

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 14 November 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 Paul Key

Councillor Dennis Dannatt
Councillor James Ward

In Attendance:

Rachel Allbones

Interim Town Clerk

Stephen Coulman

Operations Manager

Amanda Clarke

Allotments Officer

PS24/094 Apologies for Absence

Apologies for absence were received from Councillors T Davies, K Panter and H Warriner.

PS24/095 Public Participation Period

No public in attendance.

PS24/096 Declarations of Interest

Councillor Bowler declared a personal interest in agenda item PS24/107 as a Trustee of Greener Gainsborough.

PS24/097 Dispensation Requests

No dispensation requests were received.

PS24/098 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/103, PS24/104, PS24/105, PS24/106, PS24/107, PS24/109 & PS24/110 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/099 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 October 2023 be approved as a true and accurate record and signed by the Chairman.

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

PS24/100 Matters Arising Schedule (Paper B)

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

PS24/101 Allotment Policy & Tenancy Agreement Review (Paper C)

RESOLVED: to DEFER all documents until a further review from Councillor Dannatt and the Allotments Officer has taken place and the Legal Advisor from the National Allotment Society has responded to the reviewed.

PS24/102 Love Lane Allotment Pond (Paper D)

RESOLVED:

- 1) To note that the Council have reported the excavation of the pond and alleged disposal of asbestos to the relevant departments at WLDC.
- 2) To continue with the current action being taken in regard to the alleged asbestos.
- 3) To continue with the current action being taken regarding the planning requirement.
- 4) To write to the complainant to advised that the Council will not be investigating the digging of the pond or the alleged asbestos disposal further.

PS24/103 Love Lane Allotment Garden No. 54 (Paper E)

RESOLVED:

- 1) To agree for Allotment Garden 54 tenancy name to be amended to Vyshyvanka Hub.
- 2) To agree for Allotment Garden 54 to run symbiotically with the Vyshyvanka Hub and local extracurricular child centred groups and local schools.

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

PS24/104 General Cemetery Litter Bins (Paper F)

RESOLVED:

- 1) That approval is given to purchase ten (10) General Cemetery replacement bins from Supplier A - £5,059.90.
- 2) That the cost of the purchase ten (10) General Cemetery replacement bins is funded from the set aside budget for this purpose. It should be noted that the bins are long-term investment and Council asset.
- 3) That the budget be adjusted accordingly.
- 4) That the old removed General cemetery bins are recycled to make complete bins as many complete bins as possible and that may be deployed on other Council sites, should the need arise.

PS24/105 General Cemetery Chapel Condition Survey (Paper G)

RESOLVED: to appoint Contractor C to carry out the following

Option 1 - Visiting site to conduct condition survey, then returning to the office to prepare a word-based condition survey report - £995 + VAT + Expenses.

PS24/106 General Cemetery Waste Compound (Paper H)

RESOLVED:

- 1) That the quotation (£4,750 + VAT) from the single contractor be accepted due to the urgency of the works and their history of providing competitive quotes and undertaking works to a satisfactory standard in 2023.
- 2) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.
- 3) That a 10% discretion (£475) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- 4) That the budget be adjusted accordingly.
- 5) 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.
- 6) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.

PS24/107 Sandfield Lane North Play Area (Paper I)

Option B was proposed - The Council stops undertaking any works whatsoever at Sandsfield North Play Area with immediate effect of notice given in writing to Thonock & Somerby Estates. No seconder was forthcoming.

Option C was proposed and seconded - The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock & Somerby Estates. However, this would be subject to Thonock & Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contractor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.

At the request of Councillor Key a recorded vote was taken as follows: -

For: Councillors N Bowler, D Dannatt, J Ward

Against: Councillor P Key

Abstain: Councillor J Plastow

RESOLVED: The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock & Somerby Estates. However, this would be subject to Thonock & Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contractor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.

PS24/108 Levellings Dog Walk Footpath (Paper J)

The Operations Manager strongly advised against removing any healthy tree to alleviate the issues with the footpaths.

RESOLVED: to contact WLDC as the landowner to ask: -

- 1) Would they allow the Council to remove the 2 footpaths on the southern end of the park and replace with a new footpath further away from the trees
- 2) Would they allow the Council to remove the fencing on the southern end of the park to bring a new footpath within the park
- 3) Would they allow the Council to remove some of the healthy Cherry Trees to enable the repair of the footpaths.

PS24/109 Marshalls Sports Ground Bowls Sheds (Paper K)

Contractor A was proposed and seconded.

For: x2, Against: x2, Abstained: x1

Contractor B was proposed and seconded.

For: x2, Against: x2, Abstained: x1

With the casting vote the Chairman voted for Contractor B.

RESOLVED: to RECOMMEND to FULL COUNCIL to appoint Contractor B to supply and install 1 x new EPDM Rubberbond flat roof to the brown bowls shed at Marshalls Sports Ground, at a cost of £3,860.00 +VAT funds to come from General Reserves.

RESOLVED under Standing Order 3z to agree to extend the meeting past 2 hours.

PS24/110 Citizen of the Year Award (Paper L)

RESOLVED: to award the 2023 Citizen of the Year to Claire Moore for her work outstanding voluntary services at the Night Light café and Warm Spaces.

PS24/111 2024 / 2025 Budget

RESOLVED: to **NOTE** proposed budget requirements for 2024/25 for this Committee and discuss further at 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

PS24/112 Items for Notification

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

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

PS24/113 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 12 December 2023 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:11pm

Initialled:

Property and Services Committee minutes 2023-24

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