

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 9 April 2024** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor James Plastow (Chair)

Councillor Nigel Bowler	Councillor Nicholas Coxon
Councillor Richard Craig	Councillor Dennis Dannatt
Councillor Caz Davies	Councillor Paul Key

In Attendance:

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

PS24/193 Apologies for Absence

Apologies for absence were received from Councillor J Ward.

PS24/194 Public Participation Period

No public in attendance.

PS24/195 Declarations of Interest

Councillor Craig declared a personal interest in agenda item PS24/208 as he is the Project Manager for Connexions.

PS24/196 Dispensation Requests

No dispensation requests were received.

PS24/197 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from item PS24/201, PS24/202, PS24/203, PS24/205 & PS24/206 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS24/198 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 12 March 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.

PS24/199 Matters Arising Schedule (Paper B)

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

PS24/200 Allotment Officer Report (Paper C)

RESOLVED: to NOTE the update report from the Allotments Officer on tenancy breaches.

PS24/201 North Warren Allotment Fence (Paper D)

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

For: - Councillors Bowler, Coxon, Craig, Dannatt, Davies, Plastow

Against: - Councillor Key

RESOLVED: to agree to instruct Contractor A to erect a 1.8m palisade fence on the inside of the site, 1m away from the boundary, 140m length of the site.

PS24/202 Showfield Allotment Wall (Paper E)

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

For: - Councillors Bowler, Coxon, Craig, Dannatt, Davies, Plastow

Against: - Councillor Key

RESOLVED: to **RECOMMEND to FINANCE AND STRATEGY COMMITTEE** to increase the EMR from the proposed £10,525 by £2,000, and subject to the above instruct Contractor A to rebuild the boundary wall adjacent to a residential property of Morton Terrace and Showfield Allotments and to repoint the walls to the east.

PS24/203 General Cemetery Extension – Old Nursery Site (Paper F)

RESOLVED:

1. That the Council accepts the late submission of the costings of drawings number three (3), eight (8) and thirteen (13) by CDS.
2. That the Council makes enquiries with West Lindsey District Council regarding the acquisition, or donation / other, of the old WLDC nursery site.
3. That the Council makes enquiries with West Lindsey District as two (2) Councils may agree to form a joint committee to form a single burial authority – e.g., WLDC and the Council.

Note: The Allotments Officer left the meeting at 8:04pm.

PS24/204 Richmond Park Fountain (Paper G)

RESOLVED: to NOTE the content of this report with regard to the unused ornamental fountain.

PS24/205 Richmond Park Listing Status (Paper H)

RESOLVED:

1. That the Council contacts WLDC with a view to the Council Leader, Interim Town Clerk and Operations Manager having a site visit with the Leader and Chief Executive of WLDC and any other relevant Officer to discuss a potential agreed revision of the curtilage of the Grade II listing to Richmond House to

include the house and any post 1948 outbuildings of particular historic and / or architectural significance or unique character only.

2. Following a satisfactory outcome from paragraph 1. above, the Council revises its use and makes plans for the future of the operational yard – tarmac, drainage, demolition of some unused dilapidated / partially collapsed buildings.

PS24/206 Meeting with Lincolnshire County Council Registration Service (Paper I)

RESOLVED: to NOTE the actions from the meeting with LCC.

PS24/207 Marshalls Sports Ground Booking

RESOLVED: to write to the event applicant of LayboFest and with a deadline of noon on Thursday 9th May 2024 to submit the final event plan and layout for approval by the Council, proof of PLI, RAMS and evidence of consultation with the Safety Advisory Group. The Committee will consider the receipt at the next meeting.

PS24/208 Event Booking (Paper J)

RESOLVED: to accept the additional information and site layout plan and confirm the application to hold Community Family Fun Day on Levellings Playing Field by Connexions.

PS24/209 Items for Notification

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

- LayboFest Booking
- Levellings footpath maintenance
- General Cemetery Trees
- Community Grants Policy & Application Form Review
- Memorial Safety Policy Review
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- General Cemetery potential carpark area
- Exhumation Policy Review
- 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

RESOLVED: to NOTE the date and time of the next Property and Services Committee is scheduled for Tuesday 14 May 2024 at 7:00pm (potentially subject to change) at Richmond House, Morton Terrace.

The meeting closed at 8:50pm

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

Initialled: _____ Property and Services Committee minutes 2023-24