, Lambie and Velan.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS23/188	To <b>receive</b> 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
PS23/189	To <b>consider</b> 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>
PS23/190	To <b>determine</b> 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 <b>resolved</b> to exclude the public and press from items PS23/193, PS23/200, PS23/201, PS23/203 on the grounds stated on the agenda, and to defer the items until the end of the agenda.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS23/191	To receive the minutes of the previous Property and Services Committee meeting(s) and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Paper A – Property and Services Wednesday 1 March 2023</b>	The Committee <b>resolved</b> to sign the minutes of the Property and Services Committee meeting of Wednesday 1 March 2023 as a true record of the meeting.  Cllrs Dannatt, Davies and O'Connor abstained from voting.	<b>ASO</b> to Publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS23/192	<b>Hickman Bacon Memorial Park (The Levellings) development.</b> To <b>note</b> a verbal update on progress of the project.	The Committee <b>resolved</b> to <b>note</b> a verbal update on progress of the project from the Town Clerk.	N/A	
PS23/193	To <b>note</b> minor changes to legal paperwork as approved by the council's solicitor, <b>authorise</b> the clerk to sign said paperwork and <b>note</b> correspondence received from the council's solicitor.	Deferred to the end of the meeting.		

Agenda no	Agenda item title	Resolution	Action	Power
	<b>Exclusion of public and press recommended due to ongoing legal process. Paper B</b>			
PS23/194	To <b>consider</b> an application by the Gainsborough Rotary Club to use Marshall's Playing Fields for a Rotary Fireworks Event and determine the fee to be charged. <b>Paper C</b>	The Committee <b>resolved</b> to approve the application subject to provision of a final event plan, proof of PLI, RAMS etc to officers and evidence of consultation with the Safety Advisory Group. To waiver the fees for the 2023 Fireworks event due to charitable contributions going to support Gainsborough.	<b>ASO</b> to book event in the diary.  <b>TC</b> to ensure final event plan, proof of PLI, RAMS are received.	
<i>Two members of the Rotary club left the meeting.</i>				
PS23/195	To <b>consider</b> a request to move rugby to Marshalls Sports ground. <b>Paper D</b>	The Committee <b>resolved</b> not to currently change the layout of pitches at Marshall's to accommodate Rugby but to invite the rugby club officials to put forward a proposal of what they would like to see to this committee.	<b>TC</b> to contact the Rugby Club.	
PS23/196	To <b>consider</b> authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on. <b>Paper E</b>	Cllr Key questioned if WLDC and LCC are still funding a third of the project each.  The Committee <b>resolved</b> to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations	<b>TC</b> to instruct the architects and enter into negotiations with both WLDC and LCC.	

Initialed:

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		approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.  Cllr Key voted against.		
PS23/197	To <b>consider</b> authorising the removal of the aviary and disposing of it with permission of WLDC. <b>Paper F</b>	The Committee <b>resolved</b> to remove the aviary at the earliest opportunity and seek a buyer.  Cllr Key voted against.	<b>TC</b> to seek buyer for the aviary.	
PS23/198	To <b>consider</b> the proposals of the Coronation Working Group for approval. <b>Paper G – to follow</b>	A brief verbal report was <b>noted</b> from Cllr T Davies.	<b>Coronation Working Group</b> to submit written report to the next meeting.	
PS23/199	To receive a verbal update on allotments and <b>consider</b> an amendment to appendix 1 delegating additional functions to officers. <b>Paper H</b>	The Committee <b>resolved</b> to <b>recommend to Full Council</b> to make further amendments to the Structure and Functions Appendix 1 – Allotment management and administration.  Cllr Key voted against.	<b>DC</b> to include on Full Council agenda.	
PS23/200	To consider an application to keep chickens at Love Lane allotment. <b>Paper I</b> <b>Exclusion of public and press recommended to protect personal data.</b>	Deferred to the end of the meeting.		

Agenda no	Agenda item title	Resolution	Action	Power
PS23/201	To <b>consider</b> a request to retain a standpipe and grant retrospective permission. <b>Paper J</b> <b>Exclusion of public and press recommended to protect personal data.</b>	Deferred to the end of the meeting.		
PS23/202	To <b>consider</b> complaints regarding trees in the general cemetery with regards to arborist's report and recommendations. <b>Paper K</b>	The Deputy Clerk advised that the Operations Manager had met with both complainants and agreed inhouse works to be carried out.  The Committee <b>resolved</b> to defer to receive a report from the Operations Manager.	<b>OM</b> to report to the next meeting.	
PS23/203	To <b>consider</b> action to be taken to on General Cemetery Chapel and <b>authorise</b> relevant expenditure. <b>Paper L</b> <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</b>	Deferred to the end of the meeting.		
PS23/204	To <b>consider</b> a grant request from 1 <sup>st</sup> Gainsborough Cup Scouts for £1,000. <b>Paper M</b>	Cllr Davies declared a non-pecuniary interest as his wife is a cub leader. Cllr Plastow declared a non-pecuniary interest as a member of the scouting organisation.  The Committee <b>resolved</b> to award the 1 <sup>st</sup> Gainsborough Cub Scouts £1,000 towards the hire of a marquee, tables	<b>ASO</b> to send out relevant paperwork to the organisation.	

Initialed:

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		and chairs for the LinCub weekend.  Cllrs Davies and Plastow abstained.		
PS23/205	To <b>consider</b> authorising expenditure for brushwood and leave pile removal. <b>Paper N</b>	The Committee <b>resolved</b> to appoint contractor A to undertake the works as soon as the weather and their work schedule permits and to <b>recommend to Full Council</b> to earmark £5,510 to undertake the works.  Cllr Key voted against.	<b>DC</b> to include on Full Council agenda.	
PS23/206	To <b>note</b> a complaint regarding speeding cars on Cox's Hill and Heapham Road and <b>consider supporting</b> the complaint and forwarding it to the highways Authority. <b>Paper O</b>	The Deputy Clerk advised this is dealt with by the Planning Committee	<b>DC</b> to include on Planning Committee agenda.	
PS23/207	To <b>note</b> a verbal report on Christmas lights by the Operations Manager.	Defer until the next meeting.	<b>OM</b> to report to the next meeting.	
PS23/208	To <b>receive</b> any items for notification to be included on a future agenda – for information only	None	N/A	N/A
<i>Two members of the public left the meeting.</i>				
PS23/193	To <b>note</b> minor changes to legal paperwork as approved by the council's solicitor, <b>authorise</b> the clerk to sign said paperwork and	The Committee <b>resolved</b> to <ul style="list-style-type: none"> <li>note the correspondence received from the Council's solicitor's</li> </ul>	<b>TC</b> to sign the addendum document on behalf of the Council.	

Initialed:

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	<p><b>note</b> correspondence received from the council's solicitor.  <b>Exclusion of public and press recommended due to ongoing legal process.</b>  <b>Paper B</b></p>	<ul style="list-style-type: none"> <li>• approve the changes to the addendum requested by the WLDC solicitor's</li> <li>• authorise the Town Clerk to sign the addendum document on behalf of the Council.</li> </ul>		
PS23/200	<p>To consider an application to keep chickens at Love Lane allotment.  <b>Paper I</b>  <b>Exclusion of public and press recommended to protect personal data.</b></p>	<p>The Committee <b>resolved</b> that the</p> <ul style="list-style-type: none"> <li>• plot holder be given written permission for the Livestock House with a condition of no more than six chickens to be in line with the recommendations set out by the National Allotment Society.</li> <li>• Allotment Officer to monitor the Allotment Garden to ensure the correct Livestock House meterage as outlined above is adhered to and that a further 25% of Allotment Garden is under cultivation of crops after 3 months from the start of tenure and at least 75% of the Allotment Garden is under cultivation of crops after 12 months and thereafter as set out in in the Tenancy Agreement 5.5</li> </ul>	<p><b>AO</b> to provide written permission and monitor.</p>	
PS23/201	<p>To <b>consider</b> a request to retain a standpipe and grant retrospective permission.  <b>Paper J</b></p>	<p>The Committee <b>resolved</b> that</p> <p>a) That the plot holder be given retrospective written permission to retain the stand pipe on the</p>	<p><b>AO</b> to write to advise the lot holder and reissue invoice for plot 47.</p>	

Initialed:

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	<b>Exclusion of public and press recommended to protect personal data.</b>	<p>condition it is a communal standpipe for all holders.</p> <p>b) The plot holder be granted a maximum of twelve (12) months only – to 25<sup>th</sup> March 2024 – rent free access to plot 47 (water to be paid for) providing they continue to make progress regarding its cultivation. The Allotment Officer to monitor progress.</p> <p>Cllrs Key and O'Connor abstained.</p>		
<i>Cllr O'Connor and the Allotments Officer left the meeting at 8:40pm.</i>				
PS23/203	To <b>consider</b> action to be taken to on General Cemetery Chapel and <b>authorise</b> relevant expenditure. <b>Paper L</b> <b>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</b>	The Committee <b>resolved</b> to approach WLDC to see if they have any local architects that can also provide quotations.	<b>TC</b> to contact WLDC.	
PS23/209	To <b>note</b> the date and time of the next Property and Services committee scheduled 14 March 2023 at 19.00	The committee <b>noted</b> the date and time of the next Property and Services committee scheduled 11 April 2023 at 19.00.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 20.51

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

Initialed: