

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner

Councillor Richard Craig

Councillor Tim Davies

Councillor Keith Panter

Councillor James Ward

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 14 November 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.

AGENDA

PS24/077 Apologies for Absence

To note apologies for absence.

PS24/078 Public Participation Period

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3 f-i for details.

PS24/079 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.

PS24/080 Dispensation Requests

To consider any dispensation requests received by the Town Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.

PS24/081 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.

PS24/082 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 Tuesday 10 October 2023 (pages 5 to 8)

PS24/083 Matters Arising Schedule

To note current position of previously agreed actions as at 9 November 2023.

Paper B (pages 9 to 18)

PS24/084 Allotment Policy & Tenancy Agreement Review

To review and adopt the Allotment Policy & Tenancy Agreement Review

1. Allotment Tenancy Agreement
2. Keeping Animals of Allotment Policy
3. Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy
4. Waste Management on Allotments Policy
5. Allotment Garden Application form
6. Animal & Animal Housing Application form
7. Pigeon & Pigeon Loft Application form
8. Temporary Structure / Shed Application form
9. Pond, Fence, Hedge, Shrub and Bush or Tree Application Form
10. Emergency Contact form
11. Change of Contact form

Paper C (pages 19 to 64)

PS24/085 Love Lane Allotment Pond

To consider report on the history and creation of the pond at Love Lane allotments.

Paper D (pages 65 to 72)

PS24/086 Love Lane Allotment Garden No. 54

To consider report on change of tenancy arrangements on allotment garden 54.

Exclusion of public and press recommended due to the confidential nature.

Paper E (pages 73 to 87)

PS24/087 General Cemetery Litter Bins

To consider quotations received to replace x10 litter bins in the General Cemetery.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper F (pages 88 to 91)

PS24/088 General Cemetery Chapel Condition Survey

To consider quotations received to carry out a condition survey of the chapel at the General Cemetery.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper G (pages 92 to 98)

PS24/089 General Cemetery Waste Compound

To consider quotation received to undertake ground repair works of the waste compound at the General Cemetery.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper H (pages 99 to 101)

PS24/090 Sandfield Lane North Play Area

To consider the Town Councils future in maintaining and inspecting Sandfield Lane North play area.

Exclusion of public and press recommended due to the confidential nature.

Paper I (pages 102 to 130)

PS24/091 Levellings Dog Walk Footpath

To receive correspondence from the Arboriculturist regarding the tree lining the dog walk. Referred from PS24/074.

Paper J (pages 131 to 133)

PS24/092 Marshalls Sports Ground Bowls Sheds

To consider quotations received to repair the roof of the brown bowls shed at Marshalls Sports Ground.

Exclusion of public and press recommended due to time sensitive commercial sensitivity.

Paper K (pages 134 to 136)

PS24/093 Citizen of the Year Award

To consider and approve who, if any, to award the Citizen of the Year 2023 to.

Exclusion of public and press recommended due to the confidential nature.

Paper L (pages 137 to 144)

PS24/094 2024 / 2025 Budget

To consider budget requirements for 2024/25 for this Committee.

The following specific budgetary areas are considered as part of the Committee's remit:

12. Grounds Maintenance
13. Richmond House & Park
14. Sports Grounds
15. Cemetery
16. Play Areas
17. Allotments
18. Public Realm
19. Events
20. Christmas Lights

Paper M (pages 145 to 163)

PS24/095 Items for Notification

To receive any items for notification to be included on a future agenda (for information only)

- Love Lane Allotment Pond asbestos survey results
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - December
- Richmond House Fire Risk Assessment review

PS24/096 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 12 December 2023 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 09 November 2023

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 10 October 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Vice Chairman)
 Councillor Nigel Bowler
 Councillor Dennis Dannatt
 Councillor Richard Craig
 Councillor Paul Key

In Attendance:
 Rachel Allbones
 Interim Town Clerk

Also Present: Councillor Morley

PS24/077 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, T Davies, J Ward and H Warriner.

PS24/078 Declarations of Interest

No declarations of interest were made.

PS24/079 Dispensation Requests

No dispensation requests were received.

PS24/080 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/085 & PS24/087 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/081 Minutes of the Previous Meeting (Papers A & B)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 September 2023 be approved as a as a true and accurate record and signed by the Chairman.

Note: Councillor Dannatt abstained from voting on the above resolution.

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 19 September 2023 be approved as a as a true and accurate record and signed by the Chairman.

Initialled:

Property and Services Committee minutes 2023-24
6

Note: Councillor Bowler abstained from voting on the above resolution.

PS24/082 Matters Arising Schedule (Paper C)

RESOLVED: that the current position of previously agreed actions be **NOTED**.

PS24/083 Allotment Policy & Tenancy Agreement Review (Paper D)

RESOLVED: to defer until the next meeting in order to provide Officers additional time to undertake the reviews.

PS24/084 Richmond House Lease (Paper E)

RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.

PS24/085 Richmond House Windows (Paper F)

RESOLVED: to RECOMMEND to FULL COUNCIL

- a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits.
- b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits.
- c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the necessary funds come from the Richmond House Reserve.
- e) The budget be adjusted accordingly.

PS24/086 Levellings Dog Walk Footpath / Trees

RESOLVED: to **NOTE** the update, and for the Operations Manager to contact another arborist to inspect the trees if the Councils current arborist is unavailable.

PS24/087 Fixed Electrical Testing (Paper G)

RESOLVED:

- a) That contractor A be appointed as soon as possible to undertake the EICR (£2,525 plus VAT) as soon as their work schedule permits.
- b) That a discretion of £1,500 be given to the Operations Manager to allow for any price fluctuations, unforeseen works, and any necessary urgent remedial works. It is anticipated that the green bowls hut will be condemned and cut off.
- c) That the necessary funds come from General Reserves.
- d) The budget be adjusted accordingly.
- e) That the Operations Manager liaise with the Bowls Club regarding the dilapidated condition of the green bowls hut.

PS24/088 Citizen of the Year Award (Paper H)

RESOLVED: to approve Citizen of the Year award criteria, nomination form, press release and timeline as set out.

PS24/089 Armed Forces Day 2024 (Paper I)

RESOLVED: to support a community organised Armed Forces Day event in 2024 with a financial contribution of £2,500 and the use of Levellings.

PS24/090 Market Place Uplighters (Paper J)

RESOLVED: to support the upgrade of the Market Place uplighters in principle but await to see how much the LUF will contribute before making a decision.

PS24/091 2024 / 2025 Budget

RESOLVED: to consider budget requirements for 2024/25 for this Committee for the next meeting.

The following specific budgetary areas are considered as part of the Committee's remit:

- Grounds Maintenance
- Richmond House & Park
- Sports Grounds
- Cemetery
- Play Areas
- Allotments
- Public Realm
- Events
- Christmas Lights

RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the extension and the funding of it.

PS24/092 Items for Notification

RESOLVED: to **NOTE** the items for notification to be included on a future agendas:

- Allotment Policy & Tenancy Agreement Review
- 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 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 14 November 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:21pm

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

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 08/11/2023



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	PS22/036	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
Not started	PS23/013	To note first estimates for improvements to the Levellings dog walk and	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

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		consider whether to go ahead following the receipt of further quotes.				
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 Fields for a Rotary Fireworks Event and determine the fee to be charged.	The Committee resolved 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	ASO to book event in the diary. TC to ensure final event plan, proof of PLI, RAMS are received.		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			contributions going to support Gainsborough.			
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 Chair, Operations Manager and Deputy Clerk be authorised to agree to the appointment of any new contractor and their prices subject to	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>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 2024 is £300.</p> <p>The committee resolved to write to the complainant advising of the 2024 dates</p>	<p>ASO to respond to applicant.</p> <p>ASO to write to complainant.</p>		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			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.			
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 in next agenda. Awaiting listing decision from WLDC.		OM
In progress	PS24/058	Grant Applications To consider grant applications received.	The Committee resolved to award Connexions 4 Youth £1,000. The Committee resolved to not to	ASO to contact applicants.		ASO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		1) Connexions 4 Youth – £1,000 2) Stepping Stone Theatre for Mental Health – £450.00	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.			
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 allow for any price fluctuations or unforeseen works. c) That the budget be adjusted accordingly.	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>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	Love Lane Allotment Pond To consider quotations received for an Ecological survey of the Love Lane allotment pond area.	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	Levellings Footpath Resurfacing To consider quotations received for the resurfacing of Levellings Footpaths.	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
In progress	PS24/084	Richmond House Lease	RESOLVED: that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.	Awaiting meeting with WLDC.		ITC
In progress	PS24/085	Richmond House Windows	RESOLVED: to RECOMMEND to FULL COUNCIL			OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits.</p> <p>b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits.</p> <p>c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.</p> <p>d) That the necessary funds come from the Richmond House Reserve.</p> <p>e) The budget be adjusted accordingly.</p>			
Complete	PS24/087	Fixed Electrical Testing	<p>RESOLVED:</p> <p>a) That contractor A be appointed as soon as possible to undertake the EICR (£2,525 plus VAT) as soon as their work schedule permits.</p> <p>b) That a discretion of £1,500 be given to the Operations Manager to allow for any price fluctuations, unforeseen works, and any necessary urgent remedial works. It is anticipated that the green bowls hut will be condemned and cut off.</p> <p>c) That the necessary funds come from General Reserves.</p> <p>d) The budget be adjusted accordingly.</p> <p>e) That the Operations Manager liaise with the Bowls Club regarding the</p>		November	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			dilapidated condition of the green bowls hut.			
Complete	PS24/089	Armed Forces Day 2024	RESOLVED: to support a community organised Armed Forces Day event in 2024 with a financial contribution of £2,500 and the use of Levellings.	Advised WLDC of the Council resolution.		ITC
In progress	PS24/090	Market Place Uplighters	RESOLVED: to support the upgrade of the Market Place uplighters in principle but await to see how much the LUF will contribute before making a decision.	Advised WLDC of the Council resolution.		ITC

PAPER C

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

Report Author: Amanda Clarke
Report Date: 08.11.2023



Gainsborough
TOWN COUNCIL

Updated Allotment Tenancy Agreement and Policies

1. Summary

To look at the amendments made to the Allotment Tenancy Agreement the Council Allotment Polices, Allotment Application form, Contact form and the Permission request forms.

2. Background

Reviewed and Amended Documents

- ✓ Allotment Tenancy Agreement, last updated, February 2023.
- ✓ Animals on Allotment Policy, last updated, July 2019.
- ✓ Keeping Hens on Allotments Policy, last updated, November 2021.
- ✓ Keeping Bees on Allotments Policy, last updated, November 2021.
- ✓ Keeping Pigeons on Allotments Policy, last updated, March 2022.
- ✓ Permission requests / application forms last updated, July 2022.

The 'Animal on Allotment Policy' has now been amalgamated with the keeping hens, keeping bees, and keeping pigeons' policies, as one combined document.

New Polices

- ✓ Waste Management, no current Policy in place.
- ✓ Allotment Tenancy Breach, no current Policy in place.

The Allotment Tenancy Agreement and the amended Polices have been sent to the legal representative from the Allotment Society for proof reading to ensure there are no legal discrepancies and for advice on any amendments and additions that have been made.

3. Cost

There will be no associated costs to the Council.

4. Recommendation

To adopt the reviewed and amended Allotment Tenancy Agreement and Policies and recommend Full Council to adopt the new Policies.

Allotment Tenancy Agreement

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Document History

Adopted by Council –
Reviewed & Adopted -
Reviewed & Adopted - 14 February 2023
Reviewed & Adopted – 14 November 2023

ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT is made the day of 20.....

BETWEEN

Gainsborough Town Council

of Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ
("the Council")

AND

..... of

..... ("the Tenant")

NOW IT IS AGREED as follows.

1. Interpretation

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person (maximum of two) the obligations and liabilities will be joint and several obligations and liabilities of those persons.
- 1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

2. Allotment

- 2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at ("the Allotment Site") numbered on the Council's allotment plan and containing approximately square metres ("the Allotment Garden"). The area has been outlined in red for identification purposes only on the plan attached.

3. Tenancy and Rent

- 3.1. The Allotment Garden shall be held on a yearly tenancy from Gainsborough Town Council at an annual rent of £0.12 per square metre which is payable to the Council by the Tenant on the 30th April each year ("the Rent Day").
- 3.2. 12 months' notice of any rent increase will be given by the Council to the Tenant.
- 3.3. Water supply shall be included in the rental charge to the Tenant on an Allotment Site where the utility is available, at an additional charge.

3.4. Where additional amenities are provided on the Allotment Site these will be taken into account when setting the following year's rent.

3.5 Tenants who wish to apply for an additional Allotment Garden will only be considered if the primary Allotment Garden, meets the requirements set out in this Allotment Tenancy Agreement for a full period of twelve (12) months. The maximum number of Allotment Gardens a Tenant may have is three (3).

4. Rates and Taxes

4.1. The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged upon the Allotment site and Allotment Garden.

5. Cultivation and Use

5.1. The Tenant shall use the plot as an Allotment Garden only, as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his/her family), and for no other purpose.

5.2. The Tenant shall keep the Allotment Garden tidy and in a good state of fertility and cultivation.

5.3. The Tenant shall keep the Allotment Garden free of hazards, e.g., Broken glass or scrap metal etc., and reasonably free from weeds and noxious plants.

5.4. The Tenant may not carry on any trade or business of any kind from the Allotment Site. Producing a small amount of surplus produce may be sold as ancillary to the provision of crops for the family.

5.5. The Tenant shall have at least one quarter (25%) of the Allotment Garden under cultivation of crops after 3 months from start of tenure and at least three quarters (75%) of the Allotment Garden under cultivation of crops after 12 months and thereafter.

6. Prohibition on Under letting.

6.1. The Tenant shall not underlet (sometimes referred to as 'subletting'), assign or part with possession of the Allotment Garden or any part thereof. This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday. The Council is to be informed of the other person's name and contact details in such circumstances.

7. Conduct

7.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial, or other byelaws, orders or regulations affecting the Allotment Site.

7.2. The Tenant must comply with the conditions of use of the Allotment Garden attached as Schedule 1.

7.3. The Tenant must not cause, permit, or suffer any nuisance or annoyance to any other Tenant or neighbouring resident of the Allotment Site or Gainsborough Town Council employee or Counsellor and must conduct himself appropriately at all times.

- 7.4. Tenants must report any incidents of physical, verbal, mental abuse, vandalism or theft, either witnessed or experienced, directly to the Police and then Gainsborough Town Council supplying the Council with the Police incident / crime number.
- 7.5. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice and Gainsborough Town Council Policy's relating to activities as Tenants carry out on the Allotment Garden.
- 7.6. The Tenant shall not enter onto any other Allotment Garden at any time without the express permission of the relevant Tenant.
- 7.7. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another Allotment Garden without the express permission of the Tenant. The Tenant is responsible for the actions of children, other persons and dogs entering the Allotment Site with his/her permission.
- 7.8. The Tenant must not remove produce, or any other item or items from any other Allotment Garden without the express permission of the relevant Tenant.

8. Lease Terms

- 8.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

9. Termination of Tenancy

- 9.1. The tenancy of the Allotment Garden shall terminate.

9.1.1. Automatically-sixty (60) days after the death of the Tenant, unless a surrender is signed by the named next of kin, or

9.1.2. by either the Council or the Tenant giving to the other at least twelve (12) months' notice in writing expiring on or before 6 April or on or after 29 September in any year, unless a surrender is signed, or

9.1.3. by re-entry by the Council after 3 months previous notice in writing to the Tenant on account of the Allotment Garden being required:

a) for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or

b) for any purpose (not being the use of the Allotment Garden for agriculture) for which it was acquired by the Council, or has been appropriated under any statutory provision, or

9.1.4. by, re -entry if the rent is in arrears for more than 40 days from the Allotment Tenancy Agreement date or

9.1.5. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or

9.1.6. by re-entry if the Tenant becomes bankrupt or compounds with his / her creditors, or

- 9.2. In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him / her during the Tenancy and shall leave the Allotment Garden in a tidy condition.
- 9.3. If in the opinion of the Council the Allotment Garden has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

10. Change Contact details.

10.1 The Tenant must immediately inform the Council of any change of name, address, email address or telephone number.

11. Notices

- 11.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by post. A notice will be sent by email where the plot holder supplied the Council with an email address. The Council will endeavour to obtain a delivery receipt for all notices sent by email.
- 11.2. Any notice served on the Tenant will be delivered at or sent to his / her last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.
- 11.3. A notice sent by post is to be treated as having been served on the third working day after posting whether it is received or not.
- 11.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where the email is sent after 1600 hours or on a non- working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Signed by

..... **THE TENANT**

..... **THE TENANT 2 (if joint occupancy)**

and

..... **TOWN CLERK (PROPER OFFICER)**
For and on behalf of the Council

SCHEDULE 1

Conditions of Use

1. Trees

- 1.1 The Tenant shall not without the written permission of the Council cut, prune, lop or fell any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2 The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior written permission of the Council.

2. Boundaries and Paths

- 2.1 The Tenant shall keep every hedge, **currently in situ** / existing that forms part of the boundary of his / her Allotment Garden properly cut and trimmed. All pathways between gardens trimmed to be well maintained up to the nearest half width by each adjoining tenant, keep all ditches properly cleansed and maintained and keep in repair any other fences and any other gates or sheds on his / her Allotment Garden.
- 2.2 Hedges **currently in situ** should be no higher than 150cm (5ft) between Allotment Gardens.
- 2.3 The Tenant shall not plant any shrub, hedge or bush to form the plot boundary.
- 2.4 The Tenant shall not fence the Allotment Garden without first obtaining the Council's written permission.
- 2.5 The Tenant shall not use any glass, spikes, barbed wire, razor wire, or material likely to cause injury as part of the boundary of the Allotment Garden.
- 2.6 The Tenant shall not use materials such as old doors to create the plot boundary. Post and wire fencing may be used.
- 2.7 The Tenant must keep in repair any fences and gates forming part of their Allotment Garden.
- 2.8 Paths and haulage ways (accessways or roads) must be kept clear and tidy at all times. The Tenant must not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.

3. Security

- 3.1 The Tenant shall be issued with a key or access code to the Allotment Site. No replicas of keys are to be made. The key or access code is to be used by the Tenant only or by an authorised person under paragraph 6 of the Agreement. A deposit may be required when a key is issued.
- 3.2 The Allotment Site access gate shall be closed and locked at all times, except in times of extenuating circumstances. For the protection of lone tenants and prevention of unauthorised visitors, the emergency services may be provided with keys. Please ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.

4. Inspection

- 4.1 An officer of the Council may enter the Allotment Garden at all reasonable times for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and any livestock. Wherever possible advance notice of full site inspections will be advertised on the site noticeboard. Full access must be given by the Tenant to the officer of the Council during such an inspection.

5. Fire

- 5.1 Fires are allowed for the burning of Organic materials from the Allotment Garden only (diseased plants and dried-out organic material) that will burn without smoke or hazardous residue, between 1st March and 31st October.
- 5.2 Tenants must save any routine bonfire material for period between 1st November and 28th February. **Tenants must not store excessive amounts of any material on the Allotment Garden.**
- 5.3 Tenants are encouraged to compost as much of the green waste from the Allotment Garden as possible. Their council accepts that bonfires may be necessary to get rid of some waste from time to time.
- 5.4 YOU MUST:
- Only burn woody materials that will not compost, perennial weeds, such as bindweed or diseased plant material, such as potato haulms with blight.
 - Make sure that what you burn is dry so that it will give off the least amount of smoke.
 - Only burn if there is little or no wind so that smoke will not blow onto the road, neighbouring property or other Allotment Garden.
 - Use a container to burn in such as a barrel or incinerator.
 - Have a full watering can or bucket ready to put the fire out when needed.
- 5.5. YOU MUST NOT:
- Burn any manufactured materials such as plastics or rubber.
 - Burn any business waste.
 - Use accelerants, such as petrol, to get the fire started.
 - Burn near hedges, buildings or anything else that might catch fire.
- 5.6 All fires must be attended at all times and not cause a nuisance to neighbouring residents or other Tenants. All fires must be fully extinguished and left safe before leaving the Allotment Site.
- 5.7 The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste.

6. Water

- 6.1 The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- 6.2 **If the Allotment Site has mains water the Tenant shall have consideration at all times for other tenants when extracting water from water points. No hosepipes or sprinklers are to be used on the Allotment Garden, other than to fill a domestic type water butt in times of low rainfall. IBCs must not be filled.**

- 6.3 Mains water supplies are turned off during the winter. The Tenant must be prepared to harvest rainwater or to bring any water required onto the Allotment Site between October and April.

7. Dogs

- 7.1 If the Allotment site has mains water the Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash and remains with the Tenant on the Tenant's Allotment Garden only.
- 7.2 The Tenant must ensure that any dog they bring onto the site does not cause a nuisance to others and that dog faeces (mess) are removed and disposed of off-site by the Tenant. Any reports of dog fouling, where there is sufficient evidence will result in the Council reporting the offender to West Lindsey District which may result in a prosecution being taken.

8. Livestock

- 8.1 Except with the prior written permission of the Council the Tenant shall not keep any animals or livestock on the Allotment Garden, save rabbits and chickens, (no Cockerels) to the extent permitted by section 12 Allotments Act 1950. Such animals are not to be kept for trade or business purposes and accordingly to be limited in number as the Council may provide in writing. Rabbits and chickens are permitted provided that they are not kept in such conditions that are prejudicial to health or a nuisance and do not affect the operation of any other law e.g., animal welfare legislation.
- 8.2 An application to keep pigeons will only be considered for Allotment Gardens on the North Warren Allotment Site. No more than five Allotment Gardens will be allocated for pigeons, at any one time. The Council reserves the rights not to give consent in regard to keeping pigeons on the North Warren site.
- 8.3 The Tenant must provide additional emergency contact details if they keep animals or livestock on the Allotment Garden.
- 8.4 Livestock must be kept so that they are not prejudicial to health or a nuisance. They must also be kept in accordance with all relevant legislation and Council policies.

9. Buildings and Structures

- 9.1 No more than one quarter (25%) of the Allotment Garden can be hard landscaped (patio, internal paths, etc.) or to have a building such as a shed, or housing for animals such as rabbits, chickens, pigeons or bees. Therefore 75% of the allotment garden should be in cultivation.
- 9.2 The Tenant shall not, without the written permission of the Council, erect any building, pond, housing for animals or well on the Allotment Garden. The Tenant may also require permission from the relevant planning authority, and they must demonstrate that this is not required.
- 9.3 Applications for a structure to house rabbits or chickens will not be refused subject to the tenant adhering to the Animal Welfare Act 2006 and point 9.1 of this tenancy agreement.

- 9.4 A shed or greenhouse must be no more than 244cm (8ft) by 183cm (6ft) and 244cm (8ft) high. A polytunnel must be no more than 305cm (10ft) by 457cm (15ft).
- 9.5 Glass greenhouses currently in situ or have been donated for reuse must be maintained in good repair to the satisfaction of the Council. Broken glass panes must be replaced by glass substitutes such as polycarbonate or Perspex. Any broken or shattered glass to be safely removed by the Tenant and disposed of safely so not to cause harm to the Tenant and or other Tenants on site.
- 9.6 The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council.
- 9.7 Oil, fuel, lubricants, or other flammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.
- 9.8 The Council will not be held responsible for loss by accident, fire, theft, or damage from Allotment Garden.

10. General

- 10.1 The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.
- 10.2 The Tenant must cover any manure on the Allotment Garden which has not been dug in.
- 10.3 All non-compostable waste shall be removed from the Allotment Site by the Tenant.
- 10.4 The Tenant shall not utilise rubber backed carpets or underlay. Weed suppressant must be of a stable material that will not break down and contaminate the land of the Allotment Garden.
- 10.5 The Council may make available a skip for tenants to dispose of bulky and heavy items. The skip is only for Allotment Garden waste and not for the disposal of hazardous waste or hazardous substances (asbestos, fuel, etc.). The Tenant must not store waste for the skip in shared or communal areas prior to disposal.
- 10.6 The Tenant must immediately report to the Council the discovery of asbestos on the site. The Tenant must not attempt to handle or dispose of asbestos before informing the Council of the asbestos.
- 10.7 The Tenant shall inform the Council if they use CCTV and recording equipment must conform to data protection and processing legislation. The Tenant should use such equipment, so it captures only images within the boundary of their Allotment Garden.
- 10.8 Proprietary portable camping stoves are permitted for the Tenant to make warm beverages. When not in use, gas cannisters to be safely secured / stored away from any fire hazard / risk. The maximum size, gas container permitted is 5kg. Tenants must inform the Council if they store gas on their Allotment Garden.
- 10.9 Proprietary portable camping toilets are permitted. The Tenant must dispose of any waste daily ensuring this is taken home for disposal or in accordance with the manufacturer's

instructions. Tenants must inform the Council if they wish to use a portable toilet and the location thereof.

11. Chemicals, Pests, Diseases and Vermin

- 11.1 Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases, or vegetation.
- 11.2 When using any sprays or fertilisers the Tenant must
- 11.2.1. take all reasonable care to ensure that adjoining hedges, trees, and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
 - 11.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
 - 11.2.3. comply at all times with current regulations on the use of such sprays, chemicals and fertiliser.

11.3 The use and storage of chemicals must be in compliance with all relevant minimum amount to be legislation. The minimum amount to be stored on the Allotment Garden in a secure location

- 11.4 Firearms, ranged weapons, or handheld weapons of any kind are NOT to be used on any Allotment Site. Any incidents involving weapons will be reported to the Police.
- 11.5 Any incidence of vermin (rats) on the site should be reported to the Council.

12. Notices

- 12.1 The Tenant shall not erect any notice or advertisement on the Allotment Site without the prior written permission of the Council.

13. Car Parking

- 13.1 Only the Tenant or persons acting for them shall be permitted to bring cars onto the site and they must be parked so as not obstruct the paths and haulage ways (accessways/larger paths) at any time. Consideration to allow access for emergency services must be adhered to at all times.
- 13.2 The Tenant must not park their car on their Allotment Garden or cause a nuisance to others.

14. Children on Allotment Sites

- 14.1 Children are welcome on allotments; however, they must be accompanied by the Tenant at all times.
- 14.2 Tenants may bring two small items of play equipment onto the site, however these must not be permanent structures e.g. slide and swings.

15. Community Group Tenancy

- 15.1 Any groups must provide the details of the named lead and deputy lead individual who are responsible for the group. The lead or deputy be in attendance at all times when the group are on the Allotment Garden.
- 15.2 The Tenant / named individual must supply the Council with details of the nature of the group and numbers, of the group.
- 15.3 The tenant / named individual must provide the Council activity-based risk assessments.
- 15.4 The community group must be a Constituted and provided the Council with their Constitutional documents.

16. Council Policies

- 16.1 Due regard must be made by any Tenant or Group to the Policies adopted by the Council, for the good management of Allotment sites and Allotment Gardens.
- 16.2. The Council Policies are available upon request and may be found on the Councils website. [Allotments - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk)

Keeping Animals on Allotment Policy

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Document History

Adopted by Council –
Reviewed & Adopted – 14 November 2023
Reviewed & Adopted –

1. Introduction

1.1 This policy is for any Tenant who holds an Allotment Tenancy Agreement at any of the Allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

1.2 It will also be used by Councillors and Council employees when considering applications.

1.3 The policy is for Tenants applying for written permission to erect housing and runs for animals and to keep the following animals on the allotment, chickens, rabbits, bees and pigeons as per the Allotment Tenancy Agreement. Please note pigeons are only permitted on North Warren Allotment and no other allotment site.

1.4 Any permissions granted for chickens, rabbits, bees and pigeons are granted per Allotment Tenancy Agreement not per allotment garden, all animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.

1.5 Any permissions granted are granted per Allotment Tenancy Agreement not per allotment garden i.e., the permission to keep animals and / or any animal related structure does not automatically transfer to another tenant. All animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.

2. Before applying.

2.1 The Tenant must be confident and know how to care for the animals they wish to have on their allotment garden.

2.2 Animal **Welfare Act 2006**

The Tenant is responsible in law for looking after the needs of their animals. The Tenant must take all reasonable steps to make sure that their animals have:

- A suitable environment (place to live).
- A suitable diet.
- The chance to show normal patterns of behaviour.
- A place to live with, or apart from, animals of their own kind (as needed).
- Protection from pain, injury, suffering and disease.

Anyone who is cruel to an animal, neglects it, or does not look after its welfare needs, may be banned from owning animals, fined up to £20,000 and / or sent to prison. If the Council have good reason to believe that a Tenant has failed to meet the needs of animals kept on their allotment the council will take steps to end the tenancy and may report the Tenant to the RSPCA.

2.3 The Tenant must be certain they have the time to care for the animals, visiting them at least once a day, every day.

2.4 The Tenant must be confident they can afford to keep the animals.

- 2.5 The Tenant must ensure they have the required space on the allotment garden. Only 25% of the allotment garden can be used for animal housing and or runs, sheds, or patio area. The remaining 75% is for cultivation.

3. How to apply

- 3.1 When the Tenant has considered the above points and is confident that they meet the criteria and wish to apply for permissions, the following steps should be followed.
- 3.2 Contact the Allotment Officer at Gainsborough Town Council either by telephone or email to request a permission form.
- 3.3 Once the Tenant has read and is confident that they can adhere to this policy, the Tenant must complete the application form, providing as much detail as possible and return to the Allotment Officer. The Tenant must not purchase any animal and / or erect any housing until the Allotment Officer has contacted them regarding the request and granted the required permission.
- 3.4 The Allotment Officer may contact the Tenant to gather more information, if required, and / or arrange a visit to the allotment garden to ascertain if the Tenant has the required space and knowledge to keep the animals.

4. Decision

- 4.1 The Allotment Officer will aim to either 'grant' or 'decline' the animal permission request, by letter or email, within 15 working days of receipt of a valid application.
- 4.2 If the permission is declined, the Tenant has the right to appeal the decision in writing, within 7 days of the permission being declined, with their reasoning for their appeal. The appeal will then be considered at a Property and Services Committee. The Allotment Officer will forward all correspondence to the Members of the Committee to allow them to make an informed decision as to either overturn the decision or to uphold with it. The Committee decision will be final.

5. After written permission is given

The Tenant must:

- 5.1 Ensure that three quarters (75%) of the plot is used for cultivation.
- 5.2 Not allow the animals to cause a nuisance to other Tenants or nearby residents.
- 5.3 Keep the animal housing clean and in a good state of repair.
- 5.4 Not use animal waste (except a small amount for compost) as allotment garden fertiliser. Excess waste is to be disposed of safely, legally, and off site.
- 5.5 Keep to the Town Council's Allotment Tenancy Agreement and policies relating to the keeping of animals on allotments, as well as all relevant legislation.
- 5.6 Not carry out any trade or business on the allotment site.
- 5.7 Allow animal housing to be inspected from time to time by a Council employee. Any concerns that are raised during an inspection must be rectified in good time.
- 5.8 Any written permission granted to keep animals is not transferable. It will automatically come to an end with the Allotment Tenancy Agreement.

- 5.9 The Tenant must remove any animal housing and reinstate the plot to its original condition at the end of the Allotment Tenancy Agreement.
- 5.10 Return the allotment garden in its original condition, if not the Council will carry out work and recover the costs from the Tenant.
- 5.11 Be expected to comply with the policy; however, negotiations, timescales and individual circumstances will be taken into consideration.

6. Waste Management

6.1 Animals on Allotments are known to attract vermin. To minimise this Tenants must adhere to the following: -

- (a) Keep the minimum amount of fresh / other feed on the allotment.
- (b) Keep the minimum amount of bedding, straw, wood shavings, saw dust etc on the allotment.
- (c) Remove all soiled / used bedding and other materials from the allotment. No accumulation of any matter that may attract or give harbourage to vermin or be prejudicial to health or a nuisance may be kept on an allotment.

Schedule 1 – Keeping Chickens on Allotments

7. Introduction

The maximum number of chickens the Tenant can apply for is six (6).

8. RSPCA Guidelines on keeping chickens.

8.1 Food and Water

- (a) Chickens must always have access to clean and fresh water. In cold weather, care should be taken to prevent drinking water from icing-up. Ice should be broken manually; chemicals should **never** be used.
- (b) Drinkers should be cleaned regularly, and water should not be allowed to remain in a contaminated or stale condition.
- (c) Drinkers that prevent young chicks climbing in and drowning should be used. As the birds become older and require more water, alternative drinkers can be introduced, and those drinkers used previously should be removed gradually over 7 days.
- (d) new chickens are introduced to the allotment garden, they must be provided with facilities to which they are already accustomed, as chickens do not like to drink from unfamiliar drinkers.
- (e) Chickens spend much of their day scratching and foraging for small seeds, roots, and insects. However, they will need additional food, which is suitable for their age and breed, to provide a balanced diet. If feed is provided outside, it should be sheltered to keep it clean and dry. Feed dispensers should be cleaned regularly, and precautions taken to prevent infestation and contamination of the feed. Avoid attracting rodents and wild birds by cleaning up any spilt feed.
- (f) Chickens should always have access to insoluble grit (e.g., hard flint grit) to aid digestion. If the birds are kept on a grassed area, the grass should not be allowed to become too long, as, if eaten, long strands can become impacted in the crop, making it difficult for the birds to digest food.

8.2 Laying

As female birds mature, they will begin to lay eggs and a layers' mash, or pellet feed should be provided to ensure a balanced diet. Calcium supplements, such as oyster shell, can also be included in the diet. Chickens will naturally prefer to find a quiet, secluded place to lay their eggs. Therefore, chickens should be provided with individual, enclosed nest boxes. The boxes should be draught-free and lined with plenty of clean, dry and comfortable nesting material, such as straw or wood shavings.

8.3 Housing

- (a) Chickens should be provided with warm, dry, and well-ventilated housing. Adequate ventilation is very important, and while it is important to keep the birds warm, there must also be good air circulation inside the housing. The floor should be covered with a suitable flooring, such as wood shavings or straw, which must be kept dry and friable and therefore topped-up or replaced when necessary. Chickens like to dustbathe and preen their feathers, therefore a suitable material, such as wood shavings, should also be supplied for this activity. Feed and water facilities should be provided within the house.
- (b) Chickens will appreciate as much space as you can give them so they can forage for food. The absolute minimum space for a hen in a run is 1m² per hen. However, 2m²

(21.53sq ft) per chicken is preferable, therefore if you apply for the maximum number of six (6) chickens you will need 12m², (129.18sq ft). Essentially the more space you have for chickens the better as the less space your flock has the more likely it is for there to be quarrels, and bullying. If they have more space any chickens being bullied can escape and are far less likely to be cornered.

- (c) Chickens should also be provided with a hen house / coup contained within the run to allow them to be shut away at night to be safe from predators. The recommend space per hen / chicken is 0.18m² (2sq ft), therefore for six (6) chickens require 1.1m² coup space (12sq ft). The coup must be raised so they are at least 20.3cm (8in) to prevent access to vermin.
- (d) Chickens will naturally seek a raised position to roost at dusk, which is an anti-predator behaviour, and should therefore be provided with perching facilities. Perches should be wooden and approximately 3 - 5cm in width with rounded edges, to enable the birds to grip them properly.
- (e) Chickens require enough perching space for all the chickens to roost at the same time. However, there must be enough space either side of the perch for chickens to get up and down from them without injuring themselves. As a guide, chickens may require about 15cm of perching space each, but this will depend on the size of the birds. The height of the perches will have to be adjusted according to the age, size and breed of birds being kept.
- (f) In smaller houses, a greater proportion of birds tend to go out onto the range area during the day and only use the housing at night. The entrance to the housing should be wide enough to allow chickens to pass through without difficulty and high enough so that they do not have to crouch down. The accommodation should be cleaned out frequently and disinfected to ensure that there are no harmful parasites that could compromise the birds' health.
- (g) Note The size and location of the any chicken house / coup must be agreed and approved by the Council on animal welfare grounds and cultivation requirements as per Allotment Tenancy Agreement and Council Policy.

8.4 Pasture

- (a) The outdoor area will require careful management and should be given periods of rest, to allow the ground and grass to recover. It is important that the area is sufficiently large enough to be divided to allow the chickens to roam on good pasture every day while other parts are allowed to recover. Again, the birds should have plenty of space to move around easily and perform their natural behaviours.
- (b) Overhead cover should be provided to provide the chickens with protection from the sun, bad weather and other animals. It will also help to encourage birds to utilise the full outside area. They should also have access to dry soil where they can dust-bathe and forage.
- (c) Where outside conditions and / or the vegetation is poor or limited, consideration should be given to providing alternative areas for enrichment. The provision of straw will keep birds occupied and encourage them to carry out food searching behaviours. Raised perches on the range area should be considered, as they provide a way for individuals to escape from one another, and birds often use them as a place to preen during the day.

8.5 Fencing

Fences should be well maintained and provide appropriate protection against other animals. The design should ensure that the birds cannot escape or become trapped or injured.

8.6 Company

It is recommended that least three chickens which get on well together are kept.

8.7 Introducing new stock to an existing flock.

Mixing of chickens that are unfamiliar with each other should be done carefully. Avoid mixing breeds with substantially different body weights or individuals from the same breed of markedly different sizes as this may result in increased conflict and bullying of smaller birds.

8.8 Health

Signs of poor health may include a hunched posture, erect feathers, and a reluctance to move. Birds may also be found hiding, for example in corners and may tuck their head under their wing. Healthy birds appear alert and interested in their environment and look 'bright eyed' and well hydrated. Chickens can be susceptible to lice and red mites. Lice, which are 2-3mm in size, can be found all over the body with their eggs being deposited around the shaft of the feather. Red mites are smaller and are more likely to be found on the fixtures within the shed. However, where a more serious infestation exists, they may be seen on birds at the base of the feathers, particularly under the wing.

8.9 Worming

Poultry need regular worming, particularly if they are kept on the same ground for a prolonged period (more than a month).

8.10 Feather Pecking

Feather pecking is where chickens peck and pull at the feathers, sometimes leading to more serious injuries and even cannibalism.

More information can be found in the 'Laying hen feather cover advice guide' which can be downloaded from the RSPCA website.

Schedule 2 – Keeping Rabbits on Allotments

9. Introduction

The maximum number of rabbits the Tenant can apply for is two (2).

10. RSPCA Guidelines on keeping rabbits

10.1 Water

Rabbits normally drink approximately 10ml water per 100g bodyweight per day. However, depending upon the type of diet they are fed, and in warmer weather, they will need to drink more water. In order to keep the water, clean and to avoid spillage, bottle drinkers are suitable, although these must be checked regularly to ensure that there is no blockage, which would prevent the rabbits obtaining sufficient water. However, some rabbits may prefer to drink water from a bowl, which should be sturdy enough to prevent it being tipped over. Bowls / bottles should be checked regularly to ensure that the rabbits have continuous access to fresh, clean water.

10.2 Food

A high fibre diet should be given to rabbits, in the form of hay or similar forage material. Any sudden change in diet should be avoided to prevent digestive problems. Rabbits will graze for a large proportion of the day and there should be an adequate supply of food in the form of leafy greens and specially prepared pellets, to provide all the necessary nutrients, but the majority of the diet should be hay-based. Rabbits' teeth continue to grow throughout their lives, and they should be given hard gnawing material to help prevent the teeth from over-growing.

10.3 Housing and shelter

Rabbits very active animals so should be provided with as large a living space as possible. It is important that the height of their enclosure allows them to stand up on their hind feet without their ears touching the top of the enclosure. If movement is restricted, rabbits can develop skeletal problems, and in severe cases of restriction they can develop osteoporosis. Rabbits should have permanent access to a safe exercise area to give them the opportunity to perform a wide range of behaviours (e.g., running, hopping, jumping, playing, digging). The exercise area must provide adequate protection against predators, as well as protection from the elements. The exercise area should contain hiding places, tunnels and safe toys for them to chew and explore (there should be enough for each rabbit to perform the same behaviour simultaneously). Hay should be continuously available to rabbits. In addition, there must be a dry, comfortable, and draught-free place for the rabbits to retreat, with a plentiful supply of clean bedding. If the substrate is coarse or rough, this can cause sore hocks. Some rabbits are predisposed to this; however, unclean housing or rough surfaces within the hutch, can increase the risk of this occurring. Rabbits like to hide away so they should have continual access to safe hiding places. There should also be a separate sleeping compartment (ideally darkened) where they can retreat for security and sleep undisturbed. Throughout the sleeping area there should be adequate bedding which must be changed frequently to keep it clean and dry. Rabbits are social animals and should not be kept in solitary confinement. However, if two males are kept together, they may fight, and it may be necessary to separate these. Two females can usually be kept without any problems. The best combination is a neutered male with a neutered female. When introducing new rabbits for the first time, introductions need to be carefully managed and can take several weeks. Unsuccessful or rushed introductions can lead to fighting and to severe injuries.

10.4 Fencing

Where there is access to an outside run, care must be taken to ensure that the rabbits will not dig their way out and predators are able to dig in. The fencing should be strong and constructed properly to protect against other animals.

10.5 Neutering

Rabbits will breed at every opportunity, so it is advisable that male rabbits are neutered. Neutering may reduce fighting and prevents some serious medical problems. In females, neutering is a major health benefit as approximately 80% of unneutered females over the age of 3 years develop uterine tumours.

10.6 Health

It is strongly advised that all rabbits are vaccinated against Myxomatosis and VHD (Viral Haemorrhagic Disease). Both these diseases are widespread in the wild rabbit population so wild rabbits should be prevented from coming into contact with pet rabbits. Rabbits should be checked for cleanliness every day (more frequently in warm weather), and any build-up of faeces on the fur removed promptly. If it is necessary to wash rabbits, they should be thoroughly dried. Soiled and / or wet areas are prone to fly strike and subsequent infestation with maggots. Rabbits' teeth and nails should be checked frequently to ensure they are not becoming overgrown or have been damaged. If a rabbit's normal behaviour changes it can indicate they are not well or are in pain. If there are any concerns about a rabbit's health, they should be taken to a vet immediately.

10.7 Breeding

Breeding of rabbits is not permitted, therefore speak to your veterinary practice about neutering your rabbits.

Schedule 3 – Keeping Bees on Allotments

- 11.1 You must have completed the British Beekeepers Association (BBKA) www.bbka.org.uk basic exam.
- 11.2 You must have at least one years' experience of keeping bees or have been mentored for one year by a fully qualified and registered beekeeper.
- 11.3 You must have Public Liability Insurance that covers you and the Council against any claim for liability.
- 11.4 You must be registered with the National Bee Unit
- 11.5 You will be required to provide evidence of your qualifications and insurance.
- 11.6 The Tenant must erect a sign on the notice board and on their plot advising other Allotment Tenants that bees are present. A telephone number must be on the sign for contact in case of an emergency.
- 11.7 Hives are best sited away from other allotment gardeners, paths, and public roads. The bees should be encouraged to fly over high hedges, fences or 2m screens around the hives, especially if their flight path crosses a footpath.
- 11.8 Bees need a constant water supply, this may be a pond or water butt on the allotment garden.

Schedule 4 – Pigeon Loft and Keeping Pigeons on Allotments

12. Introduction

- 12.1 Written permission will only be granted for plots on the North Warren Allotment Site and no other, the total number of plots that written permission will be given for on the North Warren Allotment site is five (5).
- 12.2 The Town Council will only grant permission for one loft per tenant. Joint tenancies will be considered as singular when considering an application for a pigeon loft.
- 12.3 The RSPCA and the Royal Pigeon Racing Association have set out advice on the keeping of pigeons on allotments. The advice can be accessed at:
<https://www.nsalg.org.uk/wp-content/uploads/2012/05/Welfare-of-animals-on-allotments.pdf>
- 12.4 The Tenant must provide proof of current membership of a recognized pigeon society or association.
- 12.5 The Allotment Officer will contact the neighbouring Tenants to enquire if they have any concerns or objections. These will be considered when the application is considered.

13. RSPCA Guidelines on keeping pigeons

13.1. The Loft

Any pigeon loft should be well maintained, and free of any obvious damage, or structural irregularities which could cause damage to the birds and would need to include access to perches and nest boxes. The RPRA advise you must have 2sqf / 0.093sqm of loft space per pigeon. An example of a loft to house the maximum number of pigeons being sixty (60) would measure, 8ft (2.4 meters) Height x 15ft (4.56meters) Length x 8ft (2.43meters). Width.

The roof should be watertight and the whole interior free from damp. Lofts must be raised so they are at least 8 inches (203mm) to prevent access by vermin. Apart from the traps to allow entry of returning pigeons the loft should be made inaccessible to wild birds. The loft should face as near south as possible, allowing the birds to bask in the sun, but otherwise should be of draught- free construction. A landing board outside the loft should be provided.

Internally it should be divided into two compartments for the birds, although with the means to open the whole area up as one when necessary. There may be additionally food or equipment storage areas. In the spring nesting bowls will be placed in the nest boxes (provided), but during the remainder of the year perches can be in use. All equipment should be well-constructed and maintained and capable of being thoroughly cleaned when necessary. Water fountains and feed troughs will need to be supplied for each compartment, as will a pigeon bath and small pots for grit and other nutritional supplements. Equipment for cleaning should be readily available. A well-run loft will not show signs of accumulated dirt, droppings, old feathers or general dirt. There will always be available a good supply of clean fresh water, suitable bedding material, and a regular food supply. Grit should be provided. Pigeons should be allowed free exercise for some periods most days.

13.2 Siting of the loft

Lofts are usually sited with a south facing aspect and should be raised on brick piers to prevent rot and also reduce the access for vermin. If lofts are sited on the owner's land, then the normal planning laws will apply. If they are sited on rented land, the landlord must be in agreement with the use of the land for a pigeon loft and the normal planning regulations should be followed. This would be particularly applicable if the loft was to be sited on local authority land, particularly allotments. Landlords may apply additional conditions which should be complied with. Loft owners should take precautions to ensure that the movement of other people or their animals which have access to the land cannot gain entry to the loft or interfere with it in such a way as the pigeons are disturbed. They should also be aware that if the pigeons are allowed free flight, they may cause annoyance to neighbours, and this should be prevented as far as possible.

13.3 Feeding and management.

There are many different ways of feeding pigeons, all of which may be acceptable. However, it seems to be agreed that regularity is important and that the birds should be fed at the same times each day. It is common practice for the birds to become hungry before the next feed time, and this is acceptable, provided that the feed is supplied on a regular basis. Feed should be dust free and be a mixture of hard corn, peas and beans although this may be varied at certain times during the racing season to build the pigeons up. It should be stored in vermin-proof containers and should not appear stale. Grit should always be readily accessible, and it is advisable also to supply a mixture of mineral salts. Similarly exercise times and cleaning times should be the same each day, so that the birds have an established routine. Many fanciers allow their birds free exercise for several hours most days, but this will vary with the weather, training and breeding programmes and local conditions. The breeding season starts in January or early February and continues until May or June. The birds are paired up and will be confined to the nest boxes for short periods. The fancier will manage the breeding programme by removing unwanted eggs and replacing them with either pot eggs or old, non-fertile eggs. Records should be kept of all breeding, and indiscriminate breeding should be avoided. Young birds are normally fitted with a leg ring at seven days old. It is normal practice to race the birds whilst they are also rearing their young.

Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy

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2. What is a breach of an Allotment Tenancy Agreement ?	2
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Document History

Adopted by Council – 05 December 2023
Reviewed & Adopted -

1. Introduction

1.1 This policy applies to any Tenant who holds an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

1.2 It will also be used by staff and Councillors.

1.3 This policy applies to all Tenants, who breach their Allotment Tenancy Agreement. However careful consideration will be given to Tenants who's individual circumstances prevents them from adhering to their Allotment Tenancy Agreement such as, but not limited to, illness, injury and or death of an immediate family member.

2. What is a breach of Allotment Tenancy Agreement?

2.1 A breach of Allotment Tenancy Agreement is when the Tenant fails to comply with any part of the Allotment Tenancy Agreement or Council Policies.

2.2 Please refer to the Allotment Tenancy Agreement and Council polices to give a clear understanding of the conditions to which you have signed for and/or paid for an allotment garden. Please note that by paying for your allotment garden (s) and/or signing the Allotment Tenancy Agreement, you're agreeing to all terms and conditions set out in the Allotment Tenancy Agreement and Council polices.

3. What will happen if I breach my Allotment Tenancy Agreement / next steps?

3.1 The Allotment Officer will attempt to contact the Tenant by telephone to discuss the breach.

3.2 Following on from any telephone call a letter will be issued outlining the discussions between the Allotment Officer and Tenant, noting any agreements that were made between the Allotment Officer and the Tenant to rectify the breach. The maximum timescale of such is 28 days.

3.3 If the Allotment Officer is unable to contact the Tenant by telephone, a letter or email will be issued outlining the concerns that have been raised. The Allotment Officer will give a maximum of 28 days' notice for the breach to be rectified.

3.4 If the breach has not been rectified in 28 days a further letter/ email will be issued advising the Tenant, they have a further 14 days to rectify the breach.

3.5 Failure to rectify the breach within the timescale set out in point 3.4 above will result in a notice to quit or re-entry notice being issued, giving the Tenant 14 days to clear their belongings from the plot.

3.6 After the 14 days stated in point 3.5, Gainsborough Town Council will terminate the Tenants, Allotment Tenancy Agreement by re-entry due to the Tenant not duly complying with the conditions of their Allotment Tenancy Agreement.

3.7 If two (2) 'separate' recorded Allotment Tenancy Agreement breaches occur during a twelve-month period a notice to quit or re-entry notice will be issued if a third breach occurs, giving the Tenant 14 days to clear the plot.

- 3.8 In the event of a proven serious breach of the Allotment Tenancy Agreement e.g., aggressive behaviour, verbal and or physical, threats to harm, vandalism or theft, a notice to quit or re-entry notice will be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be guilty of such behaviour. The notice served will give seven (7) days for the Tenant to remove all belongings from the allotment garden.
- 3.9 Gainsborough Town Council will terminate the Tenancy by re -entry if the rent is in arrears for more than 40 days from the Allotment Tenancy Agreement date.
- 3.10 The Tenant has the right to appeal any breach notices they receive, within seven (7) days, with the reasoning for the appeal. The appeal will then be considered at a Property and Services Committee meeting. The Allotment Officer will forward all correspondence to the Members of the Committee to allow an informed decision as to either overturn the decision or to uphold it. The Committee decision will be final.

Waste Management on Allotments Policy

Contents

- 1. Introduction.....
- 2. Composting.....
- 3. Reuse/ recycle/ donate
- 4. Skip and Gainsborough Recycling and refuse centre.....
- 5. Bonfires

Document History

Adopted by Council – 05 December 2023
Reviewed & Adopted –
Reviewed & Adopted –

1. Introduction

- 1.1 This policy is for any Tenant who hold an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield and Spital Hill

- 1.2 It will also be used by Councillors and staff when considering applications.
- 1.3 It is not permitted for any Tenant to bring household waste, commercial waste, or unwanted items to the allotment garden as none of the allotment sites are licensed to receive waste. To bring waste onto the allotment may constitute a breach of Environmental Protection Legislation and may result in immediate termination of your Allotment Tenancy Agreement.

2. Composting.

- 2.1 Tenants are encouraged to compost as much green waste as possible.
- 2.2 Green items that cannot be composted such, as diseased shrubs and / or invasive weeds, ideally should be bagged up and taken to Gainsborough Household Waste and Recycling Centre, Longwood Road, Gainsborough. Link below for opening times.
<https://www.lincolnshire.gov.uk/gainsborough-recycling-centre>
- 2.3 To ensure any unwanted green waste does not affect neighbouring plots, allotment Tenants are encouraged to build a composter at the end of their allotment garden or to use a composting bin.
- 2.4 The burning of any waste of any kind on an allotment garden should be considered a last resort. Refer to point 5.

3. Reuse, Recycle / Donate

- 3.1 Any materials or items the Tenant no longer requires, e.g., wood, wooden pallets or pots, can be donated to another Tenant for reuse. The Tenant may also, upon agreement, donate items to the Council for donation to another Tenant.

4. Skip & Gainsborough Household Waste and Recycling Centre

- 4.1 Each allotment site has a budget for skips per financial year. The Council reserve the right to withdraw this provision at any time.
- 4.2 It is not permitted for items to be brought from home to be put in the skip, only items from the allotment garden should be placed in the skip. Refer to point 1.3.
- 4.3 Any items that cannot be reused, recycled, or donated when a skip is not available, the Tenant should take their items to Gainsborough Household Waste and Recycling Centre. The Tenant must not stack or store items up on allotment garden.
<https://www.lincolnshire.gov.uk/gainsborough-recycling-centre>
- 4.4 Any accumulation found on the allotment garden considered to be superfluous (excessive) to the tenant immediate needs or prejudicial to health or a nuisance

must be removed. Failure to comply with this requirement may result in termination of your Allotment Tenancy Agreement.

5. Bonfires

- 5.1** Bonfires should be the last resort for disposing of any unwanted materials on the allotment garden. This is to reduce the likelihood of nuisance to other Tenants and nearby residents.
- 5.2** Fires are allowed for the burning of material between 1st November and 28th February. However, refer to point 4.4.
- 5.3** The Tenant must make sure that materials on the fire are dry so that it will give off a minimal amount of smoke and so not to cause a nuisance.
- 5.4** The Tenant is only to have a fire if there is little or no wind so that smoke will not blow onto the road other plots or nearby residents.
- 5.5** The Tenant must not have a fire if there is mist or fog.
- 5.6** The Tenant must use a container to have a fire such as a barrel or incinerator.
- 5.7** The Tenant must never have a fire close to any trees, shrubs, hedges, fences, sheds, greenhouses etc.
- 5.8** The Tenant must have sufficient full watering cans or sufficient buckets, ready to put the fire out, should it get out of control or produce smoke that causes a nuisance.
- 5.9** The Tenant must not burn any materials that will give rise to dark smoke and acrid smells such as plastics and rubber. You must not burn any business waste on your allotment, or use accelerants, such as petrol, to get the fire started or burn near hedges, buildings, or anything else that might catch fire.
- 5.10** All fires must be attended to at all times and not cause a nuisance to neighbouring residents or other allotment Tenants. All fires must be fully extinguished before leaving the allotment site.
- 5.11** The Council will work with West Lindsey District Council Environmental Health, should there be any concerns regarding poor waste management or nuisance from any accumulation or smoke.
- 5.12** Failure to comply with this policy may result in termination of your Allotment Tenancy Agreement.

GAINSBOROUGH TOWN COUNCIL

Allotment Garden Application Form

In order of preference which is your preferred site. 1 being most preferred. 5 being least preferred	Foxby Hill	<input type="checkbox"/>
	Love Lane	<input type="checkbox"/>
	North Warren	<input type="checkbox"/>
	Showfield	<input type="checkbox"/>
	Spital Hill	<input type="checkbox"/>
Full name or group name		
Address		
Telephone number		
Email Address		
Comments. Please provide any further information that will support your application (continue overleaf if necessary)		

When you rent an Allotment Garden, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your Allotment Garden (s) . Your personal information will not be shared with any third party without your prior consent.

You can read the Council's Privacy Policy on our website: [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk/privacy-policy)

I agree that I have read and understand Gainsborough Town Council Privacy Policy. I agree by signing below that the Council may process my personal information for statutory purposes, contractual purposes, providing information and corresponding with me.

I agree the Council retains my personal information so it can provide the service I have requested – provision of an Allotment Garden.

I agree that Gainsborough Town Council can keep my contact information data for an undisclosed time or until I request its removal after the termination of this contract.

I have the right to request modification of my personal information that the Council keep on record.

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

I understand that Gainsborough Town Council have the right to refuse/ decline an application for an Allotment Garden. The reason for refusal will be given.

Signature: _____ Date: _____

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Animal & Animal Housing Application Form (none pigeons)

Allotment Site	
Allotment Garden Number	
Full Name	

I wish to apply for permission to keep animals, other than pigeons on the above-mentioned allotment garden and agree that it is solely my responsibility to maintain them in good health. On termination of my Allotment Tenancy Agreement, I agree to remove the animals and the animal housing structures, at my own expense, from the Allotment Garden. I understand that if upon termination of the Allotment Tenancy Agreement, if the Council is required to remove any structures and / or other matter or items from the Allotment Garden, I will be charged for the full cost of removal.

Only chickens and rabbits are permitted on all Council allotments (in accordance with the Allotments Act 1950).

Note: **COCKERELS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCES.**

Please indicate below which animal you wish to keep and also state the number of animals you wish to keep on the allotment.

I wish to keep _____ chickens. I understand that no more than six (6) chickens are permitted.

I wish to keep _____ rabbits. I understand that no more than two (2) rabbits are permitted.

The animals on your Allotment Garden must be kept in humane conditions. Failure to do so will result in the Council reporting you to the RSPCA and prosecution may occur.

Please provide comprehensive details of the animal housing you wish to erect to keep either chickens or rabbits. Note the housing enclosure (not run) will need to be sited eight (8) inches above the ground level. You must ensure you have 2sqf / 0.093sqm of housing space per chicken or rabbit. Note, you must not erect any housing or any structure without Council approval.

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

Structure. Size	
Material - Walls:	
Material - Roof:	
Material - Floor:	

Please use the space below to draw a diagram or attach a photo showing the size and appearance of the proposed animal housing. Please include details of where it will be sited in relation to your plot and neighbouring plots. Please also include where you will store the pigeon food, bedding, and waste materials, such as soiled bedding etc.

We will retain your data in line with our [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](https://gainsborough-tc.gov.uk/privacy-policy).

Signature of Tenant: _____ Date: _____

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk



Please do NOT place any animals or structures on the plot until you have received written permission from the Council.

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Pigeon & Pigeon Loft Application Form

Applications to keep pigeons will only be accepted for North Warren Allotment Site	
Plot Number	
Full Name	

I wish to apply for permission to keep pigeons on the above-mentioned allotment garden and agree that it is solely my responsibility to maintain them in good health. On termination of my tenancy, I agree to remove the pigeons and all housing structures, at my own expense, from the Allotment Garden. I understand that if, upon termination of the Allotment Tenancy Agreement, if the Council is required to remove any structures and / or other matter or items from the Allotment Garden, I will be charged for the full cost of removal.

The total number of Allotment Gardens that written permission will be given for on the North Warren Allotment site is five (5). If five (5) Allotment Gardens are already given consent to keep pigeons, this application will automatically be refused.

I wish to keep _____ pigeons. I understand that no more than sixty (60) pigeons are permitted at any one time.

The pigeons on your Allotment Garden must be kept in humane conditions. Failure to do so will result in the Council reporting you to the RSPCA and prosecution may occur.

Please provide comprehensive details of the loft you wish to erect to keep pigeons.

Note. The loft must be sited eight (8) inches above ground level. You must ensure you have 2sqf / 0.093sqm of loft space per pigeon.

Note: you must not erect a loft or any structure without Council approval.

Loft.Size	
Material - Walls:	
Material - Roof:	
Material - Floor:	

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

Please use the space below to draw a diagram or attach a photo showing the size and appearance of the proposed pigeon loft. Please include details of where it will be sited in relation to your Allotment Garden and neighbouring Allotment Gardens. Please also include where you will store the food, bedding, and waste materials, such as soiled bedding etc.

Are you a member of any pigeon association or society? If yes please give details.

We will retain your data in line with our [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](https://gainsborough-tc.gov.uk/privacy-policy).

Signature of Tenant: _____ Date: _____

Please do NOT place any pigeons or loft on the plot until you have received written permission from the Council.

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Temporary Structure / Shed Application Form

Allotment Site	
Allotment Garden Number(s)	
Full Name	

I wish to apply for permission to erect the following structure on the above-mentioned Allotment Garden. In completing and signing this form, I agree to maintain it in good repair and to abide by the terms of use outlined in my Allotment Tenancy Agreement. On termination of the Allotment Tenancy Agreement, I agree to remove the structure and or any other matter, at my own expense, from the Allotment Garden. I understand that if upon termination of the Allotment Tenancy Agreement, if the Council is required to remove any structures and / or other matter or items from the Allotment Garden, I will be charged for the full cost of removal.

Note 1: Caravans are not permitted on allotment sites.

Note 2: Materials containing Asbestos are not permitted on allotment sites under any circumstances.

Description of Structure

Please tick the structure/s that apply:

_____ Shed (must be no more than 244cm (8ft) by 183cm (6ft) and 244cm (8ft) high)

_____ Greenhouse (must be no more than 244cm (8ft) by 183cm (6ft) and 244cm (8ft) high)

_____ Poly-tunnel (must be no more than 305cm (10ft) by 457cm (15ft)).

_____ Other (please specify) _____

Is it an additional structure or replacing an existing one? _____

Age of structure: New / _____ Years old Number of existing structures: _____

Please provide brief details of the structure:

Approx. Size (note, limitations do apply)	
Material - Walls:	

Please return completed form to: Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

Material - Roof:	
Material - Floor:	

Please use the space below to draw a diagram or attach a photo showing the size and appearance of the structure. Please include details of where it will be in relation to your plot and neighbouring plots.

We will retain your data in line with our [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk).

Signature of Tenant: _____ Date: _____



Please do NOT erect any structure on the plot until you have received written permission from the Council.

Please return completed form to: Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:
allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Pond, Fence, Hedge, Shrub and Bush or Tree Application Form

Allotment Site	
Allotment Garden Number (s)	
Full Name	

I wish to apply for permission to install or plant the following fence, hedge, shrub, bush or tree on the above-mentioned Allotment Garden. By completing and signing this form, I agree to maintain it in good repair and to abide by the terms of use outlined in my Allotment Tenancy Agreement. On termination of my Allotment Tenancy Agreement, I agree to remove any matter or items at, my own expense, from the Allotment Garden I understand that if upon termination of the Allotment Tenancy Agreement, if the Council is required to remove any matter or items for the Allotment Garden, I will be charged for the full cost of removal.

Please indicate which apply:

_____ Pond should be no more than 2sqm with a depth of 50cm.

_____ Fence.

_____ Hedge (should be no higher than 150cm (5ft) between Allotment Gardens and 180cm (6ft) at the site boundary).

_____ Shrub (please specify) _____

_____ Bush (please specify) _____

_____ Tree (please specify) _____

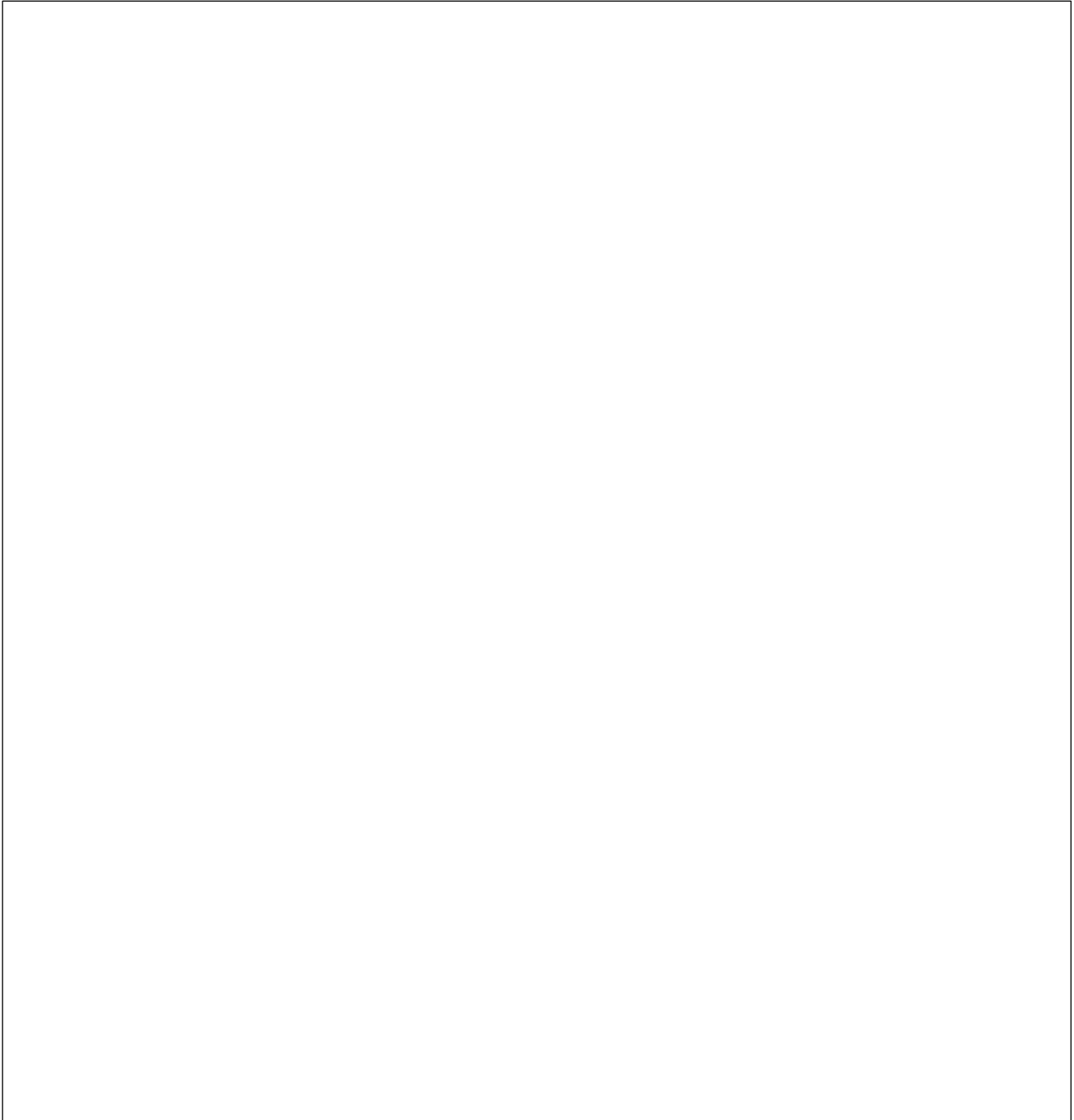
Approx. Size when mature (note, limitations do apply)	
Material (for fences)	

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

Please use the space over the page to draw a diagram or attach a photo showing the size and appearance of the boundary. Please include details of where it will be located in relation to your plot and neighbouring plots.

Signature of Tenant: _____ Date: _____



Please do NOT erect any boundary materials on the plot until you have received written permission from the Council.

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Emergency Contact Form

ANIMALS ON ALLOTMENTS

Part 1: To be completed by Allotment Holder:

Allotment Site	
Allotment Garden Number/s	
Full Name/s of Plot Holder/s (PLEASE PRINT)	Mr / Mrs / Ms / Miss
Plot holder emergency phone number	
What animals are you keeping?	
How many animals are you keeping?	

I agree that the emergency contacts can be contacted / left messages regarding my allotment garden animals if I am unable to be reached directly.

Signature: _____

Dated: _____

It is a condition of your allotment tenancy agreement with the Town Council that you fill in this emergency contact sheet **BEFORE** you bring animals onto any of our allotment sites.

ALL Tenants are responsible in law for looking after the welfare needs of their animals. These needs are described in the Council's 'Animals on Allotments' Policy http://gainsborough-tc.gov.uk/wp-content/uploads/2020/12/Animals_on_Allotments_Policy.pdf. The Council **must** have a way of contacting you **at all times** in case of any urgent problem with the animals you keep on our allotment site.

You must update us immediately of any changes to the emergency contact information.

Part 2 – Emergency contacts

Please ask two people you know to be your 'emergency contacts' and get them to complete their emergency contact section of this form so we can contact you or them quickly. We will need to be able to leave a message on these numbers if we cannot speak to you.

It is a good idea, but not a requirement to give these numbers (with your contacts permission) to the

Please return completed form to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

Tenants next to you so that they can let you or your emergency contact know straight away if they notice any problems with your animals.

We are aware that phone numbers change but it is your responsibility to keep these contact numbers up to date. If we cannot contact you in an emergency because you have not told us about changes to your emergency contact numbers, we will ask you to remove your animals from our allotment site.

If we cannot contact you and your animal needs urgent veterinary treatment, you will be responsible for repayment of the full cost of any treatment.

Emergency Contact – to be completed by your emergency contacts

Privacy Notice for Emergency Contacts

When you complete this form, as a emergency contact for the tenant the information you provide (personal information such as name and phone number) will be processed and stored so that it is possible to contact you in the event of an emergency in relation to the Tenant named overleaf's animals / plot if we are unable to contact the plot holder directly. Your personal information will not be shared with any third party without your prior consent.

You can read the council's Privacy Policy here: [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk)

I agree that I have read and understand Gainsborough Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Gainsborough Town Council can keep my contact information data for an undisclosed time or until I request its removal after the termination of the plot holder's contract.

I have the right to request modification on the information that you keep on record.

Emergency Contact Name (1)	Emergency Contact Number/s
1)	
Signature (1)	Date
Emergency Contact Name (2)	Emergency Contact Number/s
2)	
Signature (2)	Date

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

GAINSBOROUGH TOWN COUNCIL

Change of Contact Form

Allotment Site	
Allotment Garden number (s)	
Previous Name.	
Current Name.	
Old Address.	
New Address.	
Old Telephone No.	
New Telephone No.	
Old email Address.	
New email Address.	
Date.	

I declare that the above contact details are correct, and I am the Tenant of the above allotment garden.

We will retain your data in line with our [Privacy Policy - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk).

Signature of Tenant: _____

Office Use Only		Systems Changed	
Signature Checked	Initials _____	Tenancy Details	Initials _____

Please return completed from to: **Allotment Officer, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ** or return a scanned and signed copy to:

allotments@gainsborough-tc.gov.uk

PAPER D

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

Report Author: Rachel Allbones
Report Date: 07.11.23



Gainsborough
TOWN COUNCIL

Love Lane Pond

1. Background

In an area that had previously been very overgrown and had always been boggy and prone to flooding, there is now a pond. The overgrowth removed and a pond has been dug. It is not clear when it was dug, but it can clearly be seen in photos provided with a grant application in February 2019. The pond was dug without the knowledge or approval of the Council.

In a letter to an allotment holder in February 2021 the pond is mentioned.

A mechanical excavator and driver was hired to sludge out the dyke and / or building the carpark at the following times according to Council records: -

March 2013 – sludge out dyke
March 2014 – sludge out dyke
March 2015
May 2017 – Car park
November 2017 - sludge out dyke
March 2019

A Tenant complained about the pond calling it illegal in May 2021. They state that the hole (pond) had been dug by two other allotment holders in order to use the spoil to bury asbestos roofing. They have repeatedly asked for the ponds removal. Crucially the pond and asbestos allegations were not made to the Council for at least two full years after the pond was dug.

There are two issues to be tackled:

1. The pond itself.
2. The alleged asbestos deposit.

2. No planning permission

It appears that the pond was dug by a digger of some description. The use of the mechanical excavator makes it “development” and it thus requires planning permission.

The WLDC enforcement officer wrote:

Planning permission is only needed if the work being carried out meets the statutory definition of ‘development’ which is set out in section 55 of the Town and Country Planning Act 1990.

‘Development’ includes:

- *building operations (e.g structural alterations, construction, rebuilding, most demolition);*
- *material changes of use of land and buildings;*
- *engineering operations (e.g groundworks);*
- *mining operations;*

- *other operations normally undertaken by a person carrying on a business as a builder.*
- *subdivision of a building (including any part it) used as a dwellinghouse for use as 2 or more separate dwelling houses*

The creation or excavation of a pond by machinery is considered to be an engineering operation which requires planning permission.

A witness statement has not yet been obtained from the two people who allegedly built the pond.

The landowner has given permission for the pond to be retained, following plot holder agreement, so retrospective planning permission can be applied for.

3. Gainsborough Town Council Policy for Asbestos

Excerpt from GTC Health and Safety Policy

C14 Asbestos

No asbestos containing products shall be used or stored by the Council.

An asbestos register shall be maintained, and asbestos installations treated and/or competently removed according to risk.

The Town Clerk shall ensure any exposure details and medical records are maintained.

A competent contractor shall be appointed to carry out all removal, handling, and disposal of asbestos except in some circumstances where it is deemed of low risk and sporadic in which case a suitable risk assessment and method statement will be produced and communicated to the relevant employees.

4. Duty to act

Once allegations of asbestos have been made the Council has a duty to act.

It was common to use asbestos sheeting as fencing or shed roofing on allotment sites. Asbestos cement containers and planters were also popular. Finding asbestos on the allotments is to be expected. However, the introduction of new asbestos structures and other items is no longer permitted.

The allegation made, however, is that asbestos roofing was wilfully fly-tipped by two allotment holders and the hole (pond) dug to use the spoil to then hide it.

5. Report content (black) and minutes (blue) to / from Committee / Council

Property and Services Committee, 9 June 2021, Allotment Issues, Paper D – 3.11

3.11 Love Lane Allotment Pond

A plot holder on the Love Lane Allotment site has highlighted some concerns regarding the pond area in the Northeast corner of the site. The individual has apparently made contact with the landowner (Thonock Estates) regarding the apparent illegal excavation of the pond on the site, however no update or communication has been forthcoming prior to this report being produced either by the plot holder or the land owner.

The pond/wildlife area is contained within a fenced plot, and during visits to the site on recent occasions the access gate has been secured with a padlock, any requests for access have been directed to the site secretary who has looked after the only key.

Warning signs have been in place on the external fencing around the pond for many years and have been recently updated, a lifebuoy has also been installed within the area.

Property and Services Committee, 11 August 2021, Allotment Issues, Paper B - 3.9

The Operations Manager informed Members of his health and safety concerns regarding the pond on Love Lane following a risk assessment.

Members were of the view that it serviced no purpose to the Council so should be filled in to make safe.

RESOLVED to RECOMMEND TO FULL COUNCIL to increase the Love Lane allotment budget in order to infill the pond. Funds to be taken from general reserves. The Operations Manager will present a ballpark cost at the Full Council meeting.

Full Council, 1 September 2021

RESOLVED to defer to next Property & Services Committee meeting once outcomes of environmental impact study, H&S report and budgetary requirements to fill the pond in are obtained.

Property and Services Committee, 14 September 2021, Allotment Issues, Paper B - 3.9

3.9 Love Lane Allotment Pond

Recommendation made by the Property and Services Committee on Wednesday 11 August 2021:

RESOLVED to RECOMMEND TO FULL COUNCIL to increase the Love Lane allotment budget in order to infill the pond. Funds to be taken from general reserves. The Operations Manager will present a ballpark cost at the Full Council meeting.

Resolution made by Full Council on Wednesday 1 September 2021:

RESOLVED to defer to next Property & Services Committee meeting once outcomes of environmental impact study, H&S report and budgetary requirements to fill the pond in are obtained.

The Operations Manager carried out a check of the depth of the Love Lane Pond following questions from Members at the Full Council and he can confirm that the average depth of the water is no more than 1 foot, there is a silt base which does increase the overall depth slightly and it would also be worth considering that during the Autumn and Winter the rainfall and run off could increase the depth of the pond by another foot approximately.

Property and Services Committee, 12 October 2021, Allotment Issues, Paper B – 2.7

2.7 Love Lane Allotment Pond

i. Environmental impact study

The Operations Manager contacted Ian Elliott, Senior Development Management Officer at WLDC, he advised to commission an ecologist to carry out a walk over survey of the pond to see if it was occupied by any protected species. We are currently awaiting a proposal from Ian Nixon at Inspired Ecology regarding a survey.

ii. Health & Safety report

The Operations Manager confirmed that the average depth of the water is no more than 1 foot, there is a silt base which does increase the overall depth slightly and it would also be worth considering that during the Autumn and Winter the rainfall and run off could increase the depth of the pond by another foot approximately. A risk assessment of the pond area has also been completed.

iii. Budget requirements to fill the pond

A contractor has visited site but is yet to provide a quotation and a further contractor is due to visit the site on Friday 8th October.

RESOLVED that the Operations Manager seek further advice from the HSE and a report be brought to the next available meeting of the Property & Services Committee.

Property and Services Committee, 9 November 2021, Allotment Issues, Paper B - 2.7

2.7 Love Lane Allotment Pond

i. Environmental impact study

Following a steer from the Chair of Property & Services the Operations Manager has now made contact with the Lincolnshire Environmental Records Centre in an attempt to determine if there are any protected species within or in the vicinity of the Love Lane site. A proposal has been received for a full walkover survey of the site by an ecology team however, it was felt that by contacting LERC directly this would help progress this issue allowing Council to then determine an appropriate course of action.

ii. Health & Safety report

All Health & Safety reports will be presented alongside results of ecological surveys.

iii. Budget requirements to fill the pond

Appointed contractors have refused to provide quotations citing accessibility concerns. Email from Croft Drainage below.

I have looked at quoting to fill in the pond at Love Lane. I estimate there is around 87m³ of volume in the pond at the moment. This volume of material would need bringing onto the site and then transporting to the pond.

Logistically this is a problem based on the poor access to the site.

Based on this I don't feel we can accurately quote for the work.

Property and Services Committee, 10 March 2022, Paper H

The committee **RESOLVED** to adopt the action plan as presented.

Dig a trial hole to see if there are any pieces of asbestos – no specialist knowledge required 50x50x50cm following risk assessment for this procedure

If there is any found – take photos as evidence and mark location, then cover safely.

Repeat as required in several locations

If anything found – asbestos sampling by testing specialist required to determine type of asbestos found some are more dangerous than others and require different ways of disposal.

The test results will determine further action.

Property and Services Committee, 14 June 2022, Paper R

The Committee **resolved** to employ an asbestos testing company to test pieces found in the excavated test pits plus any other areas the Council want to sample. Funds to be taken from the Allotment EMR.

Property and Services Committee, 12 July 2022, Asbestos Management, Paper M

The Committee **resolved** to accept the quotation from SGS UK Ltd to carry out an asbestos sampling survey on 5no. allotment sites. Following the analysis of the samples a comprehensive report shall be issued, along with advice of any required remediation works to be undertaken.

Property and Services Committee, 8 November 2022, Paper D

The Committee **resolved** to seek quotations to fill in the pond at Love Lane in line with the Council's decision from 2021 and to look at ways to remove and rehome any fish.

Property and Services Committee, 21 December 2022, Paper C

The committee **noted** the report and quotations received and deferred further debate to the January meeting.

Property and Services Committee, 10 January 2023, Paper B

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.

Property and Services Committee, 14 February 2023, 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.

Property and Services Committee, 1 March 2023, Paper B

The Committee **resolved**: -

- To approve the survey questionnaire as presented
- To test the skip link and other features of the online survey on with staff members and volunteer councillors.
- To conduct the survey in two random groups of approximately equal size
- To swap the order of the question between the two groups for a second randomisation thus minimising bias.

Property and Services Committee, 13 June 2023, Paper B

The Committee **resolved**: -

- a) To note the survey result.
- b) To inform allotment holders and Thonock and Somerby estates of the survey results.
- c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.
- d) To inform the WLDC planning enforcement officer that planning consent has been sought.
- e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.
- f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted

Property and Services Committee, 11 July 2023, Verbal

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.

Property and Services Committee, 12 September 2023, Allotment Officer Rep, Paper C

The retrospective planning application has been complete and submitted to WLDC. Two

quotes for and Ecological survey have been requested, one from Tyler Grange Ecological Consultants and OS Ecology Ecological Consultants. AO is waiting for the quotes prior to instructing the works.

Property and Services Committee, 19 September 2023, Paper C

The Allotments Officer informed the meeting that a Hydrographic survey, cross section of the pond is required by the planning authority.

Members felt the cross section of the pond may change if asbestos is located in the area.

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.

6. Measures taken by the Council

- 1) May 2021 a 30" Lifebuoy was purchased.
- 2) The gate is lock and keys are only retained by the Council.
- 3) May 2022 ADB Builders carried out excavation works in the pond area and dug 4 trenches to identify if there was presence of asbestos. Small fragments were found in 2 of the areas.
- 4) September 2022 SGS carried out a sampling survey of the above and found Low risk asbestos materials were identified in this survey. Consequently, no remedial action is required in order to satisfy Regulation 4 of the Control of Asbestos Regulations 2012.
- 5) It has since been highlighted that the excavated areas by ADB Builders may have been in the incorrect area as the former Clerk thought the alleged asbestos was under/in the pond and not that the hole was dug to use the spoils to cover the alleged asbestos.
- 6) Submitted a retrospective Planning Application to West Lindsey District Council on 14 July 2023. The application wasn't accepted by West Lindsey District Council as the planning officer requested a cross sectioning of the pond. This hasn't been carried out to date as the Property and Services Committee on 19 September requested an asbestos survey to be carried out first as if the findings of this survey suggested the removal of the asbestos a second cross sectioning would be needed.
- 7) 7 November 2023, instructed a contractor to undertake an Asbestos Investigation, including site works/trial holes (by hand) of approximately 8 to 10 sample holes, sampling and testing of samples for Asbestos presence and Asbestos type.

7. Reporting to West Lindsey District Council

On 21 July 2023 the Operations Manager contacted WLDC Planning department to advise *that there is asbestos fragments / sheets from garages in the vicinity of the pond subject to our planning application. It is alleged that the pond was dug to employ the spoil to bury the asbestos garages on the boundary of the allotment site adjacent to the pond.*

I can inform you that regardless of the planning decision that the asbestos will be investigated, in terms of location, amount etc., and the appropriate remedial action taken.

On 21 July 2023 the Operations Manager contacted WLDC Environmental Health department to advise - *I can inform that this authority has been informed that there are asbestos fragments / sheets from dismantled garages in the vicinity of the pond subject to our planning application. It is alleged that the pond was dug in 2009 to employ the spoil to bury the asbestos garages on the boundary of the allotment site adjacent to the pond. There was a planning application submitted in 2008 to demolish the garages.*

I can inform you that regardless of the planning decision that the asbestos will be investigated, in terms of location, amount etc., and the appropriate remedial action taken.

The allotment holder who informs me of the buried asbestos garages is [REDACTED] and he may be contacted via email (copied in) or [REDACTED]. Should you be mindful to consider investigating the illegal deposit of waste under sections 33 and 34 of the Environmental Protection Act 1990 [REDACTED] says he is prepared to give a witness statement as he says he knows the who, what and when in relation to the burying the asbestos garages.

The Town Council did not give consent for the digging of the pond and neither did it give consent for any waste material to be buried with the spoil therefrom. Love Lane allotments are not licensed to receive waste.

I can confirm that neither the Planning nor the Environmental Health departments responded to the Operations Manager emails.

8. Investigation

The complainant is asking the Council “*what action the council is intending to take to investigate, the illegal hole that was constructed with the sole purpose to bury asbestos garages, as witnessed by myself at love lane allotment site, Gainsborough, Lincs.*”

Due to the passage of time from the first report of the existence of the pond and alleged asbestos no reports of anyone or anything being adversely affected have been received other than from a single individual. Whilst their concerns have been accepted there are currently no material grounds for urgent action as the pond is secure and not in the public domain and any asbestos cement is buried. Furthermore, the Council has no regulatory or enforcement powers in relation to environmental crime of planning, though it has been reported of the pond and alleged asbestos cement to the relevant authority. As the Council has received no response from the relevant authority it is assumed that it is not in the public interest to take action as the Council is taking appropriate action – though, perhaps, not as quickly as the complainant may wish.

A Third-Party investigating would be disproportionate to the allegations made.

9. Recommendation

- 1) To continue with the current action being taken regarding the planning requirement.
- 2) To continue with the current action being taken in regard to the alleged asbestos.
- 3) That the complainant be advised that the Council will not be investigating the digging of the pond or the alleged asbestos disposal further.

PAPER E

PAPER F

PAPER G

PAPER H

PAPER I



Safety Inspection Report

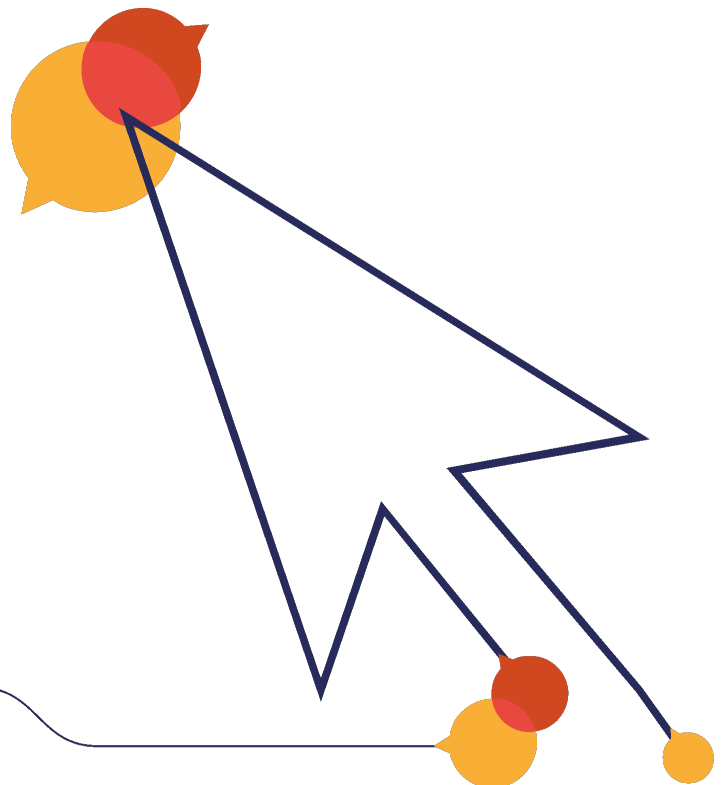
Annual Inspection

Sandfield Lane North



Gainsborough Town Council

09 August 2023



Safety Inspection Report

Annual Inspection

Site name: **Sandfield Lane North**
Date of inspection: **09 August 2023**
Inspector: **David Owen**



How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

The image shows a report form for 'Primary Items'. It includes a header, a main asset information section, a standards section, and a findings section. Numbered callouts (1-6) point to specific fields: 1 points to the asset name, 2 to the manufacturer, 3 to the innate risk level, 4 to the actual risk level, 5 to the standards compliance status, and 6 to the findings section.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low

Potential risk score reduction:
1

Remedial tasks:
1

Standards:
EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Surface: Grass

Finding

Description
Item is rusting in places.

Tasks
Replace.

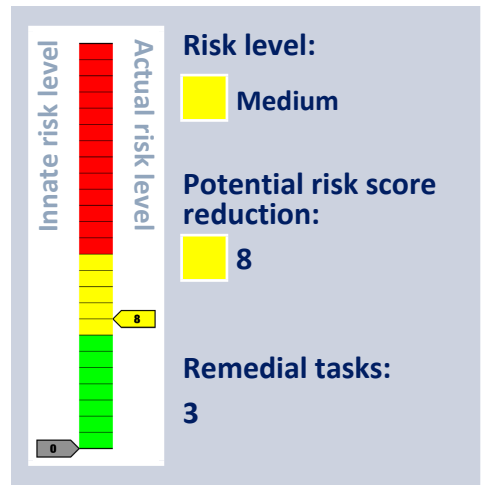
Note
Two of the frame washers are rusting.

Finding Photos

asset image here asset image here

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

The Overall Site



Maintenance Finding

Description

Item has some parts missing.

Tasks

Replace the missing parts.

Note

Perimeter fencing leading to the main road is damaged and missing. Repair / replace.



Finding Photos



Maintenance Finding

Description

The equipment has come to the end of its life. Parts have been removed, but the remains present a hazard.

Tasks

Read the notes for further action., Remove completely to a safe condition.

Note

Equipment has been removed, leaving the surfacing in place with large gaps creating trip points. Consider removing the areas and landscaping the area.

Risk level:

 **Medium**

Risk score:

 **8**

Finding Photos



Litter Bin



Innate risk level

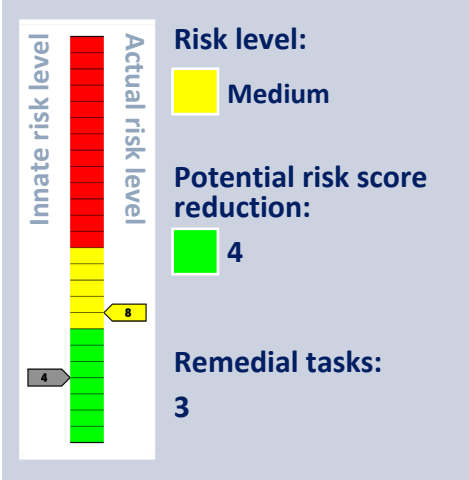
Actual risk level

Risk level:

- Very low
- Risk score as low as possible
- No remedial tasks

Swing - Toddler - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd



Standards:



EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Shrinkage / separation of the surface. This may give a trip hazard.

Tasks

Repair.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Incorrectly installed.

Tasks

Install correctly according to the manufacturer's instructions.

Note

The unit is leaning with the slope of the ground. Consider reinstalling the unit. Level out seat by increasing the chain length one side.

Risk level:

 Low

Risk score:

 5

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Repair grinder cuts in the surfacing.

Risk level:

 Low

Risk score:

 6

Finding Photos



Slide

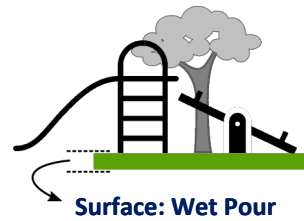
Manufactured by Wicksteed Leisure Ltd



Risk level:
Medium

Potential risk score reduction:
3

Remedial tasks:
4



Standards:



EN 1176-1:2017, EN 1176-3:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

Bird fouling present.

Tasks

It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.

Risk level:

Medium

Risk score:

8

Finding Photos



Maintenance Finding

Description

Shrinkage / separation of the surface. This may give a trip hazard.

Tasks

Read the notes for further action.

Note

Joints opening up. Repair.

Risk level:

 Low

Risk score:

 4

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Repair patch missing exposing tarmac sub base below.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Standard Compliance Finding

Description

There is a toggle entrapment.

Tasks

No reasonably practicable action is identified.

Risk level:

 Low

Risk score:

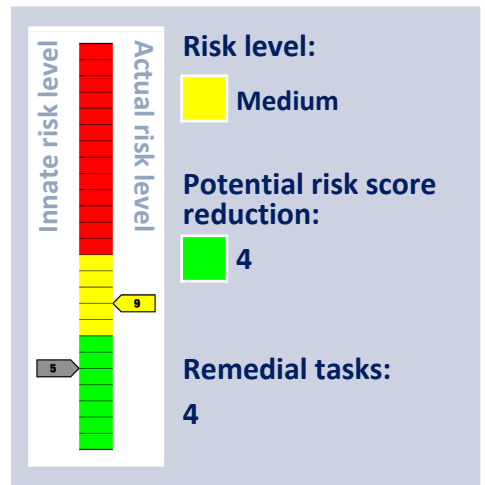
 6

Finding Photos



Swing - Junior - 1 Bay 2 Seat

Manufactured by Wicksteed Leisure Ltd

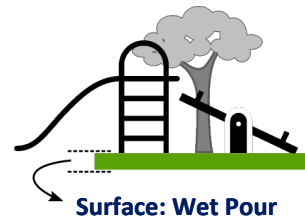


Standards:



EN 1176-1:2017, EN 1176-2:2017

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.



Maintenance Finding

Description

Bird fouling present.

Tasks

It is recommended that playground equipment be regularly checked for bird fouling - if found, the affected items should be cleaned with a disinfectant solution.

Note

Seats are unusable. Fit anti-bird device to the top bar.

Risk level:

 Medium

Risk score:

 8

Finding Photos



Maintenance Finding

Description

Chains links worn.

Tasks

Replace the worn parts.

Note

Replace worn parts.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Surface needs repair.

Tasks

Repair.

Note

Surface holes in wet pour. Joints opening up and section missing. Repair.

Risk level:

 Medium

Risk score:

 9

Finding Photos



Maintenance Finding

Description

Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.

Tasks

Conduct the checks and take action as necessary.

Risk level:

See finding details

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs. The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m * No obstacles in the falling space * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm) * Hard surfaces should only be used outside where children fall * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child * Accessibility: adults must be able to gain access to help children * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars) * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)

- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant * No protrusions or sharp-edged components * Bolts should not protrude by more than 8mm * Corners, edges or projecting parts over 8mm should have a 3mm radius. * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel) * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal. * Timber connections should not rely solely on screws or nails. * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule * Wire connector clip threads should protrude less than 8mm * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts * 2m - 4m long: over 1000mm from anything * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

- These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps
- * Tube ends should be securely enclosed and removable only with tools
 - * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance * Guard-rail: a rail to prevent children falling * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

- The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single point swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible * Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person



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PAPER J

Richard,
Thank you for your email and comments etc. – much appreciated.

I will put it to Members and see how they wish to proceed.

Many thanks.

Stephen Coulman CEnvH
Operations Manager

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Gainsborough
TOWN COUNCIL



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From: Richard Lancaster
Sent: Wednesday, October 18, 2023 10:49 AM
To: Stephen Coulman <stephen.coulman@gainsborough-tc.gov.uk>
Subject: Tree Roots Levellings Park

Stephen,

Tree Roots Levellings Park Footpath

Following our telephone discussions, I can give some options and advise as follows. As mentioned, I am aware of the trees in question from past tree-safety inspections, and the problems they are causing.

That line of trees includes a number of semi-mature Cherries, which are well known and notorious for lifting tarmac paths, and other surfaces, due to their shallow and even surface-rooting nature. The proximity of the southern side (dog walk) path immediately adjacent to the tree stems will be exacerbating the problem. The other species in that line which include Whitebeam and Turkish Hazel should be - I trust - slightly less of a problem but still may eventually have some impact.

There is no real solution from an arboricultural perspective as the roots in question cannot be removed without catastrophic damage to the tree's health, and even if it does survive then the rooting nature means the problem will eventually return. Some smaller roots could be carefully cut away if this can be done neatly, to reduce any immediate problems. Removing the offending tree (and replacing with a more suitable species) is obviously a drastic but immediate solution, though I understand this option has been discounted.

Moving or removing the path(s) would be another consideration, a solution I understand is being looked at for the less used path along the dog-walk section. For this side removing the path completely could certainly be considered or replacing further away with a simpler non-rigid surface such as compacted fine hardcore or self-binding gravel. These types of surfaces are less prone to lifting and can be more easily maintained if they do.

The main path on the north side has a additional strip of land and has to remain as tarmac or other solid surface, and I acknowledge your comment is that this is not causing a problem at present. However, the Cherry roots may expand to such extent that lifting does eventually occur, so a full reconstruction of this path further away to the north may be a long-term and drastic solution. Alternatively some widening of the path in-situ so that 'cut-out' sweeps can be added around the Cherries, or other trees which may cause the same problem.

The simplest immediate suggestion has been mentioned; simply adding more tarmac over the offending areas of path to eliminate the trip-hazard. Clearly the more depth and surface area is added, the shallower the ramp up and down will be. It must be said this is the most temporary option as the expanding and moving roots will cause the problem to return. A much more expensive surface solution would be a poured rubber-crumb such as is used in playgrounds and tree pits in urban areas, which is air and water permeable, but which has a degree of cohesion. Incorporating this type of surface would also require more work to cut and remove some existing tarmac to give a decent depth of rubber crumb.

In all of these suggestions I have not specifically considered cost, there is obviously a sliding scale of cost to benefit which I will have to leave you to ponder. I trust these comments answer the questions and allow you to move forward. As mentioned by 'phone, I am not discounting coming out to have a look on site if that remains the Council's wish but would suggest this is something that can be further discussed via messages and photographs if required.

Richard

Richard Lancaster BA DipLA MSc Arb
Landscape Architect
Arboriculturist

PAPER K

PAPER L

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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 an individual 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.

PAPER M

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 08 November 2023



Gainsborough
TOWN COUNCIL

2024 / 2025 Budget Preparations

1. Summary

To consider the budget preparations for the 2024 / 25 budget.

WLDC require a precept estimate by 24 November 2023, however, the actual Tax Base for 2024 / 25 will not be sent out until mid-December.

2. Budget Preparations

Grounds Maintenance

The proposed budget for 2024/25 would look very similar to the revised current year. It is proposed that vehicle leases be extended again for a further year of potentially look to purchase. A capital investment will need to be considered for new equipment i.e. tractor.

Grounds Maintenance Ear Marked Reserves

Below are current ear marked reserves under Grounds Maintenance to be retained at year end if unspent and unspent tree and footpath maintenance budget will be added to the EMR.

16	General Tree Maintenance & Survey	12,800.00
17	General Footpath / Road Maintenance	22,650.00
18	General Litter Bin refurb / replacement	2,000.00
19	General Green Waste Removal	1,250.00

Richmond House & Park

The proposed budget for 2024/25 would look very similar to the current year with a budget for the demolition and relandscaping of the area as costs are yet to be determined and to begin to rebuild the house maintenance budget for renovation works. Consideration will need to be given to the resurfacing of the compound area as part of a whole Richmond Park/House project.

Richmond House & Park Ear Marked Reserves

Below are current ear marked reserves under Richmond House to be retained at year end if unspent. Unspent conservatory project, house and building maintenance and footpath / road maintenance budgets will be added to the EMR.

12	Richmond House Maintenance	22,768.42 windows maintenance approved so will be less at YE if works carried out
13	Richmond House Conservatory	14,250.00
14	Richmond Park Toilet Renovations	1,583.57
15	Richmond Park Compound Fencing	4,000.00

Sports Grounds

The proposed budget for 2024/25 would look very similar to the current year. One addition would be approx. £5,500 for deep fine aeration and herbicide at Marshalls and herbicide at Levellings. The Marshalls main pavilion maintenance budget may be increased for full redecoration, the other is £10,000 for removal and fence replacement of the green bowls shed.

Sports Grounds Ear Marked Reserves

Below are current ear marked reserves under Sports Grounds to be retained at year end if unspent and unspent Marshalls Pavilion maintenance budget will be added to the EMR.

20	Marshalls Pavilion Maintenance (Electrics, Boiler, Solar & Water Tank)	3,817.50
21	Marshalls Ditch Clearance	8,000.00
22	Ground Maintenance and Renovations (Marshalls & Levellings)	2,000.00
30	Levellings Changing Room Maintenance	2,217.17
31	Levellings Defibrillator	400.00

Cemetery

The proposed budget for 2024/25 would look very similar to the current year. The addition would be an increased budget for the chapel maintenance for internal decoration.

Cemetery Ear Marked Reserves

Below are current ear marked reserves under Cemetery, remaining reserves at year end will be retained. Unspent chapel maintenance, fence maintenance, footpath / road maintenance and extension B sinking fund will be added to the EMR.

23	Cemetery Topple Testing	15,118.00
24	Cemetery Boundary Fence Maintenance	5,000.00
25	Cemetery Woodland Burial	2,000.00
26	Cemetery Extension B Land Sinking Fund	47,000.00

Play Areas

The proposed budget for 2024/25 would look very similar to the current year with the inclusion of the S106 budget for Aisby Walk play area. May wish to consider a budget for Aisby Walk to refurbish current equipment alongside the new project. Investment will need to be considered for full resurfacing of Levellings park and hard landscaping.

Play Areas Ear Marked Reserves

Below are current proposed ear marked reserves under Play Areas to be retained at year end if unspent. Any unspent play equipment maintenance budget will be added to the EMR.

27	General Play Equipment Maintenance	4,175.40
28	Wet Pour repairs	1,000.00
32	Aisby Walk skate park repairs	3,841.73

Allotments

The proposed budget for 2024/25 would be a reduction to the current year. With less funds for the allotment pond and general all site maintenance as earmarking unspent budget.

Allotments Ear Marked Reserves

Below are current proposed ear marked reserves under Allotments to be retained at year end if unspent. The unspent Love Lane allotment pond management budget will be added to EMR for future maintenance.

34	Allotment Site Maintenance	6,000.00
35	Showfield Allotment Wall Maintenance	2,000.00
36	North Warren Allotment Fence Replacement	5,200.00
37	Foxby Hill Allotment Association Funds	108.07

Public Realm

The proposed budget for 2024/25 would look very similar to the current year.

Public Realm Ear Marked Reserves

Below are current proposed ear marked reserves under Public Realm, remaining reserves at year end will be retained.

33	Silver Street Sculpture Maintenance	1,000.00
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Events

The proposed budget for 2024/25 would look very similar to the current year with support for an Illuminate event and town events.

Events Ear Marked Reserves

Below are current ear marked reserves under Events, it is proposed that unspent budget is released to general reserves and the Armed Forces Day budget to be added to EMR.

38	Kings Coronation	2,210.26
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Christmas Lights

The proposed budget for 2024/25 would look very similar to the current year.

3. Additional Budget Provision

Members are requested to consider additions to the budget in any of the above areas.

4. Recommendation

To note the report.

DRAFT Budget 2024 / 2025

09/11/2023

	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change
	£	£	£	£	%
EMPLOYEE COSTS	290,544	343,050	195,209	450,550	31.34
ADMINISTRATION	20,360	34,356	16,445	44,260	28.83
GROUNDS MAINTENANCE	29,445	53,836	29,511	50,150	-6.85
RICHMOND HOUSE & PARK	22,362	57,451	20,441	36,570	-36.35
SPORTS GROUNDS	11,454	33,174	3,863	33,683	1.53
CEMETERY	-33,281	26,427	-12,118	6,432	-75.66
PLAY AREAS	2,883	-2,855	-6,024	6,125	-314.54
ALLOTMENTS	-3,712	23,111	1,338	140	-99.39
PUBLIC REALM	3,221	3,155	1,416	3,355	6.34
EVENTS	46	9,180	3,049	2,800	-69.50
CHRISTMAS LIGHTS	30,228	32,000	18,322	28,600	-10.63
CIL	-19,203	0	-15,212	0	#DIV/0!
TOTALS	354,346	612,885	256,239	662,665	8.12
Net Operating Cost	354,346	612,885	256,239	662,665	8.12
WLDC Council Tax Support Grant	0	0	0	0	#DIV/0!
WLDC Precept Contribution	100	100	100	100	0.00
Precept Request to WLDC	554,258	612,785	612,785	612,785	0.00
(Deficit)/Surplus	200,012	0	356,646	-49,780	#DIV/0!
Tax Base	4,774.09	4,942.53		4,942.53	
Precept (Council Tax Charge)	£116.10	£123.98		£134.05	
Band D Per week	£2.23	£2.38		£2.58	
Council Tax Increase / Decrease	2.27%	6.79%		8.12%	

The council tax base is the total number of Band D equivalent dwellings liable for council tax after discounts, exemptions and premia (the total number of dwellings on the valuation list is subject to a range of discounts and exemptions that reduce the effective tax base)

DRAFT Budget 2024 / 2025

09/11/2023

Code	GROUPS MAINTENANCE	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
3000	Vehicle Costs	17,101	19,000	11,043	19,400	2.11	
3000/1	Ford Transit Tipper	5,126	4,300	2,532	5,000	16.28	Annual lease costs - Ends 01/7/2024, look to extend another year
3000/2	Ford Transit Custom Van	3,625	3,200	2,011	2,900	-9.38	Annual lease costs - Ends 14/9/2024, look to extend another year
3000/3	Citroen Berlingo Van	2,510	2,800	1,862	2,800	0.00	Annual lease costs - Ends 22/9/2024, look to extend another year
3000/4	Vehicle Maintenance	197	300	267	300	0.00	Estimated maintenance costs
3000/5	Fuel	5,404	8,000	4,371	8,000	0.00	Estimated fuel costs, no longer use red and increase fuel costs
3000/7	Trailer Maintenance	240	400	0	400	0.00	Estimated trailer service cost
3010	Grounds Maintenance - All Sites	17,353	38,950	22,954	34,950	-10.27	
3010/1	Miscellaneous	924	1,000	722	1,000	0.00	Tape, padlocks, cable ties, drill bits etc
3010/2	Equipment Service & Maintenance	4,177	9,000	7,037	9,000	0.00	Estimated maintenance and services costs for all equipment
3010/3	New Grounds Equipment	3,000	5,000	4,793	5,000	0.00	New equipment
3010/4	Footpath/Roadway Maintenance	0	5,000	4,554	5,000	0.00	Possible works for Levellings, plus £22,650 in earmarked reserves
3010/5	Tree Maintenance	0	1,000	0	1,000	0.00	plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
3010/6	Weed Killing (spraying)	80	750	218	750	0.00	All site weed killing
3010/7	Green Waste Removal	0	0	0	0	#DIV/0!	£1,250 in ear marked reserves
3010/8	Hedge Cutting	0	5,000	0	0	-100.00	Allotments and Marshalls in own budgets
3010/9	Grit	158	200	166	200	0.00	Winter grit purchase for all sites
3010/10	Tree Safety Survey	2,000	2,000	0	2,000	0.00	Annual tree inspection survey
3010/11	Health & Safety & First Aid	1,052	1,000	116	1,000	0.00	
3010/12	Highway Verge Cutting	5,962	9,000	5,349	10,000	11.11	Estimate for 10 cuts
3010/13	Wildflower Verges	0	0	0	0	#DIV/0!	
3020	Cleaning Products	918	1,700	1,328	1,700	0.00	
3020/1	Cleaning Products & Refuse Bags	918	1,700	1,328	1,700	0.00	For Marshalls, Richmond House, Levellings & Gen Cem
TOTAL EXPENDITURE		35,372	59,650	35,325	56,050	-6.04	
INCOME							
Vehicle Hire, Grass Verges and Sales		5,927	5,814	5,814	5,900	1.48	
300/1	Vehicle Hire	0	0	0	0	#DIV/0!	
300/2	LCC Contribution towards Highway Verge Cutting	5,308	5,814	5,814	5,900	1.48	
320	Sale of Grounds Equipment	0	0	0	0	#DIV/0!	
330	Scrap	620	0	0	0	#DIV/0!	
TOTAL INCOME		5,927	5,814	5,814	5,900	1.48	
NET EXPENDITURE		29,445	53,836	29,511	50,150	-6.85	

DRAFT Budget 2024 / 2025

09/11/2023

Code	RICHMOND HOUSE & PARK	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
4000	Richmond Park & House	30,940	70,786	27,259	45,105	-36.28	
4000/1	Rates	2,944	3,100	2,059	3,200	3.23	Estimated annual non-domestic rates bill
4000/2	House & Buildings Maintenance	8,253	17,000	10,381	10,000	-41.18	plus £5,000 in earmarked reserves
4000/3	Gas	2,329	4,000	713	4,000	0.00	Estimated annual charge
4000/4	Electricity - Main House	2,928	4,000	1,336	4,000	0.00	Estimated annual charge
4000/5	Electricity - Flat	739	1,500	608	1,500	0.00	Estimated annual charge
4000/6	Electricity - Greenhouse	333	1,000	440	1,000	0.00	Estimated annual charge
4000/7	Anglian Water	729	700	361	700	0.00	Estimated annual charge
4000/8	WaterPlus	610	600	351	600	0.00	Estimated annual charge
4000/9	PAT Testing	393	400	393	400	0.00	Estimated annual charge
4000/10	Fire Extinguisher & Emergency Light Service	596	714	714	1,000	40.06	Estimated annual service costs
4000/11	Security / Fire Alarm Service & Maintenance	1,178	700	327	700	0.00	Annual service & maintenance costs
4000/12	Security / Fire Alarm Response	520	600	150	600	0.00	Annual charge plus potential contractor call out charges
4000/13	Alarm Phone Line	486	600	327	600	0.00	Estimated annual charge
4000/14	Legionella Monitoring	1,043	1,050	0	1,050	0.00	Annual testing costs
4000/15	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
4000/16	Boiler Service & Repairs	63	200	63	200	0.00	Annual service costs
4000/17	Fixed Electrical Testing	0	1,300	0	0	-100.00	Fixed electrical testing due 2028/29
4000/18	Ground Maintenance	1,031	2,000	1,176	2,000	0.00	For general ground repairs & maintenance £4,000 in ear marked reserves for compound fence
4000/19	Waste Management	2,070	3,100	2,042	1,700	-45.16	WLDC charge for bin collections
4000/20	Aviary & Bird Feed	0	0	0	100	#DIV/0!	No longer have birds in the aviary, bird feed for external bird feeders
4000/21	Bedding Plants	152	67	67	500	646.27	Summer and winter bedding plants
4000/22	Outdoor Toilet Renovations & Maintenance	0	2,000	499	2,000	0.00	£1,583 in earmarked reserves
4000/23	Tree Maintenance	0	6,900	0	0	-100.00	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
4000/24	Footpath / Road Maintenance	44	5,000	4,750	0	-100.00	Further resurfacing near rose garden
4000/25	New / maintenance of Litter Bins	0	1,000	0	1,000	0.00	Replacement bins needed and earmark unspent budget
4000/26	Fountain Maintenance & Repairs	0	250	0	250	0.00	For any repairs required
4000/27	Flag pole maintenance & repairs	188	100	34	100	0.00	For any repairs required
4000/28	New Grounds Furniture	0	0	0	0	#DIV/0!	None envisaged
4000/29	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to code 7000
4000/30	Wet pour Repairs	0	0	0	0	#DIV/0!	Refer to code 7005
4000/31	CCTV, fibre broadband & line	2,487	2,600	320	2,600	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
4000/32	Replacement Conservatory	0	10,000	150	5,000	-50.00	£14,250 in earmarked reserves for remaining project
4000/33	First Aid & Defibrillator	83	125	0	125	0.00	WLDC Defibrillator scheme
4000/34	Cleaning Contractor	1,560	0	0	0	#DIV/0!	Temporary whilst didn't have a cleaner
TOTAL EXPENDITURE		30,940	70,786	27,259	45,105	-36.28	

DRAFT Budget 2024 / 2025

09/11/2023

Code	RICHMOND HOUSE & PARK	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
	Richmond Park & House	8,578	13,335	6,818	8,535	-36.00	
400/1	Office Hire (Registrar)	4,035	4,035	2,018	4,035	0.00	Current lease charge
400/2	Registrar Service Recharge	4,543	9,300	4,800	4,500	-51.61	Estimate service recharge
400/3	Room Hire	0	0	0	0	#DIV/0!	
	TOTAL INCOME	8,578	13,335	6,818	8,535	-36.00	
	NET EXPENDITURE	22,362	57,451	20,441	36,570	-36.35	

Code	SPORTS GROUNDS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5000	Roses	375	0	0	0	#DIV/0!	
5010	Marshalls	31,365	47,202	18,444	52,623	11.48	
5010/1	Rates	11,228	11,230	7,484	11,400	1.51	Estimated annual non-domestic rates bill
5010/2	Main Pavilion Maintenance	750	2,000	20	2,000	0.00	Essential maintenance costs & possible decoration plus £3,817.50 in earmarked reserves for pavilion maintenance
5010/3	Bowls Pavilion / Outbuilding Maintenance	1,237	1,000	23	10,000	900.00	Removal of green bowls shed and fence replacement
5010/4	Hygiene Services	219	230	114	230	0.00	phs service charge
5010/5	Gas - Main Pavilion	3,748	6,000	1,399	6,000	0.00	Estimated annual charge
5010/6	Gas - Bowls Pavilion	0	0	0	0	#DIV/0!	Estimated annual charge
5010/7	Electricity - Main Pavilion	2,814	4,500	2,175	4,500	0.00	Estimated annual charge
5010/8	Electricity - External Changing	331	1,000	255	1,000	0.00	Estimated annual charge
5010/9	Electricity - Bowls Pavilion	547	350	96	350	0.00	Estimated annual charge
5010/10	Anglian Water	309	400	212	400	0.00	Estimated annual charge
5010/11	WaterPlus	216	500	281	500	0.00	Estimated annual charge
5010/12	PAT Testing	25	25	25	25	0.00	Estimated annual charge
5010/13	Fire Extinguisher & Emergency Light Service	314	754	754	750	-0.53	Estimated annual service & maintenance costs
5010/14	Security / Fire Alarm	1,335	1,000	248	500	-50.00	Annual service & maintenance costs
5010/15	Legionella Monitoring	521	550	0	550	0.00	Estimated annual testing costs
5010/16	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
5010/17	Boiler Service and Repairs	835	1,000	443	1,000	0.00	Annual service costs
5010/18	Solar Panel Service & Repairs	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/19	Water Tank Service & Repair	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/20	Fixed Electrical Testing	0	1,025	0	0	-100.00	Fixed electrical testing due 2028/29
5010/21	Ground Maintenance & Renovations - Cricket	1,350	2,000	1,078	1,500	-25.00	Estimate for renovations
5010/22	Ground Maintenance & Renovations - Bowls	1,198	1,300	870	1,300	0.00	Estimate for renovations
5010/23	Ground Maintenance & Renovations - Football	1,232	3,500	2,120	4,000	14.29	Deep tine aeration, apply selective herbicide and sow and seed goals mouths
5010/24	Ground Maintenance & Renovations - General	102	500	142	500	0.00	
5010/25	Tree & Hedge Maintenance	0	3,420	0	1,200	-64.91	for roadside hedge see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5010/26	Ditch Clearance	0	0	0	0	#DIV/0!	Will need clearing again in 2025/26 £8,000 in ear marked reserves for 23/24
5010/27	External Light Maintenance	0	500	0	500	0.00	Estimated annual maintenance costs
5010/28	Car Park Maintenance	0	500	0	500	0.00	Any essential repairs
5010/29	Waste Management	572	1,100	395	1,100	0.00	WLDC charge for bin collections
5010/30	CCTV Broadband & Phone line	1,980	2,200	311	2,200	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
5010/31	First Aid & Defibrillator	83	200	0	200	0.00	Possible replacement first aid box and WLDC Defibrillator scheme
5010/32	AdvantEDGE Facilities	238	238	0	238	0.00	Bookings software

DRAFT Budget 2024 / 2025

09/11/2023

Code	SPORTS GROUNDS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5020	Levellings	2,004	10,365	2,193	7,060	-31.89	
5020/1	Pavilion Maintenance	35	0	0	0	#DIV/0!	External works & internal decoration required, plus £2,200 in earmarked reserves
5020/2	Gas	435	350	35	350	0.00	Estimated annual charge
5020/3	Electricity	278	500	331	500	0.00	Estimated annual charge
5020/4	Anglian Water	59	150	54	150	0.00	Estimated annual charge
5020/5	WaterPlus	58	150	69	150	0.00	Estimated annual charge
5020/6	PAT Testing	0	0	0	0	#DIV/0!	No longer any electrical goods in side
5020/7	Fire Extinguisher & Emergency Light Service	135	60	60	160	166.67	Annual service costs
5020/8	Legionella Testing	521	550	0	550	0.00	Annual testing charges
5020/9	Boiler Service & Repair	63	150	63	150	0.00	Annual boiler service
5020/10	Fixed Electrical Testing	0	100	0	0	-100.00	Fixed electrical testing due 2028/29
5020/11	Ground Maintenance & Renovations - Football	220	1,005	1,005	1,500	49.25	Deep tine aeration, apply selective herbicide and sow and seed goals mouths
5020/12	Ground Maintenance & Renovations - General	0	500	98	500	0.00	
5020/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5020/14	Footpath Maintenance	0	6,500	279	0	-100.00	Earmark unspent budget
5020/15	Fence Maintenance	200	300	200	500	66.67	Estimated maintenance costs
5020/16	First Aid & Defibrillator	0	50	0	50	0.00	Possible replacement first aid box, plus £400 in earmarked reserves for defibrillator
5020/17	Sports Equipment	0	0	0	2,500	#DIV/0!	New football goals required
	TOTAL EXPENDITURE	33,744	57,567	20,637	59,683	3.68	
	INCOME						
500	Roses	7,750	7,750	7,750	7,750	0.00	
500/9	Sinking Fund	7,750	7,750	7,750	7,750	0.00	
510	Marshalls	13,679	15,243	8,585	16,850	10.54	
510/1	Football	2,498	4,500	1,087	4,500	0.00	Estimated annual income
510/2	Cricket	803	843	943	950	12.69	Estimated annual income
510/3	Bowls	1,285	1,300	1,300	1,300	0.00	Estimated annual income
510/4	Room Hire	8,954	8,000	4,794	9,500	18.75	Estimated annual income
510/5	Training Pitch	139	600	411	600	0.00	Estimated annual income
510/6	Key Deposits	0	0	50	0	#DIV/0!	
520	Levellings	861	1,400	439	1,400	0.00	
520/1	Football	861	1,400	439	1,400	0.00	Estimated annual income
520/2	Key Deposit	0	0	0	0	#DIV/0!	
	TOTAL INCOME	22,290	24,393	16,774	26,000	6.59	
						#DIV/0!	
	NET EXPENDITURE	11,454	33,174	3,863	33,683	1.53	

Code	CEMETERY	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
6000	General Cemetery	24,224	71,590	13,757	51,560	-27.98	
6000/1	Rates	6,362	6,680	4,452	6,750	1.05	Estimated annual non-domestic rates bill
6000/2	Chapel Maintenance	0	6,000	120	6,000	0.00	Estimated maintenance costs following roof damage and earmark unspent budget
6000/3	Electricity	370	650	95	650	0.00	Estimated annual charge
6000/4	Anglian Water	135	200	57	400	100.00	Estimated annual charge
6000/5	WaterPlus	116	600	168	400	-33.33	Estimated annual charge
6000/6	Fire Extinguisher & Emergency Light Service	23	23	23	100	334.78	Annual service costs
6000/7	Burial Software	609	660	660	660	0.00	Annual hosting charge
6000/8	Fixed Electrical Testing	0	100	0	0	-100.00	Fixed electrical testing due 2028/29
6000/9	Ground & Building Maintenance	276	2,000	49	2,000	0.00	Estimated maintenance costs
6000/10	Waste Management	1,473	14,377	0	1,400	-90.26	WLDC charge for bin collections x3 110 black refuse bins
6000/11	Grave Digging	14,441	18,000	6,893	18,000	0.00	External contractor grave digging charges
6000/12	Toilet Maintenance & service charges	0	300	0	200	-33.33	Estimated annual charge
6000/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6000/14	Boundary Fence Maintenance	0	2,500	0	2,500	0.00	Essential maintenance works plus £5,000 in earmarked reserves for codes 6000/14 & 60102
6000/15	Footpath/Roadway Repairs	0	0	0	0	#DIV/0!	
6000/16	Produce woodland burial and memorial wall	0	0	0	0	#DIV/0!	£2,000 in earmarked reserves
6000/17	Extension B Burial Land Sinking Fund	420	12,500	0	10,500	-16.00	Extension B sinking fund for future burial land plus £47,000 in earmarked reserves and earmark unspent budget
6000/18	Drainage & standpipe repairs	0	2,500	1,170	1,000	-60.00	
6000/19	Memorial Topple Testing	0	0	0	0	#DIV/0!	Approx 8,000 memorials to be tested in old side, £15,118 in earmarked reserves , some testing to be carried out imminently
6000/20	New / maintenance of Litter Bins	0	4,500	70	1,000	-77.78	Replacement bins required plus £2,000 in earmarked reserves
6010	North Warren Cemetery	823	1,365	577	1,400	2.56	
6010/1	Rates	823	865	577	900	4.05	Estimated annual non-domestic rates bill
6010/2	Boundary Fence Maintenance	0	500	0	500	0.00	Essential maintenance works plus £5,000 in earmarked reserves for codes 6000/14 & 60102
6010/3	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £12,800 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6010/4	Memorial Topple Testing	0	0	0	0	#DIV/0!	Carried out in house
6010/5	Ground Maintenance / Repairs	0	0	0	0	#DIV/0!	
6010/6	Grave Digging	0	0	0	0	#DIV/0!	
TOTAL EXPENDITURE		25,047	72,955	14,333	52,960	-27.41	

Code	CEMETERY	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
600	General Cemetery	58,563	46,528	26,452	46,528	0.00	
600/1	Burial - Full Interments	23,308	22,491	10,919	22,491	0.00	Estimated income (35x £642.60)
600/2	Burial - Cremation Interments	9,902	6,037	3,043	6,037	0.00	Estimated income (25x £241.5)
600/3	Exclusive Right of Burial	15,034	10,000	8,330	10,000	0.00	Estimated income (18x £481.95)
600/4	Use of chapel	0	0	0	0	#DIV/0!	Estimated income
600/5	Memorial Applications	10,320	8,000	4,160	8,000	0.00	Estimated income
600/6	Exhumations	0	0	0	0	#DIV/0!	Estimated income
600/7	EDF Energy	0	0	0	0	#DIV/0!	Equipment removed
610	North Warren Cemetery	-236	0	0	0	#DIV/0!	
610/1	Burial - Full Interments	0	0	0	0	#DIV/0!	Estimated income
610/2	Burial - Cremation Interments	0	0	0	0	#DIV/0!	Estimated income
610/3	Exclusive Right of Burial	-450	0	0	0	#DIV/0!	Estimated income
610/4	Memorial Applications	214	0	0	0	#DIV/0!	Estimated income
	TOTAL INCOME	58,328	46,528	26,452	46,528	0.00	
	NET EXPENDITURE	-33,281	26,427	-12,118	6,432	-75.66	

Code	PLAY AREAS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7000	All Site	1,240	2,000	234	3,000	50.00	
7000	Play Equipment Maintenance	300	1,000	234	2,000	100.00	For repairs of codes 7010 - 7080, plus £4,175 in earmarked reserves earmark any unspent budget
7005	Wet pour Maintenance	940	1,000	0	1,000	0.00	Repair works carried out Nov 2022, start to build reserve For repairs of codes 7010 - 7080, plus £1,000 in earmarked reserves earmark any unspent budget
7010	Levellings	0	0	0	0	#DIV/0!	
7010/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7010/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7010/3	Skate Park Maintenance	0	0	0	0	#DIV/0!	Skate park now removed
7010/4	Ground Surface Repairs	0	0	0	0	#DIV/0!	Need to consider full park resurfacing
7010/5	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7010/6	Dog Walk	0	0	0	0	#DIV/0!	Refer to 7000
7010/7	Future Development Project	0	0	0	0	#DIV/0!	
7020	Aisby Walk	518	2,000	948	136,792	6,739.60	
7020/1	Playing Field	0	0	0	0	#DIV/0!	Refer to 7000
7020/2	New Play Equipment	0	0	0	134,792	#DIV/0!	£134,792 S106 funding
7020/3	Play Equipment Maintenance	0	0	0	0	#DIV/0!	May wish to budget to refurbish current equipment alongside project
7020/4	Skate Park Maintenance	518	2,000	948	2,000	0.00	For repair works
7020/5	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7020/6	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7020/7	Boundary & Tree Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030	Play Areas - Danes Road	0	20	20	0	-100.00	
7030/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7030/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7030/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/5	Boundary Maintenance	0	20	20	0	-100.00	Refer to 7000
7040	Play Areas - Mayflower Close	0	0	0	0	#DIV/0!	
7040/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7040/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7040/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/5	Boundary Maintenance	0	0	0	0	#DIV/0!	
7050	Play Areas - Sandsfield Lane North	0	0	0	0	#DIV/0!	
7050/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7050/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7050/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7050/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7050/5	Boundary Maintenance	0	0	0	0	#DIV/0!	Refer to 7000

Code	PLAY AREAS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7080	Play Areas - St Georges	0	0	0	0	#DIV/0!	
7080/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7080/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7080/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7080/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7080/5	Boundary Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7090	External Play area Inspections	1,125	1,125	774	1,125	0.00	Plus AdvantEdge Playgrounds and InspectEdge
TOTAL EXPENDITURE		2,883	5,145	1,976	140,917	2,638.91	
INCOME							
700	Funding	0	8,000	8,000	134,792	1,584.90	
700/1	Levellings	0	8,000	8,000	0	-100.00	
700/2	Aisby Walk	0	0	0	134,792	#DIV/0!	£134,792 S106 funding
TOTAL INCOME		0	8,000	8,000	134,792	1,584.90	
NET EXPENDITURE		2,883	-2,855	-6,024	6,125	-314.54	

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Code	ALLOTMENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
8000	Allotments - Foxby Hill	2,116	3,813	1,791	4,125	8.18	
8000/1	Site Rent	875	938	938	1,000	6.61	Annual site rent
8000/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8000/3	Water Charges	765	500	343	700	40.00	Estimate for one year supply
8000/4	Hedge Cutting	0	1,350	0	1,400	3.70	Contractor costs for hedge maintenance
8000/5	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8000/6	Miscellaneous expenditure	268	400	93	400	0.00	£108.07 in earmarked reserves from self management
8010	Allotments - Love Lane	1,170	11,923	1,400	2,825	-76.31	
8010/1	Site Rent	875	938	938	1,000	6.61	Annual site rent
8010/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8010/3	Hedge Cutting	0	360	0	400	11.11	Contractor costs for hedge maintenance
8010/4	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8010/5	Miscellaneous expenditure	87	400	0	400	0.00	
8010/6	Pond Management	0	9,600	46	400	-95.83	
8020	Allotments - North Warren	98	2,245	0	1,025	-54.34	
8020/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - Council owned site
8020/2	Skip Hire	0	625	0	625	0.00	Cost of x3 skips
8020/3	Hedge Cutting	0	220	0	0	-100.00	
8020/4	Asbestos Management	0	1,000	0	0	-100.00	Refer to 8060/2
8020/5	Miscellaneous expenditure	98	400	0	400	0.00	£5,200 in earmarked reserves for fence from insurance claim
8030	Allotments - Showfield	608	1,025	437	1,025	0.00	
8030/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - not invoiced by LCC would take from EMR
8030/2	Skip Hire	208	625	417	625	0.00	Cost of x3 skips
8030/3	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8030/4	Wall Maintenance	0	0	0	0	#DIV/0!	£2,000 in earmark reserves for maintenance
8030/5	Miscellaneous expenditure	400	400	20	400	0.00	
8040	Allotments - Spital Hill	1,351	2,613	555	2,820	7.92	
8040/1	Site Rent	250	250	250	250	0.00	Annual site rent
8040/2	Skip Hire	442	463	309	470	1.51	Monthly waste management collections
8040/3	Water Charges	576	300	-3	500	66.67	Estimate for one year supply
8040/4	Hedge Cutting	0	1,200	0	1,200	0.00	Contractor costs for hedge maintenance
8040/5	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8040/6	Miscellaneous expenditure	84	400	0	400	0.00	
8050	Allotments - Love Lane Garages	186	200	0	200	0.00	
8050	Garage Lane Maintenance	186	200	0	200	0.00	For repairs
8060	Allotments - All Sites	1,322	5,412	0	420	-92.24	
8060/1	Edge IT Software	412	412	0	420	1.94	
8060/2	Miscellaneous	910	5,000	0	0	-100.00	£6,000 in ear marked reserves

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TOTAL EXPENDITURE	6,851	27,231	4,183	12,440	-54.32
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Code	ALLOTMENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
800	Allotments	9,671	2,870	2,844	11,050	285.02	
800/1	Foxby Hill	4,387	1,450	1,404	5,100	251.72	Estimated Annual Income
800/2	Love Lane	1,680	350	348	1,850	428.57	Estimated Annual Income
800/3	North Warren	798	450	463	1,000	122.22	Estimated Annual Income
800/4	Showfields	1,105	255	252	1,300	409.80	Estimated Annual Income
800/5	Spital Hill	1,701	365	377	1,800	393.15	Estimated Annual Income
815	Garage Space Ropery Road	893	1,250	0	1,250	0.00	
	TOTAL INCOME	10,564	4,120	2,844	12,300	198.54	
	NET EXPENDITURE	-3,712	23,111	1,338	140	-99.39	

Code	PUBLIC REALM	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
9010	Street Furniture	2,836	2,755	1,031	2,955	7.26	
9010/1	Notice Boards	0	0	0	0	#DIV/0!	
9010/2	Benches	0	0	0	0	#DIV/0!	
9010/3	Bus Shelters	1,440	1,555	778	1,555	0.00	Cleaning costs
9010/4	Millennium Clock	1,396	1,200	253	1,400	16.67	Annual service & electricity costs
9010/5	Silver Street Sculpture	0	0	0	0	#DIV/0!	£1,000 in earmarked reserves
9010/6	Community Speed Watch Application	0	0	0	0	#DIV/0!	
9020	War Memorial	385	400	385	400	0.00	
9020/1	Maintenance	385	400	385	400	0.00	Memorial cleaning prior to Remembrance Sunday
9020/2	Future Project	0	0	0	0	#DIV/0!	Project complete
TOTAL EXPENDITURE		3,221	3,155	1,416	3,355	6.34	
INCOME							
910	War Memorial	0	0	0	0	#DIV/0!	
910	War Memorial Project	0	0	0	0	#DIV/0!	Project complete
920	Bus Shelters	0	0	0	0	#DIV/0!	
920	New shelters and renovations	0	0	0	0	#DIV/0!	
TOTAL INCOME		0	0	0	0	#DIV/0!	
NET EXPENDITURE		3,221	3,155	1,416	3,355	6.34	

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Code	EVENTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
10010	Mayflower 400 (Illuminate)	1,000	1,000	0	1,000	0.00	Annual Illuminate event support run by WLDC.
10020	Community / Armed Forces Day	0	2,500	0	0	-100.00	Earmark unspent budget to support a community event.
10035	King Charles III Coronation	0	5,132	5,000	0	-100.00	
10040	Remembrance Sunday	46	100	102	300	200.00	
10050	Local Town Events Support	0	3,000	0	3,000	0.00	
TOTAL EXPENDITURE		1,046	11,732	5,102	4,300	-63.35	
INCOME							
1005	Richmond Park	0	0	0	0	#DIV/0!	
1015	Marshalls	0	552	552	0	-100.00	
1030	Levellings - Fair / Circus	1,000	1,000	1,000	1,000	0.00	
1040	Aisby Walk - Fair / Circus	0	1,000	500	500	-50.00	
1050	Armed Forces & Community Day	0	0	0	0	#DIV/0!	
TOTAL INCOME		1,000	2,552	2,052	1,500	-41.23	
NET EXPENDITURE		46	9,180	3,049	2,800	-69.50	

Code	CHRISTMAS LIGHTS	Actual Spend 2022/23	Revised Budget 2023/24	Net Expenditure to 6/11/23	Proposed Budget 2024/25	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	Christmas Lights	30,228	32,000	18,322	28,600	-10.63	
11000	Switch on event	5,000	5,000	0	5,000	0.00	Contribution to WLDC organising the event
11010	Anchor Point Testing	1,292	2,500	1,574	2,500	0.00	Full test due 2024
11020	Electrical Contractor - Main lights	0	0	0	0	#DIV/0!	
11030	Electrical Contractor - Shop lights scheme	0	0	0	0	#DIV/0!	
11040	Market Place Christmas Tree	0	0	392	1,000	#DIV/0!	Tree purchase and crane hire
11050	Blachere Contract	19,817	21,500	14,382	19,500	-9.30	Blachere contract
11055	Electrical Contractor for potential use of old lights	0	0	0	0	#DIV/0!	Potential use of old lights
11060	Trinity Street Lamp Post Electricity	4,119	2,000	1,358	0	-100.00	Electricity charges - Trinity street meters removed
11070	Church Street Lamp Post Electricity	0	1,000	616	600	-40.00	Electricity charges
	EXPENDITURE	30,228	32,000	18,322	28,600	-10.63	
	INCOME						
1100	Shop Christmas Tree Scheme	0	0	0	0	#DIV/0!	No longer offering the scheme
	INCOME	0	0	0	0	#DIV/0!	
	NET EXPENDITURE	30,228	32,000	18,322	28,600	-10.63	