

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Nick Coxon

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor Stuart Morley

Councillor Kenneth Woolley

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor James Plastow

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 14 May 2024** commencing at **6:30pm** 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

PS25/001 Apologies for Absence

To note apologies for absence.

PS25/002 Vice Chair

To appoint Vice Chair for this committee.

PS25/003 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.

PS25/004 Declarations of Interest

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

PS25/005 Dispensation Requests

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

PS25/006 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.

PS25/007 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 9 April 2024 (pages 4 to 7)

PS25/008 Matters Arising Schedule

To note current position of previously agreed actions as at 9 May 2024.

Paper B (pages 8 to 15)

PS25/009 Allotment Officer Report

To note the update report from the Allotments Officer and the use of the delegated functions.

Paper C (pages 16 to 20)

PS25/010 Allotment Tenancy Breaches

To consider and approve termination of tenancies under the Tenancy Breach Policy.

Exclusion of public and press recommended due to confidential nature.

Paper D (pages 21 to 27)

PS25/011 Marshalls Sports Ground Carpark

To consider quotations received to

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

Paper E (pages 28 to 29)

PS25/012 Levellings Dog Walk Footpath

To consider quotations received to

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

Paper F (pages 30 to 35)

PS25/013 General Cemetery Trees

To consider complaint received regarding the lime trees in the General Cemetery.

Exclusion of public and press recommended due to confidential nature.

Paper G (pages 36 to 42)

PS25/014 General Cemetery Memorial Tributes

To consider complaints regarding memorial tributes.

Exclusion of public and press recommended due to confidential nature.

Paper H (pages 43 to 47)

PS25/015 General Cemetery Issue

To consider Officer report on cemetery issue and instruct Officers on next steps.

**Exclusion of public and press recommended due to confidential nature.
Paper I (pages 48 to 53)**

PS25/016 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 J (pages 54 to 82)**

PS25/017 Marshalls Sports Ground Booking

To consider verbal report on upcoming booking.

PS25/018 Community Grant Applications

To consider grant applications received.

- i. St Paul's Church, Morton - £1,500 **Paper K** (pages 83 to 110)
- ii. Stepping Stone Theatre For Mental Health - £350 **Paper L** (pages 111 to 134)

To note that the following Community Grant funds are available:

- £2,000 in 2024 / 2025 budget
- £3,110 in earmarked reserves

Paper M (pages 135 to 140)

PS25/019 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 - June
- Exhumation Policy Review - June
- Memorial Safety Policy Review - June
- Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review - June
- Play Area RoSPA Safety Inspection Reports - June
- General Cemetery potential carpark area
- General Cemetery Chapel
- Richmond House conservatory replacement
- Richmond House Fire Risk Assessment review

PS25/020 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 11 June 2024 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 09 May 2024

PAPER A

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

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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.

Initialled:

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 STRAGETY 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

Initialled:

Property and Services Committee minutes 2023-24

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:

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 09/05/2024



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 decide whether or not the proposed work may go ahead.	The committee received the presentation and decided to defer 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 recommended 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	Richmond House To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved 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	Levellings Dog Walk To note first estimates for improvements to the Levellings dog walk and consider whether to go ahead	The committee resolved 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	Aisby Walk Play Area To note an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.	The Committee noted the update report and resolved : - 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.	OM proceeded with consultation process. OM met with school early February. Email from WLDC stopped tender process, will email WLDC in September.	Summer 2025.	OM
In progress	PS23/196	Richmond House Conservatory To consider 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. 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.	TC to instruct the architects and enter into negotiations with both WLDC and LCC. 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.		ITC
In progress	PS24/017	Love Lane Allotment pond consultation To note the Love Lane allotment pond consultation results and consider	The Committee resolved : - a) To note the survey result. b) To inform allotment holders and Thonock and Somerby estates of the survey results.	AO & OM to produce a pond management plan.		OM/AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		recommendations contained in the report.	<p>e) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.</p> <p>e) To inform the WLDC planning enforcement officer that planning consent has been sought.</p> <p>e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</p> <p>f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted</p>			
Part Complete	PS24/032	Laybo Fest 2024 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 resolved 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.	ASO to respond to applicant. Awaiting documents and site plan, gave deadline of 9 th May at noon, now extended to 10am on 17 th May.	17th May	ASO
In progress	PS24/048	Climbing wall & security fence To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.	The Committee resolved to defer the item until the next meeting.	Awaiting listing decision from WLDC.		OM
In progress	PS24/084	Richmond House Lease To consider lease agreement between WLDC and GTC dated 1 April 2009.	RESOLVED: 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. Richmond Park site meeting and Guildhall meeting set for end of May.		ITC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS24/085	<p>Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.</p>	<p>RESOLVED:</p> <p>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.</p> <p>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.</p> <p>c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.</p> <p>d) That the necessary funds come from the Richmond House Reserve.</p> <p>e) The budget be adjusted accordingly.</p>	Repair works have begun.	Spring	OM
In progress	PS24/124	<p>Marshalls Sports Ground Main Pavilion Heating To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.</p>	<p>RESOLVED:</p> <p>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.</p> <p>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.</p> <p>3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.</p>	OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In Progress	PS24/142	General Cemetery Chapel Condition Survey	RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.	OM and team carrying out some recommendations in house.		OM
In Progress	PS24/162	Memorial Testing	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.	Approved at Full Council. Beginning 1 st June.	Summer 2024.	OM
Complete	PS24/170	Event Application	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.	Further information present at the meeting.		
In Progress	PS24/182	Allotment Garden Application	RESOLVED: to approve the application for an allotment garden as the Council had no justified reason to decline.			
Complete	PS24/183	Allotment Garden Reallocation	RESOLVED: to approve the reallocation of a tenant to allotment garden 44 on Love Lane Allotments with the following provisions:—	Tenant decided to remain on current plot.		AO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>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.</p> <p>ii. Their former allotment garden must be cleared of all old structures and debris within 3 months of allocation of allotment garden 44.</p>			
In Progress	PS24/185	Revised Operations Team Working – Equipment	RESOLVED: to arrange a visit and demonstration to supplier to A - £24,331 - Solis 26Hp tractor.	Site visit arranged.		
Complete	PS24/186	General Cemetery Extension Plans	RESOLVED: to ask Cemetery Development Services to fully cost plans 3, 8 and 13 and report to a future meeting.	Present at the meeting.		
In Progress	PS24/201	North Warren Allotment Fence	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.	Japanese knotweed has been identified, so that is being dealt with first.		AO
In Progress	PS24/202	Showfield Allotment Wall	RESOLVED: to RECOMMEND to FINANCE AND STRAGETY 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.	Fuds in EMR, contractor has been instructed.		AO
In Progress	PS24/203	General Cemetery Extension – Old Nursery Site	RESOLVED: 1. That the Council accepts the late submission of the costings of drawings number three (3), eight (8) and thirteen (13) by CDS.	Meeting arranged with WLDC for the end of May.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			<p>2. That the Council makes enquiries with West Lindsey District Council regarding the acquisition, or donation / other, of the old WLDC nursery site.</p> <p>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.</p>			
In Progress	PS24/205	Richmond Park Listing Status	<p>RESOLVED:</p> <p>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.</p> <p>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.</p>	Site meeting arranged with WLDC for the end of May.		TC & OM

PAPER C

Officer Report to the Property & Services Committee

Report Author: Amanda Clarke
Report Date: 03.05.2024.



Gainsborough
TOWN COUNCIL

Allotment Officer Report

1. Summary

This report has been prepared for the Property and Services Committee members 2024-2025. The report is an overview of Allotment Officer role since March 2023.

2. Allocations

Gardens allocated from 1st March to 8th May 2024.

All new tenants have been met face to face by the AO to go through the tenancy agreement, so they clearly understand the expectations of the tenancy agreement. The appointments last 60-90 mins.

Foxby Hill	32
Love Lane	24
North Warren	20
Showfield	11
Spital Hill	13

Total across the five sites, 100.

3. Vacant Gardens

Foxby Hill	6
Love Lane	6
North Warren	0
Showfield	0
Spital Hill	7

Total across the five sites, 19.

4. Waiting List

Foxby Hill	9
Love Lane	5
North Warren	3
Showfield	1
Spital Hill	7

Total across the five sites, 25.

5. Cost

To date the allotments have generated the following income across the five sites £20,328.27. Income still to be received £3,849.81. The Tenants have until 9th June 2024 to pay for their gardens as per Allotment Tenancy Agreement 2024-2025.

To date the Gardens recorded as unserviceable.

Foxby Hill Number of Gardens unserviceable 6
Spital Hill Number of Gardens unserviceable 10

6. Breach notices

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 garden.

North Warren

3no Condition of gardens.

Showfield

1no Condition of gardens.

Spital Hill

2no Condition of gardens- 1no surrendered.

Tenancy Breach 3.4. Second Notification

Foxby Hill

2no Condition of gardens.
1no follow up inspection scheduled for 4th April 2024.

North Warren

2no Condition of gardens.

Tenancy Breach 3.5. Third Notification – Notice to quit

See report submitted. Allotment recommendation is to issue two letters 'notice to quit'.

7. Additional tasks completed over the 12-month period

- Reviewed the Allotment Tenancy Agreement.
- Reviewed the Allotment Handbook (A Guide to Gardening).
- Reviewed Gainsborough Town Council Allotment Policies as per below: -
 - Animals on Allotment Policy;
 - Keeping Hens on Allotments Policy;
 - Keeping Bees on Allotments Policy;
 - Keeping Pigeons on Allotments Policy.
- Introduced additional Allotment Policies as per below: -
 - Waste Management Policy;
 - Tenancy Breach Policy.

- New system roll out of the electronic Allotment Tenancy Agreement, vastly reducing the costs for printing and posting.
- The Allotment Tenancy Agreement has been issued to 373 tenants for 2024-2025 electronically and to those who expressed a wish to still receive paper copies.
- To establish positive communication, allotment updates are cascaded to the tenants by mail merge and the site notice boards.
- Inspections across all the five sites carried out throughout 2023/2024.
- Inspections for 2024/2025 will be carried out in May, July, and September 2024. The Allotment Tenancy Breach Policy will be implemented for those that have failed the inspections.
- Site Secretaries appointment 2023-2024
Love Lane
Foxby Hill
Showfield
- Site Secretaries appointment 2024-2025
Love Lane
Foxby Hill
Showfield
North Warren

Showfield

- Liaised with a resident on Morton Terrace regarding their concerns over the adjoining wall in between the allotments and their property.
- Liaised with local building and maintenance contractors to request a site visit to examine the wall and to provide a quotation for rebuilding the wall.
- Local schools and nurseries have visited the allotment site in 2023 as part of the National Curriculum. This will be rolled out again in 2024.

North Warren

- Regeneration of the site completed in 2023.
- Liaised with a tenant following on from a shed theft from their allotment garden.
- Liaised with local building and maintenance contractors to request a site visit to examine the existing fence and to provide a quotation for a replacement.
- Instructed a contractor to commence works. Date TBC

Love Lane Pond

- Liaised with contractors to provide quotations for asbestos removal. Instructed the contractor, works completed.
- Liaised with ecologists to provide quotations for an Ecological Survey. Instructed the ecologist, works now completed.
- Liaised with surveyors to provide quotations for Topographical Survey and Hydrographic Survey. Instructed the surveyor, works now completed.
- Completed the 'Retrospective Planning Application for the pond at Love Lane. This has been submitted to the Local Planning Authority at West Lindsey District Council. Gainsborough Town Council are awaiting the outcome of the application.

Love Lane

- The Orchard Garden, which was historically used to home a tenant's chickens who was not paying for the garden, has been turned into a community space. The garden is being nurtured but two tenants on site.

Foxby Hill

- Allotment watch has been set up, due to multiple thefts with no sign of break-ins.
- Community event on bonfire night.
- Worked closely with the Grounds Team Leader and Grounds team to ensure the sites are maintained regularly and secured.

7. Advertising

Allotment Officer intends on advertising allotment life to families once the site inspections have completed. The intention of this is to promote a positive outdoor family life, to be more sustainable, to promote health and wellbeing and reduce the cost-of-living crisis where families are affected. AO intends to visit local GPs Schools and Health Centres to speak to professionals to promote the allotments to their service users and to display posters on the notice boards.

8. Summer Events

Summer events will be organised alongside the site secretaries, potentially being held during the 'Allotments Week' across all five sites.

9. Additional works for the coming year 2024-2025

- Clearance of Foxby Hill.
- The Allotment Officer completed a 'Capital Funding' application in September 2023. The requested amount was £20,000.00. The funds were requested for the site clearance/ removal of old caravans, wind damaged structures, fire damaged structures, asbestos removal, and the replacement of the site's gates with a disability entrance.
- Unfortunately, the grant was not awarded.
- The Allotment Officer would like to see improvements in the general condition of the site, given many gardeners have been tenants for several years, they and I would like to invest in Foxby Hill Allotment by making improvements such as the clearing of the site, e.g. unfit for purpose structures, many of which have been in situ for decades and have been inherited by the tenant upon allocation.
- It is difficult to address the issues at Foxby in a written format, therefore I am proposing for the members of the Property and Services Committee members to join the Allotment Officer on a site visit, to give the members the opportunity to make any recommendations.

PAPER D

Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy

Contents

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2. What is a breach of an Allotment Tenancy Agreement ?..... 2
3. What will happen if I breach my Allotment Tenancy Agreement / next steps?..... 2

Document History

Adopted by Council – 9 January 2024
Reviewed & Adopted -

1. Introduction

1.1 This Policy applies to any Tenant who holds an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

1.2 It will also be used by staff and Councillors.

1.3 This policy applies to all Tenants, who breach their Allotment Tenancy Agreement. However careful consideration will be given to Tenants who's individual circumstances prevents them from adhering to their Allotment Tenancy Agreement such as, but not limited to, illness, injury and or death of an immediate family member.

2. What is a breach of Allotment Tenancy Agreement?

2.1 A breach of Allotment Tenancy Agreement is when the Tenant fails to comply with any part of the Allotment Tenancy Agreement or Council Policies.

2.2 Please refer to the Allotment Tenancy Agreement and Council Policies to give a clear understanding of the conditions to which you have signed for and / or paid for an allotment garden. Please note that by paying for your Allotment Garden(s) and / or signing the Allotment Tenancy Agreement, you're agreeing to all terms and conditions set out in the Allotment Tenancy Agreement and Council Policies.

3. What will happen if I breach my Allotment Tenancy Agreement / next steps?

3.1 The Allotment Officer will attempt to contact the Tenant by telephone to discuss the breach.

3.2 Following on from any telephone call a letter will be issued outlining the discussions between the Allotment Officer and Tenant, noting any agreements that were made between the Allotment Officer and the Tenant to rectify the breach. The maximum timescale of such is twenty-eight (28) days.

3.3 If the Allotment Officer is unable to contact the Tenant by telephone, a letter or email will be issued outlining the concerns that have been raised. The Allotment Officer will give a maximum of twenty-eight (28) days' notice for the breach to be rectified.

3.4 If the breach has not been rectified in twenty-eight (28) days a further letter/ email will be issued advising the Tenant, they have a further twenty-eight (28) days to rectify the breach.

3.5 Failure to rectify the breach within the timescale set out in point 3.4 above will result in a notice to quit or re-entry notice being issued, giving the Tenant twenty-eight (28) days to clear their belongings from the plot.

3.6 After the twenty-eight (28) days stated in point 3.5, Gainsborough Town Council will terminate the Tenants Allotment Tenancy Agreement by re-entry due to the Tenant not duly complying with the conditions of their Allotment Tenancy Agreement.

3.7 If two (2) 'separate' recorded Allotment Tenancy Agreement breaches occur during a twelve (12) month period a notice to quit or re-entry notice will be issued if a third breach occurs, giving the Tenant twenty-eight (28) days to clear his / her Allotment Garden.

- 3.8 In the event of a proven serious breach of the Allotment Tenancy Agreement e.g., aggressive behaviour, verbal and or physical, threats to harm, vandalism or theft, a notice to quit or re-entry notice may be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be charged of such behaviour. The notice served will give twenty-eight (28) days for the Tenant to remove all belongings from the Allotment Garden. The Tenant must arrange suitable times to attend the Allotment Garden with a member of the Council to remove their belongings.
- 3.9 Gainsborough Town Council will terminate the Tenancy by re-entry if the rent is in arrears for more than forty (40) days from the Allotment Tenancy Agreement date.
- 3.10 The Tenant has the right to appeal any breach notices they receive, within seven (7) days, with the reasoning for the appeal. The appeal will then be considered at a Property and Services Committee meeting. The Allotment Officer will forward all correspondence to the Members of the Committee to allow an informed decision as to either overturn the decision or to uphold it. The Committee decision will be final.

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PAPER F

PAPER G

PAPER H

PAPER I

PAPER J

PAPER K



Grant Application Form

1. Name and Contact Details

Applicant Name: Charles Alan Clapham

Address: ██████████ Gainsborough

Telephone Number: ██████████

Email: ██████████

- Type of Organisation:
- School/College
 - Sports Club
 - Youth Group
 - Educational Organisation
 - Other (Please specify below)
- St Pauls Church Morton

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Refurbishment of the existing kitchen facilities by removing all of the fittings and providing a new stainless steel catering sink, hand rinse sink, free standing cupboard units, stainless steel worktops, hot water heater, fridge, double burner and additional socket outlets. A complete redecoration of the kitchen and providing of non slip-flooring to the kitchen and to the seperate toilet

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

As well as regular Sunday services that is attended by a congregation throughout the Gainsborough area, we have monthly charity coffee mornings which raise funds for local charities that are well supported by the community. The three events have raised £630
 We also hold a monthly messy vintage that brings elderly people together for spiritual and social activities, from Gainsborough and the local area

How many people do you expect to benefit from your project?

- 1 – 10 61 – 100
 11 – 30 101 - 200
 31 – 60 200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: £6460

How much are you seeking as a grant from Gainsborough Town Council: £1500

Please provide a breakdown of your project costs in the table below.
 (Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
Builders work in stripping out and refurbishing	£ 4000
Decorating	£ 590
Non slip flooring for kitchen and toilet	£ 1300
Kitchen units	£ 320
Fridge and double hob	£ 250
	£
	£
	£
	£
	£
TOTAL COST	£ 6460

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
West Lindsey community		£
Facilities fund	Yes	£ 3146
Local councillor		£
Initiative fund	Yes	£ 500
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

The present kitchen was provided in 1997/98, the kitchen fittings are old and the facilities do not meet with current hygiene requirements, in the architect report carried out in October 2022 the architect stated that the kitchen is "practical but starting to look a little worn out and an upgrade would be desirable."

The kitchen is used to provide refreshments after every Sunday service and for reasons stated in item 2 and for other events, these include concerts such as the West Lindsey Church Festival

By increasing the provision of catering equipment we will be able to provide a wider choice of catering needs

5. Schedule

When will your project start? July 2024

For how long will your project continue? Three weeks

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference The Church of England constitution
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed.....  Date *2nd May 2024*

Name *Charles Alan Clapham*

Position in Organisation *Church Council/project manager*

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

GAINSBOROUGH TOWN COUNCI – GRANT APPLICATION FORM

GRANT APPLICATION FOR ST PAUL’S CHURCH MORTON

ADDITIONAL INFORMATION FOR THE REFURBISHMENT OF THE KITCHEN FACILITIES

- 1 Three contractors were invited to submit a quotation for the building work, only one received from Sharpe Construction.
- 2 The quotation from Paul Smith for decoration is a contractor who has been used over a number of years on a continual programme for decoration work to the church. He is familiar with the type of materials that has got to be used in church buildings.
- 3 Local flooring contractor, Tim Rice specialises in the seamless safety flooring that we are using.
- 4 The existing kitchen contains an original radiator that cannot be removed, so free standing moveable cabinets are to be used to give access to the radiator and air space behind the cabinets.
- 5 The project has been submitted to the Diocese for approval for permission to carry out the work.
- 6 Photographs showing the existing kitchen.
- 7 Fundraising for the project has raised £1057

Alan Clapham- St Paul’s Church Council Member and Project Manager

PAPER L

Grant Application Form

1. Name and Contact Details

Applicant Name: Stepping Stone Theatre For Mental Health

Address: 3 Church Lane, Blyton, Gainsborough DN21 3JZ

Telephone Number: 01427 628888

Email: justask@steppingstonetheatre.co.uk

Type of Organisation:	School/College	<input type="checkbox"/>
	Sports Club	<input type="checkbox"/>
	Youth Group	<input type="checkbox"/>
	Educational Organisation	<input type="checkbox"/>
	Other (Please specify below)	<input checked="" type="checkbox"/>
	Mental Health writing and Theatre Group	

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Over the last eight years, Stepping Stone Theatre for Mental Health have presented in and around Gainsborough, a birthday celebration day for Mental Health awareness. The event not only highlights issues concerning mental health in Gainsborough, but it also offers a great opportunity for mental health agencies, social prescribers, peer link support and members of the community to meet in a non-clinical, more social environment. Experts meet other experts and people who may have certain mental health challenges also have the opportunity to find out what kind of support is being offered in our communities of Gainsborough.

What Stepping Stone would like to do is present its 9th annual mental health celebration day. Again, our members would perform extracts from the first and our second of our new booklets, 'In Our Own Words'. This is the follow up project; continuing the work already done on the 'Lock Down Legacy Projects'; which charted the history, through service users writings and photographs, of covid in Gainsborough over the last 4 years.

It is often the stigma which surrounds mental illness which stops people from getting help and support, at events such as this we promote good mental health and give people a voice who often find it difficult to speak for themselves about their mental health

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

We will be inviting people from the Gainsborough Mental Health Community as well as service users. We also open the invitation to local support agencies such as the volunteer centre services and agencies such as ACIS, HAT, WEST LINDSEY DC, GAINSBOROUGH TC. We also make a point of asking as many social prescribers and peer link support workers as we can. This again gives an opportunity for services users to meet organisations out of a formal setting. We also invite members of the local council and West Lindsey District council. Again, this offers a great opportunity to network in an informal setting with not only each other, but members of the mental health community too. The benefits are many folds, giving people an opportunity to meet likeminded people, some of whom may need help and support and this event will help signpost as well as meet in a relaxed informal setting.

How many people do you expect to benefit from your project?

1 – 10 61 – 100
 11 – 30 101 - 200
 31 – 60 200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: £880

How much are you seeking as a grant from Gainsborough Town Council: £350

Please provide a breakdown of your project costs in the table below. (Please continue on a separate page and attach the page to this form if there is insufficient room below)	
Item .	Cost
Volunteers refreshments on rehearsal days x 5 days	£60.00
Rehearsal room, venue hires	£160.00
Printing of scripts, running orders etc	£60.00
Travel	£70.00
Event Catering	£250.00
Volunteer out of pocket Expenses	£80.00
Props for event	£70.00
Contingency	£60.00
Flyers and handouts design and print	£70.00
TOTAL	<u>£880.00</u>

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Yorkshire Building Society	YES	£500.00
		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or Confirm how you know that there is a need for your project?

Based on the success of the previous years, this has highlighted that there was a need for mental health, statutory and voluntary services to meet in an open informal way with members of the mental health service agencies and other service users. Once again, the community has let us know how useful these events are and a celebration of good mental health is a great platform for sharing best practice and useful information. It is also an opportunity to promote the excellent work being done by organisations such as VCS and Stepping Stone Theatre For Mental Health, SHINE and the Trinity Foundation, The local NHS, Gainsborough support agencies. It also helps to promote other complimentary groups such a local knit and natter groups, crafting groups, art groups, singing groups; all of whom offer help and support to the most vulnerable in and around the Gainsborough area.

5. Schedule

When will your project start? **May 12st 2024**

For how long will your project continue? **June 15th 2024 (groups will be ongoing after this event)**

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed...*William Rodgers (Bill)* *Kate Hull Rodgers* Date...11/04/2024

Name.....William Rodgers (Bill) Kate Hull Rodgers

Position in Organisation...Artistic Director (Bill) Administrator (Kate)

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ

PAPER M

Community Grants Policy

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Document History

Adopted by Council – 4 December 2017

Reviewed & Adopted -

Reviewed & Adopted –

Part A - Policy

To ensure that fair and proper consideration can be given to all requests, the Council requires a fully completed application form to be submitted to the Town Clerk:

If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year, where this is not possible applicants should seek advice from the Clerk. Award of the grant shall be by discretion of the Council.

Priorities

The priorities in awarding grants are set out below:

To benefit communities in the Parish of Gainsborough by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art and culture.

General information for applicants

Grants are available up to £1,000 and the amount awarded will be determined by the Town Council. At our discretion we will award a sum greater than £1,000 if financial resources allow and we view the grant applications as having merit.

Who is eligible to apply

The following organisations may apply to the Town Council for a Community Grant:

- a. A Gainsborough Town based charitable and/or non-profit making organisations; the Council regrets therefore that applications from Commercial organisations will not be considered. National appeals are, with limited exceptions, regrettably outside the legal scope of the Council's grant-aid scheme
- b. Citizen(s) of Gainsborough requesting grant aid with a project/event, which will be for the benefit of the local community
- c. A Gainsborough based club/association/charity/sports club serving a specific section of the community or the community as a whole. The more socially inclusive groups will be more likely to be successful in their applications.

It is the Town Council's policy to give preference to groups/organisations/projects which are Gainsborough based but applications may also be considered from:

- a. An organisation/group, local, regional or national which serves the needs of the town
- b. A local branch of a regional or national organisation/group which serves the needs of the citizens of Gainsborough

To be eligible for a Community Grant an organisation must:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes with a clearly stated social ambition for the community of Gainsborough.
- We will consider applications from social enterprises who can demonstrate that their initiative will have a positive and sustainable impact upon Gainsborough.
- Be able to provide a copy of its latest annual accounts and most recent bank statement.
- Have a bank account operated by a minimum of at least two joint signatories.

- Where appropriate, be able to demonstrate that Child and Vulnerable Adult Safeguarding measures are in place. This will be usually in the form of an appropriate policy that requires those working directly with children and vulnerable adults to be DBS checked and approved.

Applications do not have to be from groups that already exist but, in such circumstances, the Council will need to be satisfied as the manner in which any project for which a Community Grant is sought will be delivered and may impose additional conditions on any grant awarded or delay the award until the project has been completed.

The application must be made on the official application form and must be returned to the Town Council by the deadlines:

The deadline for receipt of applications is:

- 28th February (for determination in March)
- 31st May (for determination in June)
- 31st August (for determination in September)
- 30th November (for determination in December)

The Community Services Committee will decide who the successful applicants are and thereafter the Community Grant will be awarded. Only one Community Grant will be issued per annum per applicant.

Who and what is not eligible to apply

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for private business projects
- Applications by “for – profit” commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Gainsborough Town Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda.

What can be funded

The project should be something that makes the local community a better place in which to live, work or visit it should be something that will provide a long lasting and sustainable benefit to our local area.

Projects may be funded if one or more of the following **criteria** are met:

- It should benefit people who live in Gainsborough
- It must be sustainable in the longer term

- It should engender a sense of civic pride

Additionally:

- Help will be given to new or informal groups of people who have formed to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs
- Priority will be given to applicants who have not previously received grants from Gainsborough Town Council before.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project .
- Projects that simply replace existing facilities with no significant improvement
- However, all grant applications will be considered on their own merits.

Conditions of grant

- Gainsborough Town Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets
- Financial support can only be used for the purpose for which the Community Grant is given, and as such we consider our grant to be registered as “Restricted Funding” Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant
- Grants must be used within 12 months of the date of the Grant payment.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred.
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended.
- If an organisation dissolves and the grant has not been spent the Council would expect the organisation to reimburse the grant-aid awarded.
- Organisations are not restricted to the number of grant applications submitted to the Council for grant-aid over a period of time, however the history of previous applications will be considered in the decision making process.
- The giving of a grant one year does not set a precedent for another year.
- Grants must not be distributed to any other organisation.

Application forms are available from:

Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough,
Lincolnshire, DN21 2RJ
Tel. No. 01427 811573

Part B – Applications guidelines & procedure

Preparing your application

How to apply

- Complete the application form
- Submit completed application form along with all relevant additional information requested to the Town Clerk before the published deadlines

How decisions will be made

We may not be able to fund all projects as there may be more applications than money available. All applications will be considered but you may not receive the full amount of grant you apply for.

The application will be assessed initially by the Town Council's Community Services Committee based on the following criteria :-

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness

The decision of the Town Council is final and the Council will not enter into correspondence concerning the assessment of the grant.

What happens next

- If your application is successful you will be sent a letter informing you. Included with this will be an acceptance form and the terms and conditions of funding. You need to read these, sign the acceptance form and return it to us.
- If you are unsuccessful we will write to tell you so.
- In certain circumstances, we may ask you to meet other conditions before we issue your grant.
- When your project is finished we may ask you to provide copies of invoices related to the project.

Gainsborough Town Council reserves the right to vary the application of this policy in circumstances where significant benefit to the town is demonstrated.