

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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## PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 13 February 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 Paul Key

Councillor Dennis Dannatt

**In Attendance:**

Rachel Allbones

Stephen Coulman

Amanda Clarke

Interim Town Clerk

Operations Manager

Allotments Officer

**Also Present:**

Councillor Stuart Morley

X3 Members of the Rotary Club

### PS24/149 Apologies for Absence

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

### PS24/150 Public Participation Period

The members of the Rotary Club requested to speak at the time of the agenda item.

### PS24/151 Declarations of Interest

Councillor Dannatt declared a personal interest in agenda item PS24/166 as he put the offer forward for Bedlam Farm.

Councillor Key declared a personal interest in agenda item PS24/163 by virtue of knowing a contractor who quoted for the work.

Councillor Bowler declared a personal interest in agenda item PS24/158 as a Trustee of Greener Gainsborough.

Councillor Plastow declared a personal interest in agenda item PS24/170 as he knows the applicant.

### PS24/152 Dispensation Requests

No dispensation requests were received.

**PS24/153 Items for Exclusion of Public and Press**

**RESOLVED:** to exclude the public and press from item PS24/160, PS24/161, PS24/162, PS24/163, PS24/165 & PS24/166 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

**PS24/154 Vice Chairman**

**RESOLVED:** to appoint Councillor Bowler as Vice Chairman of the Property and Services Committee for the remainder of 2023/24.

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

**PS24/155 Minutes of the Previous Meeting (Paper A)**

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 16 January 2024 be approved as a true and accurate record and signed by the Chairman.

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

**RESOLVED:** to alter the order of business under Standing Order 11.a.vi and take item PS24/169 next.

**PS24/169 Event Application (Paper L)**

The Rotary Club presented site layout plans protecting the cricket square and limiting access to the cricket boundary. The Rotary Club acknowledged the event and planned layout would be weather dependant and advised they have now limited the capacity to 2000.

**RESOLVED:** to accept the booking application for Marshalls Sports Ground on Sunday 5 May 2024 from the Rotary Club, with a charge of £150. The booking acceptance is weather and ground condition dependant and will be monitored nearer the time.

Note: The Rotary Club left the meeting.

**PS24/156 Matters Arising Schedule (Paper B)**

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

**PS24/157 Love Lane Allotment Pond (Paper C)**

**RESOLVED:** to NOTE the update and to approve for the retrospective planning application to be submitted to the LPA upon receipt of the Ecological Survey. Also to approve for the 'Recreational Water Sampling' testing to be undertaken and a suitable contractor to be sourced.

**PS24/158 Allotment Handbook (Paper D)**

**RESOLVED:** to

- i. Take the Heritage Structures section from the current Allotment Handbook and insert it into the Allotment Tenancy Agreement, Councillor Key to meet with the Allotments Officer to agree wording.

- ii. Once i. above has taken place the Allotment Handbook 2021 v2 will become obsolete.
- iii. The proposed new Allotment Handbook will be called A Guide to Gardening and be adopted.

**PS24/159 Allotment Template Letters (Paper E)**

**RESOLVED:** to approve the allotment template letters 1 – 17.

Note: The Allotments Officer left the meeting.

**PS24/160 Council Leased Vehicles (Paper F)**

**RESOLVED:**

- a) That the Council enters into a lease agreement for the delivery of two (2) Renault Traffic SL30 Blue dCi 130 EXTRA replacement panel vans at the time of the expiry of the existing leased vehicles.
- b) That a sum of £600 be agreed for any costs incurred due to 'defects' determined by the present lease company that cannot be 'dismissed' as opportunistic upon return of the three (3) leased vehicles.
- c) That due to the time frame from Council resolution to making the order being in excess of thirty (30) days that the Operations Manager obtains further quotations from the three suppliers and that the lowest price available is accepted and agreed in conjunction with the Chair of the Property and Services Committee and the Interim Town Clerk. Presently this is supplier A, but this may change – the price may increase or decrease dependent on the market.
- d) That the budget be adjusted accordingly.

**PS24/161 Grave Digging SLA (Paper G)**

**RESOLVED:** to NOTE the report on who has been appointed the Council's grave digging contractor.

**PS24/162 Memorial Testing (Paper H)**

**RESOLVED: to RECOMMEND TO FULL COUNCIL:**

- a) That the Operations Manager, in consultation with the Interim Town Clerk, monitor the progress of inspections and expenditure on a weekly basis with a firm ceiling spend capped at £15,100.
- b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.
- c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024
- d) That the budget be adjusted accordingly.

Note: Councillor Morley left the meeting.

**PS24/163 General Cemetery Boundary Repairs (Paper I)**

**RESOLVED:**

- a) That the quotation (£4,000) from contractor B be accepted.
- b) That the contractor be appointed as soon as possible to undertake the works as soon as the weather and their work schedule permits.
- c) That a 10% discretion (£400) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- d) That the 12000 / 24 Cemetery Boundary Fence Maintenance budget be adjusted accordingly.

Initialled:

Property and Services Committee minutes 2023-24

**RESOLVED:**

- e) That the Operations Manager obtain quotations for the planned / proactive felling of the remaining Lombardy Poplar trees on the boundary with the AMP Rose site which has planning consent for housing once the arborist has attended site to carry out a further inspection.
- f) That the Operations Manager obtain quotations for the widening and refurbishment of the original Victorian main entrance gates to the General Cemetery.

**NOTED:**

- g) That the Council gives consideration to the refurbishment and repair of all the metal fencing and gates in the General Cemetery. This could run into tens of thousands of pounds,

**RESOLVED:** under Standing Order 3z to allow the meeting period to exceed 2 hours.

**PS24/164 General Cemetery Extension Plans**

Members received a verbal update from the Operations Manager regarding the potential 13 layout plans from CDS and the need for Members to study them and decide how many they would potentially like costing in order for further discussions to be held.

**RESOLVED:** to organise an informal morning meeting to study the plans, all Councillors to be invited.

**PS24/165 Parish Agreement Grass Verge Cutting 2024 – 2025 (Paper J)**

**RESOLVED:**

- a) That the Council accept the quotation received from Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges - £9,539.10 (£0.01594 per square metre) plus Vat, an increase of 6.5% on 2023.
- b) That the contract with Glendale Managed Services to undertake a maximum of ten (10) cuts to highway grass verges be extended by 12-months.
- c) That Glendale Managed Services be appointed as soon as possible so as to be able to commence cutting highway grass verges on the 1<sup>st</sup> March 2024.
- d) To adjust the budget accordingly.
- e) That the Operations Manager, in consultation with the Interim Town Clerk, draft a Service Level Agreement for highway verge grass cutting for the Council to consider.

**PS24/166 Richmond Park Aviary (Paper K)**

**RESOLVED:** to offer the Richmond Park aviary (metal frame and shed) to Bedlam Farm Wildlife Rescue at a cost of £1,000. 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 the structure cannot be left unsafe.

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

**PS24/167 Levellings Dog Walk**

Members received an update from the Operations Manager following the site visit on Friday 9<sup>th</sup> February with options of areas to look at resurfacing. Some Members were of the view that the trees causing the damage to the footpaths should be removed. The Operations Manager advised the trees are in a healthy state and he would not advise that.

**RESOLVE:** to

- a) look at the 2023 arborist report again
- b) obtain quotations for
  - i. the removal of the dog walk footpath,
  - ii. move the adjacent footpath further into the field,
  - iii. the resurface of the perimeter footpath,
  - iv. the resurface of the games and old sandpit area

**PS24/168 Tim Davies Commemoration**

**RESOLVED:** to DEFER for further consideration options/ways to commemorate the life of Tim Davies and his service to the community.

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

**PS24/170 Event Application (Paper M)**

**RESOLVED:** to approve the application in principle to hold Community Family Fun Day on Levellings Playing Field but require further information and site layout plan.

**PS24/171 Items for Notification**

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

- Levellings Dog Walk Footpath
- General Cemetery Extension Plans
- Tim Davies Commemoration
- Cemetery Chapel
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

**PS24/172 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 March 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:35pm

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