

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 8 April 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Caz Davies
Councillor Paul Key

Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones	Town Clerk
Sean Alcock	Operations Manager
Amanda Clarke	Communities Officer

There were no questions or comments from members of the public.

PS25/149 Apologies for Absence

Apologies for absence were received from Councillors S Bibb, R Craig, K Woolley.

PS25/151 Declarations of Interest

Councillor Plastow declared a personal interest in agenda item PS25/157 as he knows the applicant.

Councillor Plastow declared a personal interest in agenda item PS25/163 as he knows the applicant.

Councillor Hooton declared a personal interest in agenda item PS25/157 as he is the Site Representative.

PS25/152 Dispensation Requests

No dispensation requests were received.

PS24/153 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/157 and PS25/163 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/154 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Wednesday 12 March 2025 be approved as a as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2024-25

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

PS25/155 Matters Arising Schedule (Paper B)

RESOLVED: to NOTE the current position of previously agreed actions as at 3 April 2025.

PS25/156 Love Lane Allotment Drainage (Paper C)

RESOLVED:

- 1) To source and appoint a drain clearance contractor to inspect and jet clear if deemed necessary.
- 2) For the Town Clerk and Operations Manager to authorise the associated costs of an appointed contractor if falls within their authorisation threshold.

PS25/157 Foxby Hill Allotment Structure Application (Paper D)

RESOLVED: to decline the recently submitted retrospective structure permission form and to request the tenant remove the structure, within twenty-eight days, from garden four. If the tenant does not comply, Council to issue a 'Notice to Quit'. In the event of this the cost incurred to clear garden four to be charged back to the tenant as per point 9.3 of the Allotment Tenancy Agreement. Further to this, to permit the Communities Officer to decline any further applications for structures of this, or similar, size (see report), including those who have not requested permission by submitting an application under the same terms.

Note: The Communities Officer left the meeting at 6:52pm.

PS25/158 Fire Risk Assessment (Paper E)

RESOLVED: to note Fire Risk Assessment Report for and remedials complete for Richmond House.

PS25/159 Children's Cricket Sessions (Paper F)

RESOLVED: to provide the cricket pitch free of charge for children cricket sessions.

PS25/160 The Wind In The Willows - The Musical (Paper G)

RESOLVED: to approve the request from WLDC to hold a musical at Richmond Park. The Council carry out due diligence of what load their equipment will require to ensure the power supply will be ok, equipment will be required to be PAT tested, the area will need to be cleared and left as found, and any damaged incurred will be charged at cost.

PS25/161 Gainsborough in Bloom (Paper H)

RESOLVED: to NOTE the update of Gainsborough in Bloom progress.

PS25/162 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries (Paper I)

RESOLVED:

- 1) To approve and adopt all amendments to the Cemetery Guidance & Regulations document and to adopt the document.

- 2) To create a Shallow Grave Policy due to frequency of occurrence.
- 3) To reestablish an Exhumation Policy.
- 4) To review the Memorial Mason Guidance.

PS25/163 Memorial Application (Paper J)

RESOLVED: to approve the revised inscription on memorial application as per report.

Note: Councillor Plastow abstained from voting on the above application.

PS25/164 Items for Notification

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

- i. Marshalls Boiler
- ii. Pride event review of event plan
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/165 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 13 May 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:31pm.

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