

BRIGG TOWN COUNCIL
PROPERTY AND SERVICES COMMITTEE
Meeting – Wednesday 2nd November 2005
Chairman – Councillor J. Kitwood

Present: Councillors; Mrs. J.A. Bell, M.N. Birkitt, Mrs. J. Brock, M.S. Campion
M. Doherty, Mrs. M. Glossop, J. Kitwood, and Mrs. P.J. Smith

In attendance:- Mr. D. Glossop (Hon Accountant) Angel Suite
 Mr. M.J. Tuplin – Allotment Tenant

PS047 NOTICE CONVENING THE MEETING

Taken as read and approved.

PS048 APOLOGIES RECEIVED AND REASONS FOR ABSENCE

Councillor Mrs. S. Dewberry is attending another meeting.
Councillor T. Morris is at work.

PS049 DECLARATIONS OF INTEREST

Standing:

Councillor Mrs. J. Brock	Redcombe Lane Allotments
Councillor T. Morris	Grammar School Road Allotments.

Already recorded: Prejudicial Interest

Councillor Mrs. M. Glossop – Item 7bii - Monday Bowls Sessions.

PS050 GENERAL CORRESPONDENCE None.

PS051 REPORT ON GENERAL ISSUES OUTSTANDING FROM THE CLERK.

None.

PS052 ALLOTMENTS

a) Update on Tenancies and Payment of Rentals

Before proceeding with the items on the Agenda, the Chairman advised members that, sadly, Mr. Herbert Laughton, one of the Grammar School Road Allotment Tenants, has died. A letter of condolence has already been sent to his wife and family.

Grammar School Road All plots now let and there is a waiting list !!

A request has been received from the new tenant of Plot 26, who would like to install a short length of drainage pipe and connect it to the surface water drainage previously installed by the Town Council. The clerk has advised him that, providing the neighbouring tenant is agreeable to this work being undertaken across her plot, she could not foresee any problem.

Redcombe Lane

No change
One rental payment still remains outstanding

A request has been received from one of the tenants who would like to create a concrete path down the middle of his plot?

Councillor Mrs. P.J. Smith declared a Personal Interest in this matter. She did not take part in the discussion, and abstained from the vote, as the tenant is her neighbour.

Councillor Mrs. J.A. Bell proposed that, providing the tenant is willing to take up the path and re-instate the plot should he vacate his tenancy in the future, permission should be granted. Seconded: Councillor J. Kitwood.

Motion carried. One abstention

b) Report on Site Visits and Consider any action required

Grammar School Road

The Chairman reported that the ditch has been cleaned out, and the other ground maintenance works completed. However, some additional works had to be authorised during this period, following a sudden rush of interest in the remaining vacant plots (see item f)

Discussions have also been held with North Lincolnshire Council regarding the section of the ditch under its ownership, alongside the old Red Cross Hut, with a view to Mr. Richardson cleaning out that stretch as well.

Mr. Richardson has also provided North Lincolnshire Council with a price to cut back the land to the rear of the Birches, providing he can access the site by crossing the ditch from the Town Council Allotments.

Members agreed that this would be acceptable, providing the work is undertaken at his own risk.

Redcombe Lane

Nothing new to report.

c) To receive notice from the clerk that a waiting list now exists for both allotment sites, and consider a more stringent application of the terms of the tenancy agreements, particularly with regard to un-worked allotment plots.

It was noted that the following plots at the Grammar School Road site are not being worked in accordance with the tenancy agreement:-

Plots 8, 19, 20, 21, 22, 23 and 24.

Plots 12 and 13 are also poor but this gentleman has always worked his plots well in the past. He has intimated to Mr. Tuplin that he would probably vacate one of the plots if there was someone interested. Continued/...

In view of the fact that there is now a waiting list, it was agreed that it is no longer satisfactory to allow a tenant to retain a plot which is not being worked.

Councillor J. Kitwood proposed that the clerk should send a letter to the tenants of those plots which are not being properly cultivated, advising them that the Town Council now has a waiting list, and to enquire whether they want to continue with their tenancy; and should their decision be to continue with the tenancy, that the Town Council would expect to see evidence that work to cultivate the plot has re-commenced, before the next meeting of the Property and Services Committee, on Wednesday 14th December 2005, otherwise the Town Council would have no choice but to consider terminating their tenancy agreement.

Seconded: Councillor Mrs. M. Glossop All agreed.

d) **Correspondence** None.

e) **Update from the Clerk on Outstanding Issues** None.

e) **Financial Report and Accounts for Payment**

The balance of the Allotments Account is £1,104.21

Accounts due for payment:

Mr. A. Richardson	clean out / scrape the ditch	£300.00
Mr. A. Richardson	see f) below	

Proposed: Councillor M.S. Champion Seconded: Councillor Mrs. M. Glossop
Vote: All agreed.

f) To confirm and approve the final cost of site clearance work at the Grammar School Road Allotment Site.

As previously mentioned, it was necessary to authorise additional, (un-foreseen) works while Mr. Richardson was on site. This included cutting back and strimming 5 plots, and then clearing the rubbish into the skip together with rubbish collected from other areas on the site. In addition, Plot 25 was let during this period, and work had to be authorised to remove the black membrane which had virtually seeded itself into the ground! Therefore, the final cost of the site clearance work is £240.00

Councillor M.N. Birkitt proposed that payment should be authorised.
Seconded: Councillor M.S. Champion. All agreed.

g) To consider the results of the survey of tenants with regard to the formation of an Allotments Association.

24	Tenants	10	Responses received.
8	Yes (2 verbal)	2	No

continued/...

The original aim was that a fee would be charged which, over the course of a year, would generate an average income equivalent to the weekly concessionary hire rate.

The Hon. Accountant provided a breakdown of the income received over the past 12/18 months, in order to establish what the fee needed to be in order to achieve this aim, but without jeopardising the future of this weekly recreational session. His evaluation showed that the average weekly attendance is 12 people, and they currently pay £1.50 per week.

Councillor Mrs. P.J. Smith asked how long each bowls session lasts for, and was advised that it usually operates for 2 hours.

Councillor Mrs. Smith proposed that the rate should be increased to £2.00 per week and that the clerk should prepare a short notification slip to be handed to those who attend.

Seconded: Councillor Mrs. J.A. Bell. All agreed.

iii) **To consider promotion/marketing of the Angel Suite and associated costs**

The Chairman suggested that, bearing in mind the loss of income following the demise of the Adult Education Classes, perhaps a marketing campaign should be undertaken; and perhaps consideration should also be given to commissioning a set of publicity photographs that could be used for advertising, and placed on the Web Site.

The following suggestions were put before members for their consideration:-

advertising in forthcoming marketing promotions in the Scunthorpe Telegraph / Market Rasen Mail / Pantomime Programmes / Local Dramatic Society Programmes/ and at Wedding Fayres and in Wedding Literature

Councillor M.N. Birkitt suggested that a brochure could be printed for circulation to potential users.

Councillor Mrs. P.J. Smith responded that a single sheet flyer would be more appropriate.

It was suggested that better use could be made of the notice board, by showing photographs of events held inside of the building.

The clerk was asked to contact Janice Oliver at North Lincolnshire Council, with a view to advertising in the John Spillers Pantomime Programme, and also to obtain contact names and addresses of local theatrical / operatic societies, with a view to placing adverts in their programmes.

Continued/...

It was also agreed that Peter Thompson should be asked to photograph the Room, when set up for forthcoming public events such as the Graduation Ceremony, Craft Fair, and Christmas Fair, as part of his remit for the Web Site.

The Clerk was asked to make enquiries with regard to obtaining photographs of any weddings recently held at the Angel Suite, and to request permission to use them on the Web Site, and in any future promotional material.

Councillor Birkitt advised that he would be willing to attend local Wedding Fairs in order to promote the building as a wedding reception venue.

The Chairman then asked all members to give this matter further thought and bring further ideas back to the next meeting.

c) Correspondence

None.

d) Update from the clerk on outstanding issues.

- i) The correspondence sent by Recorded Delivery, relating to the booking when damage was caused within the premises, has been returned “not known at this address.”

Councillor J. Kitwood proposed that this payment should be recorded as a bad debt, and no further action taken.

Seconded: Councillor Mrs. P.J. Smith All agreed

- ii) Visual Fire Alarms – nothing to report at this stage.

e) Report on General Maintenance and related matters

The floor buffing machine has broken down – the clerk will be making enquiries to establish whether it can be repaired.

f) Access Audit Report:

i) In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw.

Proposed: Councillor M.N. Birkitt Seconded: Councillor Mrs M. Glossop
All agreed.

ii) To consider the estimates obtained for the decorating works to the door frames and architraves within the public areas of the Angel Suite, and appoint the contractor.

iii) To consider the cost of additional general re-decoration work within the building and appointment of a contractor.

Members were advised that prices for this work had been obtained from five decorating firms, and a breakdown of the estimates received was provided for their reference. **(see confidential notes)**

After due consideration and detailed examination of the estimates received, Councillor Mrs. P.J. Smith proposed that the decision should be deferred until the next meeting, and in the meantime the clerk should meet with one of the firms who have tendered for the work, in order to gain clarification on certain aspects of their quotation.

Seconded: Councillor M.S. Champion. All agreed.

PS054 **CHRISTMAS LIGHTS**

To note the revised rates bill for the premises now used to store the Christmas Lights, and that Full Council have approved the transfer of reserve funds to the Christmas Lights Budget cover this additional expenditure.

The revised bill is £490.75

PS055 **PRINCESS DIANA PLAQUE – ADJACENT TO RIVER ANCHOLME**

To consider possible designs for a replacement plaque, and the cost of both purchase and installation of the same.

The clerk provided members with details of the suggestions and prices received from Kettles of Brigg, and Barningham Memorials in Ashby

After due consideration Councillor M.N. Birkitt proposed that the Town Council should request a detailed quotation from Kettles of Brigg, for their suggestion of a new “wedge design” plaque in Imperial Green Granite, to be sited within a small ornamental flower bed surrounding (or close by) the Pear Tree itself. The funds can then be placed in the budget for the work to be done in the next Fiscal Year.

Seconded: Councillor M.S. Champion

All agreed.

PS056 **PAINTING OF MR. MATT HUTCHINSON:**

To consider the cost of re-framing and hanging the painting of Mr. Matt Hutchinson, recently donated to the Town Council, and determine the most suitable location for it to be displayed.

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It is suggested that the painting should be re-framed and, although it is painted in oil, it should still be framed behind glass in order to protect it?

The cost for framing will be in the region of £25.00

In addition – it is suggested that a short pen picture of Mr. Hutchinson should also be framed, to match, which could then be hung beside the painting in order to enlighten visitors on who he was.

The total cost would be in the region of £30.00 - £35.00

Councillor J. Kitwood proposed that the clerk should be authorised to go ahead with this work. Seconded: Councillor M. Doherty
All agreed.

PS057 **ORIGINAL GAS LAMP AND THE STONE TABLET**

To consider the cost of removal, renovation, and re-location of the original gas lamp, and the stone tablet, now offered back to the Town Council.

Price requested but still awaited from P & D Wrought Iron Designs at Winterton

Item deferred until the next meeting.

The meeting closed at 8.50pm

.....signed
Chairman, Property & Services Committee
Meeting - Wednesday 2nd November 2005

.....signed
Chairman, Full Council
Monday 28th November 2005