

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 14 January 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Caz Davies (Chair)

Councillor Mark Binns
Councillor Paul Hooton

Councillor Nicholas Coxon
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

PS25/115 Apologies for Absence

Apologies for absence were received from Councillors R Craig, D Dannatt, P Key, S Morley, K Woolley.

PS25/116 Public Participation Period

No public in attendance.

PS25/117 Declarations of Interest

Councillor Davies declared a personal interest in agenda item PS25/110 as she knows the applicant who wishes to move the bus shelter.

PS25/118 Dispensation Requests

No dispensation requests were received.

PS24/119 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/123 and PS25/125 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

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

PS25/120 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 December 2024 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Binns and Hooton abstained from voting on the above resolution.

PS25/121 Matters Arising Schedule (Paper B)

RESOLVED: to note current position of previously agreed actions and remove all recommended actions.

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

PS25/122 Fire Risk Assessment (Paper C)

Members **NOTED** the Fire Risk Assessment Report for Richmond House. A review of progress of matters that require attention to taken place in 3 months' time.

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

PS25/123 Grass Verge Cutting (Paper D)

Members consider quotations received for parish grass verge cutting for 2025/26.

RESOLVED: to RECOMMEND TO FULL COUNCIL: to appoint Glendale Services as the grass verge contractor for 2025/26.

PS25/124 Trees Safety Report (Paper E)

RESOLVED:

- i. That the tree report and actions to date are noted.
- ii. That the Operations Manager, in conjunction with an Elected Member, determine the level of works required to Chestnut (T217) within the North Warren Cemetery, due to the severity of consequences from any possible failure.
- iii. There are numerous references within the report regarding tree strategies and replacement schemes and it is recommended that the Operations Manager, in conjunction with the Councils appointed Arboriculturist, produce a strategy containing proactive tree management guidance and replanting advice.

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

PS25/125 General Cemetery Tree Works (Paper F)

Members considered quotations received to carry out works on the boundary trees in the General Cemetery following the safety survey.

RESOLVED: to RECOMMEND TO FULL COUNCIL:

- i. That the Council appoint Foxstone Forestry Ltd to undertake the tree management works as quoted.
- ii. That a 10% discretion be afforded to the Operations Manager to allow for any price fluctuations or unforeseen works.

RESOLVED:

- i. That the Operations Manager speak with ONGO Housing and agree access arrangements so as to allow the appointed contractor to prepare and provide their RAMS, insurances etc. A time frame should also be agreed at this point

for the necessary tree management works (felling, crown lifting, pollarding etc.) before house building commences and access is no longer possible or is restricted.

PS25/126 Items for Notification

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

- i. Fire Risk Assessment (Marshalls)
- ii. Fire Risk Assessment review of progress (Richmond House) – April
- iii. Pride Event review of event plan - April
- iv. Marshalls Boiler
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/127 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 February 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:52pm.

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