

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 Keith Panter

Councillor James Ward

Councillor Richard Craig

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 12 December 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

PS24/114 Apologies for Absence

To note apologies for absence.

PS24/115 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.

PS24/116 Declarations of Interest

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

PS24/117 Dispensation Requests

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

PS24/118 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.

PS24/119 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 14 November 2023 (pages 5 to 10)

PS24/120 Matters Arising Schedule

To note current position of previously agreed actions as at 7 December 2023.

Paper B (pages 11 to 20)

PS24/121 Allotment Policy & Tenancy Agreement Review

To review and adopt the Allotment Policy & Tenancy Agreement Review

- Allotment Tenancy Agreement
- Keeping Animals of Allotment Policy
- Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy
- Waste Management on Allotments Policy
- Allotment Garden Application form
- Animal & Animal Housing Application form
- Pigeon & Pigeon Loft Application form
- Temporary Structure / Shed Application form
- Pond, Fence, Hedge, Shrub and Bush or Tree Application Form
- Emergency Contact form
- Change of Contact form

Paper C (pages 21 to 78)

PS24/122 Love Lane Allotment Pond

To consider Asbestos Survey report and quotations for removal and determine next steps.

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

Paper D (pages 79 to 108)

PS24/123 Marshalls Sports Ground Bowls Sheds

To consider quotations received to remove green bowls shed and replace with fencing at Marshalls Sports Ground.

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

Paper E (pages 109 to 111)

PS24/124 Marshalls Sports Ground Main Pavilion Heating

To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.

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

Paper F (pages 112 to 114)

PS24/125 Richmond House Rear Entrance and Toilets

To consider quotation received to repair and redecorate the rear entrance and toilets at Richmond House.

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

Paper G (pages 115 to 117)

PS24/126 General Cemetery Chapel Condition Survey

To consider condition survey report received and determine next steps.

Paper H (pages 118 to 171)

PS24/127 Grave Digging Service Level Agreement (SLA)

To consider approving the SLA for grave digging services.

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

Paper I (pages 172 to 182)

PS24/128 Sandfield Lane North Play Area

To note verbal update and consider any response received.

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

PS24/129 Council Leased Vehicles and Revised Operations Team Working - Equipment

To consider whether to investigate revising the leased vehicles and the purchase of a compact tractor.

Paper J (pages 183 to 187)

PS24/130 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:

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

Paper K (pages 188 to 203)

PS24/131 Items for Notification

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

- Levellings Dog Walk Footpath
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - January

- Richmond House Fire Risk Assessment review

PS24/132 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 16 January 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 07 December 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 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
 Stephen Coulman
 Amanda Clarke
 Interim Town Clerk
 Operations Manager
 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 as a true and accurate record and signed by the Chairman.

Initialled:

Property and Services Committee minutes 2023-24

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:

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

DRAFT

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 06/12/2023



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
Not started	PS23/013	To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead	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
		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	PS23/196	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	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	TC to instruct the architects and enter into negotiations with both WLDC and LCC.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		other action to move this project on.	submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.			
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 them being able to comply with the Service Level Agreement and their prices are competitive. That when a new contractor is appointed that the budget be adjusted accordingly.	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
In progress	PS24/017	Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation	The Committee resolved : - a) To note the survey result.	AO to inform allotment holders results. AO to apply for retrospective planning consent to retain the pond. AO to inform the WLDC planning		OM/AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		results and consider recommendations contained in the report.	<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>enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>AO & OM to produce a pond management plan.</p>		
Part Complete	PS24/032	Laybo Fest 2024 To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.	<p>The Committee resolved to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.</p> <p>The committee resolved to write to the complainant advising of the 2024 dates stating it is a once a year event, it was the only complaint that was received by GTC and WLDC, but would monitor the event.</p>	<p>ASO to respond to applicant.</p> <p>ASO to write to complainant.</p>		ASO
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the	The Committee resolved to defer the item until the next meeting.	<p>DC to include n next agenda.</p> <p>Awaiting listing decision from WLDC.</p>		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		installation Climbing wall & Security Fence at Richmond Park.				
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	PS24/084	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 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.	Awaiting works to be carried out	Spring	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			d) That the necessary funds come from the Richmond House Reserve. e) The budget be adjusted accordingly.			
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. Advised the Towns Manager of the planning permission to remove the uplighters from the Old Town Hall building.		ITC
In progress	PS24/102	Love Lane Allotment Pond	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.			ITC
Complete	PS24/103	Love Lane Allotment Garden No. 54	RESOLVED: a) To agree for Allotment Garden 54 tenancy name to be amended to Vyshyvanka Hub. b) To agree for Allotment Garden 54 to run symbiotically with the Vyshyvanka Hub and local extracurricular child centred groups and local schools.			AO
Part complete	PS24/104	General Cemetery Litter Bins	RESOLVED:	Order placed.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>a) That approval is given to purchase ten (10) General Cemetery replacement bins from Supplier A - £5,059.90.</p> <p>b) 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.</p> <p>c) That the budget be adjusted accordingly.</p> <p>d) 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.</p>			
Complete	PS24/105	General Cemetery Chapel Condition Survey	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.	Report on agenda		ITC
Part complete	PS24/106	General Cemetery Waste Compound	<p>RESOLVED:</p> <p>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.</p> <p>2) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.</p>	Ground works complete and bunding is being investigated.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>3) That a 10% discretion (£475) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.</p> <p>4) That the budget be adjusted accordingly.</p> <p>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.</p> <p>6) That the Council considers selling wood, brash, leaves and other vegetable matter to create a modest income.</p>			
In progress	PS24/107	Sandfield Lane North Play Area	<p>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 contactor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.</p>	The insurance company and solicitors have been consulted and 90 days notice issued.		ITC
Complete	PS24/108	Levellings Dog Walk Footpath	<p>RESOLVED: to contact WLDC as the landowner to ask:-</p>	WLDC consulted and response is on the agenda.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>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</p> <p>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</p> <p>3) Would they allow the Council to remove some of the healthy Cherry Trees to enable the repair of the footpaths.</p>			
In progress	PS24/109	Marshalls Sports Ground Bowls Sheds	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.	Approved at Full Council on 5 December		OM

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 following on from Cllr Dannatt reviewing of the documents on Friday 24th November 2023.

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 last update, 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.

Permission requests last updated, July 2022.

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. *Please see at Appendix A email correspondence from the Allotment Society legal representative.*

3. Cost

There will be no associated costs to the Council.

4. Recommendation

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

Hello Amanda,

Thank you for your email.

I have now had a chance to review all of the documents.

I am largely happy with the contents and the changes. I have just flagged a few small changes to make:

- 2.2 in the waste policy needs to have its grammar amended slightly to help with how it should read.
- 3.5 in the breaches policy (and on a couple of other occasions) references a 14 day notice to quit period. This must be updated to at least 28 days as the minimum based on legislation is one month.
- similar to above, 3.8 in the breaches policy has too low a notice period. I would instead suggest 28 days but that the outgoing tenant must also arrange times with the Council so that they can be supervised on the site whilst they clear their possessions.

The changes in the tenancy agreement do not amount to a significant change in my opinion. However, given the substantial number of changes, I would strongly advise giving as much notice as possible and then let me know if any concerns are raised by any tenants.

Kind regards,
Tyler Harris
Legal Adviser



From: Amanda Clarke <amanda.clarke@gainsborough-tc.gov.uk>
Sent: Wednesday, November 8, 2023 2:34 PM
To: Tyler Harris <Tyler@nsalg.org.uk>
Subject: Gainsborough Town Council New Tenancy Agreement and Policies.

Afternoon Tyler,

I hope you are well.

Please may I ask you to read through the attached documents, Policies and Tenancy Agreement, and advise if they are ok to legally adopt, in time for renewal April 2024.

I am aware, legally 12 months' notice period is generally required for Tenancy amendments, however the amendments we have made are all in favour of the Tenant, so not sure if we would need to give notice. I have attached our current Tenancy Agreement and the proposed one, marking in green where the amendments have been made.

I look forward to reading your comments.

Many thanks Tyler.

Amanda Clarke
Allotment Officer

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 of 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)

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace,
Gainsborough, Lincolnshire, DN21 2RJ

Telephone: 01427 811573

Website: <https://gainsborough-tc.gov.uk/>



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10.1 The Tenant must **shall** immediately inform the Council of any change of name, address, email address or telephone number **at their earliest convenience.**

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- 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.
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- 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) **121.92 cm (4ft)** 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 **solid** materials such as old doors and **corrugated iron** 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. **Fences should be no higher than 121.92cm (4ft)**
- 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 **shall** 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. The 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~~ **DO** 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~~ shall 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 ~~will~~ may 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 any 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~~ shall 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 ~~only~~ 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 eg slide and swings.

15.0 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 Constituted and provid the Council with their Constitutional documents.

16.0 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 –
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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
3. What will happen if I breach my Allotment Tenancy Agreement / next steps?	2

Document History

Adopted by Council – 9 January 2024
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 28 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 28 days to clear their belongings from the plot.

3.6 After the 28 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 28 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~~ **may** be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be ~~guilty~~ **charged** of such behaviour. The notice served will give 28 days for the Tenant to remove all belongings from the allotment garden. The Tenant must arrange suitable times to attend the allotment garden with a member of the Council to remove their belongings.
- 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://www.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) _____

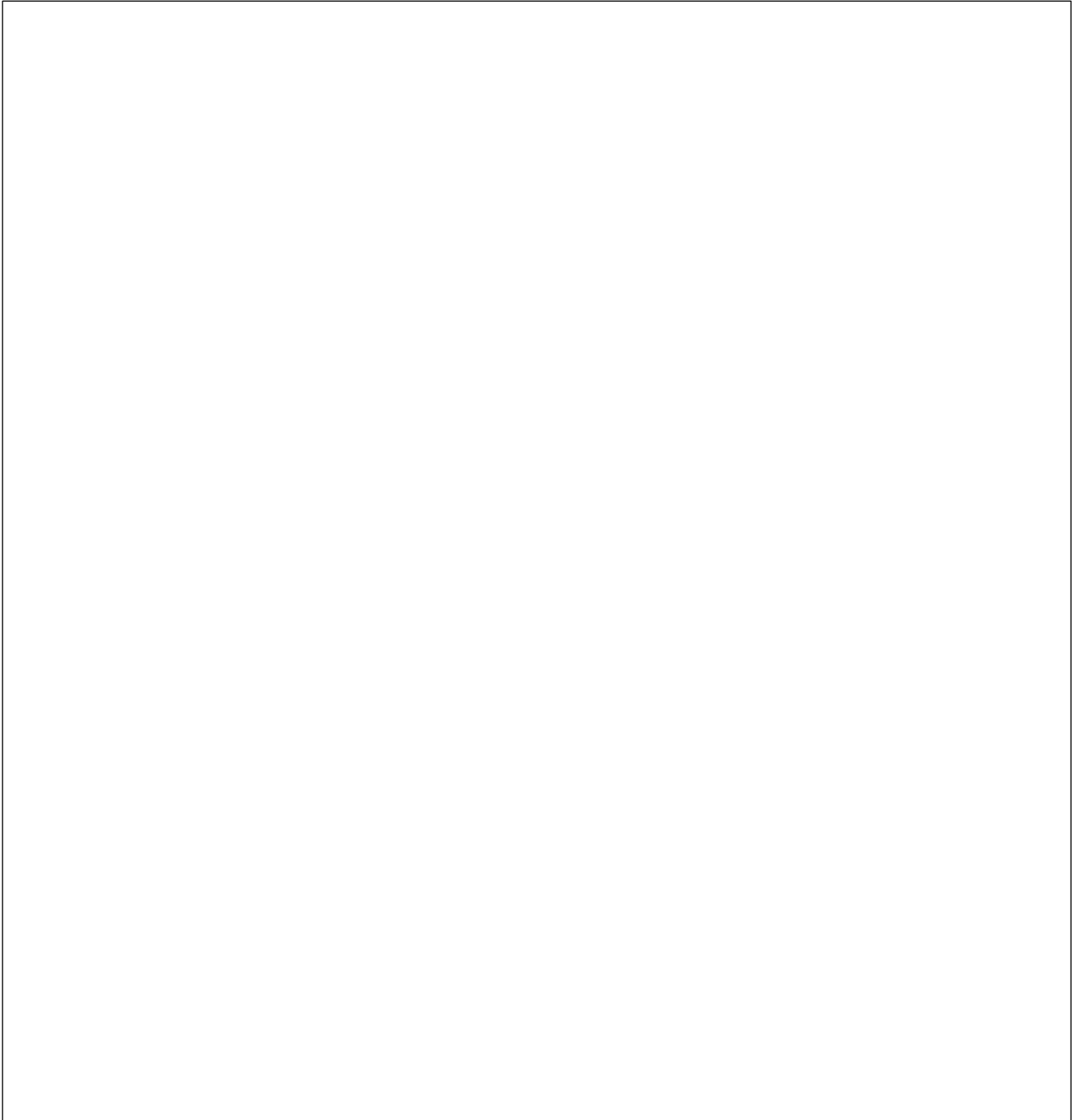
Approx. Size when mature (note, limitations do apply)	
Material (for fences)	

Please return completed 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 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 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

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

PAPER E

PAPER F

PAPER G

PAPER H

Donald Insall Associates

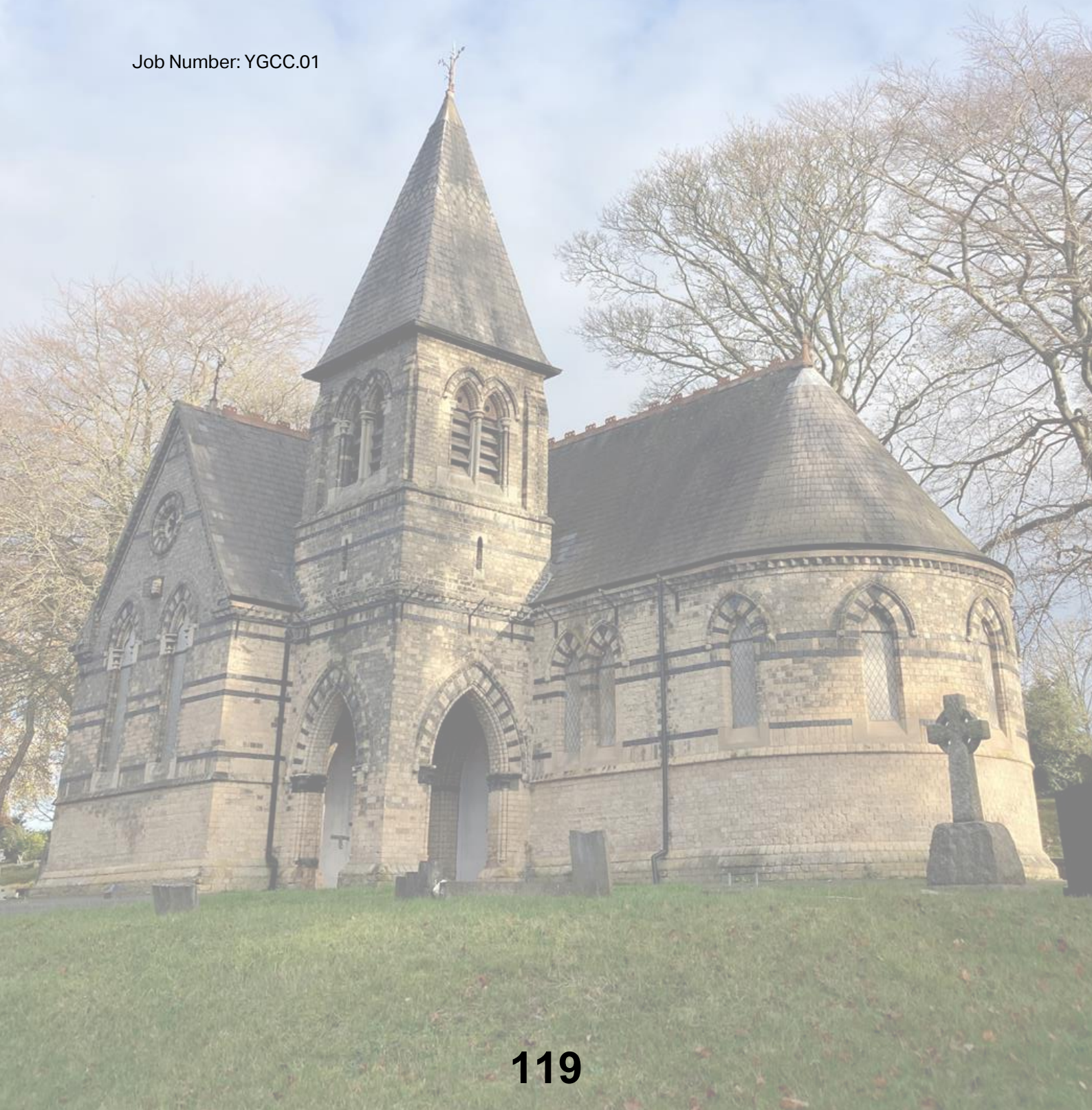
Chartered Architects and Historic Building Consultants

Gainsborough Cemetery Chapel

Condition Report

Inspected by:
Daniel Elkington BArch(Hons) MArch ARB RIBA FHEA
24th November 2023

Job Number: YGCC.01



Contact Information

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Issue date: November 2023

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1.00 Introduction

1.01 This report is prepared for use by Gainsborough Town Council and describes features and defects observed. The report must not be used as a specification of work to be carried out and the Council is required to obtain the relevant consents before any work is undertaken with the exception of some minor maintenance items.

1.02 *Limitations Of The Report*

This is a summary report only, it is not a specification for the execution of the work and must not be used as such.

The inspection of the building is made from ground level and using binoculars, parts of the structure which were inaccessible, enclosed or covered have not been inspected, therefore, it is not possible to report that any such part of the structure is free from defect.

1.03 *Access*

Access for the inspection was provided on the day of the inspection by Stephen Coulman.

1.04 *General Description*

The Chapel is a brick built structure, with welsh slate roof, which dates from pre 1880. It is situated within the General Cemetery on Cox's Hill in Gainsborough, Lincolnshire. The Chapel comprises of 2 rooms, the Chapel to the South and a further space spanning East to West. The latter space has been subdivided into a meeting room and garden/maintenance storage. These 2 spaces would originally have been two separate chapels, one Church of England and one Non-Conformist, to allow for different services dependant on denomination. Within these reports, they are referred to as the North and South Chapel.

The Chapel has a bell tower above the porch, from which both Chapel spaces are accessed from.

1.05 *Listing Description*

The building is not Listed.

1.06 *Previous Works*

Work carried out previously and since the last inspection-

- No other record of previous works has circulated prior to this report being prepared.

1.07 *Maintenance*

It is strongly recommended that the Council should make, or cause to be made a careful inspection of the fabric at least once a year and arrange for immediate attentions to such minor matters as displaced slates and leaking pipes.

Gutters, rainwater hoppers and pipes should be cleaned out in the late autumn and summer.

Gullies, soakaways and drains should be cleaned out regularly and the perimeter of the building kept free of vegetation and grass.

Adequate natural ventilation should be maintained in the building to avoid conditions which encourage fungoid and beetle attacks.

1.08 *Fire Precautions*

Fire safety rules affecting all non-domestic premises came into effect on 1 October 2006. Under the Fire Regulatory Reform Act the Council are required to appoint a 'responsible person' to carry out a Fire Risk Assessment, (which includes details for evacuation and the safe removal of valuables and so on).

At least one fire extinguisher of the right type should be provided; there should also be one additional extinguisher of the foam or CO² type where the heating apparatus is oil-fired. (There are three main types and it is essential to have the appropriate one in the appropriate place. Advice should be sought from the Local Authority Fire Prevention Officer).

All fire extinguishers should be checked and inspected annually by a suitably qualified person to ensure they are in good working order. Inspection records/certificates are to be kept.

No information about the testing of equipment was given prior to this report being prepared.

1.09 *Electrical Installation*

Any electrical installation should be tested annually if over 5 years old and immediately if not done within the last five years (except as may be recommended in this report) by a registered National Inspection Council for Electrical installation Contracting (NICEIC) or NAPIT full scope or ECA full competence accredited registered electrician. A resistance and earth continuity test should be obtained on all circuits. In addition any portable electrical items should be PAT tested annually by a registered electrical engineer.

This report is based upon the visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.

No information about the testing of installation was given prior to this report being prepared.

1.10 *Heating Installation*

A proper examination and test should be made of the heating apparatus by a qualified engineer each summer before the heating season begins and the report kept/

No information about the testing of installation was given prior to this report being prepared.

1.11 *Bells*

Bells and all related apparatus should be checked annually by a suitably experience specialist.

No information has been provided about the current bells.

1.12 *Accessibility*

The Equality Act 2010 states that it is unlawful to discriminate against disabled people in connection with the provision of goods, facilities and services. All churches/chapels are required to take all reasonable steps to fulfil these obligations which in practical

terms means having suitable access, lighting levels, sound installation and consideration for accessible toilet accommodation.

The degree of compliance with the Act's requirement to provide reasonable adjustments must be balanced against the requirements to protect the historic fabric of the building and to gain Faculty approval. Further advice is contained within the English Heritage publication "Easy Access to Historic Properties", also at www.churchcare.co.uk/legal . Where it is not possible to fully comply with the recommendations for access, measures to reduce access restrictions should be introduced to the extent that is compatible with protection of the historic fabric.

There are no toilet facilities, accessible or ambulant. Level access is provided to the entrance.

1.13 *Asbestos*

The Asbestos Regulations were amended in 2016 and puts a duty on those responsible for public buildings, including churches and chapels, have an Asbestos Survey carried out and maintain an Asbestos Register to identify the type and location of Asbestos when present which should be available for any Contractors working on the building.

Further information is included in the HSE code of practice The Management of Asbestos in Non Domestic Premises L127 and guidance is available at www.churchcare.co.uk/building

When any construction works are being planned at a preliminary stage an appraisal and investigation into the presence of asbestos should be carried out by an accredited specialist company.

No information regarding asbestos within the building has been provided.

1.14 *Weather Conditions On The Day Of The Inspection* Dry throughout (7°C)

2.00 Summary and Recommendations

2.01 *Commentary on Condition*

The building is in a semi-derelict state and would benefit from a sustainable long term use being found.

The external brickwork of the building is generally in satisfactory or good condition with minor areas of repointing and brick replacements at low level required. The roof covering looks in good condition with only the repointing of the ridges and verges required, along with the reinstatement of decorative ridge tiles.

One major item of work required will be the replacement of the fibreglass windows with a more sympathetic intervention. Traditional leaded windows could be one option however a modern metal window (traditionally styled) may be a more practical and secure option.

The condition of the interior of the building is significantly worse than the exterior and the building is suffering from numerous damp related issues. Primary of these is the extensive use of cementitious render internally. This is not allowing the building to breathe, as should happen with traditionally constructed buildings, and moisture is unable to escape. This is exacerbated by a lack of heat and ventilation to the building through non-use.

It would be beneficial to consider how this building should be brought back into use, through the possible removal of pews to create a flexible space along with the insertion of a toilet or kitchenette. The removal of partitions and ceilings to the North Chapel would create a large space for flexible use and allow for further inspections to the ceilings to be undertaken.

The condition of the Belfry interior remains unknown and access should be provided so this can be assessed.

2.02 *Executive Summary*

The key issues for the Council to action include:-

- Access to Belfry for further inspection
- Repointing of all roof ridges
- Replacement of missing ridge tiles
- Areas of external repointing, addressing issues with cementitious mortars
- Repairs to round window on West elevation
- Replacement of round window to East elevation
- Consideration to wholesale replacement of fibreglass windows
- Removal of partitions and ceilings to reinstate original plan form of the Chapel, also to allow further inspection of ceiling of North Chapel
- Scheme of replacements to decayed quarry tiles
- Complete removal of cementitious render internally and new lime plastering
- Replastering to areas of all ceilings
- Consideration of wider use of the building, exploring options for future function, insertion of toilet and kitchenette facilities, pew removal etc.

2.03 *Priorities*

Against this background, the following programme of works is recommended for the forthcoming 5-year period.

All items for action are given the following prefix and colour coded in the margin of the report which indicates the level of urgency and the time frame under which the works should be programmed.

A Urgent requiring immediate action

B Requires attention within 12 months

C Requires attention within 12-24 months

D Requires attention within 5 years

E Desirable improvement with no time period

M Routine maintenance item which can be actioned without faculty permission.

Obs Keep under observation and report any significant changes to the Architect Or, an item of note.

2.04 *Costings*

This report is not a neither a specification for works nor a costing, although rough initial estimates of cost are given in line with Church Buildings Council guidance. The following cost bandings are used -

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

VAT and professional fees are not included in these estimates. The current VAT rate for maintenance works is 20%.

2.05 *Future Projects*

This report can be taken by a Quantity Surveyor to produce an a cost report for any future project. Savings can be made by groups works into packages where savings can be made by the economies of scale and for site set up costs and access arrangements such as scaffolding.

Priority	Description	Costing Band
3.00	Inspection Report	
3.1	<i>Exterior</i>	
3.1.1	<i>Roofs</i>	
B	<i>Tower (All Slopes)</i> Inspection of the Tower roof was undertaken through visual inspection from the ground. It would be beneficial to gain access into the bell tower to assess the condition of the roof from within.	1
E	The finial appears to be in satisfactory condition although would benefit from redecoration when high level access is provided.	1
Obs	No visual inspection was able to be undertaken on the East and North slopes.	
Obs	On the South and West slopes the slates appear in good condition, with no apparent slips or missing slates.	
A	It was not possible to determine but given the positioning, it is assumed that the gutters to the Tower require clearing of vegetation growth and debris.	1
B	It is also assumed that the gutters from the Tower discharge into a downpipe on the North or East elevation. This arrangement should be checked when access is provided.	1
D	<i>North Chapel – North West Slope (Behind Tower)</i> Missing decorative ridge tiles should be replaced.	2
D	Cracked and missing verge pointing should be removed and repointed in lime mortar.	2
D	Cracked and missing ridge pointing should be removed and repointed in lime mortar.	2
Obs	A number of isolated slates have been replaced. This could be indicative of nail fatigue and this should be reviewed quinquennially.	
C	<i>North Chapel – North Slope</i> Slipped tile to the West at the ridge, which should be replaced or refixed.	1
D	Similarly to the previous slope, missing decorative ridge tiles should be replaced.	2
D	Cracked and missing verge pointing (to both verges) should be removed and repointed in lime mortar.	2

Priorities		Costings	
A	Urgent requiring immediate action	1	£0-1,999
B	Requires attention within 12 months	2	£2,000-9,999
C	Requires attention within 12-24 months	3	£10,000-29,999
D	Requires attention within 5 years	4	£30,000-£49,999
E	Desirable improvement with no time period	5	£50,000-249,999
M	Maintenance item	6	£250,000+
Obs	Keep under observation/ Item of Note		

Priority	Description	Costing Band
D	Cracked and missing ridge pointing should be removed and repointed in lime mortar.	2
D	Slight buildup of moss should be removed.	1
M	The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.	
A	<i>North Chapel – South West Slope</i> There is a large buildup of leaves in the valley, which should be cleared as a priority.	1
C	The lead valley lining looks in poor condition and there should be a provisional allowance to replace this.	2
D	Slight buildup of moss should be removed.	1
D	Missing decorative ridge tiles should be replaced.	2
D	Cracked and missing verge pointing should be removed and repointed in lime mortar.	2
D	Cracked and missing ridge pointing should be removed and repointed in lime mortar.	2
A	<i>South Chapel – East Slope</i> There is a large buildup of leaves in the valley and gutters, which should be cleared as a priority.	1
D	Missing decorative ridge tiles should be replaced.	2
D	Buildup of moss should be removed.	1
Obs	Slates appear to be in good condition.	
E	There is a missing finial to the ridge, which could be reinstated as a new intervention.	1
M	The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.	
B	<i>South Chapel – West Slope</i> There is a replaced section of slates to the valley abutting the Tower, which should be investigated further, when high level accessed is provided.	

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

Obs	Slates appear to be in good condition.	
M	The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.	
D	Missing decorative ridge tiles should be replaced.	2
3.1.2	<i>Walls, Windows + Doors</i>	
D	<i>Tower – South Elevation</i> Belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.	1
D	The timberwork to the louvres would benefit from decoration.	1
E	There is barbed wire and brackets which have been installed as a security measure, although their removal would be an aesthetic improvement.	1
Obs	There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.	
Obs	There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation.	
D	<i>Tower – West Elevation</i> Similarly to the South elevation, belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.	1
D	Area of opening jointing to the base of the archway wall, which should be repointed in lime mortar.	1
D	Failing area of asphalt to the entrance, which should be cut back from the base of the wall and infilled with a gravel margin or french drain.	1
D	Similarly to the South elevation, the timberwork to the louvres would benefit from decoration.	1
E	There is barbed wire and brackets which have been installed as a security measure which follows on from the South elevation - their removal would be an aesthetic improvement.	1

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

<i>Priority</i>	<i>Description</i>	<i>Costing Band</i>
Obs	There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.	
Obs	There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation.	
Obs	<i>Tower – North and East Elevations</i> It was not possible to inspect these elevations due to them being obscured by other parts of the building, however it can be assumed that similar defects affecting the South and West elevations also apply to the North and East elevations. Allowances should be made for addressing these defects in any upcoming project.	
C	<i>North Chapel – West Elevation</i> Missing quarry to the round window. Allowance should be made for overhauling the leadwork.	2
C	The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.	2
C	There is an area of cementitious pointing, which is starting to cause decay to the brickwork, which should be removed and the area repointed in lime mortar.	1
C	<i>North Chapel – North Elevation</i> An area of the brick plinth requires rebuilding with missing brickwork infilled	1
C	There are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.	1
C	The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.	2
E	The building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.	2

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

Priority	Description	Costing Band
C	Asphalt has been installed up to the base of the building and this is trapping moisture against the base of the wall along with deflecting water back up against the building in wet weather. The asphalt should be cut back from the base of the wall and infilled with a gravel margin or french drain.	2
C	<i>North Chapel – East Elevation</i> There is severe damage to the round window, which should be replaced in full with a leaded quarried window or a modern metal equivalent.	2
C	As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.	2
C	Security plates have been installed to the base of the windows and these should be removed.	1
E	The elevation has areas of algeous growth buildup across the face of the elevation, and this would benefit from being cleaned.	1
E	A later security door has been added with concrete lintel and brick reveals. Dependant on future use this door could be removed and opening bricked up to revert back to the original arrangement.	2
C	As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.	1
Obs	A temporary/ad-hoc waste pipe has been installed at low level, which discharges to a rainwater gully.	
C	<i>South Chapel – East Elevation</i> As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.	2
E	The elevation has areas of algeous growth buildup across the face of the elevation, and this would benefit from being cleaned.	1
C	As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar	1

Priorities		Costings	
A	Urgent requiring immediate action	1	£0-1,999
B	Requires attention within 12 months	2	£2,000-9,999
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E	Desirable improvement with no time period	5	£50,000-249,999
M	Maintenance item	6	£250,000+
Obs	Keep under observation/ Item of Note		

	should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.	
E	The building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.	2
C	Asphalt has been installed up to the base of the building and this is trapping moisture against the base of the wall along with deflecting water back up against the building in wet weather. The asphalt should be cut back from the base of the wall and infilled with a gravel margin or french drain.	2
Obs	<i>South Chapel – South Elevation (Rounded)</i> For this report, this elevation has been incorporated into the East and West elevations as the same defects continue around the face of the building.	
C	<i>South Chapel – West Elevation</i> The asphalt continues from the previous elevation around the building and it was be beneficial to continue the gravel margin/ french drain around.	2
E	As noted elsewhere, the building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.	2
C	As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.	2
C	There is a section of open jointing to the dogtooth brick cornice which should be repointed, with a provisional allowance for stitching of the brickwork	1
E	Continuing from other elevations, there is barbed wire and brackets which have been installed as a security measure - their removal would be an aesthetic improvement.	1
C	There are some other areas of recessed or open mortar joints which should be repointed in lime mortar.	1
D	There is an infilled section of asphalt to the base of the building, this should be investigated further.	1

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

C	As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.	2
3.2 Interior		
Obs	<i>Tower – Belfry</i> This space is accessed via a hatch from the base of the Tower. No access was provided on the day of inspection, but it would be beneficial to gain access to the Belfry in order to determine the condition and specify any future repairs.	
Obs	<i>Tower – Base/Porch</i> The minor areas of stonework decay to the archway capitals continues from the elevation. This can be kept under observation for now, or stone replacements could be undertaken as a desirable improvement.	
C	There are some open joints to the brickwork which would benefit from being repointed in lime mortar.	1
D	Some of the quarry tiles are uneven, and these should be reset level to eliminate trip hazards.	1
Obs	Other quarry tiles are decayed and have lost their fired face. This could be kept under observation at present to understand the rate of decay.	
C	Cementitious pointing to compound column shaft, which should be removed and repointed in lime mortar.	1
D	Doors to both South Chapel and Meeting Room (within North Chapel) should be redecorated.	1
D	Cementitious mortar to the frames of both doors has failed in areas. This pointing to should be removed and replaced with burnt sand mastic.	2
B	The boarding to the floor of the Belfry has peeling paint and this could be indicative of rot or moisture ingress above. Access should be provided to this space for further investigation.	1
B	<i>South Chapel</i> The entire extent of the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. These inappropriate and defective materials are causing the widespread issues with moisture within the building. This is being exacerbated by the lack of ventilation being provided	2

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

	through the fixed windows and absence of heat. As a result, the paintwork is failing in multiple areas and mould growth is widespread. The render should be removed back to bare brickwork and the room should be plastered in a breathable 3 coat lime plaster. This should be decorated with a breathable finish such as lime wash.	
C	It is not known if the infrared heating system is operational but it would be beneficial to replace these with a new system as part of any redevelopment of the Chapel.	2
C	Numerous quarry tiles are decayed and have lost their fired face. The interior of the Chapel would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works.	2
B	The ceiling has been decorated in a non-breathable paint finish which is failing in areas and peeling away. The paint should be removed and underlying plaster assessed.	2
C	Multiple areas of plaster to the ceiling has failed, with some of the laths underneath rotten. A scheme of plaster repairs should be undertaken, although a full replacement of the plaster panels could provide an opportunity for insulation to be added to the roof.	2
C	Reiterating a recommendation from the external section of this report, the windows should be replaced with either lead quarried windows or modern equivalent. For either option, the new windows should have ventilators to assist moisture control within the building.	2
E	Some pews are loose; these could be refixed in position or an option for pew removal and loose seating may provide a more flexible space and provide a more sustainable future for the building.	1
A	Electrical lighting and general installation should be checked over by a suitable qualified professional.	1
D	There are holes on the inside face of the door which should be filled and door decorated.	1
Obs	Railings and war memorial to the North wall of the Chapel is in good condition.	
D	The surrounding stonework to the arch in the North wall has also been decorated in a non-breathable paint. While it does not appear to be causing damage at present, it would be beneficial to remove this paint and expose the stonework.	1

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

Priority	Description	Costing Band
B	<i>North Chapel – Meeting Room</i> A suspended ceiling has been installed which is damp and shows sign of severe water ingress. This may be historic, and corresponds with the repairs to the Tower valleys. The suspended ceiling should be removed, to allow for further inspection and also to open up the space.	1
B	Continuing from the other Chapel, the entire extent of the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. The render should be removed back to bare brickwork and the room replastered in lime.	2
E	The room has also been subdivided from the rest of the Non-Confirmist Chapel, a desirable improvement would be to remove the partitioning to revert the building back to its original plan form.	1
A	Electrical lighting and general installation should be checked over by a suitable qualified professional. The electrical cupboard is housed within this space.	1
C	There are widespread areas of quarry tiles which have decayed and have lost their fired face. The interior of this space would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works.	2
E	The rearside of the door has been unsympathetically adapted. It would be beneficial to restore the doors.	1
E	<i>North Chapel – Storage Area</i> The space has been subdivided from the rest of the chapel though partitioning and a floor structure. It would be a desirable improvement to remove these later additions. The removal of these structures would also enable further inspections of the fabric.	1
Obs	Due to the partitions and boarded ceilings, it is not possible to thoroughly assess much of the roof void above.	
B	Looking through gaps in the ceiling panels, there appears to be widespread areas of decay and water ingress. Some of this may have been rectified but either remove of the panels or high level access should be provided so that further inspections can take place.	1
C	Similarly to the South Chapel, although it is much more widespread in the North Chapel, there are widespread areas of plaster to the ceiling that have failed, with some of the laths underneath rotten. A full replacement of the plaster panels should be allowed for at this stage.	2

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

Priority	Description	Costing Band
B	As noted elsewhere, the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. The render should be removed back to bare brickwork and the room replastered in lime.	2
C	There are widespread areas of quarry tiles which have decayed and have lost their fired face. The interior of this space would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works. There are changes in level that have been overcome with a concrete ramp.	2
E	The two chapels have been separated by a timber boarded screen. There could be opportunity to remove this screen and low lying base wall to connect the two chapels together.	1
C	Reiterating a recommendation from the external section of this report, the windows should be replaced with either lead quarried windows or modern equivalent. For either option, the new windows should have ventilators to assist moisture control within the building.	2
E	A sink has been installed to the East wall. This is satisfactory for the buildings current use as a store but should the Chapel be redeveloped then this should be upgraded. Depending on future use, consideration should be given towards installing a toilet or kitchenette.	3
3.3	<i>Exterior Spaces</i>	
Obs	This report is limited to the Chapel building itself and not the surrounding cemetery.	
C	The only external recommendation relates to the asphalt being laid up against the base of the external walls, which is trapping moisture. This, combined with the cementitious mortar, is causing brick decay. The asphalt should be cut back and a gravel margin or French drain should be installed.	2

Priorities

A	Urgent requiring immediate action
B	Requires attention within 12 months
C	Requires attention within 12-24 months
D	Requires attention within 5 years
E	Desirable improvement with no time period
M	Maintenance item
Obs	Keep under observation/ Item of Note

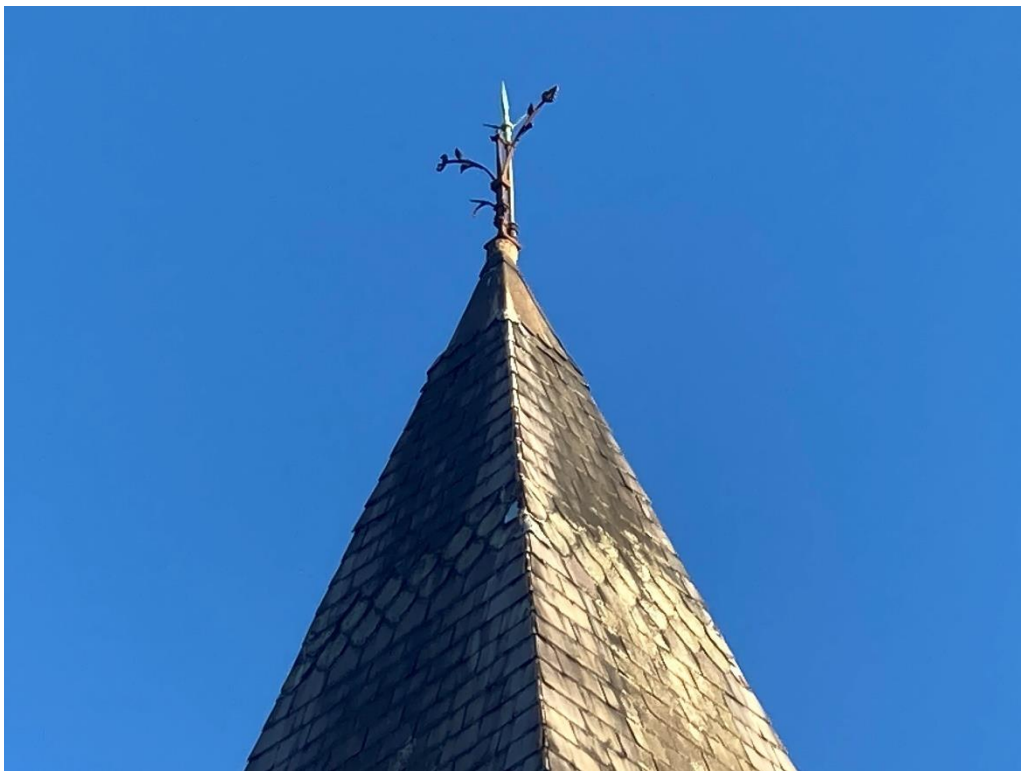
Costings

1	£0-1,999
2	£2,000-9,999
3	£10,000-29,999
4	£30,000-£49,999
5	£50,000-249,999
6	£250,000+

4.00 Photographs



General view of the Cemetery Chapel



Apex of the Tower.



Slating appears to be in good condition, although gutters should be cleared.



Later repairs to Tower valley.



Missing verge pointing.



Loose slate and missing decorative ridge tiles.



Slating generally appears in satisfactory condition.



General view of North elevation.



Missing or cracked verge pointing.



Buildup of leaves to valley.



Missing decorative ridge tiles.



Moss buildup to Chapel should be cleared.



Slating generally appears in satisfactory condition, barring missing ridge tiles and pointing.



General view of Chapel from South East.



Area of later slates to Tower valley.



Open joints in cementitious mortar to Tower arch.



Belfry louvres could be meshed, repaired and redecorated.



Barbed wire could be removed for an aesthetic improvement.



Stone decay to column capital.



Failed section of asphalt.



Missing quarry to round window on West elevation.



Fibreglass windows should be replaced.



Cementitious pointing at low level should be removed and repointed.



Security panels should be removed.



Open joints to plinth.



Section of missing brickwork to be rebuilt.



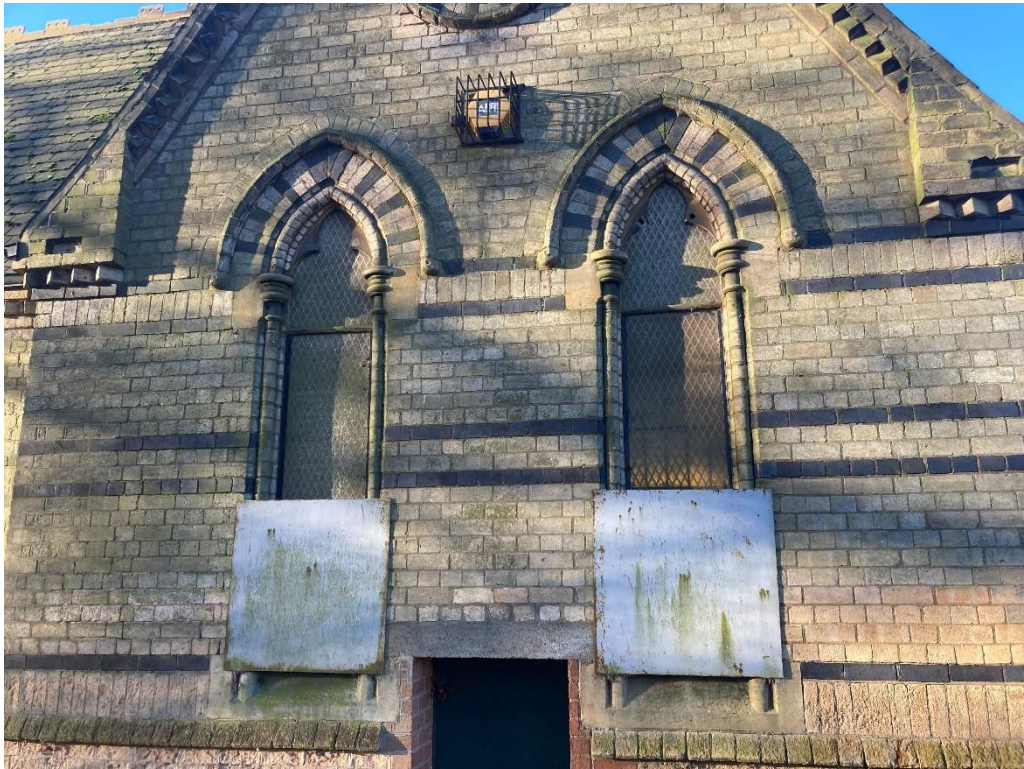
Band of cementitious mortar should be removed and repointed in lime.



uPVC downpipes should be replaced with a more sympathetic material.



Later alteration of East elevation to introduce door.



General view of East elevation.



Broken round window on East elevation.



Algaeous growth to East elevation.



Open jointing to brickwork on East elevation.



Leaves to gulleys should be cleared regularly.



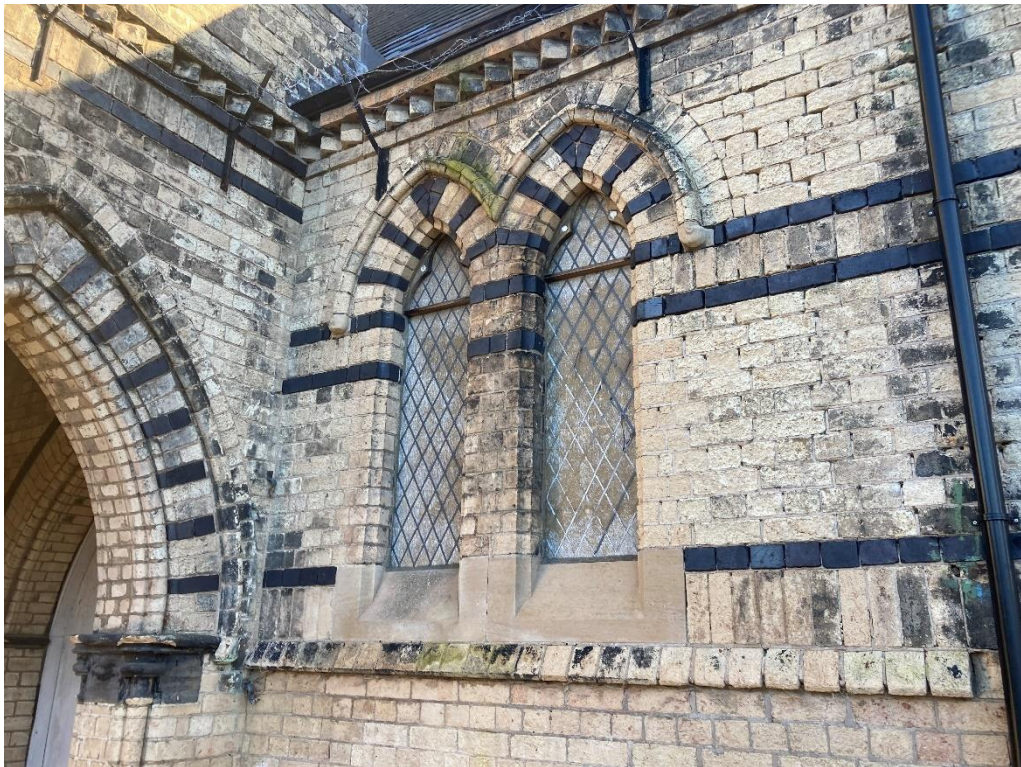
Open mortar joints to plinth.



Area of brickwork replacements and pointing required.



General view of Chapel West elevation.



Fibreglass windows should be replaced.



Crack to head of window extending up into the dogtooth brick cornice.



Asphalt has been installed up to the base of the wall, trapping moisture against the building.



Area to be investigated.



Recessed joints to the Tower base.



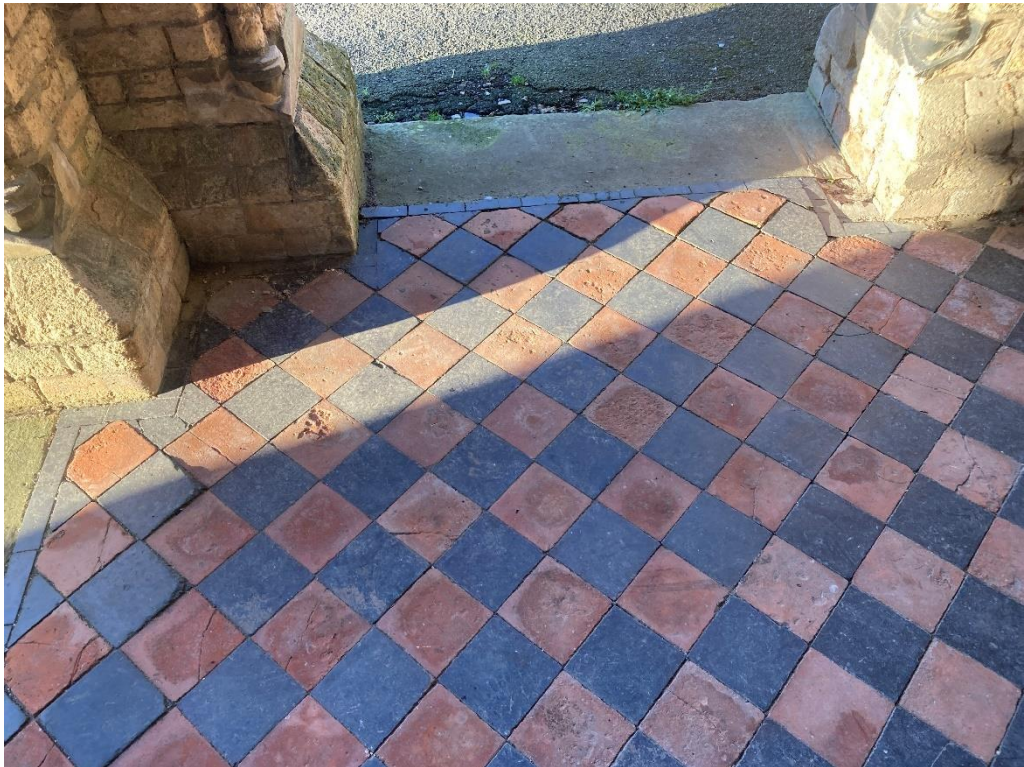
Further access should be given to investigate Belfry condition.



Cementitious mortar to the compound column profile.



Missing mortar to doors/brickwork junction.



Decay and unevenness to quarry tiles.



General view of South Chapel interior.



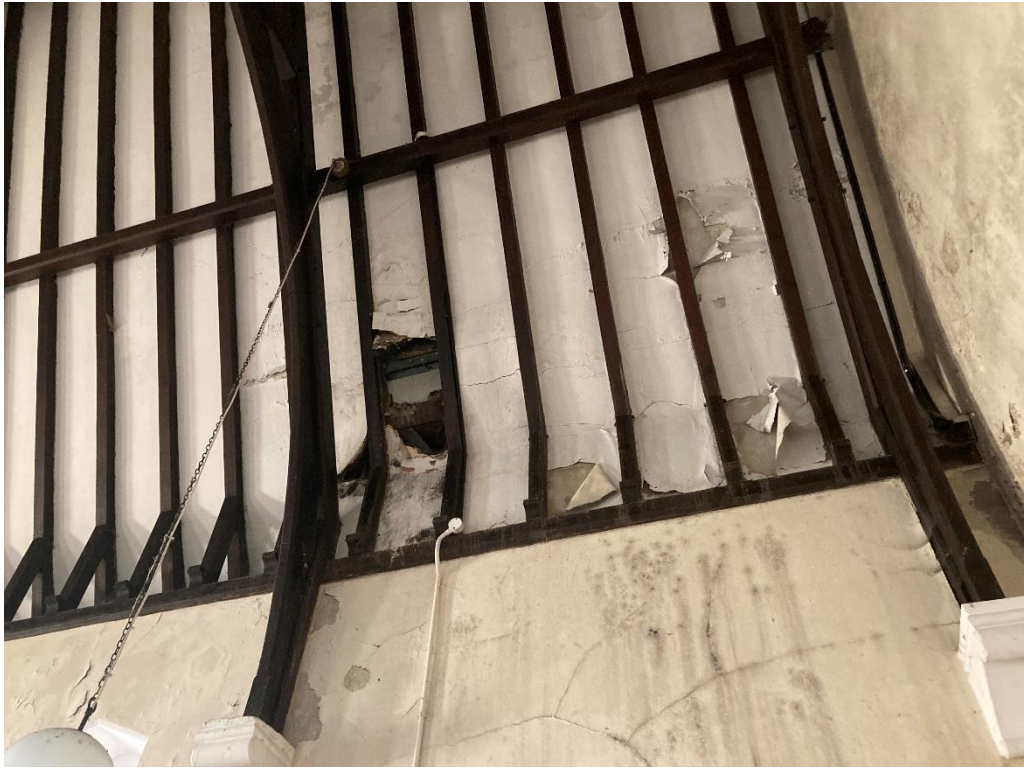
Widespread mould growth and failing paintwork.



Infrared heating system to be replaced.



Cementitious render is causing widespread issues with damp.



Failing paint and plaster panels to the ceiling.



Decay to Chapel quarry tiles.



Some pews are loose. A more flexible seating option could be considered.



Severe decay and salting to quarry tiles in Meeting Room.



The North Chapel has been divided using partitioning.



Heavy mould growth and water ingress to suspended ceiling.



Cementitious render has also been used internally.



Storage area to North Chapel, subdivided using partitions and ceilings.



Fibreglass windows should be replaced.



Timber boarding between the North and South Chapels.



Cementitious render has also been used in this area, which should be removed.



Further investigations should be undertaken when partitions removed or access provided.



Heavy decay and damage to quarry tiles.



Concrete ramp to overcome change in levels.

5.00 Maintenance Checklist

Completed

	<i>Yr1</i>	<i>Yr2</i>	<i>Yr3</i>	<i>Yr4</i>	<i>Yr5</i>
<i>Continually – After Rainfall</i>					
Look at the gutters and roofs as you walk around the building, especially during or after rain, and see where water runs, leaks or overflows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect walls internally and externally for areas of saturation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Act quickly to repair any leaks to prevent damage to walls and ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Seasonally – After Snowfall</i>					
Clear snow from vulnerable areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check any temperature discrepancies and correct operation of heating appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the building is not in use for several days in frost conditions ensure that the frost thermostat is operating and that the heating is brought on at a low level and ventilation provided so that the structure does not become chilled with a risk of condensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Biannually</i>					
After leaf fall, clean gutters again to ensure full capacity for Winter and snow drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for any bird entry or roosting and block or fit mesh to any opening at risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Annually</i>					
Remove any ivy, elder or sycamore saplings growing near walls and poison remaining roots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spray around wall bases, steps and paving joints to discourage weed growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look out for any signs of beetle or worm infestation near exposed timbers, alerting cleaners to report any unusual piles of wood dust or clean holes on woodwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep weed growth in check, clean out all gutters, adjust falls, and repair joints and brackets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After heating season arrange annual service, to be completed before the next heating season and leave tested and commissioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspect roofs with binoculars to check number of slipped or broken slates for repair before Winter.

Open manhole covers and hose or swill away any deposits, or rod any potential blockages. Clean cover rebates and set in grease.

Administrative

Check and reassess level of Insurance cover to ensure adequate reinstatement in the event of mishap. It is also important to advise the Insurers of any major works which may increase the risk, and of any Contracts where cover has to be maintained by the Council, singly or in joint names.

Inspect boundaries, gates, paths and steps for condition and for aspects of public liability.

Make a full visual inspection referring to the building survey reports for Annual Meetings. Call the author of any report if in doubt.

Check inventory and update Log Book

Donald Insall Associates
Chartered Architects and Historic Building Consultants

PAPER I

PAPER J

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

Report Author: Stephen Coulman
Report Date: 06.12.23



Gainsborough
TOWN COUNCIL

Council Leased Vehicles and Revised Operations Team Working - Equipment

1. Summary

The Council leases three (3) vehicles to enable its operational requirements. All three (3) leases expire in the summer of 2024 and a decision will have to be made to either further extend the leases or to return and obtain new replacement vehicles. The Council has already extended the leases by one year and this generated modest savings. All three (3) vehicles are in good order and meet the present working arrangement requirements.

Any decision on the leased vehicles should be made in conjunction with the proposed operational changes contained in this report.

The Operations Manager has been in post for just over a year and during this time has worked alongside, spoken to and evaluated the working practices of the Grounds Maintenance Team. This process included drawing from his experience of restructuring, increasing productivity, efficiency savings and workforce consultations.

Considering the aspirations of the Council, budget (including reserves), equipment, employee base and budget spent on contractors the following is proposed:

- a) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.
- b) Purchase or lease a front bucket / loader.
- c) Purchase or lease a caged tipping trailer.
- d) Purchase or lease a seven (7) gang towed cylinder mower set.
- e) Purchase or lease a rear mounted side arm flail.
- f) Purchase or lease a rear mounted rotavator.

Paragraphs (a), (b), (c) and (d) above are deemed operationally necessary in this report, whereas paragraphs (e) and (f) are subject to further investigations as 'hiring in' as and when needed may be a better option.

The options of leasing and purchase should be investigated. However, any purchase does not have to be of new as there is quality second hand / used warranted equipment in the market.

Refer to Appendix one for example operational / working proposals.

The Operations Team have been consulted and agree to and support the efficiencies that may be made by the content of this report.

2. Background

In 2023 noteworthy changes have been made to the way the Grounds Maintenance Team works. This has included the purchase of new equipment to replace old and new equipment to improve service delivery – Ferris zero turn mowers, Overton weed ripper, Wessex paddock mower, power hand tools and new single Operative servicing bins in the General Cemetery. Numerous suggestions and changes came from the Grounds Maintenance Team as they too wish to deliver the best service possible with the resources available.

Due to the 'fallout' from the pandemic there has been a number of areas that the Council has not been able to deliver to the standard required – hedge cutting, dyke clearing, tree maintenance, shrub beds and allotments. This is no fault of the Grounds Maintenance Team as it has had a significant turnover of employees and did not have all the tools necessary to undertake tasks. This has resulted in the need to employ contractors when works could have been undertaken in-house.

At the time of writing in 2023 the Council had engaged contractors to undertake the following works that, should resources allow, be undertaken by a suitably equipped Grounds Maintenance Team:

- i. 2023 Hedge cutting (an annual activity) - £7,820.
- ii. 2023 Dyke clearing (an annual activity) - not yet done, lowest quote £1,550.
- iii. 2023 Cemetery Compound clearing - £4,250.
- iv. 2023 / 24 Richmond House Compound clearing – not yet done, lowest quote £2,500.
- v. At the time of writing the total contractor spend for 2023 is £16,120. This may be replicated each year, plus inflation etc.

NOTE: In 2023 allotment clearing / rotavating etc. cost £17,500. This could, in the future, be undertaken by a suitably equipped Grounds Maintenance Team.

The Council presently has the following vehicles and equipment in the 'fleet':

- vi. Leased 3 seat Citroen Belingo panel van at £226 PCM. Lease ends 22nd September 2024. This vehicle is in good order with very low mileage and meets the Council's present and future needs. This vehicle is frequently parked up in the yard as it was leased principally for the previous Operations Manager to transport themselves about the town as opposed to employing their own vehicle. The present Operations Manager is content to employ their own vehicle if the Council pays for the additional insurance and fuel costs. The Allotments Officer and Caretaker employ this vehicle on an ad hoc basis and a booking system will be employed if needed.
- vii. Leased 3 seat Ford Custom panel van with tow bar at £228 PCM. Lease ends 14th September 2024. This vehicle is in good order and meets the Council's present and future needs.
- viii. Leased 7 seat Ford Crew Cab Tipper at £337 PCM. Lease ends 1st July 2024. This vehicle is in good order but is too big for the Council's needs. This vehicle could be returned to the lease company and not replace with a similar one should the recommendations of this report be accepted.
- ix. July 2021 Owned 2 seat Kubota ATV with tow bar. This vehicle is in good order and meets the Council's present and future operational needs.
- x. November 2018 Owned Toro triple deck flail grass mower. This mower is in good order and meets the Council's present operational needs. However, this mower could be sold / traded in should the recommendations of this report be accepted.
- xi. April 2010 Owned Ranson triple deck cylinder grass mower. This mower is in poor order and a significant investment will be required going forward to meet the Council's present operational needs. However, this mower could be sold / traded in should the recommendations of this report be accepted.
- xii. 2023 Owned towed Wessex triple deck rotary mower. This mower is in good order and meets the Council's present and future operational needs.
- xiii. March 2011 Owned twin axle flatbed ramped trailer for moving mowers etc. This trailer is in good order and meets the Council's present and future operational needs.

3. Proposal

The following to be investigated by the Operations Manager, in consultation with the Interim Clerk and Leader of the Council.

- 1) Investigate the savings, if any, that may be made by either further extending or ending vehicle leases and replacing with similar: vehicles vi. and vii. above.
- 2) At the expiry of the lease on vehicle viii. to not replace it thereby saving £2,696 in the financial year 2024 / 25. It is proposed a more versatile tractor with front loading bucket and caged 1 or 2 tonne tipping trailer replace this vehicle.
- 3) To sell / trade in vehicle x. Estimated value £12,500 (not market tested). This ride on mower to be replaced with a towed seven (7) gang cylinder mower set.
- 4) To sell / trade in vehicle xi. Estimated value £1,000 (not market tested). Substantial repair costs will be removed.
- 5) The income from paragraphs 2, 3 and 4 above (potentially £16,196) be included in any new equipment purchase / lease budget set by the Council.
- 6) Ask a minimum of three (3) suppliers for advice, recommendations based upon the Council's needs and to provide quotations.

4. Recommendation

That the Operations Manager, in consultation with the Interim Clerk and Leader of the Council investigate the following:

- a) Enquire with the vehicle lease companies on the most beneficial resolution to retaining or leasing two new panel vans with tow bars.
- b) Ask a minimum of three (3) suppliers for advice, trade in values and recommendations based upon the Council's future needs and to provide quotations for:
 - i) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.
 - ii) Purchase or lease a front bucket / loader.
 - iii) Purchase or lease a 1 or 2 tonne caged tipping trailer.
 - iv) Purchase or lease a seven (7) gang towed cylinder mower set.
 - v) Purchase, lease or hire a rear mounted side arm flail.
 - vi) Purchase, lease or hire a rear mounted rotavator.
- c) The Operations Manager report back to a future meeting with the findings of the above.
- d) That the Interim Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and report back to a future meeting with the findings.

Appendix One

Examples of Productivity / Efficiencies			
ACTIVITY	PRESENTLY UNDERTAKEN	PROPOSED	FREQUENCY
Allotment & high hedge cutting	Contractor	In – house with tractor with front bucket, tipping trailer and flail attachment	Annually
Dyke clearing	Contractor	In – house with tractor with front bucket, tipping trailer and flail attachment	Annually
Cemetery Compound clearing / management	Contractor Annually	In-house with tractor with front bucket & tipping trailer – 1 operative	Weekly
Cemetery spoil heap management	Contractor	In-house with tractor with front bucket & tipping trailer – 1 operative	Monthly
Richmond House Compound clearing	Contractor Annually	In-house with tractor with front bucket & tipping trailer – 1 operative	Monthly
Allotment clearing / rotavating	Contractor	In-house with tractor with front bucket, tipping trailer and rotavator attachment,	As required
Metal goal post positioning	In-house by hand – 5 operatives	In-house with tractor with front bucket – 2 operatives	Football season
Playing field grass cutting	In-house Ransome mower, Toro mower & Kubota ATV towing Wessex paddock mower	In-house with tractor towing 7 gang cylinder mower set & Wessex paddock mower	Every 2 – 3 weeks. Weekly if weather dictates
Parkland grass cutting	In-house Kubota ATV towing Wessex paddock mower	In-house Kubota ATV or tractor towing Wessex paddock mower	Every 2 – 3 weeks. Weekly if weather dictates

PAPER K

DRAFT Budget 2024 / 2025

07/12/2023

	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	40,660	18.35
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	659,065	7.53
Net Operating Cost	354,346	612,885	256,239	659,065	7.53
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	-46,180	#DIV/0!
Tax Base	4,774.09	4,942.53		4,942.53	
Precept (Council Tax Charge)	£116.10	£123.98		£133.33	
Band D Per week	£2.23	£2.38		£2.56	
Council Tax Increase / Decrease	2.27%	6.79%		7.53%	

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

07/12/2023

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	

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	

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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

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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	

DRAFT Budget 2024 / 2025

07/12/2023

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	