

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

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb

Councillor Nicholas Coxon

Councillor Caz Davies

Councillor Glenn Puxty (sub) –
arrived at 6:38pm.

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Paul Hooton

Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Sean Alcock

Amanda Clarke

Town Clerk

Operations Manager

Communities Officer

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

PS26/012 Apologies for Absence

Apologies for absence were received from Councillors P Key, J Plastow.

PS26/013 Declarations of Interest

No declarations of interest were received.

PS26/014 Dispensation Requests

No dispensation requests were received.

PS26/015 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS26/018, PS26/019, PS26/020, PS26/027, PS26/028 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS26/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 13 May 2025 be approved as a true and accurate record and signed by the Chair.

PS26/017 Matters Arising Schedule (Paper B)

RESOLVED: to NOTE the current position of previously agreed actions as at 1 July 2025 and remove recommended items.

Note: Councillor Puxty arrived at the meeting at 6:38pm.

PS26/018 Communities Officer Report (Paper C)

RESOLVED: to allow the tobacco plants to be grown and to be harvested.

PS26/019 Allotment Tenancy Breaches (Paper D)

RESOLVED: to agree to issue a Notice to Quit, however, to invite the tenant to reapply for a garden once he feels confident that he can regularly maintain it.

PS26/020 North Warren Allotment Structure Application (Paper E)

RESOLVED: to

- i. advise the applicant to revert the brassica cage to their original application and remove the apex roof and suggest making with hoops.
- ii. revise the Allotment Tenancy Agreement to include brassica cages.

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

PS26/021 Motion from Councillor Dannatt

I, Councillor Dennis Dannatt call upon this Council to consider bringing back into use the spare plots at North Warren allotment site with other interested parties yet to be identified. These spare plots are allowed by law to be temporarily used for any purpose connected with agriculture or horticulture, so long as they can be returned to allotments if required to reduce any waiting list. Communities Officer to lead.

Seconded by Councillor Coxon

RESOLVED: that the Communities Officer investigate the above, consult with National Allotment Society and see if there is any interest in the site.

Note: The Communities Officer left the meeting at 7:35pm.

PS26/022 Event Application (Paper F)

RESOLVED: to approve the application in principle to hold an Armed Forces Day on Levellings Playing Field on 20 June 2026 subject to the following being received by 5 March 2026: -

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. vehicles to provide drip trays for rear end and axels
- vii. no fee to be levied for 2026 event.

PS26/023 Tree Management Strategy (Paper G)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Tree Management Strategy.

PS26/024 General Cemetery Chapel Condition Survey (Paper H)

RESOLVED: to defer to a future meeting.

PS26/025 Memorial Mason Guidance (Paper I)

RESOLVED: to and adopt the revised Memorial Mason Guidance within Gainsborough Town Councils Cemeteries with the removal of 3.7.

PS26/026 Citizen of the Year Award (Paper J)

RESOLVED: to approve Citizen of the Year award criteria, nomination form, press release and timeline as set out in the report.

PS26/027 General Cemetery Extension (Paper K)

Members considered communications from WLDC Team Manager Property & Assets and **RESOLVED** to defer to a later date but keep as live agenda item when having discussions with WLDC regarding assets.

PS26/028 Richmond Park Outbuilding Structural Survey (Paper L)

RESOLVED: to approval the quotation of £2,375+VAT from Alan Wood & Partners (CARE Structural Engineers) to carry out a structural survey of Richmond House and outbuildings and to provide a detailed report of all findings.

PS26/029 Items for Notification

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

- i. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- ii. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- iii. General Cemetery Chapel Condition Survey
- iv. Utility Charge Review
- v. Richmond House Conservatory Replacement
- vi. Volunteer Recognition
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area

PS26/030 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 9 September 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:20pm.

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

Initialled:

Property and Services Committee minutes 2025-26