

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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PROPERTY AND SERVICES COMMITTEE AGENDA

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 10 October 2023** commencing at **7.00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

To: 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
Procedural items	
PS24/077	Apologies for Absence To note apologies for absence.
PS24/078	Declarations of Interest To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.
PS24/079	Dispensation Requests To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.
PS24/080	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.
PS24/081	Minutes of the Previous Meeting To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record. Paper A – Property and Services - Tuesday 12 September 2023 Paper B - Property and Services - Tuesday 19 September 2023
PS24/082	Matters Arising Schedule Setting out current position of previously agreed actions as at 5 October 2023. Paper C
Allotments	
PS24/083	Allotment Policy & Tenancy Agreement Review To review and adopt the Allotment Policies. <ul style="list-style-type: none"> • Keeping Animals of Allotment Policy • Keeping Hens / Chickens on Allotments Policy

Agenda No	Agenda Item
	<ul style="list-style-type: none"> • Keeping Rabbits on Allotments Policy • Keeping Bees on Allotments Policy • Keeping Pigeons on Allotments Policy • Tenancy Breach Policy • Waste Management Policy <p>Paper D</p>
Richmond House & Park	
PS24/084	<p>Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009. <i>This was requested to be put on the agenda from the Leader following the Strategy session.</i></p> <p>Paper E</p>
PS24/085	<p>Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.</p> <p>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</p> <p>Paper F</p>
Play Areas	
PS24/086	<p>Levellings Dog Walk Footpath / Trees To receive verbal update.</p>
Other Services	
PS24/087	<p>Fixed Electrical Testing To consider quotations received for the Electrical Testing at Richmond House, Marshalls, Levellings and General Cemetery.</p> <p>Exclusion of public and press recommended due to time sensitive commercial sensitivity.</p> <p>Paper G</p>
Other	
PS24/088	<p>Citizen of the Year Award To consider and approve criteria and proposals for Citizen of the Year Award 2023.</p> <p>Paper H</p>
PS24/089	<p>Armed Forces Day 2024 To consider email received from WLDC to see if GTC have intentions to hold an Armed Forces Day event in 2024.</p> <p>Paper I</p>
PS24/090	<p>Market Place Uplighters To consider request from WLDC to support the upgrade of the uplighters in the Market Place.</p> <p>Paper J</p>
PS24/091	2024 / 2025 Budget

Agenda No	Agenda Item
	<p>To consider budget requirements for 2024/25 for this committee. The following specific budgetary areas are considered as part of the Committee's remit:</p> <ul style="list-style-type: none"> • Grounds Maintenance • Richmond House & Park • Sports Grounds • Cemetery • Play Areas • Allotments • Public Realm • Events • Christmas Lights
PS24/092	<p>Items for notification</p> <p>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 • Play Area RoSPA Safety Inspection Reports, remedial update - December • Richmond House Fire Risk Assessment review • Sandsfield Lane North play area
PS24/093	<p>Time and date of next meeting</p> <p>To note the date and time of the next Property and Services committee is scheduled for Tuesday 14 November 2023 at 7.00pm</p>

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Wednesday, 04 October 2023

PAPER A

DRAFT 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	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Dannatt, Davies and Warriner.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/052	Declarations of interest 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	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>
PS24/054	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 items PS24/062 to PS24/066.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/055	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 18 July 2023	The Committee resolved to sign the minutes of the Property and Services Committee meeting of Tuesday 18 July 2023 as a true record of the meeting.	ASO to publish	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
PS24/056	Matters Arising Schedule Setting out current position of previously agreed actions as at 7	The Committee noted the current position of previously agreed actions.	OM to look into how often a Fire Risk Assessment needs carrying out at Richmond House.	

Agenda no	Agenda item title	Resolution	Action	Power
	September 2023. Paper B			
PS24/057	Allotment Officer Report To note the report from the Allotments Officer and the use of the delegated functions. Paper C	The Committee resolved : - 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.	AO to inform allotment holders regarding the change to rent collection date. ITC to send agenda out.	
PS24/058	Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 Paper D 2) Stepping Stone Theatre for Mental Health - £450.00 Paper E To note that the following Community Grant funds are available: <ul style="list-style-type: none"> £4,840 in earmarked reserves £1,000 remaining from the 2023/2024 budget 	Cllr Craig left the meeting. The Committee resolved to award Connexions 4 Youth £1,000. Cllr Craig returned to the meeting. The Committee resolved 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.	ASO to contact applicants.	

Agenda no	Agenda item title	Resolution	Action	Power
	https://gainsborough-tc.gov.uk/policy/community-grants-policy/			
PS24/059	<p>Christmas Lights Festival To note and agree the proposals for the 2023 Christmas Lights Festival from WLDC. Paper F</p>	<p>The Committee resolved: -</p> <p>a) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted.</p> <p>b) To support the purchase and erection of the festival bunting to the sum of £500 from 11010 budget.</p> <p>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.</p>	ITC to inform WLDC.	
PS24/060	<p>Remembrance Sunday To note the action timeline and progress made so far for Remembrance Sunday. Paper G</p>	The Committee noted the current position.	ASO to continue with organising.	
PS24/061	<p>Play Area RoSPA Safety Inspection Reports To receive the annual RoSPA reports and consider any action resulting from these. Paper H</p>	The Committee noted the annual RoSPA reports and action resulting.	OM to produce an updated report in December with progress.	
PS24/062	<p>Aisby Walk Skate Park To consider quotation received for repair to Aisby Walk skate park. Exclusion of Public and press</p>	The Committee resolved 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.	

Agenda no	Agenda item title	Resolution	Action	Power
	recommended due to time sensitive commercial sensitivities. Paper I	site visit for Cllrs in order to make n informed decision.		
PS24/063	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper J	The Operations Manager advised the Committee of a second quotation that had been received. The Committee resolved 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.	OM to advise contractors accordingly.	
PS24/064	Richmond Park Climbing Wall & Compound Security Fence To note verbal report from the Operations Manager following item PS24/048 of 18 July 2023.	The Committee noted 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	General Cemetery Waste Compound To consider authorising expenditure for brushwood and leave pile removal. Exclusion of Public and press	The Committee resolved : - 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.	OM to advise contractors accordingly. OM to investigate the	

Agenda no	Agenda item title	Resolution	Action	Power
	<p>recommended due to time sensitive commercial sensitivities. Paper K</p>	<p>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.</p>	<p>bunding of the compound.</p>	
PS24/066	<p>Levellings Footpath Resurfacing To consider report from the Operations Manager following tripping incident on the dog walk and consider quotations received. Paper L on the evening</p>	<p>The Operations Manager gave a verbal report.</p>	<p>ITC to include on extraordinary meeting agenda.</p>	
PS24/067	<p>Items for notification To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> • Richmond House and Park discussion document • General Cemetery Chapel condition report quotes • General Cemetery extension • Richmond House conservatory replacement 	<p>ITC to include on future agendas.</p>	N/A

Agenda no	Agenda item title	Resolution	Action	Power
		<ul style="list-style-type: none"> Sandsfield Lane North play area 		
PS24/068	Time and date of next meeting 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 noted 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

DRAFT

PAPER B

DRAFT Minutes of the Property & Services Committee meeting

Tuesday 19 September 2023 at 6.30pm

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



Councillors Present

		James Plastow (Vice Chairman)
Richard Craig - ex officio	Paul Key	
Dennis Dannatt		

Councillors Absent

Nigel Bowler	Tim Davies - ex officio (Chairman)	
		James Ward
	Keith Panter	Harry Warriner

In attendance:

Rachel Allbones (ITC & RFO)	Stephen Coulman (OM)	Amanda Clarke (AO)
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Also Present: Cllrs Devine, Dobbie and Morley.

Agenda no	Agenda item title	Resolution	Action	Power
PS24/069	Apologies for absence To note apologies for absence	Apologies had been received from Cllrs Bowler, Davies and Ward.	N/A	<i>Local Government Act 1972, s85 (1) & Sch 12, p40.</i>
PS24/070	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>

Agenda no	Agenda item title	Resolution	Action	Power
PS24/071	<p>Dispensation requests To consider any dispensation requests received by the Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.</p>	None received.	N/A	<i>Localism Act 2011, s33.</i>
PS24/072	<p>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.</p>	The Committee resolved to exclude the public and press from item PS24/073 & PS24/074.	N/A	<i>Public Bodies (Admissions to Meetings) Act 1960 1 (2)</i>
PS24/073	<p>Love Lane Allotment Pond To consider quotations received for an Ecological survey of the Love Lane allotment pond area. Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper A</p>	<p>Cllrs Dobbie and Devine arrived at the meeting at 6.44pm.</p> <p>The Allotments Officer informed the meeting that a Hydrographic survey, cross section of the pond is required by the planning authority.</p> <p>Members felt the cross section of the pond may change if asbestos is located in the area.</p> <p>The Committee resolved to obtain quotation(s) from a suitably competent and experienced contractor to undertake a site survey to establish the existence of any asbestos and its location in relation to the Love Lane pond 'plot'. The Committee delegated</p>	AO to source competent and experienced contractor.	

Agenda no	Agenda item title	Resolution	Action	Power
		for the ITC / OM authority to spend subject to it being in line with 4.1 of Financial Regulations.		
PS24/074	<p>Levellings Footpath Resurfacing To consider quotations received for the resurfacing of Levellings Footpaths.</p> <p>Exclusion of Public and press recommended due to time sensitive commercial sensitivities. Paper B</p>	<p>Members raised concerns regarding the damage to the footpath the tree from the tree roots.</p> <p>The Operations Manager reminded Members of the recent tripping incident and the dark nights will soon be upon us, he advised due to the tree roots it would not be possible to lay a flat / level footpath the length of the Dog Walk but one that gently undulates allowing safe access and egress to and within the Dog Walk.</p> <p>The Committee resolved to defer the item and request for an Arborist to inspect the trees and report their findings.</p>	OM to instruct the Arborist to report on the trees aligning the dog walk.	
PS24/075	<p>Items for notification To receive any items for notification to be included on a future agenda – for information only</p>	<ul style="list-style-type: none"> • Richmond House and Park discussion document • General Cemetery Chapel condition report quotes • General Cemetery extension • Richmond House conservatory replacement • Sandsfield Lane North play area 	ITC to include on future agendas.	N/A
PS24/076	<p>Time and date of next meeting To note the date and time of the next Property and Services committee is</p>	The Committee noted the date and time of the next Property and Services	N/A	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

Agenda no	Agenda item title	Resolution	Action	Power
	scheduled for Tuesday 10 October 2023 at 7.00pm	committee is Tuesday 10 October 2023 at 7.00pm.		

The meeting closed at 7:04pm.

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

DRAFT

PAPER C

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 02/10/2023



Purpose: To consider progress on the matters arising from previous Property and Services Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Unsure	PS22/025	To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer to Full Council.	Full Council Carried. Now in conversation with OM with regards to practical execution.		OM
In progress	PS22/030	To consider adding an online application for allotments to the website.	The committee resolved to approve the adding of an online application form to the website.	TC in talks with Edge who are considering for their software. Still waiting for Edge		ASO
In progress	PS22/036	To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee recommended that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation.	Day of Action being planned awaiting dates and availability. Liaising with WLDC re conservation ONGOING		TC/OM
In progress	PS22/037	To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.	Ongoing, Liaising with conservation officer Fire doors installed in FF offices		TC/OM
In progress	PS22/075	To consider reviving the Citizen of the Year Award.	The committee resolved to revive the Citizen of the Year Award.	To a future agenda		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Not started	PS23/013	To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead following the receipt of further quotes.	The committee resolved to formally look into the re-installation of the dog walk and obtain further quotes.	TC/OM to obtain further quotes. Outstanding.		TC/OM
In progress	PS23/147	To receive first estimates on the filling-in of the Love Lane Pond and consider any further action required.	The Committee resolved to not infill the pond and to apply for retrospective planning permission on the proviso permission of the land owner is received. For the Allotments Officer to work with the Operations Manager to look at other options to make the area secure and report back to the Committee.	OM to contact Thonock and Somerby Estate to gain permission to retain the pond. If received apply for retrospective planning permission with WLDC. OM & AO to investigate options to make the pond area secure and report back to the Committee.		OM/AO
In progress	PS23/170	To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved : - a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk.. b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity. c) To create a user panel as per 2(g) of paper H. 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.	OM to proceed with consultation process.		OM
In progress	PS23/194	To consider an application by the Gainsborough Rotary Club to use Marshall's Playing	The Committee resolved to approve the application subject to provision of a final event plan, proof of PLI, RAMS etc	ASO to book event in the diary.		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		Fields for a Rotary Fireworks Event and determine the fee to be charged.	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.	TC to ensure final event plan, proof of PLI, RAMS are received.		
In progress	PS23/196	To consider 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.	Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.	TC to instruct the architects and enter into negotiations with both WLDC and LCC.		TC
In progress	PS23/197	To consider authorising the removal of the aviary and disposing of it with permission of WLDC.	The Committee resolved to remove the aviary at the earliest opportunity and seek a buyer.	TC to seek buyer for the aviary.		OM
In progress	PS23/203	To consider action to be taken to on General Cemetery Chapel and authorise relevant expenditure.	The Committee resolved to approach WLDC to see if they have any local architects that can also provide quotations.	TC to contact WLDC.		TC
In progress	PS23/223	To consider a report on burial processes and administration and consider approving the recommendations therein f	The committee resolved to accept the officer's recommendations: a) That the Operations Manager and Deputy Clerk give a verbal update at the Committee Meeting on any and all developments. b) That the Operations Manager pursue the ICCM regarding training. c) Due to the urgency and fluidity of the situation that the Committee	OM +DC/RFO to report on standing item. OM to liaise with ICCM to provide training. OM +DC/RFO and committee chairman to appoint a new contactor and sign Service Level Agreement at the earliest opportunity. DC/RFO to adjust relevant budget.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>Chair, Operations Manager and Deputy Clerk be authorised to agree to the appointment of any new contractor and their prices subject to them being able to comply with the Service Level Agreement and their prices are competitive.</p> <p>That when a new contractor is appointed that the budget be adjusted accordingly.</p>			
In progress	PS24/017	<p>Love Lane Allotment pond consultation</p> <p>To note the Love Lane allotment pond consultation results and consider recommendations contained in the report.</p>	<p>The Committee resolved: -</p> <p>a) To note the survey result.</p> <p>b) To inform allotment holders and Thonock and Somerby estates of the survey results.</p> <p>c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.</p> <p>d) To inform the WLDC planning enforcement officer that planning consent has been sought.</p> <p>e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted</p>	<p>AO to inform allotment holders results.</p> <p>AO to apply for retrospective planning consent to retain the pond.</p> <p>AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>AO & OM to produce a pond management plan.</p>		OM/AO
Part Complete	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>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</p>	ASO to respond to applicant.		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			2024 is £300. 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.	ASO to write to complainant.		
In progress	PS24/037	Allotment Officers Report To receive report from the Allotment Officer and decide on any action to be taken.	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.	OM to contact relevant National Associations relating to the keeping of pigeons. AO to review all allotment policies and documents.		OM/AO
In progress	PS24/038	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs.	The Committee resolved to defer the items and requested the Operations Manager to seek further quotations.	OM to source further quotations.		OM
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	DC to include n next agenda.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/058	Grant Applications To consider grant applications received. 1) Connexions 4 Youth - £1,000 2) Stepping Stone Theatre for Mental Health - £450.00	The Committee resolved to award Connexions 4 Youth £1,000. The Committee resolved 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.	ASO to contact applicants.		ASO
Complete	PS24/059	Christmas Lights Festival To note and agree the proposals for the 2023 Christmas Lights Festival from WLDC.	The Committee resolved:-- g) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted. h) To support the purchase and erection of the festival bunting to the sum of £500 from 11010 budget.	ITC to inform WLDC.		ITC
Complete	PS24/063	Richmond Park Footpaths To consider appointing a contractor for Richmond Park footpaths' repairs.	The Committee resolved 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.	OM to advise contractors accordingly.		OM
In progress	PS24/065	General Cemetery Waste Compound To consider authorising expenditure for brushwood and leave pile removal.	The Committee resolved : - 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) That a 10% discretion (£425) be given to the Operations Manager to	OM to advise contractors accordingly. OM to investigate the bunding of the compound.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>allow for any price fluctuations or unforeseen works.</p> <p>c) That the budget be adjusted accordingly.</p> <p>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.</p> <p>e) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.</p>			
In progress	PS24/073	<p>Love Lane Allotment Pond To consider quotations received for an Ecological survey of the Love Lane allotment pond area.</p>	The Committee resolved to obtain quotation(s) from a suitably competent and experienced contractor to undertake a site survey to establish the existence of any asbestos and its location in relation to the Love Lane pond 'plot'. The Committee delegated for the ITC / OM authority to spend subject to it being in line with 4.1 of Financial Regulations.	AO to source competent and experienced contractor.		AO
In progress	PS24/074	<p>Levellings Footpath Resurfacing To consider quotations received for the resurfacing of Levellings Footpaths.</p>	The Committee resolved to defer the item and request for an Arborist to inspect the trees and report their findings.	OM to instruct the Arborist to report on the trees aligning the dog walk.		OM

PAPER D

PAPER E

PAPER F

PAPER G

PAPER H

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

Report Author: Rachel Allbones
Report Date: 22.09.2023



Gainsborough
TOWN COUNCIL

Citizen of the Year Award 2023

1. Introduction

The Council appoint a Citizen of the Year on an annual basis. They attend the Civic Service and attend the switch on event to turn the Christmas lights on in the Town Centre.

2. Purpose

To approve proposed criteria as set out in Appendix A.

To approve proposed nomination form as set out in Appendix B.

To approve proposed press release as set out in Appendix C.

To approve the timelines as:

Advert live Friday 13 October (Facebook, Twitter, local paper, website), closing date Monday 6th November, Property and Services Committee decide Citizen of the Year on Tuesday 14th November, Citizen of the Year awarded at Full Council on Tuesday 5th December 2023.

3. History

Past award winners: -

2000 – Margaret Pocklington
2001 – Peter Fotheringham
2002 – Alice Atkinson
2003 – Paul Howitt-Cowan
2004 – Sheila Hawksworth
2005 – Derek Jackson
2006 – Paschal Moran
2007 – Trevor Halstead
2008 – Michael Wragg
2009 -
2010 – Ruth Page
2011 – Peter McDonnell
2012 – Fred Richardson
2013 – Nigel Webster
2014 – Shan Jaehrig
2015 – Susan Edlington
2016 -
2017 - Richard Kane
2018 - Michelle Page
2019 – Gillian Gray
2020 – Anne Cunningham
2021 –
2022 -

4. Options

To agree the timetable and press release as presented or otherwise.

5. Factors Affecting

N/A

6. Financial Implications and risk

None.

The Citizen of the Year is awarded a medal (which is already purchased) and a certificate.

7. Recommendation

1. Approve Citizen of the Year award criteria.
2. Approve nomination form.
3. Approve the press release.
4. Approve the timeline as set out.

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

townclerk@gainsborough-tc.gov.uk

Website: gainsborough-tc.gov.uk



Gainsborough Citizen of the Year Award Criteria

- A Candidates must be a resident within the Parish of Gainsborough.
- B The award can be given to any individual &/or group that carry out their activities/services in the community in recognition of their services to the town of Gainsborough and its people. It should be open to a wide range of activities, from keeping the town tidy to running a cultural organisation.
- C Possible candidates can be nominated by anyone. Standing Councillors cannot be nominated.
- D People who are eligible for consideration for an award must have either carried out special or sterling service to the community or achieved something special for the community in the Parish of Gainsborough on a voluntary basis. It cannot be awarded to anyone for works undertaken as part of their paid duties.
- E Nominations can be made by one person and no further endorsement is necessary by others.
- F Nominations should be made on a nomination form made available from Gainsborough Town Council office, and via forms available on Gainsborough Town Council's website or Facebook page. Nominations will close on Monday 6th November 2023.
- G The award will be made annually. If no nominations are received, the Town Council can make a decision on the award.
- H Candidates cannot win the award in any two consecutive years.
- I Candidates who were nominated but did not win the award in any given year can be nominated each year thereafter until or unless they win the award. Then Rule H applies.
- J Candidates who win the Award can be re-nominated after more than one year has elapsed since the year they won the Award.
- K A notification of the award to the winning person should appear in the local press, and Gainsborough Town Council's website, Facebook and Twitter.
- L The nominated persons will be notified of their nomination and their agreement should be requested.

- M The decision about a recipient should be made by a Property and Services Committee meeting. There should be a vote with the Chairman having the final decision in the event of a tie.
- N This decision should be kept private until the announcement.
- O There should be a public ceremony to commemorate the award as part of Gainsborough Town Civic Service in September of each year, or other suitable occasion, depending on the timing.
- P The award is to be called “Gainsborough Citizen of the Year Award” for an individual award and “Gainsborough Group of the Year Award” for a group award.

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Gainsborough Citizen of the Year Award

Nomination Form

The Gainsborough Town Council invites individual nominations of person(s) for the 'Gainsborough Good Citizen' award.

Nominees must be:

1. A resident within the Parish of Gainsborough
2. Of good repute and be regarded as having given outstanding community service within the parish.
3. The public serve given must have been voluntary for the benefit of other(s) or the community over a long period of time.
4. No age limit will apply.

Candidate Details

Name:

Address:.....

.....

Reasons for nominating this candidate:

Nominee Details:

Name:

Address:.....

.....

This form should be returned to:

Town Clerk, Gainsborough Town Council, Richmond House,

Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ by **Monday 6th November 2023.**



Citizen of the Year 2023

13.10.2023

Gainsborough's Citizen of the Year award is back for 2023!

Now is your chance to nominate someone who has made a real difference.

The Town Council is looking for people who are a resident within the Parish of Gainsborough, of good repute and considered to have repeatedly, by their own voluntary actions, given outstanding service to the parish of Gainsborough.

If you know someone who:

- Volunteers their time to make the town a better place,
- Works hard to improve the lives of residents,
- Or just constantly goes above and beyond,

Then now is the time to make your nomination!

Send your nomination by e-mail to townclerk@gainsborough-tc.gov.uk or by letter to:

Town Clerk, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ.

Your nomination should state the **name, address, and contact information** of the person you are nominating and a statement setting out the reason for their nomination.

Closing date for nominations is **Monday 6th November 2023.**

The Citizen of the Year award will be presented at Full Council on Tuesday 5th December 2023.

If you know someone that works hard to make Gainsborough a better place, help them be recognised. For queries please call **01427 811573.**

PAPER I

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

Report Author: Rachel Allbones
Report Date: 03.10.2023



Gainsborough
TOWN COUNCIL

Armed Forces Day 2024

1. Introduction

To consider recreating an Armed Forces Day event in 2024 as in previous years. Armed Forces Day in 2024 falls on Saturday 29 June.

2. Purpose

To consider email from West Lindsey District Council: -

We have an Armed Forces Champion (Cllr Sebastian Hague) who has been enquiring regarding an Armed Forces Day Event in 2024 – I know you've been in touch with him following our emails.

We were just wondering what the next steps would be going forward, and whether GTC would be happy / have intentions to possibly create an event surrounding this as previous years?

WLDC have not provided an event in recent years for Armed Forces Day and do not have any budget allocated. WLDC would have a small flag raising event for Armed Forces Day, as we do annually.

3. History

The Town Council began with Armed Forces Day events in 2015 at Richmond Park, predominantly organised by Cllrs that year.

In 2017 our Football Development Officer organised an Armed Forces and Community Day which also incorporated a junior football tournament at Marshalls Sports Ground.

In 2018 and 2019 our former Admin Support Officer along with support from a working group of Cllrs and members of the public organised the Armed Forces and Community Day.

The 2020 event was cancelled due to covid.

For 2022 a working group put together by AFCAS was going to organise their own event, but this didn't ever transpire.

A group separate to the Town Council was established late last year, but had representatives from the Town Council on, they met with Cllr Whaller, WLDC Veterans Champion. £2,500 was budgeted for in the 2023/24 budget to support a 2023 event.

Cllr Key put a motion to the Council for the Armed Forces Day to be held at Marshalls Sports Ground in 2023. This was turned down by the Council and Levellings was offered due to displacing the cricket on a Saturday. The event did not transpire.

4. Options

- Do nothing.
- Town Council to organise an Armed Forces Day event in 2024.
- Town Council to support a community organised Armed Forces Day event in 2024.

5. Factors Affecting

Staffing resource to organise the event if Committee proceed.

Displacing cricket if held on a Saturday at Marshalls Sports Ground. Gainsborough CC have already had the use of the facility withdrawn for 25 May 2024.

6. Financial Implications and Risk

£2,500 is in the 2023/24 budget for a 2023 event. That would need to be doubled at least for GTC to organise the event.

Armed Forces Day funding can be sought form <https://www.armedforcesday.org.uk/get-involved/organise-your-own-event/>

7. Recommendation

Committee to consider timescales, staff resources and financial constraints and to instruct the Interim Town Clerk on next steps.

PAPER J

Officer Report to the Property & Services Committee

Report Author: Rachel Allbones
Report Date: 03.10.2023



Gainsborough

TOWN COUNCIL

Market Place Uplighters

1. Introduction

To consider upgrade of Market Place Uplighters.

2. Purpose

To consider email from West Lindsey District Council: -

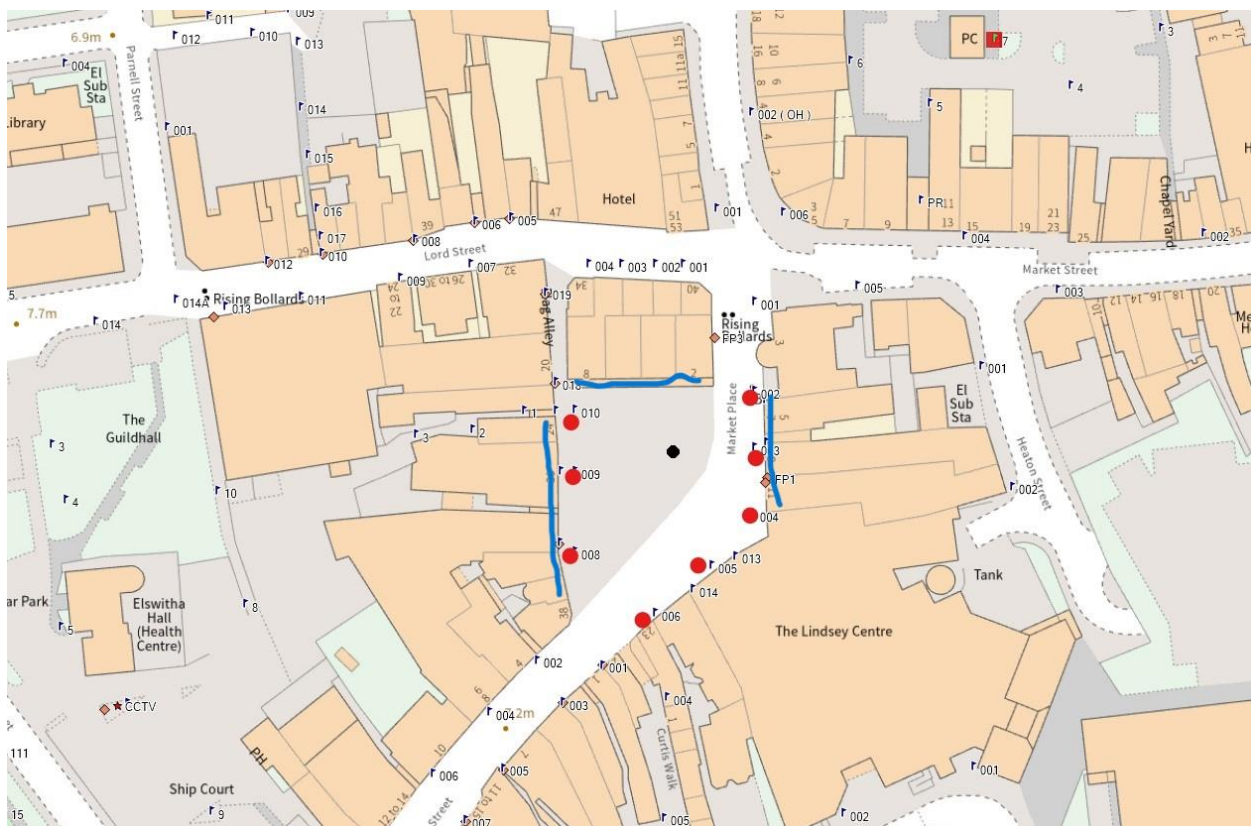
The cost to upgrade them is in fact £22k. This has been put into the LUF debate but just so that you are aware and anything that Town Council can do to help is appreciated. They would look amazing and be a good option rather than lights which are not practical across the Market Place.

3. History

The uplighters on the facades of the buildings around the Market Place no longer work and are in need of an upgrade. The blue lines on the below location map - show the buildings which have them.

Photos show the small grey boxes which are linked into the electricity at various points.

The Town's Manager is keen to have the uplighters upgraded and thinks it will enhance the Market Place during the festive season and compliment the Christmas Lights scheme.











4. Options

- Do nothing.
- Town Council to budget to offer financial support to upgrade of the Market Place uplighters.

5. Factors Affecting

N/A

6. Financial Implications and Risk

Dependent on if the Council budget to contribute towards the upgrade.

7. Recommendation

Committee to consider and to instruct the Interim Town Clerk on next steps.