

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: gainsborough-tc.gov.uk



Dear Councillor,

Thursday, 13 July 2023

You are hereby summoned to attend an extraordinary meeting of **Property and Services Committee** which will be held on **Tuesday 18 July 2023** commencing at **6.30pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough.**

The business of the meeting is set out in the agenda below.

Cllr T Davies
Acting Town Clerk

Committee members: Cllr N Bowler, Cllr R Craig – ex officio, Cllr D Dannatt, Cllr T Davies (C) - ex officio, Cllr P Key, Cllr K Panter, Cllr J Plastow (VC), Cllr J Ward, Cllr H Warriner

Agenda no	Agenda item title	Power
PS24/042	Apologies for absence To note apologies for absence.	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/043	Declarations of interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	<i>Localism Act 2011, s31.</i>
PS24/044	Dispensation requests 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>
PS24/045	Items for Exclusion of Public and Press 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
PS24/046	<p>Minutes of the previous meeting(s) 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 Committee, Tuesday 11 July 2023</p>	<p><i>Local Government Act 1972, Sch 12, p41 (1).</i></p>
PS24/047	<p>Weed and detritus removal equipment To consider report from the Operations Manager seeking approval for the purchase of pedestrian weed and detritus removal equipment. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper B</p>	
PS24/048	<p>Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper C</p>	
PS24/049	<p>Items for notification To receive any items for notification to be included on a future agendas – for information only</p> <ul style="list-style-type: none"> ➤ General Cemetery Chapel condition report quotes ➤ General Cemetery extension ➤ Richmond House conservatory replacement ➤ Sandsfield Lane North play area 	<p>N/A</p>
PS24/050	<p>Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm</p>	<p><i>Local Government Act 1972, Sch 12, p10 (2)(a)</i></p>

PAPER A



DRAFT Minutes of the Property & Services Committee meeting

Tuesday 11 July 2023 at 7.00pm.

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

Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
	Paul Key	
Dennis Dannatt		

Councillors Absent

	Tim Davies (Chairman)	
Richard Craig		James Ward
	Keith Panter	Harry Warriner

In attendance:

Rachel Allbones (DC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
----------------------------	----------------------	--------------------

Two members of the public were in attendance.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/026	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Davies and Ward.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/027	Declarations of interest 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
PS24/028	Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/029	Items for Exclusion of Public and Press 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 item PS24/037, PS24/038 & PS24/039.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/030	Minutes of the previous meeting(s) 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 13 June 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 13 June 2023 as a true record of the meeting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/031	Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 Paper B	1) The Committee resolved to refuse the application from Connexions 4 Youth due to the resubmitted version still stating easter and spring events. The Committee advised they would welcome a new application.	ASO to respond to applicants.	

Initialed:

Property and Services Committee Minutes 2023-24

11 | Page

Agenda no	Agenda item title	Resolution	Action	Power
	<p>2) North Notts and Lincs Community Rail Partnership - £1,000 Paper C</p> <p>To note that the following Community Grant funds are available:</p> <ul style="list-style-type: none"> • £4,840 in earmarked reserves • £1,000 remaining from the 2023/2024 budget <p>https://gainsborough-tc.gov.uk/policy/community-grants-policy/</p>	<p>2) The Committee resolved to refuse the application from North Notts and Lincs Community Rail Partnership due to clarity being needed regarding the content of the application and train services being offered. The Committee advised they would welcome a new application.</p>		
PS24/032	<p>Laybo Fest 2024</p> <p>To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.</p> <p>Paper D</p>	<p>The Committee were advised that a response was received from WLDC as follows: - <i>the food and health & safety team did not attend the event. As such, I am unable to comment on any concerns regarding the event. I can confirm that our team have received no complaints regarding the event.</i></p> <p>Response from Laybo Fest organisers as follows: - <i>the feedback is all positive. Zero issues, zero complaints from residents and everything positive for the future and our mission to create something beautiful for the town. We will be sticking to the same plan we submitted for laybos 23 as parking and traffic management worked perfectly.</i></p>		

Initialled:

Agenda no	Agenda item title	Resolution	Action	Power
		<p><i>Attendance was 800 Saturday and 400 Sunday.</i></p> <p>The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.</p> <p>The committee resolved to write to the complainant advising of the 2024 dates stating it is a once a year event, it was the only complaint that was received by GTC and WLDC, but would monitor the event.</p>	<p>ASO to respond to applicant.</p> <p>ASO to write to complainant.</p>	
PS24/033	<p>Christmas Lights switch on To note verbal report from the Deputy Clerk.</p>	<p>The Deputy Clerk informed members she was attending a meeting on Thursday 13th July at WLDC to hear what they are planning to deliver for Christmas 2023. It was advised that Cllrs could be invited to future meetings.</p> <p>The Committee resolved that Cllr Key be the Council representative at any future meetings with WLDC.</p>	<p>DC / Cllr Key to report to the next meeting.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
PS24/034	<p>Grave Digging To consider a verbal report from the Operations Manager on burial processes and administration.</p>	<p>The Committee noted an update Operations Manager on the current grave digging arrangements and struggles with the ground conditions. Members requested to attend the digging of a grave to understand the issues. The Committee resolved that Members be advised when they can attend, max x2 Cllrs each time.</p>	<p>OM to liaise with Members to attend the digging of a grave.</p>	
PS24/035	<p>Love Lane Pond To consider a verbal report from the Operations Manager regarding the retrospective planning application.</p>	<p>The Committee noted that the application was near complete and would be submitted to WLDC tomorrow. It is expected to be either approved with conditions or refused. WLDC would most likely require a flora and fauna survey and a pond management plan at which time quotations will be sought for the reports to be carried out. A Member of the public highlight the issue of asbestos and informed the Operations Manager where the alleged asbestos is buried.</p>	<p>OM to report once outcome is received from WLDC.</p>	
PS24/036	<p>Allotment rent To note and agree to the rent increase from Thonock and Somerby Estates for Middlefield Lane and</p>	<p>The Committee resolved to note and agree to the rent increase from Thonock and Somerby Estates for Middlefield Lane and Love Lane Allotments.</p>	<p>DC to respond to Thonock and Somerby Estates.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	Love Lane Allotments Paper E			
Members of the public left the meeting at 7.56pm.				
PS24/037	Allotment Officers Report To receive report from the Allotment Officer and decide on any action to be taken. Paper F	The Committee resolved : - 1) for the Allotments Officer to review all Council allotment policies and put recommendations to the Committee. 2) for the Operations Manager to contact relevant National Associations relating to the keeping of pigeons. 3) that the existing plot holders on North Warren allotments remain in situ to carry on with racing pigeons until a time comes that they surrender their agreement or discontinue keeping pigeons. 4) that cultivation must be carried out on any 'free' land where the lofts are in situ and on any additional plots 75% must be cultivated. Cllr Dannatt abstained.	OM to contact relevant National Associations relating to the keeping of pigeons. AO to review all allotment policies and documents.	
The Allotments Officer left the meeting.				
PS24/038	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs. Exclusion of Public and press	The Committee resolved to defer the items and requested the Operations Manager to seek further quotations.	OM to source further quotations.	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
	<p>recommended due to time sensitive commercial sensitivities. Paper G</p>			
PS24/039	<p>Zero Turn Mower To consider report from the Operations Manager seeking approval for the purchase of a replacement zero turn stand up grass cutting mower. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper H</p>	<p>The Committee resolved to under Standing Order 3.z to extend the meeting past 2 hours.</p> <p>The Committee resolved to recommend to Full Council: -</p> <p>a) That approval is given to purchase a new zero turn stand up grass cutting mower and the two remaining Wrightlander mowers to be employed to supplement the new mower until they are no longer serviceable – after which they may be sold for spares or repair.</p> <p>b) That the maximum budget to purchase the new zero turn stand up grass cutting mower is set at £10,750 + Vat. The lowest price will be obtained; however, this figure gives the Operations Manager additional scope should there be any unforeseen costs.</p> <p>c) That the Operations Manager set up a demonstration for the Grounds Maintenance Team to view and ‘test drive’ the two mowers selected, as above. Elected members are also welcome to attend the demonstration. The maximum set budget in b) above</p>	<p>DC to include on next Full Council agenda.</p>	

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		will allow the Grounds Maintenance Team the opportunity to choose the mower they find best suited to the job. They will not be advised of the price.		
PS24/040	Items for notification To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> • General Cemetery Chapel condition report quotes • General Cemetery extension • Richmond House conservatory replacement • Sandsfield Lane North play area 	DC to include on future agendas.	<i>N/A</i>
PS24/041	Time and date of next meeting To note the date and time of the next Property and Services committee is scheduled for Tuesday 12 September 2023 at 7.00pm	The Committee noted the date and time of the next Property and Services committee is Tuesday 18 July 2023 at 6:30pm for an extraordinary meeting.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 9:05pm.

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

Initialed:

PAPER B

PAPER C