

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nigel Bowler

Councillor Dennis Dannatt

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner

Councillor Richard Craig

Councillor Caz Davies

Councillor Keith Panter

Councillor James Ward

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 13 February 2024** 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

PS24/149 Apologies for Absence

To note apologies for absence.

PS24/150 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.

PS24/151 Declarations of Interest

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

PS24/152 Dispensation Requests

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

PS24/153 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.

PS24/154 Vice Chairman

To appoint Vice Chairman for this committee.

PS24/155 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 16 January 2024 (pages 5 to 8)

PS24/156 Matters Arising Schedule

To note current position of previously agreed actions as at 8 February 2024.

Paper B (pages 9 to 17)

PS24/157 Love Lane Allotment Pond

To consider update following the Hydrographical Survey and Ecological Survey's.

Paper C (pages 18 to 21)

PS24/158 Allotment Handbook

To review and adopt the Allotment Handbook.

Paper D (pages 22 to 43)

PS24/159 Allotment Letters

To review and approve the permission and breach letters.

Paper E (pages 44 to 69)

PS24/160 Council Leased Vehicles

To consider quotations received for replacement leased vehicles.

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

Paper F (pages 70 to 74)

PS24/161 Grave Digging SLA

To note report on who has been appointed the Council's grave digging contractor.

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

Paper G (pages 75 to 77)

PS24/162 Memorial Testing

To consider quotations received for memorial testing in the General Cemetery.

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

Paper H (pages 78 to 82)

PS24/163 General Cemetery Boundary Repairs

To consider quotations received for the repairs to the General Cemetery boundary.

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

Paper I (pages 83 to 85)

PS24/164 General Cemetery Extension Plans

To consider verbal update from the Operations Manager.

PS24/165 Parish Agreement Grass Verge Cutting 2024 - 2025

To consider report on grass verge cutting for 2024/2025.

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

Paper J (pages 86 to 91)

PS24/166 Richmond Park Aviary

To consider approving the sale of the aviary.

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

Paper K (pages 92 to 95)

PS24/167 Levellings Dog Walk

To consider verbal update from the Operations Manager.

PS24/168 Tim Davies Commemoration

To consider options/ways to commemorate the life of Tim Davies and his service to the community.

PS24/169 Event Application

To consider application to hold Rotary Fireworks, Food and Music Event on Marshalls Sports Ground.

Paper L (pages 96 to 101)

PS24/170 Event Application

To consider application to hold Community Family Fun Day on Levellings Playing Field.

Paper M (pages 102 to 110)

PS24/171 Items for Notification

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

- General Cemetery extension
- Remembrance Sunday
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update
- Richmond House Fire Risk Assessment review

PS24/172 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 12 March 2024 at 7:00pm.

Rachel Allbones
Interim Town Clerk
Richmond House
Gainsborough

Thursday, 08 February 2024

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 16 January 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chairman)
Councillor Nigel Bowler Councillor Dennis Dannatt
Councillor Harry Warriner

In Attendance:
Rachel Allbones Interim Town Clerk
Stephen Coulman Operations Manager
Amanda Clarke Allotments Officer

Also Present: Councillor Stuart Morley

PS24/133 Apologies for Absence

Apologies for absence were received from Councillors R Craig, C Davies, P Key, K Panter and J Ward.

PS24/134 Public Participation Period

No public in attendance.

PS24/135 Declarations of Interest

Councillor Bowler declared a personal interest as a Trustee of Greener Gainsborough.

PS24/136 Dispensation Requests

No dispensation requests were received.

PS24/137 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/141 & PS24/144 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/138 Minutes of the Previous Meeting (Paper A)

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

Initialled:

Property and Services Committee minutes 2023-24

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

PS24/139 Matters Arising Schedule (Paper B)

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

PS24/140 Allotment Policy & Tenancy Agreement Review (Paper C)

RESOLVED: to amend point 10.1 of the Allotment Tenancy Agreement as directed by the legal Advisor from the Allotment Society to read "The Tenant must immediately inform the Council of any change of name, address, email address or telephone number."

PS24/141 Love Lane Allotment Pond (Paper D)

RESOLVED: to approve the Operations Manager and Allotments Officer in communication with the Chair of the Committee to accept a quotation for the Hydrographical Survey and Ecological Survey and to instruct the works once the updated quotations have been received.

PS24/142 General Cemetery Chapel Condition Survey (Paper E)

RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.

RESOLVED: to produce an outreach survey to try and ascertain who would / could use the chapel going forward and for what use, and report back.

PS24/143 Sandfield Lane North Play Area (Paper F)

RESOLVED: to NOTE the update that all equipment apart from a litter bin had been removed from site presumed by Thonock and Somerby Estates but they are yet to confirm.

PS24/144 Levellings Dog Walk Footpath

RESOLVED: to NOTE the update from the Operations Manager and indicative quote and organise a site meeting for 10:15am on Friday 9th February and invite all GTC Cllrs, WLDC ward Cllrs and Officers.

PS24/145 Parish Agreement Grass Verge Cutting 2024 – 2025

RESOLVED: to NOTE the update from the Operations Manager and await correspondence from LCC.

PS24/146 Christmas Lights Festival 2024 (Paper G)

RESOLVED:

- 1) To agree the date for the Christmas Lights Festival 2024, that being the weekend of Friday 15 November 2024.
- 2) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted subject to the Town Council being involved in the planning of the event.
- 3) That Councillor Dannatt attend the meeting at WLDC on 22 January in place of Councillor Key.

PS24/147 Items for Notification

Initialled:

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

- Levellings Dog Walk Footpath
- Parish Agreement Grass Cutting 2024 – 2025
- Cemetery Chapel
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update
- Richmond House Fire Risk Assessment review

PS24/148 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 13 February 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:16pm

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: 06/02/2024



Gainsborough
TOWN COUNCIL

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 | Richmond House 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 | Levellings Dog Walk 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 | PS23/170 | Aisby Walk Play Area 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 meeting with school early February | Summer 2024. | OM |
| In progress | PS23/196 | Richmond House Conservatory To consider authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on. | Cllr Key questioned if WLDC and LCC are still funding a third of the project each. The Committee resolved to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC. | TC to instruct the architects and enter into negotiations with both WLDC and LCC. Awaiting confirmation from LCC if they will be financially contributing. WLDC have advised the double doors from the ceremony room to the conservatory do not need to be a fire exit, so the option of a window is available. | | ITC |
| In progress | PS23/197 | Richmond Park Aviary 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 |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|---------------|-----------|---|---|--|----------|--------------|
| In progress | PS24/017 | Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation results and consider recommendations contained in the report. | The Committee resolved : - a) To note the survey result. b) To inform allotment holders and Thonock and Somerby estates of the survey results. c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June. d) To inform the WLDC planning enforcement officer that planning consent has been sought. e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought. f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted | AO to inform allotment holders results. AO to apply for retrospective planning consent to retain the pond. AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought. AO & OM to produce a pond management plan. | | OM/AO |
| 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. | 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. | ASO to respond to applicant. | | ASO |
| In progress | PS24/048 | Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park. | The Committee resolved to defer the item until the next meeting. | Awaiting listing decision from WLDC. | | OM |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|---------------|-----------|--|--|-----------------------------------|----------|--------------|
| In progress | PS24/084 | Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009. | 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 To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier. | RESOLVED: a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits. b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits. c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. d) That the necessary funds come from the Richmond House Reserve. e) The budget be adjusted accordingly. | Awaiting works to be carried out. | Spring | OM |
| Part complete | PS24/104 | General Cemetery Litter Bins To consider quotations received to replace x10 litter bins in the General Cemetery. | RESOLVED: a) That approval is given to purchase ten (10) General Cemetery replacement bins from Supplier A – £5,059.90. 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. | Order placed. | | OM |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|-------------|-----------|--|--|---|----------|--------------|
| | | | c) That the budget be adjusted accordingly. 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. | | | |
| Not started | PS24/123 | Marshalls Sports Ground Bowls Sheds To consider quotations received to remove green bowls shed and replace with fencing at Marshalls Sports Ground. | RESOLVED to RECOMMEND TO FULL COUNCIL: a) That contractor A be awarded the works - £3,950 + VAT. b) That a 10% discretion (£395) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. c) To adjust the budget accordingly. | Awaiting FC approval. | | OM |
| In progress | 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. | RESOLVED: 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500. 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date. | OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs. | | OM |
| In progress | PS24/125 | Richmond House Rear Entrance and Toilets To consider quotation | RESOLVED to RECOMMEND TO FULL COUNCIL: | Works in progress | | OM |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|-------------|-----------|---|---|---|----------|--------------|
| | | received to repair and redecorate the rear entrance and toilets at Richmond House. | <ol style="list-style-type: none"> 1) That the single quotation made up from three local contractors acting as one be accepted – £6,510 plus VAT 2) That the contractor be engaged to undertake the works as soon as their work schedule permits. 3) That a further 10% discretion (£650) be given to the Operations Manager to allow for any unforeseen works. Richmond House being old and remodelled has numerous unknowns behind the facade. 4) That the Operations Manager ask LCCR for a contribution to the works as the ladies and gents WCs are part of the expired and future leases. 5) To adjust the budget accordingly. | | | |
| In progress | PS24/127 | <p>Grave Digging Service Level Agreement (SLA) To consider approving the SLA for grave digging services.</p> | <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That approval be given to Operations Manager, in consultation with the Interim Town Clerk, to invite quotations from grave digging contractors via an SLA. This to include the present grave digging contractor and those previously engaged by the Council. Note: Any text in red in the SLA will be amended to suit the date of the document sent. 2) That the closing date for quotations and completed and signed SLA be set by the Operations Manager in consultation with the Interim Town Clerk. <p>That upon receipt of any valid quotations and completed and</p> | Quotations invited, closing date is 19 January. | | OM |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|-------------|-----------|--|--|------------------------------|----------|--------------|
| | | | signed SLAs the selection of the successful contractor be made by the Leader of the Council, Interim Town Clerk and Operations Manager. | | | |
| In progress | PS24/129 | <p>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.</p> | <p>RESOLVED: that the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council investigate the following:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 Town Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and | OM has begun investigations. | | OM |

| Status | Agenda no | Agenda item title | Resolution – Action Required | Comment | Date Due | Allocated To |
|-------------|-----------|---|--|-------------------|----------|--------------|
| | | | report back to a future meeting with the findings. | | | |
| Complete | PS24/141 | Love Lane Allotment Pond | RESOLVED: to approve the Operations Manager and Allotments Officer in communication with the Chair of the Committee to accept a quotation for the Hydrographical Survey and Ecological Survey and to instruct the works once the updated quotations have been received. | Surveys complete. | | |
| In Progress | PS24/142 | General Cemetery Chapel Condition Survey | RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back. | | | |

PAPER C

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

Report Author: Amanda Clarke

Report Date: 07.02.2024



Gainsborough
TOWN COUNCIL

Love Lane Allotments – Pond Update

1. Summary

The report for the Property and Services Committee is an update of the developments of the Love Lane Pond and to advise of the surveys carried out to date.

The Retrospective Planning Application has been completed and will be submitted to the local planning authority upon receipt of the Ecological Survey report.

2. Background

The asbestos from the pond area was removed on 3rd and 4th January 2024.

The Hydrographic Survey and Topographical Survey was carried out on the 19th January 2024.

The Ecological Survey was carried out on the 31st of January 2024.

The Allotment Officer visited the site on 19th January and found in circa thirteen dead fish in the pond. These have been removed. The pond water will require testing.

3. Cost

Hydrographical Survey cost was £950.00 + VAT.

Ecological Survey £1,190 + VAT (price includes pond management plan)

A further cost for a 'recreational water sampling test' will be sourced.

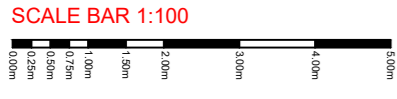
The Council has the following budget for Love Lane Allotment Pond:

8010/6 Love Lane Allotments – Pond Management £5,214

4. Recommendation

To agree for the planning application to be submitted to the LPA upon receipt of the Ecological Survey.

To agree for the 'Recreational Water Sampling' testing to be taken and a suitable contractor to be sourced.



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390690N

481160E

481170E
SECTION BB

481180E

481190E
390690N

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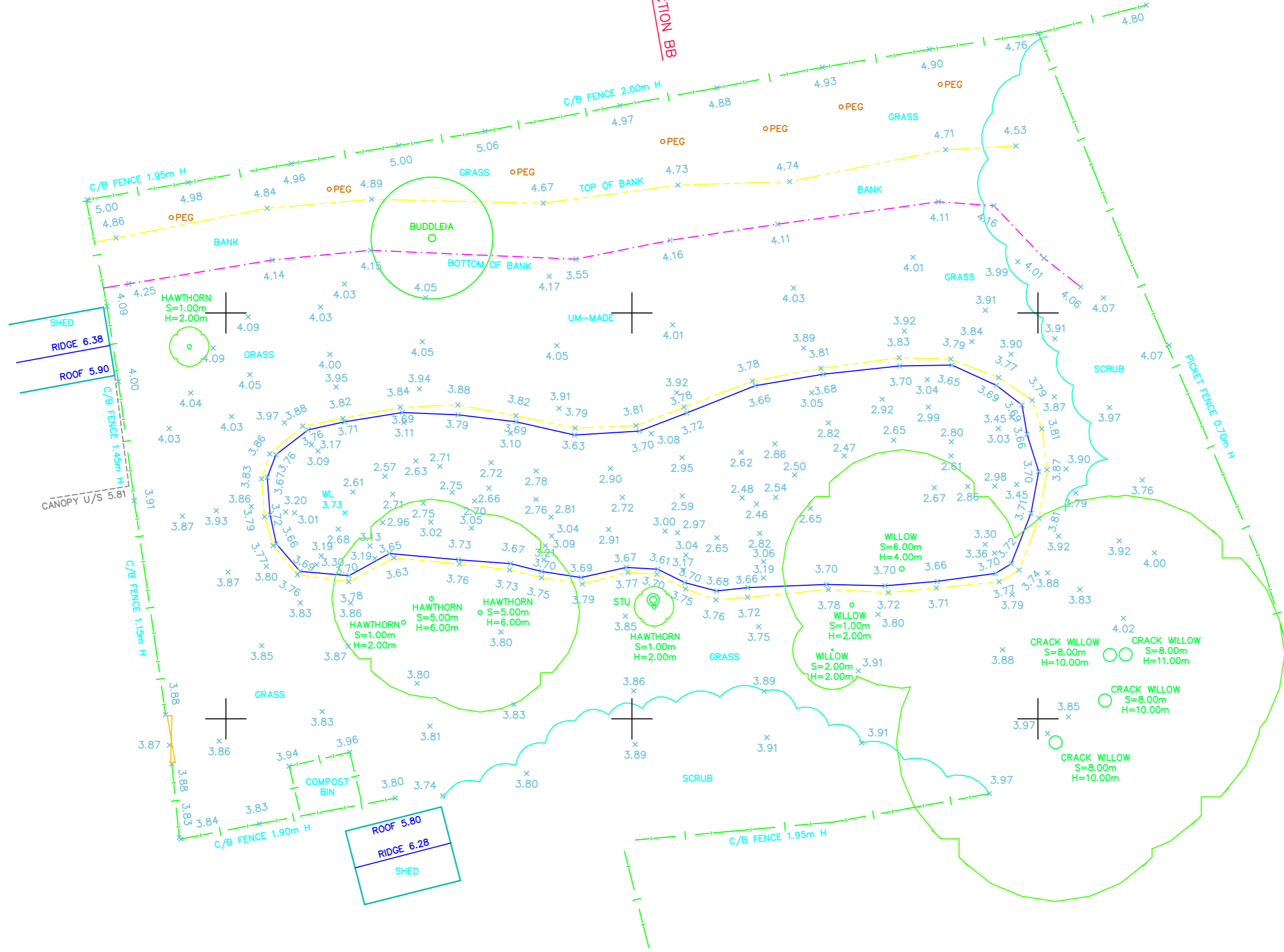
390660N
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SECTION AA

SECTION AA

SECTION BB



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Drawing Naming Convention:

Job No/Code/Dwg type/Location/Reference

| | | |
|---------------|------------------|----------------------------|
| Code: | 13 = Existing | 14 = Proposed |
| Drawing Type: | B = Building | E = Elevation |
| | S = Section | T = Topographical |
| Location: | B = Basement | C = Reflected Ceiling Plan |
| | E = External | FL = Suspended Floor Plan |
| | G = Ground | F = Front Elevation |
| | I = First | S = Side Elevation |
| | R = Roof | RE = Rear Elevation |
| | D = Drainage | D = Drainage |
| | AA = Section A-A | GA = General Layout |

Reference: Reference to individual dwg I.D. (e.g. Revision A)

Standard Abbreviations (where applicable):

| | | | |
|------|-----------------------|-------|--------------------|
| AB | AIR BRICK | HT | HEATER |
| ACU | AIR CONDITIONING UNIT | HW | HOT WATER TANK |
| AE | ACCESS FLAT | ITD | INTERIOR TYPING |
| AP | ACCESS PANEL | IC | INSPECTION COVER |
| AV | AIR VALVE | IL | INTERIOR LEVEL |
| B | BOLLARD | I/R | IRON RAILINGS |
| BB | BELIEVA BEACON | K/O | KERO OUTLET |
| BE | BEAM FIT | LP | LAMP POST |
| BT | BT COVER | MR | MANHOLE |
| BU | BULLS | MPS | MARKER POST |
| BUL | BULL | P | POST |
| B/S | BRAM SOFFIT LEVEL | PI | PIPE |
| B/W | BARBED WIRE | PI | PARKING METER |
| CATV | CABLE TV COVER | FR | PLOT RATIO |
| CB | CUPBOARD | RAD | RADIATOR |
| C/B | CLOSE BOARD | RE | RECESS HEAD HEIGHT |
| CC | CEILING CHANGE | RFV | RAISED FLOOR VOID |
| CHI | CHIEF INTERNAL HT | RO | RODDING EYE |
| C-H | CILL TO HEAD HT | RS | ROBBER SHUTTER |
| CL | COVER LEVEL | RWP | RAIN WATER PIPE |
| C/L | CHAIN LINK | SA | SITE AREA |
| C/P | CHESTNUT PALING | SC | STOP COCK |
| DB | DOOR BASE HT | SI | SI |
| DE | DOOR HEAD HT | SL | SOFFIT LEVEL |
| DR | DRAB | ST | STOP TAP |
| ELEC | ELECTRIC COVER | STRAP | TREE STRUMP |
| EP | ELECTRIC POLE | STP | SOIL TEST PIPE |
| ES | EASTY ROD | SV | STOP VALVE |
| EXP | EXTRACTOR FAN | SV | STOP VALVE |
| FA | FIRE ALARM | STW | STORM WATER |
| FL | FLOOR LIGHT | TCSU | TCSU COVER |
| F-C | FLOOR TO CEIL HT | TRLS | TELECOMS COVER |
| F-H | FLOOR TO HEAD HT | TL | TRAFFIC LIGHT |
| F-S | FLOOR TO SPRING HT | TP | TELEGRAPH POLE |
| F-A | FLOOR TO APEX HT | U/L | UNABLE TO LOCATE |
| FW | FOUL WATER | UTL | UNABLE TO RAISE |
| GEA | GROSS EXTERNAL AREA | V | VENT |
| GIA | GROSS INTERNAL AREA | VP | VENT PIPE |
| GSA | GROSS SITE AREA | WM | WATER METER |
| GU | GULLY | WT | WATER TAP |
| GV | GAS VALVE | | |

Standard Symbols (where applicable):

| | | |
|--------------------------------|-------------------------------|-------------------------------|
| | | |
| FLOOR TO STRUCTURAL CEILING HT | FLOOR TO SUSPENDED CEILING HT | FLOOR LEVEL RELATIVE TO DATUM |
| | | |
| STRUCTURAL WALL | MASONRY WALL | NON-MASONRY WALL |

The Survey has been computed about an OS grid & OS datum using Leica Smartnet OSGB36(15).
All levels are in metres and relate to station XI located within the site to the north of the pond near the bank. Value=4.16m.
Whilst every effort has been made to determine wall materials, no guarantee is given. Materials should be regarded as assumed unless verified by a qualified third party.
Visible features in the vicinity of any boundaries, as shown on this survey, may not represent the extent of legally conveyed ownership.
All direction arrows indicate UP unless otherwise stated.
Drainage pipe sizes (where shown) have been gauged from the surface (for safety reasons) and should be regarded as approximate only. Clearance dimensions, levels and invert levels should be checked prior to design and construction.
Kerb levels have been surveyed at the bottom of the channel.
Tree species (where shown) should be treated with caution and expert identification is advised.

Survey Control Co-ordinates (where applicable):

| Station | Easting | Northing | Level | Station description |
|---------|------------|------------|-------|---------------------|
| XI | 481171.824 | 390681.534 | 4.169 | Timber Peg |
| IX | 481160.965 | 390671.591 | 3.925 | Timber Peg |

| Rev | Date | By | Description |
|-----|------|----|-------------|
| | | | |
| | | | |

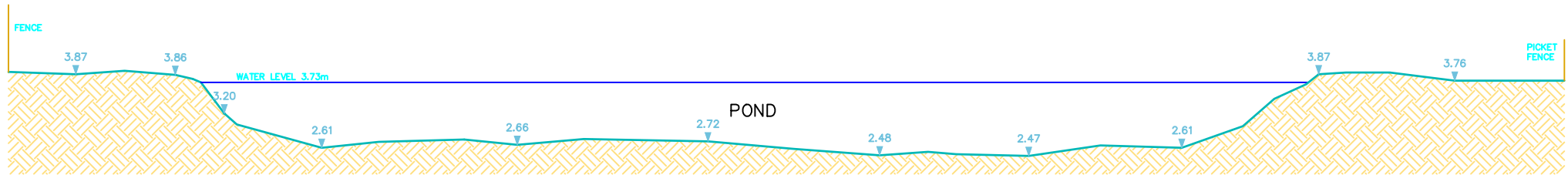
Client: **GAINSBOROUGH TOWN COUNCIL**

Project: **ALLOTMENTS LOVE LANE GAINSBOROUGH - DN21 2NT**

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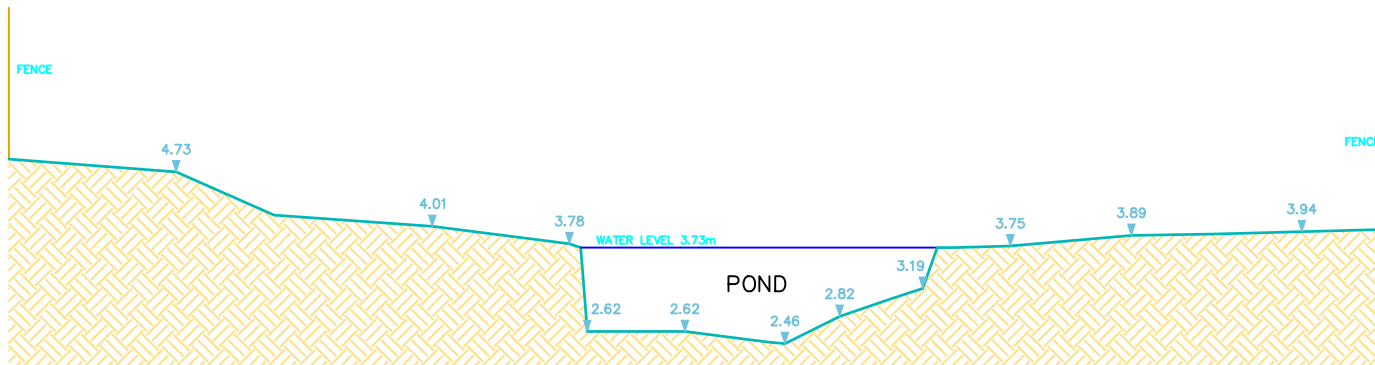
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| Surveyor: MBH | Drawn: MBH | Checked: QA |
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SCALE BAR 1:100



DATUM 1.000m A.O.D.

SECTION A-A (Pond within the Allotments off Love Lane – Gainsborough – DN21 2NT)



DATUM 1.000m A.O.D.

SECTION B-B (Pond within the Allotments off Love Lane – Gainsborough)

STATUS
SHEET_SIZE

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Project:
**POND WITHIN THE ALLOTMENTS
LOVE LANE
GAINSBOROUGH - DN21 2NT**

Drawing No:
24006-13-S-AB

Drawing Title:
**EXISTING POND SECTIONS
A-A & B-B**

Sheet No:
2 of 2

Date:
29 JAN 2024

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1:100@A4

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MBH

Job No:
24006

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PAPER D

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

Report Author: Amanda Clarke
Report Date: 26.01.2024



Gainsborough
TOWN COUNCIL

Review the Allotment Handbook

1. Summary

As requested by the Property and Services Committee members the 'Allotment Handbook' has been reviewed and rewritten by the Allotment Officer.

2. Background

The current 'Allotment Handbook' needed a review as the information contained within the document was not in line with the newly approved Allotment Tenancy Agreement. It also contains similar information that is in the Allotment Tenancy Agreement, and Allotment Policies therefore the reader was getting the same information in three documents. The Allotment Officer thought that a more 'helpful' and informative document to allotment gardening would benefit any new Allotment Tenancy Agreement Tenants.

The document contains information and advise on subjects such as 'growing crops' 'companion planting' 'month by month growing guide' 'crop rotation' 'fertilizing the soil' 'water consumption' and useful websites.

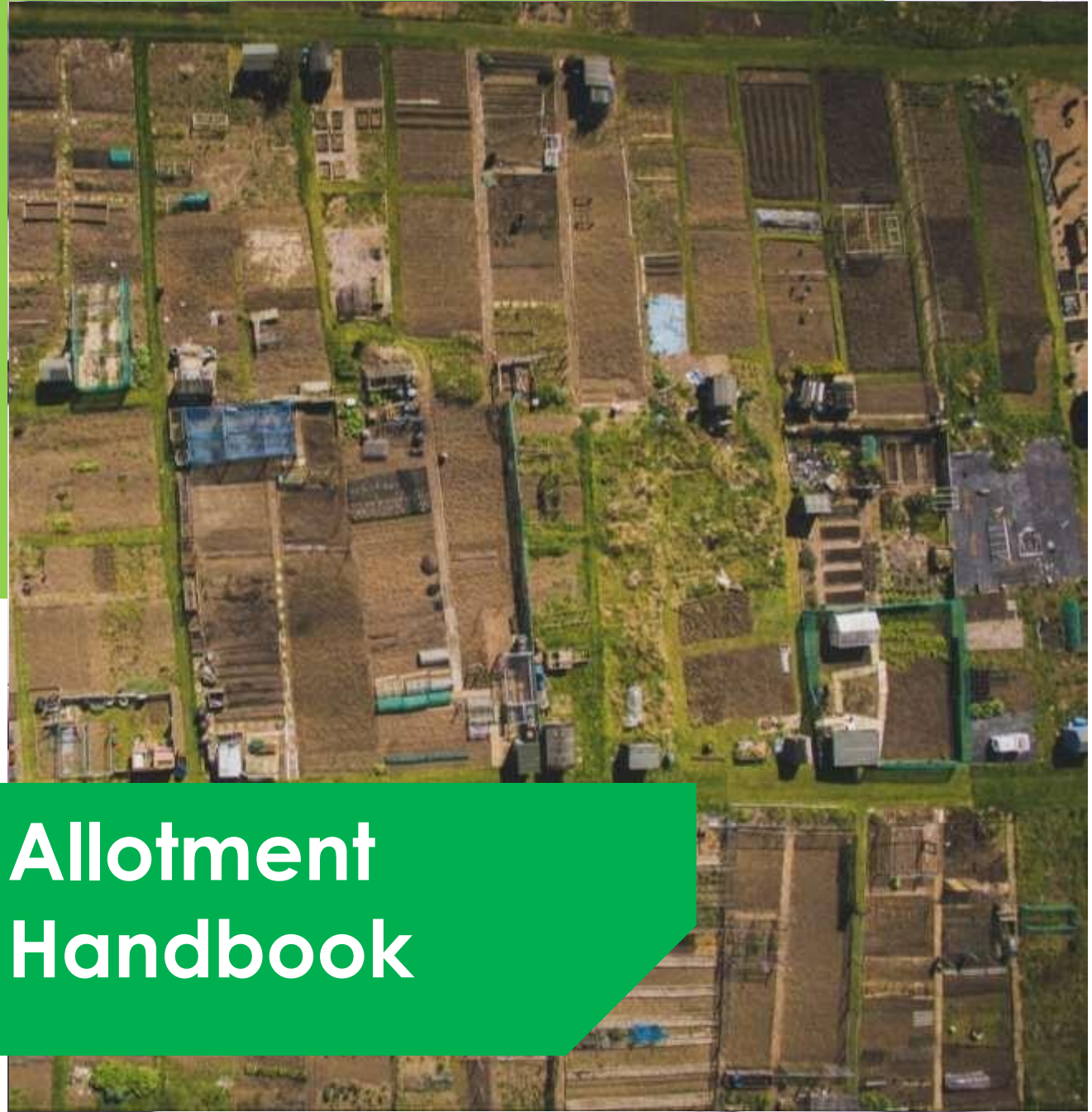
The Allotment Officer has also linked the Allotment Tenancy Agreement and Policies to the document, to allow new Tenants to access these, digests the information to allow them to make an informative decision on taking on an allotment garden, prior to signing the agreement.

3. Cost

There are no associated costs to the Council.

4. Recommendation

To approve the Allotment Handbook and to allow the document to be issued by email, to prospective allotment Tenants.



Allotment Handbook

Gainsborough Town Council

Address: Richmond House, Morton Terrace, Gainsborough, DN21 2RJ
Email: townclerk@gainsborough-tc.gov.uk
Phone: 01427 811573



HANDBOOK CONTENTS

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Welcome to Allotment Gardening

This allotment guide has been put together by Gainsborough Town Council to help new allotment holders get started and to get the best from their allotment garden.

Allotment gardening is a great outdoor activity to involve the whole family, with the added satisfaction of growing your own fruit, vegetables and cut flowers.

It provides the benefits of fresh air and healthy physical exercise and is a great way to introduce children to growing their own healthy, nutritious food.

An allotment garden is an excellent way to relieve stress and enjoy the benefits of a community environment for many allotment holders

.On your allotment site you will find experienced gardeners of all ages and many will be pleased to offer you advice and guidance and show you varied methods of achieving good crops, so if you are not sure, don't be afraid to ask.

Allotment gardens need a lot of time and commitment to get the best out of them and achieve results. However, everyone has a differing amount of time to work their allotment garden and someone working full time may not have as much time to tend the allotment garden as someone who is retired. When considering taking on an allotment you must be able to give enough time to look after the allotment garden as unattended allotment gardens soon become overrun with weeds putting your tenancy at risk.



The Allotment Garden

Taking on an allotment garden can seem daunting. Just remember that many of the allotment gardens around you are the result of years of hard work.

No matter how well the allotment garden has been looked after it will always have weeds. You need to work the soil and clear the weeds as soon as possible.

You might also want to sit down and plan out how you want your allotment garden arranged.

Planning your allotment garden

There are plenty of books and internet resources to help you with planning your allotment garden and guidance on the best conditions for different plants to flourish. You could also talk to the Site Secretary or other allotment garden holders.

Planning will help you to organize your allotment garden to make the best use of the space available. You might want to consider:

- Situation and light levels
- Ease of access for maintenance and watering
- Soil condition and drainage
- The space needed for plants to grow and flourish.
- Permanent planting areas
- Permanent features such as paths, utilities, buildings, etc.
- Crop rotation
- The tools and equipment you will need.

The National Allotment Society provides information about a range of issues. To find out more press the hyperlink or copy it into a browser: www.nsalg.org.uk/allotment-info/leaflets-2/

If you don't have access to the internet, please let us know and we may be able to supply a printed version of the information.

Getting started

To make the best of your allotment garden we would suggest that you plan and make a sketch plan of your allotment. This will help you plan what you are going to do each month.

The best way to start is by clearing your allotment garden. This can be quite a big task but bear in mind a wild allotment garden is telling you that the ground is fertile.

The key to clearing your allotment garden is little and often and not try to do too much at once.

Firstly, cut any grass and weeds down to ground level and then rake off and remove debris. Please consider composting where possible by creating a compost heap or having a compost bin on your allotment garden.

To help keep the weeds at bay you could cover with black plastic or cardboard and manure.

Mulches can help kill most weeds in the first year, but deep-rooted weeds may need digging out.

You could consider dividing your allotment garden into smaller areas which enable, you to practice crop rotation.



Growing Crops

Growing from seed

Seed packets have printed instructions on how and when to sow flowers and vegetables these are guidelines only. Make your decision based on weather conditions.

There is a saying 'sow seeds generously: one for the rook, one for the crow, one to die and one to grow,' In other words, not all seeds germinate satisfactorily, so sow extra. If germination is good, you can always pick out unwanted seedlings and share and swap plants with other gardeners.

Early sowings of some crops can be done under glass, grown on and then the young plant transplanted out on the allotment. Others can be sown directly into the prepared seed bed.

+



Growing Crops

How to sow seeds indoors

- 1 Fill small pots or seed trays with seed compost. Use a watering can fitted with a fine rose to moisten compost. Leave pots to drain.
2. Sprinkle seeds evenly and thinly over the surface of the compost leaving good space between seeds. Cover seeds with a thin layer of compost.
3. Cover the pot with a sheet of glass or an inverted polythene bag. Place it on a well-lit windowsill or in a heated propagator. Keep compost moist.
4. Remove the cover as seedlings emerge and continue to keep in a warm environment. They are ready to be 'picked' out when the first 'true' leaves emerge.
5. Only handle seedlings by their first seed leaves. Fill a seed tray with fresh compost and plant seedlings about 5cm apart, burying the root up to the base of the first leaves.



6. After six weeks the young plants will be large enough to pot up individually into 7.5cm pots. After a further three weeks transfer to larger pots or transplant



Growing Crops

How to sow seeds directly outside

1. Make a shallow drill in prepared soil using the end of a trowel. Use a length of timber or line to create a straight drill. The smaller the seed the shallower the drill needs to be but check the seed packet.
2. Sow seeds along the drill at the space suggested on the seed packet. Fine seeds can be thinned if you do end up sowing them too thickly.
3. Dribble water along the drill using a push soil in from either side of the drill to cover the seed, breaking up any large lumps of soil as you go. Pat the surface of the soil lightly to firm it in place.
4. Dribble water along the drill using a watering can or hose to settle the soil. Keep the soil moist as seeds germinate and establish, removing any weeds that appear.



Tips

- Mark each end of seed drills so that you don't accidentally dig them up.
- Soak large seeds overnight to kick start the germination process.
- Mix fine seeds with a dry silver sand and dribble it into the seed drill from a folded piece of paper.

Growing crops

Vegetable plants

You can buy vegetable plants from local nurseries, although you will find you are limited to the varieties grown and available over the counter.

It is worth keeping an eye open on site as other allotment holders may have too many plants for their needs. If you have an excess of plants, you can potentially swap.

Companion planting

This is a method where, by planting certain types of plants in close proximity, you can help to protect them from pests and disease.

Over the next two pages a table shows a list of plants, their favoured companions and those plants you should not plant together.

Plants may be a good companion because:

- They like the same soil and weather conditions
- One helps the other by loosening the soil for its roots
- One gives welcome shade and protection to its companion
- One attracts an insect that is beneficial to the other
- One deters a pest that habitually attacks the other – for instance sage, rosemary and thyme repel the cabbage butterfly; onions and leeks repel the carrot fly
- **One may leave a residue in the soil that benefits its companion**

Companion Plants

Table of Companion Plants

| Plant | Companions | Antagonist (don't plant near to plant) |
|-----------------|--|---|
| Aubergine | Beans (dwarf and runner) | |
| Beetroot | Dwarf beans, kohlrabi, onion | Runner beans |
| Beans (broad) | Borage, cabbage, carrots, cauliflower, potatoes, thyme | Onion family |
| Beans (dwarf) | Aubergine, beetroot, celery, potatoes, sweetcorn, cucumber, strawberries | Onion family |
| Beans (runner) | Marigold, marjoram, sweetcorn | Cabbage, onion, sunflowers |
| Broccoli | Broad beans, caraway, dill, mint, potatoes, rosemary, sage, thyme | Runner beans, strawberries, tomatoes |
| Brussel sprouts | Broad beans, caraway, dill, mint, potatoes, rosemary, sage, thyme | Runner beans, strawberries, tomatoes |

| | | |
|---------|---|--------------------------------------|
| Cabbage | Broad beans, caraway, dill, mint, potatoes, rosemary, sage, thyme | Runner beans, strawberries, tomatoes |
| Carrots | Broad beans, caraway, dill, mint, potatoes, rosemary, sage, thyme | Runner beans, strawberries, tomatoes |

Continued

| Plant | Companions | Antagonist (don't plant near to plant) |
|--------------|--|--|
| Cauliflower | Broad beans, caraway, dill, mint, potatoes, rosemary, sage, thyme | Runner beans, strawberries, tomatoes |
| Celery | Dwarf beans, cabbage family, leek, lettuce, tomatoes | |
| Courgette | Borage, fennel, nasturtium | Potatoes, rue |
| Garlic | Beetroot, carrots, lettuce, raspberries, roses, strawberries, tomatoes | Broad, dwarf and runner beans, peas |
| Kohl-rabi | Broad beans, beetroot, celery, chamomile, dill, mint, onion, potatoes, sage, thyme | Tomatoes |
| Leek | Carrots, celery | Broad, dwarf and runner beans |
| Lettuce | Carrots, celery, cucumber, garlic, radish, strawberries | Fennel, rue |
| Marrow | Borage, fennel, nasturtium, sweetcorn | Potatoes, sage, thyme |
| Mint | Cabbage family, peas, potatoes | |
| Onion | Beetroot, carrots, chamomile, parsnips, tomatoes | Broad, dwarf and runner beans |
| Parsley | Angelica, artichokes, asparagus, basil, lovage, potatoes, rhubarb, tomatoes | Lavender |
| Parsnips | Onions | |
| Peas | Broad, dwarf and runner beans, carrots, cucumber, mint, radish, sweetcorn, turnips | Garlic, horseradish, potatoes |
| Potatoes | Horseradish, lavender, lemon balm, marigold, marjoram, mint, parsley, valerian | Marrow family, peas, raspberries, sweetcorn |
| Pumpkin | Borage, nasturtium, sweetcorn | Potatoes |
| Radish | Catmint, chervil, cucumber, lettuce, nasturtium, peas | Summer savoury |
| Raspberries | Garlic, rue | Potatoes |
| Rhubarb | Parsley, spinach | |
| Squash | Borage, nasturtium, sweetcorn | Potatoes, rosemary, thyme |
| Strawberries | Borage, dwarf beans, garlic, lettuce, soya beans | Cabbage family |
| Swedes | Catmint, peas | |
| Sweetcorn | Dwarf beans, dill, marigold family, early | |

| | | |
|----------|---|--------------------------|
| | potatoes | |
| Tomatoes | Asparagus, basil, borage, carrots, celery, chives, lemon balm, marigold, nasturtium, onion, parsley | Cabbage family, potatoes |
| Turnips | Catmint, peas, radish, thyme | |

Basic Growing Guide

January

January is the best time to plan what you are going to grow and order seeds and seed potatoes. Pick your winter crops and as soon as you are able start to dig over your allotment garden.

You can sketch out a plan of your allotment and plan where you would like to grow your fruit/vegetables.

If you get over to your allotment garden during milder days, you could cover empty beds with well-rotted manure or compost.

Start to chit seed potatoes when they arrive (allow them to start sprouting).

Broad Beans - if the ground is not frozen you can sow broad beans, otherwise sow in pots and keep undercover until you can plant out in the spring.

Garlic - this can be planted in mild areas if the soil is not frozen or waterlogged. You may have to wait until February or March if the conditions are not quite right.

Onions and Leeks - to give leeks and onions the longest possible growing season, you can sow the seeds in modules and keep indoors. These can be transplanted outdoor in March or April.

Peas - for an early crop of peas you can sow seeds in pots under glass and harden off to plant outdoors in March or April.

Rhubarb - you can plant new sets or divide and replant old crowns just ensure the ground isn't waterlogged.

February

You can continue your winter digging providing the ground isn't too frozen or too wet to work with.

You can harvest cabbages, brussel sprouts, leeks, parsnips and swede.

Chit seed potatoes, make sure if you haven't already purchased some to do so by the end of the month.

Plant or sow

Broad Beans - these can be sown directly outside.

Brussel sprouts and sprouting broccoli - sow early varieties under glass and plant out in April or May.

Lettuces - sow fast growing varieties indoors for an early crop in April or May. Thin out seedlings and plant in cold frames in March.

Spinach - sow fast growing varieties indoor and plant out in March for an early crop.

Tomato and cucumber - sow seeds indoors now and to ensure germination use a heated propagator.

March

As the weather begins to warm up you can now start planting and sowing outdoors. Prepare beds and remove any weeds which have survived over the winter.

Asparagus - you can grow this from seed, but it is easier to buy ready to plant rootstocks. Plant in prepared trenches.

Aubergines, peppers and chillies - these need as long as possible to ripen so start sowing these indoors this month to get ahead.

Broccoli and other brassicas - sow brussels outdoors and early cauliflower from seed could be planted out now but may still require some protection.

Herbs - coriander, fennel, oregano, dill and chives can be planted towards the end of the month.

Root and stem vegetables - these can now be sown outdoors but under cloches or frames.

Potatoes - these should now be able to be planted outside.

Strawberries - plant out cold stored runners as soon as they become available.

April

This is a good month to get ahead and sow seeds indoors or outside in a cold frame.

You can harvest spring cabbages, cauliflower, sprouting broccoli and any remaining leeks.

Plant

Carrots - you can now plant most root crops outdoors.

Celery - to ensure germination sow these indoors and harden off next month to plant out in June.

Pumpkins, courgettes and other squashes - these can be sown indoors for planting out next month.

Onions and leeks - these can now be sown outdoors.

Sweetcorn - it is worth getting this off to an early start by sowing seeds in pots indoors as sweetcorn has a long growing season.

You can also plant asparagus, herbs, peas, potatoes, broad beans, lettuce and other salad leaves.

May

This month can have higher temperatures with longer days and is the month to begin sowing and planting outdoors. Make sure you only transplant tender seedlings once the last chance of frost has gone. Harden off any plants indoors before planting out.

Cover any strawberries over night with cloches for an early crop but make sure to remove these during the day.

Make sure you keep the weeds at bay and younger plants well-watered.

Brussels, cauliflowers and red cabbage - when planting these make sure, that they are well spaced out as they grow quite large.

Celery - begin planting out this month.

Courgettes, pumpkins and squashes - plant these in soil which has been enriched with plenty of organic matter.

Leeks - this is normally the first month to transplant out leek plants.

Sweetcorn - you can now start to plant this out in blocks.

June

Mid point of the year and being the end of spring and the start of summer it offers the last opportunity to sow many seeds. This month does also offer the opportunity to harvest some crops. Unfortunately, now is the time where it is more likely you will suffer attacks from birds, insects, slugs and snails.

You can now think about harvesting peas, early potatoes, broad beans, beetroot, onions, summer salad and strawberries.

It is a good idea to keep a careful watch for pests and to protect your crops appropriately.

Aubergines - plant these out by the end of the month to give them as much growing time as possible.

Cabbages and Brussel sprouts - plant out the first winter cabbages and sprouts.

Cauliflower - any sown in spring should be planted out now.

Chillies and peppers - if the danger of frost has passed then plant them out after hardening off.

Courgettes, pumpkins, marrow and squashes - plant out and allow plenty of space and keep them well watered.

July

Temperatures are likely to be at their highest and you should now be able to start harvesting from your allotment garden. This can be a dry month so watering is crucial as most crops require a steady unbroken supply of water.

Keep weeding regularly to keep weeds at bay.

Before harvesting garlic, shallots and onions dry these out. Loosen the soil around the roots, lift the bulbs and lie on the soil surface in the sun.

The drier they are the longer they will keep.

Cabbages - this is the time to start sowing cabbages for next spring and is the last chance to plant out winter cabbages, autumn cauliflowers and brussels.

French beans and peas - July is the last chance to plant these as the pods are unlikely to develop if planted any later.

Leeks - finish transplanting these out.

Salad crops - sow more lettuce, rocket and salad leaves for an ongoing supply in autumn.

August

Almost everything should now be coming to fruition and daily trips to your allotment garden should see you returning home with potatoes, carrots, peppers, sweetcorn, peas, onions and tomatoes.

Continue to regularly water your crops and keep up the weeding.

Make sure you regularly harvest courgettes and runner beans.

Earth up potatoes and around brassicas to support unsteady stems.

Any strawberry runners can now be pegged down to root, then potted up ready to transplant.

There is little to sow or plant now however, as space becomes vacant from harvested crops you can begin to plant out overwintering crops.

Cauliflowers - this is the time to transplant spring and winter cabbages. If they overwinter successfully, they should give you a harvest in the new year.

Broccoli and cabbages - you can sow a few more cabbages for harvesting in the spring in a temporary seed beds or pots until you have space available. Cover with nets to protect from pests.

Lettuce and salad crops - it is possible to sow lettuce although they may not germinate if the weather is too hot.

September

This month marks the start of autumn and all of your early crops should now be coming to an end. Later crops will now be coming in to harvest and you should be lifting main crop potatoes and pulling leeks..

Cabbages - spring cabbages should now be transplanted this month or next into their final growing position.

Onions - overwintering onion sets can now be planted. Make sure the ground is well prepared before planting.

Strawberries - plant any new strawberry plants

October

As the days start to get shorter and the temperatures start to drop it is likely there will be early frosts.

Now is the time to start clearing up and composting anything left from summer's harvest.

Lift root vegetables where possible and store.

Broad beans - early varieties can now be sown for overwintering and should give you a crop in June.

Cabbages - this will be your last chance to transplant cabbages and make sure you plant out in firmed ground and protect from pests.

Garlic - as long as the ground is not waterlogged then garlic can be planted.

November and December.

Carry out winter digging and clear weeds. This is a good time to apply compost or well-rotted manure to beds and get the ground prepared for next year's planting

Crop Rotation

If you grow the same crop in the same place year after year you will get a build up of pests and diseases specific to that crop. Different crops take different levels of nutrients from the soil and inevitably over time the nutrients become unbalanced.

This is often referred to 'sick soil' and even the addition of fertilisers is unlikely to help, since it is likely the trace elements are depleted.

The simplest rule of crop rotation is not to grow the same thing in the same place two years running. In fact, the wider the gap between particular crops occupying the same piece of ground the better.

The list below should help you identify what crops need to go together in the crop rotation.

Brassica – cabbages, cauliflowers, kale, broccoli, swede, turnips, radish and mustard

Solanaceae – the potato family, which also includes tomatoes and aubergines

Legumes – the bean family, anything with 'bean' in the name, runner, french, broad bean and peas.

Alliums – the onion family, leeks, shallots, garlic

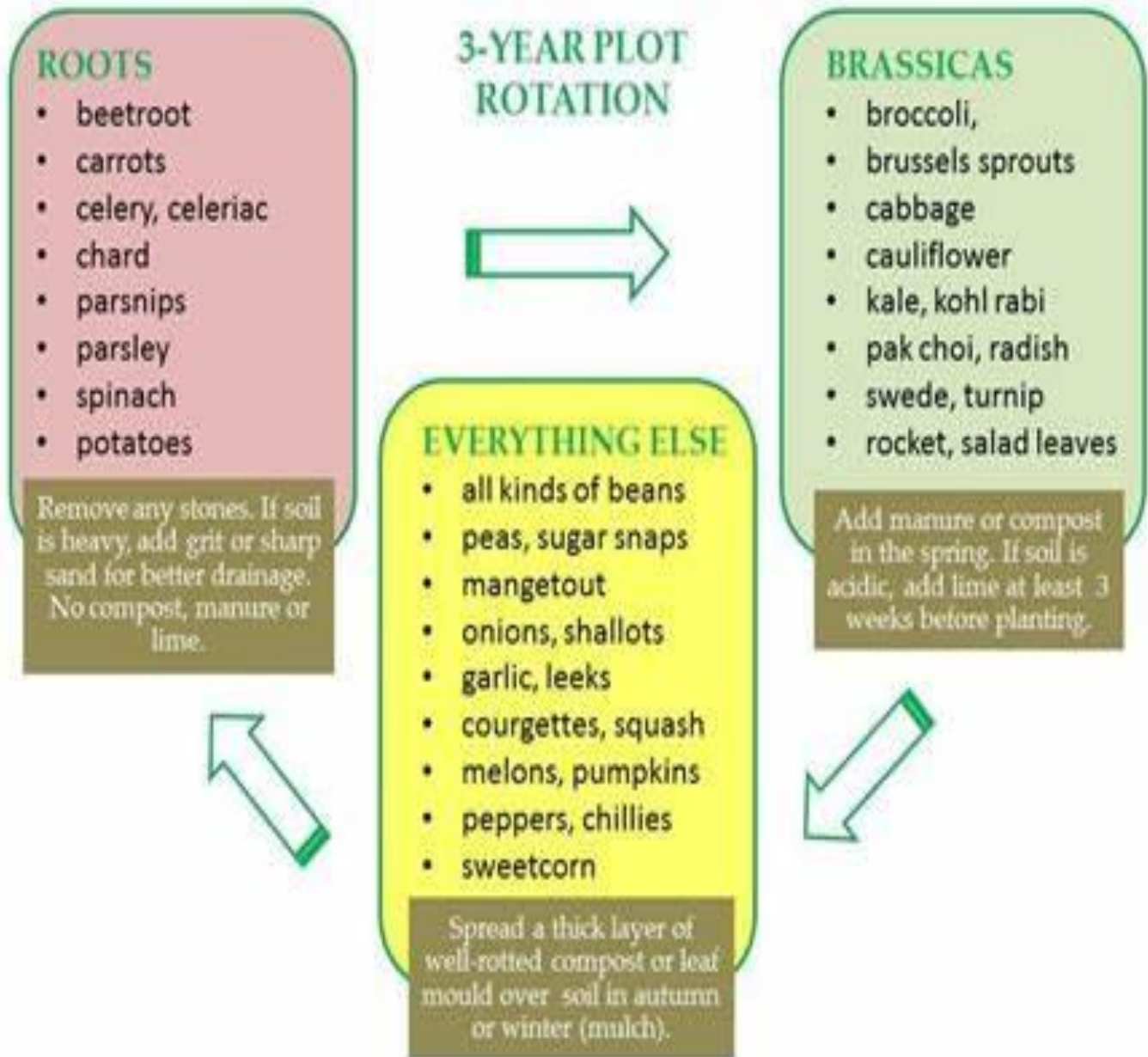
Cucurbit – includes cucumbers, marrows, courgettes and pumpkins.

Umbelliferae – this includes carrots, parsnips and celery.

Details of basic rotation

- Brassica follow legumes
- Legumes follow a manured crop
- Never manure carrots or parsnips
- If any bed contains white rot or club rot, avoid planting onions and brassicas in that area

Please refer to the coloured chart on the next page to show an example of a three-year crop rotation plan.



Fertilisers

The basics you need to know are that nitrogen encourages green leafy growth, and potassium (also called potash) promotes flowering. So anything you want to grow, where the main part you eat is the leaf, like say a lettuce or spinach loves nitrogen, and anything that needs a flower to produce the part you eat, such as tomatoes and other fruits, also need nitrogen, but a reasonable dose of potassium, to encourage the flowers to make the fruit.

Natural sources of vegetable garden fertilisers come from the following:

- Chicken manure – available as dry pellets, typically high in nitrogen and quite strong so has to be used with care
- Sheep manure
- Cow and Horse manure - are weaker and generally used as soil conditioner and not a great food source for plants
- Blood and bone mixes – sold commercially as a powder and can vary in nutritional value, so check labels and compare brands
- Green manure
- Grow more – commercial multipurpose fertiliser which can be used as plant food during the growing season and has the major nutrients required
- Nitrate of chalk – a quick acting, growth promoting fertilizer in granular form. It contains some lime which reduces the acidity. It is good for brassicas and root vegetables.

Feeding the soil

Natural plant foods

If you want to save money there are many ways of making your own plant food, some examples are detailed below.

Banana skins contain a long list of nutrients. Digging a banana skin just beneath the surface near roses will provide food of which many soils are deficient.

Most vegetables like a drop of beer now and again, none more than brassicas, say once a week. It's excellent for flowers too, especially delphiniums and hollyhocks.

Tea leaves are a good addition to the compost heap.

Nettles – you don't like to see them growing on your plot, but they take up and store nutrients from the soil. You can make a liquid fertilizer by soaking nettles in a container of rainwater for a month, diluting it 1:10 and pouring it around the roots of your crops.

Leaf mould – this requires patience. Fill a large plastic bag with fallen leaves, make a few small holes in the bag and fold over the top, leave to stand for six months and it will be ready to use. This will enrich dry, stony soil.

Bean and pea roots – when beans and peas have stopped cropping, cut off the tops just above the soil and leave the roots in the soil. They contain a lot of nutrients and will replenish the soil.

Comfrey – a liquid compost or comfrey tea – Comfrey can be made into a liquid feed. Take a container, add comfrey leaves, fill with water and leave for 3-5 weeks. The liquid produced can be used as a tomato feed but be warned it doesn't smell very pleasant!



Water Conservation

To have your own convenient supply of water, all you need is guttering fitted to your sheds and greenhouses with a down pipe into a water butt. Water butts can be easily connected to each other.

You may think that you have to water all your crops every day, but this is not the case, even in hot conditions. It is better to water a section well one day and another section the following day. Lightly watering the whole plot is not productive as the water will not penetrate the soil far enough.

Different plants need a different amount of watering. Over watering can be as harmful as under watering so it is worth getting to know how much and when. In some cases, over watering can lead to weak plants. Plants watered correctly will form strong roots and develop a better plant.

Watering Guide

| | |
|---------------------------------------|---|
| Broad beans | Watering should not be necessary before flowers appear. When the pods are swelling water in dry weather |
| French beans | Spraying flowers is not necessary. Water during or after the flowering period in dry weather |
| Runner beans | Water in dry weather when the pods have formed |
| Beetroot | Dryness leads to woodiness and low yields – a sudden return to wet conditions can lead to splitting. To avoid these problems water moderately at fortnightly intervals during dry weather |
| Broccoli | When planting young plants water well. Then only need to water in dry weather |
| Brussels | When planting young plants water well. A mature crop rarely needs water |
| Cabbage | When planting young plants water well. Then water if the weather is dry |
| Cauliflower | Must never be kept short of water, especially in early stages of growth |
| Carrots | Water only in periods of drought |
| Leeks | Water only in dry weather |
| Lettuce | When planting young plants water well. Always water in the morning or midday, watering in the evening will increase the chance of disease |
| Marrow, courgette, squash and pumpkin | Water regularly around the plants, not over them |
| Onions | Water only in periods of drought |
| Parsnip, swede, turnips | Water only in dry weather |
| Peas | Water in dry spells in the summer months |
| Potato | Water only in dry weather |



We hope you have found this allotment guide useful.

Now that you have considered all of the above and have decided to take on an allotment garden, please ensure you fully read and understand the Allotment Tenancy Agreement and Gainsborough Town Council Allotment Policies, you can access them here,

<https://gainsborough-tc.gov.uk/council-services/allotments-information-agreement/>

Useful contact details.

Gainsborough Town Council, Richmond House,
Richmond Park,
Morton Terrace,
Gainsborough,
Lincs, DN21 2RJ.
Tel: 01427 811573
Email: allotments@gainsborough-tc.gov.uk
Website: allotments@gainsborough-tc.gov.uk

The National Allotment Society: www.nsalg.org.uk/allotment-info/leaflets-2/

Allotment Garden: www.allotment-garden.org

PAPER E

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

Report Author: Amanda Clarke
Report Date: 06.02.2024.



Gainsborough
TOWN COUNCIL

Review the Breach Correspondence

1. Summary

Following on for the recently adopted 'Allotment Breach Policy' The AO has produced several template letters to issue on Allotment Tenants who breach the terms and conditions of the Allotment Tenancy Agreement.

The AO has also produced template letters for permission requests, 'approved and declined'

2. Background

Letters 1- 4 Approval letters for the following requests

'Temporary Structure / Shed Application'

'Pigeon and Pigeon Loft'

'Animal and Animal Housing'

'Pond, Fence, Hedge, Shrub, Bush or Tree.

Letters 5-8 Declined letters for the following requests.

'Temporary Structure / Shed Application'

'Pigeon and Pigeon Loft'

'Animal and Animal Housing'

'Pond, Fence, Hedge, Shrub, Bush or Tree.

Letter 9 Allotment Rent Reminder Notice

Letter 10 Allotment Rent Final Notice

Letter 11 Tenancy Breach 3.7 First Notice

Letter 12 Tenancy Breach 3.7 Second Notice

Letter 13 Tenancy Breach 3.7 Final Notice

Letter 14 Allotment Inspections Fist Notification breach Policy 3.2

Letter 15 Allotment Inspections Fist Notification breach Policy 3.3

Letter 16 Allotment Inspections Fist Notification breach Policy 3.4

Letter 17 Allotment Inspections Fist Notification breach Policy 3.5

3. Cost

There are no associated costs to the Council.

4. Recommendation

To approve the Allotment Breach Letters.

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

Contents

1. Introduction 2
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 Policies 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 Policies.

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 twenty-eight (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 twenty-eight (28) days' notice for the breach to be rectified.

3.4 If the breach has not been rectified in twenty-eight (28) days a further letter/ email will be issued advising the Tenant, they have a further twenty-eight (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 twenty-eight (28) days to clear their belongings from the plot.

3.6 After the twenty-eight (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 (12) month period a notice to quit or re-entry notice will be issued if a third breach occurs, giving the Tenant twenty-eight (28) days to clear his / her Allotment Garden.

- 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 may be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be charged of such behaviour. The notice served will give twenty-eight (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 forty (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.

PAPER F

PAPER G

PAPER H

PAPER I

PAPER J

PAPER K

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

Report Author: Rachel Allbones
Report Date: 06.02.2024



Gainsborough
TOWN COUNCIL

Richmond Park Aviary

1. Summary

To consider / agree the sale of the aviary from Richmond Park to Bedlam Farm.

2. Background

The Council purchased the replacement aviary in 2017/18 at a cost of £3,600

FC22/051 – March 2022 - The Council **resolved** to temporarily re- house the birds whilst a permanent solution is sought as advised by the volunteer. The Clerk was asked to compile a feasibility study to move the aviary to a quieter location and explore other alternatives.

FC23/095 – October 2022 - The Council **resolved** to leave the aviary in situ, not restock with birds and invest in some bird feeders and bird friendly planting around the park to encourage wild birds with the savings. Also, to investigate with WLDC due to the inventory when leased.

PS23/197 – March 2023 - The Committee **resolved** to remove the aviary at the earliest opportunity and seek a buyer.

The Council received Listed Building Consent and planning permission to go ahead with the removal of the aviary.

The Council also received approval from West Lindsey District Council for the disposal of the aviary on 2 March 2023.

The Operations Manager contacted 8 wildlife park / zoo type organisations in June 2023, but the size of the aviary was not suitable, or they were unable to remove and transport themselves. See email sent is below.

I write to you to enquire if you may be interested in purchasing the now unused cage / aviary in Richmond Park, Morton Terrace, Gainsborough?

As the cage / aviary is a Council / public asset we must obtain the best price which will be reinvested in Richmond Park.

The cage / aviary bolts together in 123cm wide x 235cm tall sections and comes complete with ground edging flag stones and wooden 245cm x 367cm nesting / other bird house. The cage / aviary structure is three panels wide (3.7m) and eleven panels long (13.5m) and is five (5) years old.

The purchaser is responsible for the dismantling and removal of the cage / aviary structure. We will make good any disturbed ground.

A site visit is recommended and welcomed by appointment.

The Council will consider an offer in excess of £2,999 that may be reinvested in Richmond Park.

If you require any further information, please do not hesitate to contact me.

On 16 January Councillor Dannatt contacted the Council with the below email: -

*I am now in a position to offer a price of £1,000 for the purchase of the aviary on behalf of Bedlam Farm Wildlife Rescue.
There are conditions attached as follows,
The purchase price does not include the groundworks, stones, slabs etc.
The purchase price includes removal of aviary and shed.
A period of 3 months be allowed for payment and removal.
With regards, Dennis.*

On 18 January a further 3 emails were received from Members of the public: -

i. *Dear Sirs*

I have recently seen two or three posts on the Gainsborough Hub Facebook page regarding the disused aviary in Richmond Park.

If this is no longer required, rather than leaving it empty, open to vandalism and falling into a state of disrepair, I wondered if the Town Council would consider either donating or selling for a modest sum to a local rescue.

Bedlam Farm Wildlife Rescue is based in Marton. It relies heavily on donations and the goodness and generosity of local people. I am aware that their aviary was destroyed in the recent storm and they are in desperate need of a replacement.

I should be grateful if this could be given due consideration by the Town Council to support this very worthy cause.

Many thanks

ii. *Good Morning.*

Please would it be possible for the Council to consider donating the disused aviary in Richmond Park to the animal charity Bedlam Farm Wildlife Rescue? It would be put to very good use and would be enormously appreciated.

I really hope that you will be able to arrange for this to happen.

I look forward to your reply.

iii. *I look like to put forward a vote for the redundant aviary at Richmond Park to be donated to Bedlam Sanctuary the tireless work that [REDACTED] does for all animals is incredible. She is a true credit to any community and she's on your doorstep! Please support her and kindly donate the Aviary that she so desperately needs. If you could deliver and erect on*

site to would be just awesome and great positive publicity for all. It's the right thing to do!

Kind regards

A direct request was also received from Bedlam Farm Wildlife Rescue.

Hi there Rachel

My name is [REDACTED] From Bedlam Farm Wildlife Rescue

I believe you have requested I email you to confirm that I am definitely interested in the Aviary at Richmond Park

I'm more than happy to arrange taking the aviary down and transporting it to my Rescue at Marton

If you need anything else please let me know

Many thanks

3. Cost

There will only be the cost to reinstate the ground once the aviary has been removed.

4. Recommendation

To offer the Richmond Park aviary (metal frame and shed) to Bedlam Farm Wildlife Rescue at a cost of £1,500. Bedlam Farm Wildlife Rescue are to dismantle, remove and transport the aviary from Richmond Park on an agreed timescale as it is a public park and an unsafe structure cannot be left unsafe.

PAPER L



MARSHALLS / LEVELLINGS SPORTS GROUND / RICHMOND HOUSE and AINSBY WALK BOOKING FORM

Organiser Information

| | |
|-----------|--|
| Name | Christopher Allbones on Behalf of Gainsborough Rotary Club |
| Address | ██████████ |
| Town | Gainsborough |
| Postcode | DN21 ██████ |
| Telephone | ██████████ |
| Email | chris@drumbeatmarketing.co.uk |

Event

| | |
|---|---|
| Site | Marshalls Sports Club |
| Date of Event | 5/5/24 (booking also for 5/11 if possible) |
| Type of Event <i>(please provide additional details if appropriate on a separate sheet)</i> | Rotary Fireworks, Food and Music Event |
| Date and Time In <i>(including set up)</i> | 5/5/24 – Setup as early as possible on the day, (aware football is also on) |
| Date and Time Out <i>(including clean up)</i> | 6/5/24 – Lunchtime |
| Estimated Number of Guests | 2,000-4.000 |

Facilities required (

(please tick all that apply)

| | | | | | |
|---------------------------|---|--------------------|---|----------------------------------|--|
| Kitchen | X | Toilets | x | Changing rooms (details, please) | |
| Function Room | X | Car Park | x | Showers | |
| Pitches (details, please) | X | Park (define area) | | | |

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) _____ CHRISTOPHER ALLBONES _____

Signature _____ Date ____ 25/1/23

By signing this form you confirm that you consent to Gainsborough Town Council retaining and processing your personal data, please visit our [website](#) for our [Data Protection and Privacy Policy](#)

Town Clerk
Office Hours: Monday to Friday 9.00am – 3.00pm



Left blank so you can add further details of your event or any pictures and drawings.

We are currently in the process of planning the layout and type of the event, but the aim is to be a community event focused around community music, foodstalls and ending with a fireworks show.

The plan for this event is a location to host the annual Rotary Fireworks event.

- We are still putting together ideas but our main use of the ground would be for the fireworks, spectators and a variety of stalls etc.
- The fireworks are provided by a professional fireworks company. Rainbow Fireworks.
- We would arrange the stalls to block the cricket square to assure this has been protected.
- We have experience in running the event including providing security and dealing with the Safety Advisory Group
- We have our own insurance for the event and normally employ a security firm to help with the event.
- The aim of the event is to raise money via ticket sales and other revenues such as stall etc to raise money which all profits are given back to local causes.
- - For example, last year we donated money to 3 local primary schools, Gainsborough House Christmas dinner, EDENLincs, Salvations Army Toy appeal. Just under £5,000 was donated in december
- - Plans for this event are still in progress and we can supply any further information as needed.
- We will be having music at the event.



Terms and Conditions of Hire

Please retain a copy.

Alcohol

No alcohol must be sold on the premises unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council.

Use

The buildings and grounds must not be used for any purpose other than that stated on your booking form.

Cleaning

You must leave the site in a clean and tidy condition. This will include ensuring litter is placed in bins provided.

Electrical Equipment

If you bring any electrical equipment onto the site which will be connected to our power supplies you must ensure it has a current PAT test certificate and supply relevant proof at time of booking or at least two weeks prior to the event..

Damage and Breakages

Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the site or items within it during your booking. This will not apply to damage or breakages arising from fair wear and tear.

Safety

You must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

First Aid

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your event needs.

There is a Defibrillator on site located at the outdoor toilets (rear of Richmond House), the access code is available by ringing the emergency services on 999.



Permittable activities

Please see the included premises license for permitted activities, please read thoroughly.

Music

There is **no** music premises licence in place. If you want to play music at your event, please ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Noise

Please respect our neighbours.

The premises licences, as mentioned above, do not permit loud noise after 11.30pm, therefore all noise/music/dancing etc must cease at 11.30pm at the latest and a further 1 hour maximum is allowed for cleaning up.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the neighbouring properties.

Insurance

It is your responsibility to ensure your insurance covers your event and all activities and includes public liability. For all events except private parties you will need to provide proof of public liability insurance.

Emergencies

In an Emergency, please call the emergency services by dialling 999.

If you have any queries whilst onsite, please ring our caretaker on 01427 671419 or office staff during office hours.

In the event of an emergency please call the appropriate emergency services.

Any problems or queries should be emailed to bookings@gainsborough-tc.gov.uk but these may not be picked up outside of working hours.



Booking Confirmation

For Office completion only:

| | |
|--|--|
| Booking confirmed date: | |
| Booking confirmed by: | |
| Total hire charge payable: | |
| Hire charge due date: | |
| Key collection date or caretaker service: <i>(collection between 9am and 3pm, £50 deposit required)</i> | |
| Key return by date: <i>(between 9am and 3pm)</i> | |
| Keys returned | |
| Deposit returned | |

PAPER M



Facilities Booking Form

Please complete and return this booking form to the details above.

Organiser Information

| | |
|-----------|---|
| Name | Connexions Community Hub |
| Address | 6/8 Church Street |
| Town | Gainsborough, Lincolnshire |
| Postcode | DN212JH |
| Telephone | 01427 678695 |
| Email | bryony.hughes@connexionshub.co.uk [REDACTED] |

Function

| | |
|-------------------------------|-------------------------------------|
| Venue | <u>Levellings Park</u> |
| Date of Function | <u>29th of June 2024</u> |
| Type of Function | <u>Community Family Fun Day</u> |
| Time In (including set up) | <u>8am</u> |
| Time Out (including clean up) | <u>6pm</u> |
| Number of Guests | <u>100+</u> |

Facilities required

(please tick all that apply)

| | | | | | |
|---------------------------|--------------------------|--------------------|---------------------------------------|----------------------------------|--------------------------|
| Kitchen | <input type="checkbox"/> | Toilets | <input type="checkbox"/> | Changing rooms (details, please) | <input type="checkbox"/> |
| Function Room | <input type="checkbox"/> | Car Park | <input type="checkbox"/> | Showers | <input type="checkbox"/> |
| Pitches (details, please) | <input type="checkbox"/> | Park (define area) | X Levellings Park and Field. | Other (details, please) | <input type="checkbox"/> |

Please return this form to: - bookings@gainsborough-tc.gov.uk or to the above address

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) _____ BRYONY HUGHES _____

Signature _____ *Bryony Hughes* Date 17/01/2024 _____

By signing this form you are confirming that you are consenting to Gainsborough Town Council holding and processing your personal data, please visit our website for our



Gainsborough
TOWN COUNCIL

Richmond House, Richmond Park
Morton Terrace, Gainsborough
Lincolnshire DN21 2RJ
Tel: 01427 811573

Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

Data Protection and Privacy Policy <https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/>

Left blank so you can add further details of your event or any pictures and drawings.



Facilities Terms and Conditions of Hire

Advance Payment

Full payment is required no later than 2 weeks prior to the booking, at this point the booking becomes non-refundable.

Set Up/Clean Up

Your booking times are inclusive of setting up and taking down/cleaning up. Please ensure that you include any time needed for setting up and cleaning up before and after your event – please include this time within your requested booking. You will not be able to access the facilities before your booked time and you must leave by the end of your booked time. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Security and Keys (subject to a £50 damage and key deposit being given)

One-off Bookings

Gainsborough Town Council's caretaker will open and close the facility for you, so no keys will be handed over and no deposit required. However, please note that you must be at the facility by your start time and off the premises by your finish time as specified on your booking form. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Furthermore, this may result in your bookings not being accepted for Gainsborough Town Council managed facilities in the future. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Regular Users/Multi-day Users

Your key collection date will be stated on your returned confirmation. This is between 9:00hrs and 15:00hrs Monday to Friday. You must contact us to arrange an alternative key collection if this is not suitable.

You will be provided with the keys to the facility and instructed on how to operate any alarm system.

You must ensure when leaving the facility that all doors and windows are closed and locked and any alarm re-set. All internal lights must be turned off and checks made to ensure no taps are running.

You must also close and lock the facility entrance gates when you leave the site. If other users are on site when you finish your booking this will not apply.

Keys must be returned to us within **48 hours of your booking**.



Alcohol

No alcohol may be sold or consumed on the facility unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council. You must provide evidence of this.

Subletting

You must not sublet the facility in any way. If you are found to be subletting the facility you will be denied use of the facilities.

Use

The facility must not be used for any purpose other than that stated on your booking form. If you are found to be in breach of this you will be denied use of the facilities.

Cleaning

You must leave the facility and all buildings (etc) in a clean and tidy condition. This will include stacking chairs and tables in the appropriate place and ensuring litter is placed in bins provided. If your booking generates debris across any floor, you must also sweep up after you. Upon accepting the keys you will be advised where brushes can be found. The council reserves the right to retain all or part of the damage and key deposit if the facility or any part hereof is left untidy or items are damaged.

Kitchen

Use of the kitchen is included with your booking. You must ensure that you leave the kitchen in a clean and tidy condition after use. You must ensure that all appliances are fully turned off when you have finished with the kitchen. If you use the fridge you must empty it after use.

If the kitchen is used for food preparation it is your responsibility to ensure the following **must** be observed:

- a) Food must only be prepared in the kitchen
- b) All food must be stored correctly.
- c) All surfaces must be thoroughly cleaned and disinfected before and after use.

Electrical Equipment

If you bring any electrical equipment for use in connection with your booking you must ensure it has a current PAT test certificate.



Damage and Breakages

Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the facility or items within during your booking. This will not apply to damage or breakages arising from fair wear and tear.

Safety

Unless your booking is for a private party/event you must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

Fire Safety

You must familiarise yourself with Fire Evacuation procedures as detailed in the building.

First Aid

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your needs.

If there is a Defibrillator on site you will be advised of its location on receiving the keys. The access code is available via 999 in an emergency.

Permittable activities

If the facility has a Premises License a copy can be found on site, it will state that Performances of a Play, Indoor Sporting Events, Performance of Live Music, Playing of Recorded Music, Performance of Dance, Provision of facilities for making music and the Provision of facilities for dancing are permittable between 9am to 11.30pm Monday to Saturdays and 9am to 10.30pm Sundays and applies for the areas shown on the license.

The provision of late-night refreshment is also permitted 11pm – 11.30pm Monday to Saturdays only.

Music

There is **no** music premises licence in place. If you want to play music at your event, you must ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



Noise

All noise/music/dancing etc must cease at 11.30pm, further 1 hour maximum is allowed for cleaning up and noise must be kept to the minimum.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the occupiers of neighbouring properties.

Insurance

It is your responsibility to ensure your insurance covers your event and all activities. For all events except private parties you will need to provide proof of public liability insurance. Please provide evidence of this at least two weeks before your event.

If the facility is used where you charge participants, you must provide proof of public liability insurance for the club’s activity. Additionally, if teaching is involved, please provide evidence of proof of qualification as well as any relevant licenses needed.

Please sign here if your organisation has its own Public Liability Insurance:

| | |
|--------------------|--|
| Name | |
| Designation | |
| Date | |

Emergencies

Please note that there are no Gainsborough Town Council Staff available outside of the hours of 9am and 3pm Mondays – Fridays. Attendance outside of these hours will incur an additional charge of £20 per hour or part thereof.

In the event of an emergency please call the appropriate emergency services.

Any problems or queries should be emailed to bookings@gainsborough-tc.gov.uk but these will not be picked up outside of working hours.



Booking Confirmation

For Office completion only:

| | |
|--|--|
| Booking confirmed date: | |
| Booking confirmed by: | |
| Total hire charge payable: | |
| Hire charge due date: | |
| Key collection date <i>(collection between 9am and 3pm, £50 deposit required)</i> | |
| Key return by date: <i>(between 9am and 3pm)</i> | |
| Keys returned | |
| Deposit returned | |



Hourly Rates

Marshalls and Levellings Sports Ground Fees

1st April 2023 - 31st March 2024

| | | |
|---|-----------|--------------|
| Football Pitch - Seniors 11v11 | £45.20 | (per match) |
| Football Pitch - Juniors 9v9 & 11v11 | £28.67 | (per match) |
| Football Pitch - Juniors 5v5 & 7v7 | £17.64 | (per match) |
| Training Pitch | £12.13 | |
| Cricket Pitch - Senior (not including use of kitchen or function room) | £49.61 | (per match) |
| Cricket Pitch - Senior (Evening League) (not including use of kitchen or function room) | £28.67 | (per match) |
| Cricket Pitch - Junior (per match, not including use of kitchen or function room) | £23.15 | (per match) |
| Marshalls Bowls Club | £1,349.46 | (per season) |

| | Regular User | |
|---|--------------|----------|
| | Peak | Off Peak |
| Marshalls Function Room (per hour, includes use of kitchen) | £16.60 | £12.60 |

| | Casual User | |
|---|-------------|----------|
| | Peak | Off Peak |
| Marshalls Function Room (per hour, includes use of kitchen) | £20.00 | £15.00 |

| | | |
|----------------|-------------------|------------------|
| Peak Times | Monday - Friday | 5:00pm - 11:30pm |
| Off Peak Times | Monday - Friday | 9:00am - 5:00pm |
| | Saturday - Sunday | All Day |