

# Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: [gainsborough-tc.gov.uk](http://gainsborough-tc.gov.uk)



## PROPERTY AND SERVICES COMMITTEE AGENDA

### To: Committee members:

Councillor Nigel Bowler  
Councillor Richard Craig  
Councillor Caz Davies  
Councillor James Plastow  
Councillor Harry Warriner

Councillor Nick Coxon  
Councillor Dennis Dannatt  
Councillor Paul Key  
Councillor James Ward

**Notice** is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 9 April 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

### PS24/193 Apologies for Absence

To note apologies for absence.

### PS24/194 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.

### PS24/195 Declarations of Interest

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

### PS24/196 Dispensation Requests

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

### PS24/197 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.

**PS24/198 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 12 March 2024 (pages 4 to 8)

**PS24/199 Matters Arising Schedule**

To note current position of previously agreed actions as at 4 April 2024.

**Paper B** (pages 9 to 16)

**PS24/200 Allotment Officer Report**

To note the update report from the Allotments Officer on tenancy breaches.

**Paper C** (pages 17 to 18)

**PS24/201 North Warren Allotment Fence**

To consider quotations received to replace fence at North Warren Allotment.

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

**Paper D** (pages 19 to 23)

**PS24/202 Showfield Allotment Wall**

To consider quotations received to rebuild part of the Showfield Allotment Wall.

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

**Paper E** (pages 24 to 28)

**PS24/203 General Cemetery Extension – Old Nursery Site**

To consider costings of potential designs and next steps.

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

**Paper F** (pages 29 to 33)

**PS24/204 Richmond Park Fountain**

To note the report.

**Paper G** (pages 34 to 36)

**PS24/205 Richmond Park Listing Status**

To note the report and approve next steps.

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

**Paper H** (pages 37 to 41)

**PS24/206 Meeting with Lincolnshire County Council Registration Service**

To note the actions from the meeting with LCC.

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

**Paper I** (pages 42 to 46)

**PS24/207 Marshalls Sports Ground Booking**

To consider verbal report on upcoming booking.

**PS24/208 Event Booking**

To consider further information for an application to hold Community Family Fun Day on Levellings Playing Field following PS24/170 resolution **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.  
**Paper J** (pages 47 to 49)

**PS24/209 Items for Notification**

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

- Community Grants Policy & Application Form Review
- Exhumation Policy Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- Levellings footpath maintenance
- General Cemetery potential carpark area
- General Cemetery Chapel
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

**PS24/210 Time and Date of Next Meeting**

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 14 May 2024 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Thursday, 04 April 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 12 March 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 Richard Craig  
Councillor Paul Key

**In Attendance:**

Rachel Allbones  
Stephen Coulman  
Amanda Clarke

Interim Town Clerk  
Operations Manager  
Allotments Officer

**Also Present:** Councillor Nick Coxon

### PS24/173 Apologies for Absence

Apologies for absence were received from Councillor K Panter.

### PS24/174 Public Participation Period

### PS24/175 Declarations of Interest

### PS24/176 Dispensation Requests

No dispensation requests were received.

### PS24/177 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from item PS24/182, PS24/183 & PS24/185 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PS24/178 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 13 February 2024 be approved as a as a true and accurate record and signed by the Chairman.

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

Initialled:

**PS24/179 Matters Arising Schedule (Paper B)**

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

**PS24/180 Allotment Secretaries (Paper C)**

**RESOLVED:** to sign and send letters of gratitude for current Allotment Secretaries.

**PS24/181 Love Lane Allotment Pond (Paper D)**

**RESOLVED:** to NOTE the update

**PS24/182 Allotment Garden Application (Paper E)**

**RESOLVED:** to approve the application for an allotment garden as the Council had no justified reason to decline.

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

**PS24/183 Allotment Garden Reallocation (Paper F)**

**RESOLVED:** to approve the reallocation of a tenant to allotment garden 44 on Love Lane Allotments with the following provisions: -

- i. Any structures moved from their old allotment garden must adhere to the current Tenancy Agreement, heritage structures are for the allotment garden and not the tenant.
- ii. Their former allotment garden must be cleared of all old structures and debris within 3 months of allocation of allotment garden 44.

Note: The Allotments Officer left the meeting.

**PS24/184 Community Grant Applications (Papers G & H)**

**RESOLVED:** to award the following grants: -

- i. Hillcrest Early Years Academy - £1,000
- ii. Morton Festival - £730

It was **NOTED** that the policy needs reviewing.

Note: Councillor Key abstained from voting on the Morton Festival resolution.

**PS24/185 Revised Operations Team Working – Equipment (Paper I)**

**RESOLVED:**

- i. To arrange a visit and demonstration to supplier to A - £24,331 - Solis 26Hp tractor.

**PS24/186 General Cemetery Extension Plans (Paper J)**

**RESOLVED:** to ask Cemetery Development Services to fully cost plans 3, 8 and 13 and report to a future meeting.

Note: Councillors Bowler and Dannatt voted against the above resolution.

**PS24/187 Childrens Cricket Sessions (Paper K)**

**RESOLVED:** to approve Gainsborough Cricket Club to use the cricket field free of charge for children's cricket session for 8 weeks starting Tuesday 4th June from 5:00pm - 5:45pm and 6:00pm - 7:00pm.

**PS24/188 Remembrance Sunday (Paper L)**

**RESOLVED:**

- i. That the Council will pay for the printing or print in house of the Order of Service for the church service.
- ii. That the Council will pay for Coffee/tea etc for refreshments but not organise or host.
- iii. That the Committee are happy for Council staff to place large poppies on lampposts once RBL have advised which lampposts and LCC have approved.

**PS24/189 Illuminate, GO Festival and Town Centre Bunting (Paper M)**

**RESOLVED:**

- i. To approve contribution of £1,000 to Illuminate 2024
- ii. To approve contribution of £3,000 to GO Festival 2024
- iii. To approve contribution of £500 to the summer 2024 bunting

**PS24/190 Tim Davies Commemoration**

**RESOLVED:** to **RECOMMEND TO FULL COUNCIL** to consider for approval: -

- i. A street name
- ii. Bench on Ashcroft Road pocket park
- iii. Tree planted at Richmond Park

**PS24/191 Items for Notification**

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

- Levellings Dog Walk Footpath
- General Cemetery Extension
- Community Grants Policy & Application Form Review
- Exhumation Policy Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- General Cemetery potential carpark area
- General Cemetery Chapel
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports
- Richmond House Fire Risk Assessment review

**PS24/192 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 9 April 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 8:44pm

Initialled:

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

DRAFT



# PAPER B

## Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 04/04/2024



**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 <b>decide</b> whether or not the proposed work may go ahead.	The committee received the presentation and decided to <b>defer</b> 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 <b>recommended</b> 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	<b>Richmond House</b> To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee <b>resolved</b> 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	<b>Levellings Dog Walk</b> To <b>note</b> first estimates for improvements to the Levellings dog walk and <b>consider</b> whether to go ahead	The committee <b>resolved</b> 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	<b>Aisby Walk Play Area</b> To <b>note</b> an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and <b>resolved</b> : - 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.	<b>OM</b> to proceed with consultation process.  <b>OM</b> meeting with school early February.  <b>Tender packs are ow on the website.</b>	Summer 2024.	<b>OM</b>
In progress	PS23/196	<b>Richmond House Conservatory</b> To <b>consider</b> 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.  <del>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.</del>	<del>TC to instruct the architects and enter into negotiations with both WLDC and LCC.</del>  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.		<b>ITC</b>
In progress	PS24/017	<b>Love Lane Allotment pond consultation</b> To note the Love Lane allotment pond consultation results and consider	The Committee <b>resolved</b> : - <del>a) To note the survey result.</del> <del>b) To inform allotment holders and Thorneck and Somerby estates of the survey results.</del>	<b>AO &amp; OM</b> to produce a pond management plan.		<b>OM/AO</b>

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		recommendations contained in the report.	<del>e) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.</del> <del>d) To inform the WLDC planning enforcement officer that planning consent has been sought.</del> <del>e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</del> f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted			
Part Complete	PS24/032	<b>Laybo Fest 2024</b> 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 <b>resolved</b> 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.	<b>ASO</b> to respond to applicant.		<b>ASO</b>
In progress	PS24/048	<b>Climbing wall &amp; security fence</b> To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee <b>resolved</b> to defer the item until the next meeting.	Awaiting listing decision from WLDC.		<b>OM</b>
In progress	PS24/084	<b>Richmond House Lease</b> To consider lease agreement between WLDC and GTC dated 1 April 2009.	<b>RESOLVED:</b> 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.		<b>ITC</b>

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/085	<b>Richmond House Windows</b> To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.	<b>RESOLVED:</b> <del>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.</del> 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.	Repair works have begun.	Spring	<b>OM</b>
In progress	PS24/124	<b>Marshalls Sports Ground Main Pavilion Heating</b> To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.	<b>RESOLVED:</b> 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.	<b>OM</b> and <b>ITC</b> attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs.		<b>OM</b>

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	PS24/125	<b>Richmond House Rear Entrance and Toilets</b> To consider quotation received to repair and redecorate the rear entrance and toilets at Richmond House.	<del><b>RESOLVED to RECOMMEND TO FULL COUNCIL:</b></del> <del>1) That the single quotation made up from three local contractors acting as one be accepted – £6,510 plus VAT</del> <del>2) That the contractor be engaged to undertake the works as soon as their work schedule permits.</del> <del>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.</del> <del>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.</del> <del>5) To adjust the budget accordingly.</del>	Works complete. Awaiting confirmation of LCCR contribution.		OM
In Progress	PS24/142	<b>General Cemetery Chapel Condition Survey</b>	<b>RESOLVED:</b> to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.			OM
In Progress	PS24/162	<b>Memorial Testing</b>	<b>RESOLVED: to RECOMMEND TO FULL COUNCIL:</b> 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.	Approved at Full Council		

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			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.			
Complete	PS24/167	<del>Levellings Dog Walk</del>	<del>RESOLVE: to</del> <del>a) look at the 2023 arborist report again</del> <del>b) obtain quotations for</del> <del>i. the removal of the dog walk footpath,</del> <del>ii. move the adjacent footpath further into the field,</del> <del>iii. the resurface of the perimeter footpath,</del> <del>iv. the resurface of the games and old sandpit area</del>	Quotations being received at will be presented at the next meeting.		
In Progress	PS24/170	Event Application	<b>RESOLVED:</b> to approve the application in principle to hold Community Family Fun Day on Levellings Playing Field but require further information and site layout plan.	Further information present at the meeting.		
In Progress	PS24/182	Allotment Garden Application	<b>RESOLVED:</b> to approve the application for an allotment garden as the Council had no justified reason to decline.			
In Progress	PS24/183	Allotment Garden Reallocation	<b>RESOLVED:</b> to approve the reallocation of a tenant to allotment garden 44 on Love Lane Allotments with the following provisions: - i. Any structures moved from their old allotment garden must adhere to the current Tenancy Agreement, heritage structures are for the allotment garden and not the tenant.			

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			i. Their former allotment garden must be cleared of all old structures and debris within 3 months of allocation of allotment garden 44.			
In Progress	PS24/185	Revised Operations Team Working – Equipment	<b>RESOLVED:</b> to arrange a visit and demonstration to supplier to A - £24,331 - Solis 26Hp tractor.	Site visit arranged.		
In Progress	PS24/186	General Cemetery Extension Plans	<b>RESOLVED:</b> to ask Cemetery Development Services to fully cost plans 3, 8 and 13 and report to a future meeting.	Present at the meeting.		



# PAPER C

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

Report Author: Amanda Clarke

Report Date: 27.03.2024.



**Gainsborough**  
TOWN COUNCIL

## Tenancy Breach Update

### 1. Summary

The report is to update the Property and Services Committee members of allotment tenancy breaches that the Allotment Officer is aware of and has issued 'Breach Notification' letters.

### 2. Background

#### **Tenancy Breach 3.9. Rent in arrears.**

1no- North Warren- Paid after issue of the letter.

1no – Foxby Hill- Final letter issued. Plots are now GTC.

#### **Tenancy Breach 3.3. First Notification.**

##### **Foxby Hill**

1no - Felling trees.

4no Condition of gardens - *1no surrendered after first breach.*

##### **Love Lane**

1no Unauthorised access to another plot

##### **North Warren**

3no Condition of plot

##### **Spital Hill**

2no Condition of plot- 1no surrendered.

##### **Showfield**

1no Condition of plot

#### **Tenancy Breach 3.4 Second Notification**

##### **Foxby Hill**

2no- Condition of plots

1no – follow up inspection scheduled for 4<sup>th</sup> April 2024

##### **North Warren**

2no- Condition of plot

### 3. Cost

No associated costs

### 4. Recommendation

For information only.

The Committee members will be notified no compliance of 3.4 and to discuss 3.5 of the Tenancy Breach Policy notice to quit / re-entry letter to be issued.

# PAPER D

# PAPER E

# PAPER F

# PAPER G

**Officer Report to  
Property & Services Committee**

**Report Author:** Stephen Coulman  
**Report Date:** 03.04.2024



**Gainsborough**  
TOWN COUNCIL

## **Richmond Park Fountain**

The full repair lease that the Council has with West Lindsey District Council (WLDC) for Richmond House and the surrounding park requires undertaking routine repairs to the structure and fabric of the property and grounds / park.

The Council, as a landlord to Lincolnshire County Council Registrars (LCCR), is required to consult with the service regarding anything that may affect their use and 'enjoyment' of the property and park.

The Interim Town Clerk is in negotiations with LCCR for the new lease for the parts of the property employed by the service – ceremony room, offices, WCs, rear entrance hall, demolition of the conservatory / building of a new patio and house grounds / park.

Richmond House is a Grade II listed building and as such certain works require Listed Building Consent (LBC). Works of general maintenance, repair and decoration where colour schemes or the fabric of the building are not changed do not require LBC.

However, the Council does notify WLDC, specifically the Planning and Building Conservation Officers, when undertaking significant works. Recently this has included the re-roofing of two rear elevation pitched roofs, removal of the aviary, and the repair and decoration of the windows and painting of the exterior of Richmond House – this is ongoing.

Recent works of repair undertaken that do not require consent from WLDC are the repairs to footpaths in the park.

### **1. Background**

The Operations Manager has concerns regarding the disused fountain to the front of Richmond House in the park. The concerns relate to it effectively being an unguarded 18-inch-deep hole that, subject to the weather, contains water. It presents a potential risk to falling and drowning.

The fountain is regularly checked, and the water bailed out to maintain a depth of no more than an inch deep. However, this does not remove the potential of someone falling into the fountain.

The Operations Manager has attempted to obtain quotes and engage contractors to undertake works to reinstate this fountain. Only one has attended site and they did not provide a quotation despite saying they would. However, a working fountain would still leave a risk of someone falling into unguarded water.

The Operations Manager obtained a quotation from a local fabricator to manufacture and install a galvanised metal grid to cover the water. This would be laid in place and not fixed (other than by gravity / its considerable weight) out of plain site below the fountain wall – LBC would not be required as this is a temporary and effective safety solution that is easily reversed by removal of the metal grid. The quotation, received in March 2024, was for £2,138.32, including VAT.

A cheap and simple 'fix' that would remove a potential risk of falling and drowning, which also does not require LBC and cost virtually nothing, is to undertake the following works:

- 1) Break a hole in the concrete at the base of the fountain to allow rainwater to escape / provide drainage. This can be easily reversed as the hole will be a foot square and can be concreted over again.
- 2) Place brick rubble, from allotment sites, and gravel from the base of the removed aviary base into the bottom of the fountain to allow free movement of rainwater to drain away. This can be easily reversed by removal.
- 3) Place composted grass and leaf mulch on top of 1) and 2) above to create a planter. This excellent compost / soil is contained in the operations yard. This can be easily reversed by removal.
- 4) Plant up the new planter.

The Operations Manager has consulted LCCR. They do not use the fountain and have no need of it – though photographs are taken next to it at weddings and a new planter would enhance the park and wedding photographs.

The above was outlined by the Operations Manager and discussed at the Chairs Briefing Meeting on Monday 11<sup>th</sup> March 2024.

The works detailed in paragraphs 1) to 4) will be undertaken so as to remove a potential risk to falling and drowning. In the meantime, water levels will be monitored and the fountain bailed out as necessary.

## **2. Cost**

The costs associated with this report are virtually nil as the necessary materials and labour required are freely available to the Council.

Reversal of the creation of the planter / removal of a potential risk to falling and drowning and reinstatement of the fountain will be virtually nil as the necessary materials and labour required are freely available to the Council.

## **3. Recommendation**

That the Council note the content of this report with regard to the unused ornamental fountain.



# PAPER H

# PAPER I

# PAPER J

**From:** Bryony H  
**Sent:** Monday, March 11, 2024 8:06 PM  
**To:** Natasha Gardener  
**Subject:** Re: Levellings Park Availability

Hello Natasha

**Information for the day**

29<sup>th</sup> of June 2024

Open to Public 10am until 4pm

Open for Set-Up 8.30am

Charities/Businesses/Activities/Food and Drink stalls are being sourced.

Singers/Musicians/Dance Group performing throughout the day (times to be confirmed, 15/20 minutes slots each)

Posters have gone out to get people interested in having a stall.

Vendors bring their own gazebo/table/chairs.

Vendors have been asked to fill in a form to register for the event. They have also been asked to provide insurance/public liability documents if possible.

Risk assessment will be in place by the First of June once more have confirmed. We will also arrange the stalls better.

**Questions from us**

Can we use the changing room/toilets? Even if we need to have these managed?

Suggestions for a Portaloo company?

Is there any access to funding for such items?

Can cars come on to the field (Not the pitch) to set up?

Does every vendor need insurance/public liability?

When more is planned. I shall update. Please find attached draft plan.

Kind Regards, Bryony Hughes

