

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 Nicholas 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 10 September 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

PS25/050 Apologies for Absence

To note apologies for absence.

PS25/051 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](#) 3.6 – 3.9 for details.

PS25/052 Declarations of Interest

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

PS25/053 Dispensation Requests

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

PS25/054 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.

PS25/055 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 July 2024 (pages 4 to 7)

PS25/056 Matters Arising Schedule

To note current position of previously agreed actions as at 5 September 2024.

Paper B (pages 8 to 16)

PS25/057 Allotment Officer Report

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

Paper C (pages 17 to 23)

PS25/058 Animal on Allotment Policy Update

To review and adopt the updated Animal on Allotment Policy.

Paper D (pages 24 to 38)

PS25/059 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 E (pages 39 to 44)

PS25/060 Love Lane Allotment Dyke

To consider quotation received to clean/dig out the dyke on Love Lane Allotments.

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

Paper F (pages 45 to 46)

PS25/061 Bus Shelter Audit

To receive an audit of the 17 bus shelters owned by Gainsborough Town Council and consider any actions required.

Paper G (pages 47 to 65)

PS25/062 Community Grant Applications

To consider grant applications received.

- i. Lincoln and Lindsey Blind Society - £300 **Paper H** (pages 66 to 72)
- ii. Stepping Stone Theatre for Mental Health - £300 **Paper I** (pages 73 to 78)
- iii. Disability Social Network - £872 **Paper J** (pages 79 to 84)
- iv. Greener Gainsborough - £1,000 **Paper K** (pages 85 to 90)

To note that the following Community Grant funds are available:

- £0 in 2024 / 2025 budget
- £1,514.97 in earmarked reserves

Paper L (pages 91 to 96)

PS25/063 Gainsborough & District Heritage Association Signage

To consider approving a letter of support to Gainsborough & District Heritage Association in obtaining brown heritage signage.

Paper M (pages 97 to 98)

PS25/064 Citizen of the Year Award 2024

To consider and approve who, if any, to award the Citizen of the Year 2024 to.

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

Paper N (pages 99 to 103)

PS25/065 General Cemetery Memorial Tributes

To consider complaints regarding memorial tributes.

Exclusion of public and press recommended due to confidential nature.

Paper O TO FOLLOW (pages 104 to ??)

PS25/066 Items for Notification

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

- i. Levellings Dog Walk Footpath – October
- ii. 2025/26 Budget – October
- iii. General Cemetery Trees – October
- iv. Tree Safety Survey report – October
- v. Exhumation Policy Review
- vi. Memorial Safety Policy Review
- vii. Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- viii. Marshalls Boiler
- ix. Richmond House Conservatory Replacement
- x. General Cemetery Extension
- xi. General Cemetery potential carpark area
- xii. General Cemetery Chapel
- xiii. Richmond House Fire Risk Assessment review

PS25/067 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 8 October 2024 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 05 September 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 9 July 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nick Coxon	Councillor Caz Davies
Councillor Paul Hooton	Councillor James Plastow
Councillor Kenneth Woolley (arrived at 6:41pm)	

In Attendance:

Rachel Allbones	Town Clerk
Stephen Coulman	Operations Manager
Amanda Clark	Allotments Officer

PS25/034 Apologies for Absence

Apologies for absence were received from Councillors R Craig, P Key and S Morley.

PS25/035 Public Participation Period

No public in attendance.

PS25/036 Declarations of Interest

- i. Councillor Plastow declared a personal interest in agenda item PS25/042, as his son has an allotment on the site.
- ii. Councillor Hooton declared a personal interest in agenda item PS25/042, as he has an allotment on the site.

PS25/037 Dispensation Requests

No dispensation requests were received.

PS24/038 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/042, PS25/043 and PS25/044 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/039 Minutes of the Previous Meeting (Paper A)

Initialled:

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 11 June 2024 be approved as a as a true and accurate record and signed by the Chair.

Note: Councillors Davies and Plastow abstained from voting on the above resolution.

PS25/040 Matters Arising Schedule (Paper B)

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

PS25/041 Allotment Newsletter (Paper C)

Note: Councillor Woolley arrived at the meeting at 6:41pm.

RESOLVED: to note the production of an allotment newsletter.

PS25/042 Foxby Hill Allotments (Paper D)

RESOLVED: to **RECOMMEND to PLANNING COMMITTEE** to agree to allocate £18,122.42 of CIL funds for the regeneration (demolition of the unsafe structures and removal of asbestos) of Foxby Hill Allotments. Instruct Contractor A to carry out the works.

Note: Councillors Coxon and Plastow abstained from voting on the above resolution.

PS25/043 Love Lane Allotment Pond (Paper E)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to instruct Contractor C to construct a 1.8m fence around the boundary of the pond area on Love Lane allotments as a condition of the planning permission, *please note this does not include the fencing along the boundary wall adjacent to Henley Court as the fence currently in situ is of satisfactory condition and does not require replacing.*

PS25/044 North Warren Allotments (Paper F)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to instruct Contractor F to erect a 1.8m palisade fence on the inside of the site, 1m away from the North Warren Road boundary, 140m length of the site.

PS25/045 Richmond House Conservatory Replacement

RESOLVED: to NOTE the verbal update from the Town Clerk regarding new plans being drawn up and submitted to WLDC to go through the planning process.

PS25/046 Community Grants Policy & Application Form (Paper G)

RESOLVED: to adopted the following reviewed policy and documents: -

- i. Community Grants Policy
- ii. Application Form
- iii. Grant Funding Agreement
- iv. Evaluation Form
- v. Grant Application Process

PS25/047 Community Grant Applications (Papers H & I)

RESOLVED: to award the following: -

- i. Gainsborough Adventure Playground – £1,240.08

PS25/048 Items for Notification

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

- i. Exhumation Policy Review
- ii. Memorial Safety Policy Review
- iii. Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries Review
- iv. General Cemetery Trees – September
- v. Tree Safety Survey report - September
- vi. Memorial Tributes - November
- vii. General Cemetery potential carpark area
- viii. General Cemetery Chapel
- ix. Richmond House Fire Risk Assessment review

PS25/049 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 10 September 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:40pm

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

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 05/09/2024



Gainsborough
TOWN COUNCIL

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
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. Meeting arranged with WLDC for the beginning of December.		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.		TC
In progress	PS24/085	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.	RESOLVED: 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. 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. Repair works complete. Awaiting decorator to attend. Majority of windows have now been painted, front entrance waiting on rectification of the dry rot.	Spring	OM
In progress	PS24/124	Marshalls Sports Ground Main Pavilion Heating	RESOLVED:	OM and ITC attended a meeting with WLDC Officers and plans and specs		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
		To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.	<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>	<p>are being drawn up for ways forward to meet all needs.</p> <p>An audit has been carried out.</p> <p>Awaiting for prices for proposals.</p>		
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	<p>RESOLVED: to RECOMMEND TO FULL COUNCIL:</p> <p>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.</p> <p>b) That the quotation £2.45 + VAT per inspection and £25 + VAT to make safe from contractor B be accepted.</p> <p>c) That the contractor be appointed as soon as possible to undertake the works starting in April 2024 and finishing in June 2024</p> <p>d) That the budget be adjusted accordingly.</p>	<p>Approved at Full Council.</p> <p>Beginning 1st June.</p> <p>Works have commenced.</p>	Summer 2024.	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
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.			
In Progress	PS24/201 PS25/044	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. RESOLVED: to instruct Contractor F to erect a 1.8m palisade fence on the inside of the site, 1m away from the North Warren Road boundary, 140m length of the site.	Japanese knotweed has been identified, so that is being dealt with first. Item at the meeting to look at appointing another contractor due to RAMS not being sufficient. Contractor appointed, awaiting start date.		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.	Funds in EMR, contractor has been instructed. Contractor beginning works.		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. 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)	Meeting arranged with WLDC for the end of May. Awaiting potential proposals from WLDC Chief Executive as they advised they would be unable to gift the nursery site. Should have the proposals by the end of July.		TC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			Councils may agree to form a joint committee to form a single burial authority – e.g., WLDC and the Council.			
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>	<p>Site meeting arranged with WLDC for the end of May.</p> <p>The Operations Manager is working on a plan identifying what areas of the park we believe to be listed, the TC & OM with then work with WLDC Chief Executive to try and gain clarity on this.</p> <p>Site meeting arranged for the beginning of October.</p>		TC & OM
In Progress	PS25/014	General Cemetery Memorial Tributes	<p>RESOLVED:</p> <p>a) That the Operations Manager, in consultation with the Town Clerk, continue a dialogue with the widow, via her father, to remove the CCTV camera and tributes at the earliest opportunity.</p> <p>b) The Committee receive an update report in November 2024 and review the situation.</p> <p>c) That the Council review the amended cemeteries rules and</p>	<p>Communications are ongoing.</p> <p>Item for discussion at the meeting.</p>		

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			Regulations when updated and completed.			
In Progress	PS25/030	Tractor Purchase	<p>RESOLVED:</p> <p>i. To purchase a 40hp tractor and ancillary equipment as detailed in a – f below.</p> <p>a. a 40hp horsepower (hp) compact tractor with cab and grass tyres.</p> <p>b. a front loader with grab bucket.</p> <p>c. fork attachments and counterbalance.</p> <p>d. a caged 2 tonne tipping trailer.</p> <p>e. a rear mounted side arm finger bar hedge cutter.</p> <p>f. a rear mounted rotavator.</p> <p>ii. The purchase to be made via a formal tender process on Contract Finder.</p> <p>iii. To recommend funds come from General Reserves.</p> <p>iv. That the Selection Panel to consist of Councillors Dannatt and Key, Town Clerk, Operations Manager and Grounds Maintenance Team Leader who will recommend direct to Full Council.</p>	<p>Tender closing date was 3rd July.</p> <p>Tender opening meeting on 8th July.</p> <p>Awaiting delivery of the tractor.</p>	July 24	OM
In Progress	PS25/031	Levellings Dog Walk Footpath	<p>RESOLVED: for the Operations Manager prepare a specification of works and plans, to support the decision made to remove and grass both current footpaths either side of the fence on the dog walk and produce a new footpath down the middle of the dog walk away from the Cherry Trees for submission to the WLDC Land & Property Group.</p>	Specification sent to WLDC.	July 24	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In Progress	PS25/042	Foxby Hill Allotments	RESOLVED: to agree to allocate £18,122.42 of CIL funds for the regeneration (demolition of the unsafe structures and removal of asbestos) of Foxby Hill Allotments. Instruct Contractor A to carry out the works.	Work in progress	September 2024	AO
In Progress	PS25/043	Love Lane Allotment Pond	RESOLVED: to instruct Contractor C to construct a 1.8m fence around the boundary of the pond area on Love Lane allotments as a condition of the planning permission, <i>please note this does not include the fencing along the boundary wall adjacent to Henley Court as the fence currently in situ is of satisfactory condition and does not require replacing.</i>	Work in progress	September 2024	AO

PAPER C

Officer Report to the Property & Services Committee

Report Author: Amanda Clarke

Report Date: 02.09.2024



Gainsborough
TOWN COUNCIL

Subject: Allotment Officer Report

1. Summary

This report has been prepared for the Property and Services Committee members. The report is an update from the previous report issued to the Property and Services Committee members on the 14th of May 2024.

2. Allocations

Gardens allocated from 1st May 2024 to 2nd September 2024.

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

Foxby Hill	16
Love Lane	12
North Warren	6
Showfield	1
Spital Hill	9
Total across the five sites	44.

3. Vacant Gardens

Foxby Hill	0
Love Lane	0
North Warren	3
Showfield	1
Spital Hill	1
Total across the five sites	5.

4. Waiting List

Foxby Hill	8
Love Lane	4
North Warren	2 (contacted the applicants several times. Applicants have not responded)
Showfield	2 (1no applicant contacted, applicant not responded. The other applicant is waiting for a particular garden to become available as a secondary garden for them)
Spital Hill	4
Total across the five sites	20.

5. Unserviceable Gardens which can be brought back for use.

Foxby Hill	13 (two of which have been marked as community orchard)
Love Lane	2

North Warren	14	land to adjacent to the riverbank and adjacent to the woods. No current demand for gardens.
Showfield	0	
Spital Hill	7	
Total across the five sites 36.		

6. Costs

The allotments have generated the following income, £10,757.41, across the five sites from 01/04/2024 to date.

7. Breach notices May – July inspections.

Tenancy Breach 3.3. First Notification May 2024 Inspections.

Foxby Hill

2no - Condition of gardens

1no – non-payment – Notice to Quit issued.

Love Lane

5no - Condition of gardens

1no - non -payment – Notice to Quit issued.

North Warren

1no - Condition of gardens

5no - non- payment – Notice to Quit issued.

Showfield

5no - Condition of gardens

Spital Hill

1no - Condition of gardens

2no – non-payment – Notice to Quit issued.

Tenancy Breach 3.4 Second Notification

Foxby Hill

2no - Condition of gardens

Love Lane

1no - Condition of gardens

Tenancy Breach 3.3. First Notification July 2024 Inspections.

Foxby Hill

2no - Condition of gardens

Love Lane

5no - Condition of gardens

North Warren

1no - Condition of gardens - Surrendered.

Showfield

3no - Condition of gardens

Spital Hill

0

Tenancy Breach 3.4 Second Notification

July inspections due for 11.09.02024

8. Additional tasks completed between 1st May and 2024 and 2nd September 2024

Showfield.

Local schools and nurseries have visited the allotment site in July 2024 as part of the National Curriculum.

The Allotment Officer invited three local building contractors to quote to rebuild a wall adjacent to a residential property on Morton Terrace. Gainsborough Building Services were instructed to carry out the works. Works completed in July 2024.

North Warren.

The Allotment Officer invited three fencing companies to requote for the installation of fencing adjacent to North Warren Road. Burns Fencing have been instructed to carry out the works. Commencement date is TBC as the Allotment Officer would like the vegetation to die back naturally to make room for the fence, thus no expectations on the Grounds Team to manage this.

Love Lane Pond.

The Local Planning Authority granted planning permission on the 21st of May 2024 to retain the pond on site.

Conditions set out of the planning application, were to erect palisade fencing along the boundary of the pond and to adhere to the recommendations set out within the Ecological Survey carried out in January 2024.

The Allotment Officer invited three fencing companies to provide quotes for the installation of palisade fencing, Burns Fencing have been instructed. Expected commencement of works 9th September 2024.

The Grounds team have prepared the area, prior to commencement of the works.





Once the fencing has been restored the Allotment Officer will begin to work through the guidelines set out within the Ecological Survey.

Foxby Hill.

The Allotment Officer invited the Property and Services Committee members along with the Planning Committee members to Foxby Hill allotment to assess the unsafe structures on site with a view of securing funding for the regeneration of the site.

Post securing the funding, the Allotment Officer invited three demolition companies to provide quotes for the works.

Bloom Demolition were appointed, works commenced 19th August 2024.

Summer Events.

Summer events have been held across three of the five sites. The Site Secretaries have been instrumental in helping to organise the event.

The events saw people coming together on a Saturday afternoon. Gardeners were invited to build scarecrows for the scarecrow competition, showcase their wonky veg for the wonky veg competition. The Site Secretaries and the Allotments Officer judged 'the best newcomers on site'.

North Warren summer event was cancelled due to torrential rain. A further date is to be confirmed.

There was minimal interest for Spital Hill gardeners for an event to be held.

Newsletter.

Newsletters have been cascaded to all Tenants by email in May and July a further newsletter will be cascaded in September. The newsletters contents contained 'showcase gardens' tips and advice, plus any Council information that needed to be communicated to the allotment tenants.

Website.

Assistant Clerk has updated Gainsborough Town Council website with photographs of the summer events and has added the allotment permission forms to allow tenants to complete these online.

Inspections.

All five sites have had allotment garden inspections in May and July a final inspection will be carried out in September.

Maintenance of the Allotments.

The Allotment Officer has produced a schedule of works for the Grounds Team for each allotment site. This is to be discussed with the Operations Manager and Town Clerk and all the members of the Grounds Team.

AOB.

Completed a 'Bus Shelter audit' as requested by the Town Clerk and Operations Manager
Complete a 'Lights Anchor Point' audit of Gainsborough town centre as requested by the Operations Manager.

PAPER D

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

Report Author: Amanda Clarke
Report Date: 22.08.2024



Gainsborough
TOWN COUNCIL

Subject: Animal on Allotment Policy_ Update

1. Summary

The adopted Animal on Allotment Policy requires updating to reflect recent Government legislation.

2. Background

By law all captive birds must now be registered.

The Allotment Officer has identified those tenants who have pigeons or chickens on their allotment garden. Letters have been issued to them advising them of the new legislation and advise on how they can register their birds.

The Animal on Allotment Policy has been updated to reflect this change. See Appendix A.

3. Cost

No cost to the Council.

4. Recommendation

To adopt the amended Animal on Allotment Policy.

Keeping Animals on Allotment Policy

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Document History

Adopted by Council –
 Reviewed & Adopted – 12 December 2023
 Reviewed & Adopted –

1. Introduction

1.1 This policy is for 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 Councillors and Council employees when considering applications.

1.3 The policy is for Tenants applying for written permission to erect housing and runs for animals and to keep the following animals on the allotment, chickens, rabbits, bees and pigeons as per the Allotment Tenancy Agreement. Please note pigeons are only permitted on North Warren Allotment and no other allotment site.

1.4 Any permissions granted for chickens, rabbits, bees and pigeons are granted per Allotment Tenancy Agreement not per allotment garden, all animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.

1.5 Any permissions granted are granted per Allotment Tenancy Agreement not per allotment garden i.e., the permission to keep animals and / or any animal related structure does not automatically transfer to another tenant. All animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.

2. Before applying.

2.1 The Tenant must be confident and know how to care for the animals they wish to have on their allotment garden.

2.2 Animal **Welfare Act 2006**

The Tenant is responsible in law for looking after the needs of their animals. The Tenant must take all reasonable steps to make sure that their animals have:

- A suitable environment (place to live).
- A suitable diet.
- The chance to show normal patterns of behaviour.
- A place to live with, or apart from, animals of their own kind (as needed).
- Protection from pain, injury, suffering and disease.

Anyone who is cruel to an animal, neglects it, or does not look after its welfare needs, may be banned from owning animals, fined up to £20,000 and / or sent to prison. If the Council have good reason to believe that a Tenant has failed to meet the needs of animals kept on their allotment the council will take steps to end the tenancy and may report the Tenant to the RSPCA.

2.3 The Tenant must be certain they have the time to care for the animals, visiting them at least once a day, every day.

2.4 The Tenant must be confident they can afford to keep the animals.

- 2.5 The Tenant must ensure they have the required space on the allotment garden. Only 25% of the allotment garden can be used for animal housing and or runs, sheds, or patio area. The remaining 75% is for cultivation.

3. How to apply

- 3.1 When the Tenant has considered the above points and is confident that they meet the criteria and wish to apply for permissions, the following steps should be followed.
- 3.2 Contact the Allotment Officer at Gainsborough Town Council either by telephone or email to request a permission form.
- 3.3 Once the Tenant has read and is confident that they can adhere to this policy, the Tenant must complete the application form, providing as much detail as possible and return to the Allotment Officer. The Tenant must not purchase any animal and / or erect any housing until the Allotment Officer has contacted them regarding the request and granted the required permission.
- 3.4 The Allotment Officer may contact the Tenant to gather more information, if required, and / or arrange a visit to the allotment garden to ascertain if the Tenant has the required space and knowledge to keep the animals.

4. Decision

- 4.1 The Allotment Officer will aim to either 'grant' or 'decline' the animal permission request, by letter or email, within 15 working days of receipt of a valid application.
- 4.2 If the permission is declined, the Tenant has the right to appeal the decision in writing, within 7 days of the permission being declined, with their reasoning for their appeal. The appeal will then be considered at a Property and Services Committee. The Allotment Officer will forward all correspondence to the Members of the Committee to allow them to make an informed decision as to either overturn the decision or to uphold with it. The Committee decision will be final.

5. After written permission is given

The Tenant must:

- 5.1 Ensure that three quarters (75%) of the plot is used for cultivation.
- 5.2 Not allow the animals to cause a nuisance to other Tenants or nearby residents.
- 5.3 Keep the animal housing clean and in a good state of repair.
- 5.4 Not use animal waste (except a small amount for compost) as allotment garden fertiliser. Excess waste is to be disposed of safely, legally, and off site.
- 5.5 Keep to the Town Council's Allotment Tenancy Agreement and policies relating to the keeping of animals on allotments, as well as all relevant legislation.
- 5.6 Not carry out any trade or business on the allotment site.
- 5.7 Allow animal housing to be inspected from time to time by a Council employee. Any concerns that are raised during an inspection must be rectified in good time.
- 5.8 Any written permission granted to keep animals is not transferable. It will automatically come to an end with the Allotment Tenancy Agreement.

- 5.9 The Tenant must remove any animal housing and reinstate the plot to its original condition at the end of the Allotment Tenancy Agreement.
- 5.10 Return the allotment garden in its original condition, if not the Council will carry out work and recover the costs from the Tenant.
- 5.11 Be expected to comply with the policy; however, negotiations, timescales and individual circumstances will be taken into consideration.

6. Waste Management

6.1 Animals on Allotments are known to attract vermin. To minimise this Tenants must adhere to the following: -

- (a) Keep the minimum amount of fresh / other feed on the allotment.
- (b) Keep the minimum amount of bedding, straw, wood shavings, saw dust etc on the allotment.
- (c) Remove all soiled / used bedding and other materials from the allotment. No accumulation of any matter that may attract or give harbourage to vermin or be prejudicial to health or a nuisance may be kept on an allotment.

Schedule 1 – Keeping Chickens on Allotments

7. Introduction

The maximum number of chickens the Tenant can apply for is six (6).

8. RSPCA Guidelines on keeping chickens.

8.1 Food and Water

- (a) Chickens must always have access to clean and fresh water. In cold weather, care should be taken to prevent drinking water from icing-up. Ice should be broken manually; chemicals should **never** be used.
- (b) Drinkers should be cleaned regularly, and water should not be allowed to remain in a contaminated or stale condition.
- (c) Drinkers that prevent young chicks climbing in and drowning should be used. As the birds become older and require more water, alternative drinkers can be introduced, and those drinkers used previously should be removed gradually over 7 days.
- (d) new chickens are introduced to the allotment garden, they must be provided with facilities to which they are already accustomed, as chickens do not like to drink from unfamiliar drinkers.
- (e) Chickens spend much of their day scratching and foraging for small seeds, roots, and insects. However, they will need additional food, which is suitable for their age and breed, to provide a balanced diet. If feed is provided outside, it should be sheltered to keep it clean and dry. Feed dispensers should be cleaned regularly, and precautions taken to prevent infestation and contamination of the feed. Avoid attracting rodents and wild birds by cleaning up any spilt feed.
- (f) Chickens should always have access to insoluble grit (e.g., hard flint grit) to aid digestion. If the birds are kept on a grassed area, the grass should not be allowed to become too long, as, if eaten, long strands can become impacted in the crop, making it difficult for the birds to digest food.

8.2 Laying

As female birds mature, they will begin to lay eggs and a layers' mash, or pellet feed should be provided to ensure a balanced diet. Calcium supplements, such as oyster shell, can also be included in the diet. Chickens will naturally prefer to find a quiet, secluded place to lay their eggs. Therefore, chickens should be provided with individual, enclosed nest boxes. The boxes should be draught-free and lined with plenty of clean, dry and comfortable nesting material, such as straw or wood shavings.

8.3 Housing

- (a) Chickens should be provided with warm, dry, and well-ventilated housing. Adequate ventilation is very important, and while it is important to keep the birds warm, there must also be good air circulation inside the housing. The floor should be covered with a suitable flooring, such as wood shavings or straw, which must be kept dry and friable and therefore topped-up or replaced when necessary. Chickens like to dustbathe and preen their feathers, therefore a suitable material, such as wood shavings, should also be supplied for this activity. Feed and water facilities should be provided within the house.
- (b) Chickens will appreciate as much space as you can give them so they can forage for food. The absolute minimum space for a hen in a run is 1m² per hen. However, 2m²

(21.53sq ft) per chicken is preferable, therefore if you apply for the maximum number of six (6) chickens you will need 12m², (129.18sq ft). Essentially the more space you have for chickens the better as the less space your flock has the more likely it is for there to be quarrels, and bullying. If they have more space any chickens being bullied can escape and are far less likely to be cornered.

- (c) Chickens should also be provided with a hen house / coup contained within the run to allow them to be shut away at night to be safe from predators. The recommend space per hen / chicken is 0.18m² (2sq ft), therefore for six (6) chickens require 1.1m² coup space (12sq ft). The coup must be raised so they are at least 20.3cm (8in) to prevent access to vermin.
- (d) Chickens will naturally seek a raised position to roost at dusk, which is an anti-predator behaviour, and should therefore be provided with perching facilities. Perches should be wooden and approximately 3 - 5cm in width with rounded edges, to enable the birds to grip them properly.
- (e) Chickens require enough perching space for all the chickens to roost at the same time. However, there must be enough space either side of the perch for chickens to get up and down from them without injuring themselves. As a guide, chickens may require about 15cm of perching space each, but this will depend on the size of the birds. The height of the perches will have to be adjusted according to the age, size and breed of birds being kept.
- (f) In smaller houses, a greater proportion of birds tend to go out onto the range area during the day and only use the housing at night. The entrance to the housing should be wide enough to allow chickens to pass through without difficulty and high enough so that they do not have to crouch down. The accommodation should be cleaned out frequently and disinfected to ensure that there are no harmful parasites that could compromise the birds' health.
- (g) Note The size and location of the any chicken house / coup must be agreed and approved by the Council on animal welfare grounds and cultivation requirements as per Allotment Tenancy Agreement and Council Policy.

8.4 Pasture

- (a) The outdoor area will require careful management and should be given periods of rest, to allow the ground and grass to recover. It is important that the area is sufficiently large enough to be divided to allow the chickens to roam on good pasture every day while other parts are allowed to recover. Again, the birds should have plenty of space to move around easily and perform their natural behaviours.
- (b) Overhead cover should be provided to provide the chickens with protection from the sun, bad weather and other animals. It will also help to encourage birds to utilise the full outside area. They should also have access to dry soil where they can dust-bathe and forage.
- (c) Where outside conditions and / or the vegetation is poor or limited, consideration should be given to providing alternative areas for enrichment. The provision of straw will keep birds occupied and encourage them to carry out food searching behaviours. Raised perches on the range area should be considered, as they provide a way for individuals to escape from one another, and birds often use them as a place to preen during the day.

8.5 Fencing

Fences should be well maintained and provide appropriate protection against other animals. The design should ensure that the birds cannot escape or become trapped or injured.

8.6 Company

It is recommended that least three chickens which get on well together are kept.

8.7 Introducing new stock to an existing flock.

Mixing of chickens that are unfamiliar with each other should be done carefully. Avoid mixing breeds with substantially different body weights or individuals from the same breed of markedly different sizes as this may result in increased conflict and bullying of smaller birds.

8.8 Health

Signs of poor health may include a hunched posture, erect feathers, and a reluctance to move. Birds may also be found hiding, for example in corners and may tuck their head under their wing. Healthy birds appear alert and interested in their environment and look 'bright eyed' and well hydrated. Chickens can be susceptible to lice and red mites. Lice, which are 2-3mm in size, can be found all over the body with their eggs being deposited around the shaft of the feather. Red mites are smaller and are more likely to be found on the fixtures within the shed. However, where a more serious infestation exists, they may be seen on birds at the base of the feathers, particularly under the wing.

8.9 Worming

Poultry need regular worming, particularly if they are kept on the same ground for a prolonged period (more than a month).

8.10 Feather Pecking

Feather pecking is where chickens peck and pull at the feathers, sometimes leading to more serious injuries and even cannibalism.

More information can be found in the 'Laying hen feather cover advice guide' which can be downloaded from the RSPCA website.

9. Legal Requirement

9.1 Registering your chickens.

By law all captive birds must now be registered. The Animal and Plant Health Agency (APHA) will contact you with updates and guidance if there's a disease outbreak (such as bird flu) in your area. You'll help prevent the spread of disease and protect all kept birds, including back yard flocks.

The link below is to register your birds,

[Poultry and other captive birds: registration rules and forms - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/poultry-and-other-captive-birds-registration-rules-and-forms)

Schedule 2 – Keeping Rabbits on Allotments

10. Introduction

The maximum number of rabbits the Tenant can apply for is two (2).

11. RSPCA Guidelines on keeping rabbits

11.1 Water

Rabbits normally drink approximately 10ml water per 100g bodyweight per day. However, depending upon the type of diet they are fed, and in warmer weather, they will need to drink more water. In order to keep the water, clean and to avoid spillage, bottle drinkers are suitable, although these must be checked regularly to ensure that there is no blockage, which would prevent the rabbits obtaining sufficient water. However, some rabbits may prefer to drink water from a bowl, which should be sturdy enough to prevent it being tipped over. Bowls / bottles should be checked regularly to ensure that the rabbits have continuous access to fresh, clean water.

11.2 Food

A high fibre diet should be given to rabbits, in the form of hay or similar forage material. Any sudden change in diet should be avoided to prevent digestive problems. Rabbits will graze for a large proportion of the day and there should be an adequate supply of food in the form of leafy greens and specially prepared pellets, to provide all the necessary nutrients, but the majority of the diet should be hay-based. Rabbits' teeth continue to grow throughout their lives, and they should be given hard gnawing material to help prevent the teeth from over-growing.

11.3 Housing and shelter

Rabbits very active animals so should be provided with as large a living space as possible. It is important that the height of their enclosure allows them to stand up on their hind feet without their ears touching the top of the enclosure. If movement is restricted, rabbits can develop skeletal problems, and in severe cases of restriction they can develop osteoporosis. Rabbits should have permanent access to a safe exercise area to give them the opportunity to perform a wide range of behaviours (e.g., running, hopping, jumping, playing, digging). The exercise area must provide adequate protection against predators, as well as protection from the elements. The exercise area should contain hiding places, tunnels and safe toys for them to chew and explore (there should be enough for each rabbit to perform the same behaviour simultaneously). Hay should be continuously available to rabbits. In addition, there must be a dry, comfortable, and draught-free place for the rabbits to retreat, with a plentiful supply of clean bedding. If the substrate is coarse or rough, this can cause sore hocks. Some rabbits are predisposed to this; however, unclean housing or rough surfaces within the hutch, can increase the risk of this occurring. Rabbits like to hide away so they should have continual access to safe hiding places. There should also be a separate sleeping compartment (ideally darkened) where they can retreat for security and sleep undisturbed. Throughout the sleeping area there should be adequate bedding which must be changed frequently to keep it clean and dry. Rabbits are social animals and should not be kept in solitary confinement. However, if two males are kept together, they may fight, and it may be necessary to separate these. Two females can usually be kept without any problems. The best combination is a neutered male with a neutered female. When introducing new rabbits for the first time, introductions need to be carefully managed and can take several weeks. Unsuccessful or rushed introductions can lead to fighting and to severe injuries.

11.4 Fencing

Where there is access to an outside run, care must be taken to ensure that the rabbits will not dig their way out and predators are able to dig in. The fencing should be strong and constructed properly to protect against other animals.

11.5 Neutering

Rabbits will breed at every opportunity, so it is advisable that male rabbits are neutered. Neutering may reduce fighting and prevents some serious medical problems. In females, neutering is a major health benefit as approximately 80% of unneutered females over the age of 3 years develop uterine tumours.

11.6 Health

It is strongly advised that all rabbits are vaccinated against Myxomatosis and VHD (Viral Haemorrhagic Disease). Both these diseases are widespread in the wild rabbit population so wild rabbits should be prevented from coming into contact with pet rabbits. Rabbits should be checked for cleanliness every day (more frequently in warm weather), and any build-up of faeces on the fur removed promptly. If it is necessary to wash rabbits, they should be thoroughly dried. Soiled and / or wet areas are prone to fly strike and subsequent infestation with maggots. Rabbits' teeth and nails should be checked frequently to ensure they are not becoming overgrown or have been damaged. If a rabbit's normal behaviour changes it can indicate they are not well or are in pain. If there are any concerns about a rabbit's health, they should be taken to a vet immediately.

11.7 Breeding

Breeding of rabbits is not permitted, therefore speak to your veterinary practice about neutering your rabbits.

Schedule 3 – Keeping Bees on Allotments

- 12.1 You must have completed the British Beekeepers Association (BBKA) www.bbka.org.uk basic exam.
- 12.2 You must have at least one years' experience of keeping bees or have been mentored for one year by a fully qualified and registered beekeeper.
- 12.3 You must have Public Liability Insurance that covers you and the Council against any claim for liability.
- 12.4 You must be registered with the National Bee Unit
- 12.5 You will be required to provide evidence of your qualifications and insurance.
- 12.6 The Tenant must erect a sign on the notice board and on their plot advising other Allotment Tenants that bees are present. A telephone number must be on the sign for contact in case of an emergency.
- 12.7 Hives are best sited away from other allotment gardeners, paths, and public roads. The bees should be encouraged to fly over high hedges, fences or 2m screens around the hives, especially if their flight path crosses a footpath.
- 12.8 Bees need a constant water supply, this may be a pond or water butt on the allotment garden.

Schedule 4 – Pigeon Loft and Keeping Pigeons on Allotments

13. Introduction

- 13.1 Written permission will only be granted for plots on the North Warren Allotment Site and no other, the total number of plots that written permission will be given for on the North Warren Allotment site is five (5).
- 13.2 The Town Council will only grant permission for one loft per tenant. Joint tenancies will be considered as singular when considering an application for a pigeon loft.
- 13.3 The RSPCA and the Royal Pigeon Racing Association have set out advice on the keeping of pigeons on allotments. The advice can be accessed at:
<https://www.nsalg.org.uk/wp-content/uploads/2012/05/Welfare-of-animals-on-allotments.pdf>
- 13.4 The Tenant must provide proof of current membership of a recognized pigeon society or association.
- 13.5 The Allotment Officer will contact the neighbouring Tenants to enquire if they have any concerns or objections. These will be considered when the application is considered.

14. RSPCA Guidelines on keeping pigeons

14.1. The Loft

Any pigeon loft should be well maintained, and free of any obvious damage, or structural irregularities which could cause damage to the birds and would need to include access to perches and nest boxes. The RSPCA advise you must have 2sqf / 0.093sqm of loft space per pigeon. An example of a loft to house the maximum number of pigeons being sixty (60) would measure, 8ft (2.4 meters) Height x 15ft (4.56meters) Length x 8ft (2.43meters). Width.

The roof should be watertight and the whole interior free from damp. Lofts must be raised so they are at least 8 inches (203mm) to prevent access by vermin. Apart from the traps to allow entry of returning pigeons the loft should be made inaccessible to wild birds. The loft should face as near south as possible, allowing the birds to bask in the sun, but otherwise should be of draught-free construction. A landing board outside the loft should be provided.

Internally it should be divided into two compartments for the birds, although with the means to open the whole area up as one when necessary. There may be additionally food or equipment storage areas. In the spring nesting bowls will be placed in the nest boxes (provided), but during the remainder of the year perches can be in use. All equipment should be well-constructed and maintained and capable of being thoroughly cleaned when necessary. Water fountains and feed troughs will need to be supplied for each compartment, as will a pigeon bath and small pots for grit and other nutritional supplements. Equipment for cleaning should be readily available. A well-run loft will not show signs of accumulated dirt, droppings, old feathers or general dirt. There will always be available a good supply of clean fresh water, suitable bedding material, and a regular food supply. Grit should be provided. Pigeons should be allowed free exercise for some periods most days.

14.2 Siting of the loft

Lofts are usually sited with a south facing aspect and should be raised on brick piers to prevent rot and also reduce the access for vermin. If lofts are sited on the owner's land, then the normal planning laws will apply. If they are sited on rented land, the landlord must be in agreement with the use of the land for a pigeon loft and the normal planning regulations should be followed. This would be particularly applicable if the loft was to be sited on local authority land, particularly allotments. Landlords may apply additional conditions which should be complied with. Loft owners should take precautions to ensure that the movement of other people or their animals which have access to the land cannot gain entry to the loft or interfere with it in such a way as the pigeons are disturbed. They should also be aware that if the pigeons are allowed free flight, they may cause annoyance to neighbours, and this should be prevented as far as possible.

14.3 Feeding and management.

There are many different ways of feeding pigeons, all of which may be acceptable. However, it seems to be agreed that regularity is important and that the birds should be fed at the same times each day. It is common practice for the birds to become hungry before the next feed time, and this is acceptable, provided that the feed is supplied on a regular basis. Feed should be dust free and be a mixture of hard corn, peas and beans although this may be varied at certain times during the racing season to build the pigeons up. It should be stored in vermin-proof containers and should not appear stale. Grit should always be readily accessible, and it is advisable also to supply a mixture of mineral salts. Similarly exercise times and cleaning times should be the same each day, so that the birds have an established routine. Many fanciers allow their birds free exercise for several hours most days, but this will vary with the weather, training and breeding programmes and local conditions. The breeding season starts in January or early February and continues until May or June. The birds are paired up and will be confined to the nest boxes for short periods. The fancier will manage the breeding programme by removing unwanted eggs and replacing them with either pot eggs or old, non-fertile eggs. Records should be kept of all breeding, and indiscriminate breeding should be avoided. Young birds are normally fitted with a leg ring at seven days old. It is normal practice to race the birds whilst they are also rearing their young.

15. Legal Requirement

15.1 Registering your pigeons.

By law all captive birds must now be registered. The Animal and Plant Health Agency (APHA) will contact you with updates and guidance if there's a disease outbreak (such as bird flu) in your area. You'll help prevent the spread of disease and protect all kept birds, including back yard flocks.

The link below is to register your birds,

[Poultry and other captive birds: registration rules and forms - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/poultry-and-other-captive-birds-registration-rules-and-forms)

PAPER E

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.

PAPER F

PAPER G

Bus Shelter Audit

August 2024

Asset No.	Location	Brand	Type	Purchase Date
2	Ropery Road - Opposite the Ship Inn	Queensbury International		03/08/1998
3	Middlefield Lane - Adjacent to oil deryk	Queensbury International		03/08/1998
4	Lea Road - Outside Drover's Call nursing home	Queensbury International		06/10/2000
5	Park Springs Road - Victoria Close	Queensbury International		01/08/2003
6	Middlefield Lane - Opposite Cornerstone Christian Centre	Queensbury International		01/08/2003
9	Park Springs Road - Lindsey Close	Queensbury International		01/08/2003
10	Ropery Road - Opposite John Coupland Hospital	Autocross Euroshel Ltd		02/10/2014
11	Park Springs Road - Phoenix Court	Autocross Euroshel Ltd		11/08/2014
12	Glenthams Road - Opposite Keelby Road	Autocross Euroshel Ltd		03/06/2014
13	Riseholme Road - Bottom of Scampton Way	Autocross Euroshel Ltd		14/03/2014
14	Church Street - Outside State Club	GW Shelter Solutions	3 bay Arun barrel roof enclosed shelter	13/10/2021
15	Beaumont Street – Opposite Marshalls Yard	GW Shelter Solutions	3 bay Arun barrel roof cantilever shelter	13/10/2021
16	Shakespeare Street	GW Shelter Solutions	2 bay Arun barrel roof cantilever shelter	13/10/2021
17	Gordon Street	GW Shelter Solutions	2 bay Arun barrel roof cantilever shelter	13/10/2021
18	Lea Road - Opposite Lea Road train station	GW Shelter Solutions	3 bay Arun barrel roof cantilever shelter	30/03/2022
19	Lea Road - Outside Lea Road train station	GW Shelter Solutions	3 bay Arun barrel roof cantilever shelter	31/03/2022
20	Baines Road	Adopted from LCC	Metal shelter	14/06/2022

Ropery Road - Opposite the Ship Inn - Asset no.2

Description - In need of a clean. No graffiti. No damage seen.



Middlefield Lane - Adjacent to oil deryk – Asset no.3

Description - In need of a clean. No graffiti. No damage seen. Slight rust on the inside of the shelter (bottom / middle).



Lea Road - Outside Drover's Call nursing home- Asset no.4

Description – In need of a clean. No graffiti. No damage seen. Posters need removing. (missing Polish child)



Bus Shelter Audit

August 2024

Park Springs Road - Victoria Close – Park Springs Road – Asset no.5

Description – Clean. No graffiti. No damage seen.



Middlefield Lane - Opposite Cornerstone Christian Centre. Asset no.6

Description – Clean. Graffiti on each panel. No damage seen.



Park Springs Road - Lindsey Close. Asset no.9

Description - In need of a clean. Graffiti and old poster needs removing. No damage seen.



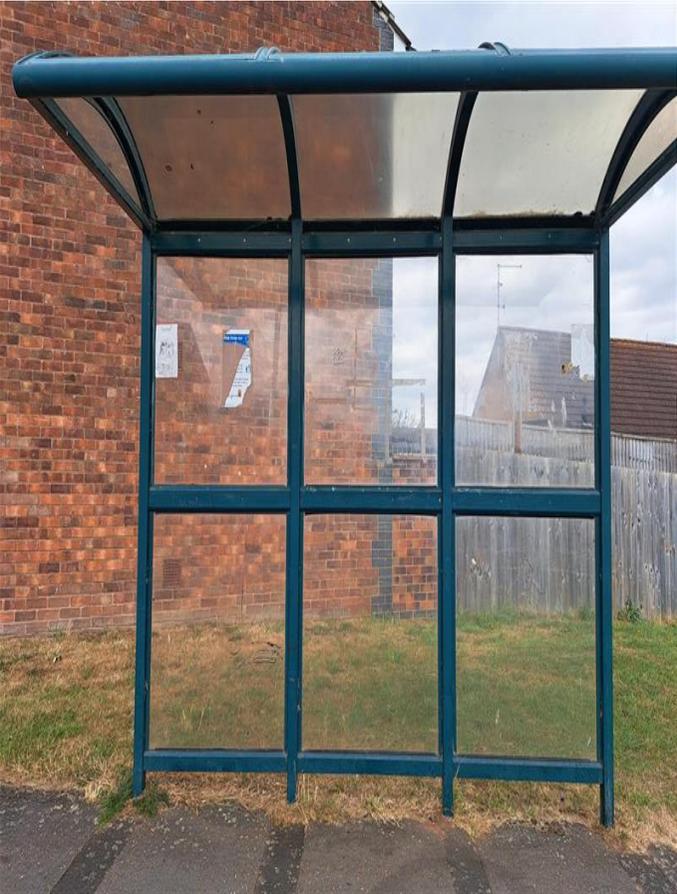
Ropery Road - Opposite John Coupland Hospital. Asset no.10

Description – In need of a clean. Graffiti top left. No damage seen.



Park Springs Road - Phoenix Court. Asset no.11

Description- In need of a clean. Posters need removing. (missing Polish child). No damage seen.



Glenthams Road - Opposite Keelby Road. Asset no.12

Description – Clean. No damage seen.



Riseholme Road - Bottom of Scampton Way. Asset no.13

Description – Clean. No damage seen.



Church Street - Outside State Club. Asset no.14

Description. Clean. No damage seen.



Beaumont Street – Opposite Marshalls Yard. Asset no. 15

Description – Clean. Small piece of graffiti. No damage seen.



Shakespeare Street. Asset no.16

Description – Clean. Posters need removing. (missing Polish child).



Bus Shelter Audit

August 2024

Gordon Street. Asset no. 17

Description – In need of a clean. Graffiti. No damage seen.



Lea Road - Opposite Lea Road train station. Asset no.18

Description – Clean. No damage seen.



Lea Road - Outside Lea Road train station. Asset no.19

Description. Clean. Posters need removing. (missing Polish child). No damage seen.



Bus Shelter Audit

August 2024

Baines Road. Asset no. 20

Description – Clean. Graffiti. No damage seen.



PAPER H



Grant Application Form

1. Name and Contact Details

Applicant Name: Lincoln and Lindsey Blind Society
Address: Bradbury House, Ramsgate, Louth, LN11 0NB
Telephone Number: 01507 605604
Email: ingrid@llbs.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"/>
	Registered Charity	<input checked="" type="checkbox"/>

2. Project Details

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

Lincoln & Lindsey Blind Society has existed since 1921 to enhance the quality of life of blind, partially sighted and visually impaired people whatever their age and circumstances in life and our aim is to make life easier for visually impaired people.

This is achieved by enabling and encouraging independent living through home visiting, the provision of and access to information, equipment and service and the development of community based activities and support.

We operate in North and North East Lincolnshire, East and West Lindsey and Lincoln City, some 1600 square miles. Our 13 staff and 120 volunteers currently help 1500 visually impaired people, providing practical services to make life easier, to enable them to keep as active and independent as possible. We currently have 80 clients in the Gainsborough area.

We are independent and have no constitutional connections with any other national or regional charity for the blind and we are the only organisation in the area providing local practical one-to-one help and advice to visually impaired people.

When someone joins our Society, they receive a Welcome Pack full of information and aids to help make their lives a little easier. Your donation would help us fund these packs for our new members.

Will your project benefit people from outside of your organisation? **Yes**

If yes, please explain how below.

The welcome packs are for new members to the organisation, so they are outside of the organisation until they receive them. The packs contain items that can help the person be more independent which benefits their family and/or carers as it gives the client more independence to carry out simple tasks such as making a hot drink.

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: **Cost is on-going**

How much are you seeking as a grant from Gainsborough Town Council: **£300**

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
On behalf of Lincoln and Lindsey Blind Society, I am writing to ask you to consider a grant of £300 for 20 Welcome Packs of useful items to get newly referred visually impaired people started on their new life as a non-sighted person. Each welcome pack includes:	£ Each pack costs £15.00. 20 x welcome packs total = £300

<ul style="list-style-type: none"> • A liquid level indicator: this beeps when a particular liquid level is reached in a cup or mug - so no more burnt fingers from testing how much hot liquid has been poured in. • A signature guide and a broad tipped pen to put one's name in the right place, and in a straight line. • A sheet of tactile dots to mark on and off switches, numbers on appliances, and on any other equipment. • A fridge magnet showing the one LLBS phone number for the person, friends and family to ring for help. 	
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL COST	£ 300.00

Have you applied for funding for this project from any other funders? Yes

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
Gainsborough & District Aid in Sickness Charity	Awaiting decision	£
		£
		£
		£
		£

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?

We know that there is the need for our services as we already have 80 clients in the Gainsborough area. The RNIB states that over 2 million people are living with sight loss in the UK and every day people are diagnosed with a visual impairment. We help anyone who asks for our help whether they have been given certification or not.

We endeavour to reach out to people with a visual impairment in any way we can, through social media, print media, awareness events in local communities, posters and fliers in opticians, doctors and hospitals.

We receive approximately 40 new referrals every month so we need to send out 40 Welcome Packs to each of those new members.

5. Schedule

When will your project start? **On-going**

For how long will your project continue? **On-going**

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.....  Date..... 11/07/24.....

Name..... INGRID ASHTON.....

Position in Organisation..... PUBLICITY COORDINATOR.....

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

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1265281009 | 00300

Lincoln & Lindsey Blind Society
Bradbury House
Ramsgate LOUTH
Lincs
LN11 0NB

Date: 30/06/2024

Account Name: Lincoln & Lindsey Blind Society
Registered Charity Number 1132353

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: 608301

Account Number: 20240361

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

Call us: **0345 140 1000**

Email us: us@unity.co.uk

Visit us: unity.co.uk

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024		Balance brought forward	£0.00	£0.00	£59,630.39
04/06/2024	Direct Debit	Direct Debit (DUNCAN TOPLIS LT)	£95.86	£0.00	£59,534.53
04/06/2024	Faster Payment Debit	B/P to: [REDACTED]	£387.99	£0.00	£59,146.54
04/06/2024	Credit	FIRST MERCHANT PROCESSING (UK) LIM	£0.00	£25.00	£59,171.54

Page number 1 of 6

Statement number 206

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204670. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

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1265281009 | 00300 | 00001 | 00003 |



PAPER I



Gainsborough
TOWN COUNCIL

Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

Contact Information

Name of organisation

Stepping Stone Theatre for Menta Health

Address of organisation

██████████ Blyton, Gainsborough, Lincolnshire, ██████████

Name of applicant

Bill Rodgers

Position in organisation

Artistic Director and Project lead

Telephone number

██████████

Email Address

justask@steppingstonetheatre.co.uk

About your organisation

Organisation type

Educational Organisation

Community Group/Club

Registered Charity

Other (Please specify)

Do you have a constitution or governing body?

Yes

No

What is the main purpose of your organisation?

We are a community theatre company, based in Gainsborough, for people with mental health issues. We have, since 2015, successfully created and performed six theatre shows, show case performances, workshops, university programmes and conference performances around West Lindsey, all aimed at people with mental health challenges; in just over 9 years we've become a solid, creative group.. Our shows and performances have been seen by over 2500 people, many of who are service users themselves; carers, family members and the general public. During the pandemic, we created a community-based project to keep the support going for people living through the Lockdowns. We created workshops online, so people suffering in Lockdown could access classes and activities offered by Stepping Stone without the added fear of leaving their homes. The 'Lockdown Legacy' was the result; the production of over 70 podcasts and a collection of six booklets called, 'The Lock Down Legacy; The Community Speaks.' Booklets are all written by service users and photographs taken by people with mental health challenges. The booklets are now an official book in the Gainsborough library and over 2000 copies have been distributed around Gainsborough and the West Lindsey area. We run a weekly singing group for mixed abilities. We run a wellbeing weekly riverside walking group, four weekly writing groups; two online and two face to face groups, one at Gainsborough Library and one at Blyton Village Hall. The final thing we do is a weekly drama and storytelling group, for people with mental health issues. We offer companionship and a sense of inclusion. Members share issues and this way, we promote good mental health, understanding and tolerance, in a stigma free environment. This intervention means problems are solved before they get to crisis levels; peer support at a lived experience, grass roots level.

How many years has your organisation been in existence?

Nine years, almost ten.

Please provide details of your organisation's membership

All the members, who come to our many weekly groups, have some kind of mental health challenge. These challenges range from ADHD, Depression, Anxiety and learning difficulties.

How is your organisation managed?

The company is run by the two founder members, Bill and Kate Rodgers, who not only run all the workshops but manage the day-to-day administrative duties. The accounts are overseen by Ian Burgess of ABC accounting services, who is also a trustee of Stepping Stone.

How many trustees/committee members do you have?

We have six trustees, (6)

How many staff does your organisation employ?

Two (2)

Roughly how many volunteers do you regularly have?

Six (6)

Project details

Please give a brief outline of the project you're seeking fund for

Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.

This is the fifth year Stepping Stone Theatre for Mental Health has presented the Shout Out Event.

The project is a build up to a community event to celebrate good mental health which will take place at the Up Hills Community Centre in October. The event ties in with world mental health celebration which are happening global during this time.

The event will be open to anyone who want to attended and will incorporate many local support agencies from in and around Gainsborough. These will include agencies such as Yorkshire building society, Acis Housing and West Lindsey District Council. It will also feature the Launch of the Stepping Stone writers' new book, 'In Our Own Word Vol 3'. Which is a collection of writing done by the member of the writing groups and covers the topics of living with mental health challenges. A book, written by service users, their friends and allies.

Also at the event, the writers and member of the stepping drama groups will be performing and sharing their stories about what it's like living with mental health challenges.

There will also be an opportunity to network with the agencies and ask questions about the services provided. This will all be done in a non-clinical, informal relaxed atmosphere.

Events like this are a golden opportunity for members of the general public to meet local support agencies and find out first-hand what services are available.

There will also be an opportunity for agencies to meet and connect with other support agencies and share best practice and local information.

The funding will be used to cover the cost of any props and costume to be used in the performance and will be used to promote the event by having flyers printed and distributed. Within the cost we would also like to provide a lunch buffet and bacon butties in the morning (It is hoped the bacon butties would be in Collaboration with Aegir School Thursday Breakfast Club)

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

100

Project schedule

When will your project start?

September 1st 2024

How long will your project last?

17th October 2024

Project Costs

Total cost of your project	£800
How much are you seeking as a grant from Gainsborough Town Council	£300

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
Buffet and Bacon Butties for attendees	£250
Volunteer expenses	£150
Props, costume, sundries, decorations	£100
Flyers	£50
Travel	£120
Administration	£130
Total Cost	£800

Have you applied for funding for this project from any other funders?

Yes

No

If yes, please give details about contributions below:

We have had £500 from the Yorkshire building society to help cover the cost the event.

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?

It is very rare that these kind opportunities come up to meet and network with agencies and service users outside of a clinically controlled environment. In the last five years Stepping Stone has successfully run eight similar events to this one, four of which were the 'shout out' events. We have had very positive feedback in reference to these events. Participants have in the past, expressed that there is a great need for opportunities for the mental health community to attend and network in an open, relaxed atmosphere. It is also a comfortable way for service users to meet the experts and not feel intimidated. Stepping Stone always prides itself in making their events as Relaxed, calm and most all fun as they can.

Attachments

If there are any supporting documents that you would like to provide, please include them

when you submit your application.

Please upload any relevant documentation.

[FIELD TO UPLOAD]

Submission

If there is any additional information relating to your project that you want to make us aware of, please add details here:

Gainsborough Town Council has been a great supporter of Stepping For many years Bill and Kate would just like to say Thank you. Together we are making a difference.

Declaration

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Gainsborough Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Signature

Date

Bill Rodgers _____

5/08/2024 _____

PAPER J



Gainsborough
TOWN COUNCIL

Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

Contact Information

Name of organisation

Disability Social Network – West Lindsey (Disability Network CIC)

Address of organisation

C/O Chat, Chill, Connect, 100 Church Street, Gainsborough, DN21 2JR

Name of applicant

Carolyn Lyden

Position in organisation

Vice-chair

Telephone number

[REDACTED]

Email Address

disabilitynetwork.westlindsey@gmail.com

About your organisation

Organisation type

- | | |
|---|--|
| <input type="checkbox"/> Educational Organisation | <input checked="" type="checkbox"/> Community Group/Club |
| <input type="checkbox"/> Registered Charity | <input type="checkbox"/> Other (Please specify) |

Do you have a constitution or governing body?

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

What is the main purpose of your organisation?

Disability Social Network provides support, information, and guidance, particularly for people living with a disability of any nature which makes them vulnerable. Our work extends to their carers, families, and supporters as well as those who may have emotional or mental health needs, including loneliness, social isolation, anxiety, and depression.

We are a Community Interest Company (CIC) who run volunteer led activity groups such as arts, crafts, and board games. In 2022 we set up a Community Befriending Service, designed to meet the needs of the individuals that come to us.

Our vision is for a society where all individuals, regardless of disability, impairment, health, or capacity, are valued and treated fairly and equally, with particular emphasis on their social interactions and mental well-being.

Our groups encourage members to learn new skills, provide an opportunity to foster social connections, reduce loneliness and promote a sense of belonging in the community.

How many years has your organisation been in existence?

Since 2003.

Please provide details of your organisation's membership

We have a basic membership structure with members providing essential contact details etc. and currently 40+ members.

How is your organisation managed?

By the Board of Trustees and Group Volunteers.

How many trustees/committee members do you have?

8

How many staff does your organisation employ?

0

Roughly how many volunteers do you regularly have?

7

Project details

Please give a brief outline of the project you're seeking fund for

Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.

We would like to re-start a 'Monday Art Group'.

This would be a volunteer led group to run for 2 hours a week at St. Georges Church Hall on Heapham Road, Gainsborough.

We are seeking funding for the cost of venue hire for a Monday group.

The venue is available, well-suited and competitively priced:

- The location ensures easy access for group members with proximity to public transport.
- The venue accommodates everyone, including those with mobility challenges.
- The spacious room provides ample space for artistic expression, to create and move around comfortably.
- Abundant natural light enhances the creative atmosphere.
- Permitted storage on-site simplifies logistics, allowing easy access to art materials.
- Convenient, free parking benefits attendees, eliminating parking stress and encouraging participation.

The group will be open to everyone, aged 18+, whether they are a seasoned artist or a hesitant beginner.

For those with physical health concerns, the power of art can be a transformational force, providing an opportunity for personal growth through self-expression, helping build confidence and improving self-esteem.

Art is one of the few activities that does not involve physical strength or stamina, allowing people with mobility impairments and/or other medical conditions to participate in creating without feeling limited.

It has the potential to bring joy and a sense of accomplishment to those who may feel limited in other areas of life.

The group will work collaboratively with Voluntary Centre Services, and other health and care professionals offering social prescribing, as a way of enabling people to make positive changes in their lives to improve health and wellbeing.

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

Between 10 – 20 people a week

Project schedule

When will your project start?

As soon as funding is received.

How long will your project last?

40 weeks

Project Costs

Total cost of your project	£ 872
----------------------------	-------

How much are you seeking as a grant from Gainsborough Town Council	£ 872
--	-------

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
Venue Hire of St. Georges Church Hall, Heapham Road, Gainsborough 40 weeks x 2 hours @ £10/hour	£ 800.00
Art Materials (we already have supplies from our Friday Art Group).	£ 0.00
Volunteers Expenses (travelling) Total 4 miles @ £0.45/mile x 40 weeks	£ 72.00
	£
	£
	£
	£
Total Cost	£ 872.00

Have you applied for funding for this project from any other funders?

- Yes No

If yes, please give details about contributions below:

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?

We currently run an Art Group on a Friday, which has been running for over 10 years, demonstrating an established need for this activity in the community.

We have seen from this group that it can play a vital role as an outlet for emotional expression during illness or recovery. The enduring existence of the group speaks volumes about its impact. Throughout the years, it has served as a conduit for fostering connections among individual members, nurturing a profound sense of belonging, and adding value to the larger community.

Funding will allow our organisation to reach out to encourage new attendees from the wider community, as a way of maintaining good mental and physical health, improving social interactions and wellbeing, and reducing loneliness or isolation.

The financial challenges faced by group members underscores the critical need for this funding for the group to operate.

Attachments

If there are any supporting documents that you would like to provide, please include them when you submit your application.

Please upload any relevant documentation.

[FIELD TO UPLOAD]

Submission

If there is any additional information relating to your project that you want to make us aware of, please add details here:

Declaration

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Gainsborough Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Signature

[Redacted Signature]

Date

29th August 2024

PAPER K



Gainsborough
TOWN COUNCIL

Community Grant Application Form

(PLEASE NOTE: Completed Application Forms are open to public inspection)

Contact Information

Name of organisation

Greener Gainsborough CIO

Address of organisation

Unit 12 Stirlin Place, Willoughton Drive, Gainsborough, DN21 1NF

Name of applicant

John Lyden

Position in organisation

CEO

Telephone number

Email Address

[REDACTED]

greenergainsborough@gmail.com

About your organisation

Organisation type

- Educational Organisation Community Group/Club
 Registered Charity Other (Please specify)

Do you have a constitution or governing body?

- Yes No

What is the main purpose of your organisation?

To provide facilities for recreation or other leisure time occupation by providing a garden club, community allotments, community green spaces and other activities for individuals in Gainsborough and the surrounding area, who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

How many years has your organisation been in existence?

Since 5th October 2023 as a registered charity.

Please provide details of your organisation's membership

80+ members on Facebook group
Members volunteer on a project-by-project basis.

How is your organisation managed?

The organisation is managed by the CEO with the support of the Trustees.

How many trustees/committee members do you have?

5 Trustees.

How many staff does your organisation employ?

None

Roughly how many volunteers do you regularly have?

15

Project details

Please give a brief outline of the project you're seeking fund for
Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.

Project Title: 'Raised Roots'

Project Summary: To transform a section of the Foxby Lane Community Allotment into a vibrant, accessible, and sustainable allotment space with a raised bed planting area.

Goals: To improve community health; create a space where community members can come together, share knowledge, and work collaboratively; to grow a variety of vegetables, herbs and fruit to provide locally grown produce to the local community; to improve accessibility for those with mobility issues; to provide optimal growing conditions.

Benefits: Raised beds can be designed at various heights, making it easier for everyone to participate in gardening activities; strengthening community bonds and promoting social interaction across different age groups; encourage healthy eating habits; improve the look of the allotment space; gardening can be a therapeutic activity that reduces stress and improves overall health.

Project Plan: To work in collaboration with Gainsborough Men's Shed who would build the raised beds for the Community Allotment.

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

30+

Project schedule

When will your project start?

October/November 2024

How long will your project last?

Ongoing

Project Costs

Total cost of your project	£ 1,475.58
How much are you seeking as a grant from Gainsborough Town Council	£ 1,000.00

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
Wood for making planters x 90 lengths 4.8m 22x 150 tanalised @ £8.64 per length (including VAT)	£ 777.60
Labour for making planters – supplied free of charge via Gainsborough Men's Shed	£ 0.00
Screened Topsoil (loose) 20 tonne bulk delivered	£ 648.00
Heavy Duty Weed Control Fabric Membrane 1m x 50m (x 2 rolls) @ £24.99 per roll	£ 49.98
	£
	£
	£
Total Cost	£ 1,475.58

Have you applied for funding for this project from any other funders?

Yes

No

If yes, please give details about contributions below:

We have not applied for funding for the shortfall for this project.

We would respectfully ask if funds allowed, that the Council would consider awarding the full amount of £1475.58 for this project.

Otherwise, the balance will be made up using existing funds and/or additional donations.

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 availability of plots and process for obtaining them are well-documented, showing that there is an established interest in gardening and allotment use in Gainsborough. Allotments provide a space for physical activity, which is beneficial for the health and wellbeing of the community, and the 'Raised Roots' area will increase accessibility for more people.

Gardening has been shown to reduce stress and improve mental health, making allotments a valuable resource for community members.

The 'Raised Roots' beds will enable residents to grow their own food, which can help improve food security and provide access to fresh, healthy produce. Growing food can reduce grocery bills, which is particularly important in times of economic uncertainty.

The more mature and/or less abled ex-plot holders have expressed a wish to still be involved in growing vegetables but without the commitment of a full-size allotment, allowing them to keep the social interaction that allotments provide.

Attachments

If there are any supporting documents that you would like to provide, please include them when you submit your application.

Please upload any relevant documentation.

[FIELD TO UPLOAD]

Submission

If there is any additional information relating to your project that you want to make us aware of, please add details here:

The 'Raised Roots' project would encourage biodiversity by planting a variety of vegetables, herbs, fruit and flowers that would attract beneficial insects and pollinators, thus supporting a healthy ecosystem.

Declaration

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Gainsborough Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Signature

A black rectangular box redacting the signature.

Date

28.8.2024

PAPER L

Community Grants Policy

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Document History

Adopted by Council – 4 December 2017

Reviewed & Adopted – 9 July 2024

Part A - Policy

This policy's purpose is to highlight to applicants Gainsborough Town Council's grant funding procedure and to act as a point of reference for councillors when reviewing applications.

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 Council either through the online application form, via email or through the post.

If the organisation is a new entity with no accounts available, please provide a brief overview of what your organisation/project is, your aims and objectives and why you're seeking funding, where this is not possible applicants should seek advice from the Clerk. Award of the grant shall be by discretion of the Council and decisions are delegated to the Property & Services Committee.

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.
- 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.

While it is the Town Council's policy to give preference to groups/organisations/projects which are Gainsborough based, 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.
- c. An organisation/group (local, regional or national) arranging a project which will be accessible and beneficial for 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.
- 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 either by submitting through the online application form, via email or if by post 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 Property & 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
- 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.
- National appeals are, with limited exceptions, regrettably outside the legal scope of the Council’s grant-aid scheme

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 – i.e. your event/project is based within a DN21 postcode, it is accessible to anyone in Gainsborough or is tailored to a specific target audience in the local area (i.e. a children’s group).

- It must be sustainable in the longer term
- It should engender a sense of civic pride

Additionally:

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

The following are unlikely to be considered a grant priority

- Projects that simply replace existing facilities with no significant improvement
- Projects where there is a large shortfall in the funding required to complete the project will be reviewed differently. We may put forward an offer of a grant on the condition you receive the other funding within six months – please note, this money will not be sent through until we have evidence of other successfully awarded grants.
- 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.
- Gainsborough Town Council can name your organisation on its own publicity of the grant awarding, including presentations, press releases, website content and social media posts (please note this is not an exhaustive list of all potential uses).
- 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..
- 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.

Applications 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 Council.

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 Property & 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 an email or 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 will ask you to provide copies of invoices related to the project, if your grant has not been used for the purpose specified on your application, the Council may request the funds are returned in full

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

PAPER M



Gainsborough

TOWN COUNCIL

Richmond House, Richmond Park
Morton Terrace, Gainsborough
Lincolnshire DN21 2RJ
Tel: 01427 811573

Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

11 September 2024

Andrew David Birkett
Chairman Gainsborough & District Heritage Association
12 North Street
Gainsborough
DN21 2HS

Dear Andrew,

I am writing this letter to express the Council's full support for the erection of brown heritage signage promoting the Heritage Centre and to assist visitors to the town in locating the centre.

We believe it is important for us to acknowledge our heritage and brown heritage signage would aid future visitors and promotion of the centre.

Yours Sincerely,

Rachel Allbones
Town Clerk & RFO

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