

# Minutes of the Property & Services Committee meeting

Tuesday 12 September 2023 at 7.00pm

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



## Councillors Present

Nigel Bowler		James Plastow (Vice Chairman)
Richard Craig - ex officio	Paul Key	

## Councillors Absent

	Tim Davies - ex officio (Chairman)	
		James Ward
Dennis Dannatt	Keith Panter	Harry Warriner

## In attendance:

Rachel Allbones (ITC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Also Present: Cllr Morley.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/051	<b>Apologies for absence</b> To note apologies for absence	Apologies had been received from Cllrs Dannatt, Davies and Warriner.	N/A	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
PS24/052	<b>Declarations of interest</b> To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr Craig declared a personal interest in agenda item 58 1) as knows the Connexions charity, 58 2) as knows the Steppingstone Theatre Company and 59 as he's had a separate meeting with Marshalls Yard. Cllr Plastow declared a personal interest in agenda item 58 2) as his son does theatre there.	N/A	<i>Localism Act 2011, s31.</i>

Initialed:

Agenda no	Agenda item title	Resolution	Action	Power
		Cllr Bowler declared a personal interest in agenda item 57 as a trustee of Greener Gainsborough.		
PS24/053	<b>Dispensation requests</b> 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>
PS24/054	<b>Items for Exclusion of Public and Press</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.	The Committee <b>resolved</b> to exclude the public and press from items PS24/062 to PS24/066.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/055	<b>Minutes of the previous meeting(s)</b> 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). <b>Paper A – Property and Services Tuesday 18 July 2023</b>	The Committee <b>resolved</b> to sign the minutes of the Property and Services Committee meeting of Tuesday 18 July 2023 as a true record of the meeting.	<b>ASO</b> to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/056	<b>Matters Arising Schedule</b> Setting out current position of previously agreed actions as at 7	The Committee <b>noted</b> the current position of previously agreed actions.	<b>OM</b> to look into how often a Fire Risk Assessment needs carrying out at Richmond House.	

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	September 2023. <b>Paper B</b>			
PS24/057	<b>Allotment Officer Report</b> To note the report from the Allotments Officer and the use of the delegated functions. <b>Paper C</b>	The Committee <b>resolved</b> : - 1. To note the contents of the report. 2. That the rent date change commencing 2024 to 30 April each year. 3. Hold an extraordinary P&S Committee meeting at 6.30pm on Tuesday 19 September to discuss the quotations received for an Ecological survey of Love Lane allotment pond.  The Allotment Officer left the meeting at 7.51pm.	<b>AO</b> to inform allotment holders regarding the change to rent collection date.  <b>ITC</b> to send agenda out.	
PS24/058	<b>Grant Applications</b> To consider grant applications received. 1) Connexions 4 Youth - £1,000 <b>Paper D</b> 2) Stepping Stone Theatre for Mental Health - £450.00 <b>Paper E</b> To note that the following Community Grant funds are available: <ul style="list-style-type: none"> <li>£4,840 in earmarked reserves</li> <li>£1,000 remaining from the 2023/2024 budget</li> </ul>	Cllr Craig left the meeting.  The Committee <b>resolved</b> to award Connexions 4 Youth £1,000.  Cllr Craig returned to the meeting.  The Committee <b>resolved</b> to not to award the grant Stepping Stone Theatre for Mental Health as the project had already commenced and grants are not awarded retrospectively, but advise they are welcome to apply for another project in the future.	<b>ASO</b> to contact applicants.	

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	<a href="https://gainsborough-tc.gov.uk/policy/community-grants-policy/">https://gainsborough-tc.gov.uk/policy/community-grants-policy/</a>			
PS24/059	<b>Christmas Lights Festival</b> To note and agree the proposals for the 2023 Christmas Lights Festival from WLDC. <b>Paper F</b>	The Committee <b>resolved</b> : - a) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted. b) To support the purchase and erection of the festival bunting to the sum of £500 from 11010 budget.  Cllr Craig advised he would be able to source volunteers (Over 18yo) to assist with stewarding the Christmas lights festival event. ITC to inform WLDC.	ITC to inform WLDC.	
PS24/060	<b>Remembrance Sunday</b> To note the action timeline and progress made so far for Remembrance Sunday. <b>Paper G</b>	The Committee <b>noted</b> the current position.	ASO to continue with organising.	
PS24/061	<b>Play Area RoSPA Safety Inspection Reports</b> To receive the annual RoSPA reports and consider any action resulting from these. <b>Paper H</b>	The Committee <b>noted</b> the annual RoSPA reports and action resulting.	OM to produce an updated report in December with progress.	
PS24/062	<b>Aisby Walk Skate Park</b> To consider quotation received for repair to Aisby Walk skate park. <b>Exclusion of Public and press</b>	The Committee <b>resolved</b> to defer the decision to Full Council and to hold a	OM to organise a site visit for all Cllrs prior to the Full Council meeting.	

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	<b>recommended due to time sensitive commercial sensitivities. Paper I</b>	site visit for Cllrs in order to make n informed decision.		
PS24/063	<b>Richmond Park Footpaths</b> To consider appointing a contractor for Richmond Park footpaths' repairs. <b>Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper J</b>	The Operations Manager advised the Committee of a second quotation that had been received.  The Committee <b>resolved</b> that Hemswell Surfacing Ltd be appointed as soon as possible to undertake the footpath resurfacing works in Richmond Park as soon as the weather and their work schedule permits – presently late September 2023 at a cost of £4,750, that a 10% discretion (£475) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. That the budget be adjusted accordingly.	<b>OM</b> to advise contractors accordingly.	
PS24/064	<b>Richmond Park Climbing Wall &amp; Compound Security Fence</b> To note verbal report from the Operations Manager following item PS24/048 of 18 July 2023.	The Committee <b>noted</b> a report from the Operations Manager regarding the Listed Building Consent and Planning applications needed. The Listed Building discussions are ongoing with WLDC.	N/A	
PS24/065	<b>General Cemetery Waste Compound</b> To consider authorising expenditure for brushwood and leave pile removal. <b>Exclusion of Public and press</b>	The Committee <b>resolved</b> : - a) to appoint DJ Cleaning Ltd as soon as possible to undertake the works as soon as the weather and their work schedule permits at a cost of £4,250.	<b>OM</b> to advise contractors accordingly.  <b>OM</b> to investigate the	

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	<b>recommended due to time sensitive commercial sensitivities. Paper K</b>	b) That a 10% discretion (£425) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. c) That the budget be adjusted accordingly. d) That the Operations Manager investigate the bunding of the compound to allow for suitable separation and management of wood, brash, leaves and other vegetable matter. The foregoing is not waste until the Council decides it requires disposal via the lawful waste management stream, as per recommendation a) above. e) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.	bunding of the compound.	
PS24/066	<b>Levellings Footpath Resurfacing</b> To consider report from the Operations Manager following tripping incident on the dog walk and consider quotations received. <b>Paper L on the evening</b>	The Operations Manager gave a verbal report.	<b>ITC</b> to include on extraordinary meeting agenda.	
PS24/067	<b>Items for notification</b> To receive any items for notification to be included on a future agenda – for information only	<ul style="list-style-type: none"> <li>Richmond House and Park discussion document</li> <li>General Cemetery Chapel condition report quotes</li> <li>General Cemetery extension</li> <li>Richmond House conservatory replacement</li> </ul>	<b>ITC</b> to include on future agendas.	N/A

Agenda no	Agenda item title	Resolution	Action	Power
		<ul style="list-style-type: none"> <li>Sandsfield Lane North play area</li> </ul>		
PS24/068	<b>Time and date of next meeting</b> To note the date and time of the next Property and Services committee is scheduled for Tuesday 10 October 2023 at 7.00pm	The Committee <b>noted</b> the date and time of the next Property and Services committee is Tuesday 19 September 2023 at 6.30pm.	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

The meeting closed at 9:09pm.

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