

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 Sheila Bibb

Councillor Nicholas Coxon

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor James Plastow

Councillor Glenn Puxty (sub)

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor Richard Thompson (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Property and Services Committee of the Council to be held on **Tuesday 9 September 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum when members of the public may speak on any item set out in the agenda for the meeting. A maximum of two individuals to address the Committee for a maximum of 3 minutes each.

AGENDA

PS26/031 Apologies for Absence

To note apologies for absence.

PS26/032 Declarations of Interest

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

PS26/033 Dispensation Requests

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

PS26/034 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 accordingly.

PS26/035 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 15 July 2025 (pages 4 to 7)

PS26/036 Love Lane Allotment Drainage Report

To consider report following drainage inspection and update on current position.

Paper B (pages 8 to 26)

PS26/037 Allotment Brassica Cages

To consider amendment to the Allotment Tenancy Agreement to include brassica cages.

Paper C (pages 27 to 29)

PS26/038 Memorial Testing Procedure

To consider and approve the memorial testing procedure.

Paper D (pages 30 to 32)

PS26/039 Marshalls Sports Ground Hire Bookings

To consider and determine booking hours for Marshalls Sports Ground.

Paper E (pages 33 to 36)

PS26/040 Christmas Lights Festival

To consider arrangements for the Christmas Lights Festival.

Paper F (pages 37 to 41)

PS26/041 Play Area RoSPA Safety Inspection Reports

To receive the annual RoSPA reports and consider any action resulting actions.

Paper G (pages 42 to 53)

PS26/042 S106 Aisby Walk

To consider use of S106 fund contribution.

Paper H (pages 54 to 58)

PS26/043 Richmond House Conservatory Removal Tender

To consider approval of tender specification for the removal of the conservatory.

Paper I (pages 59 to 63)

PS26/044 General Cemetery Chapel

To consider quotation received for architectural services for the refurbishment of the Chapel.

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

Paper J (pages 64 to 67)

PS26/045 Citizen of the Year Award 2025

To consider and approve who, if any, should be awarded the Citizen of the Year 2025.

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

Paper K (pages 68 to 72)

PS26/046 Event Application

To consider application to hold Community Family Fun Day on Levellings Playing Field on 1 August 2026 including any associated charges.

Paper L (pages 73 to 80)

PS26/047 2026 / 2027 Budget

To consider budget requirements for 2026/27 for this committee.

The following specific budgetary areas are considered as part of the Committee's remit:

- Grounds Maintenance
- Richmond House & Park
- Sports Grounds
- Cemetery
- Play Areas
- Allotments
- Public Realm
- Events
- Christmas Lights

PS26/048 Items for Notification

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

- i. Matters Arising schedule – November
- ii. Richmond Park Outbuilding Report
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Utility Charge Review
- vi. Volunteer Recognition

PS26/049 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 11 November 2025 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 04 September 2025

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 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 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:

PAPER B

Officer Report to the Property & Services Committee

Report Author: Rachel Allbones
Report Date: 2 September 2025



Gainsborough
TOWN COUNCIL

Subject: Love Lane Allotment Drainage

1. Summary

The Committee is to consider the findings of the recent CCTV drainage survey at Love Lane Allotments and determine next steps.

2. Background

Flooding has been a recurring issue at Love Lane Allotments for several years, most notably in the northeast quadrant. The matter of dyke maintenance, drainage, and associated flooding has been discussed on several occasions by the Property and Services Committee.

Timeline of actions taken:

- **10/09/2024**
RESOLVED: Grounds Team to clear vegetation from the dyke before considering whether a survey is required.
- **08/10/2024**
Grounds Team completed cutting back foliage and briars in the dyke and surrounding area.
- **03/12/2024**
Contractor commenced dredging of the dyke, following authorisation by the Committee Chair.
- **10/12/2024**
RESOLVED: Grounds Team to rod the drains before engaging a contractor for CCTV inspection.
- **Dec 2024 – Feb 2025**
 - Drains rodded from dyke but only partially cleared due to equipment limitations.
 - Attempts to expose a drain near Garden 16 were abandoned due to water ingress.
 - 28 February 2025, further rodding reached approximately 35m before hitting an obstruction beyond the unused well near Garden 23.
 - 25 March 2025, investigations confirmed:
 - Total drain length approx. 46m.
 - Obstruction suspected between 35m–41m.
 - Southern drains also found to be holding water, possibly linked to Severn Trent system.
 - Email sent to Croft Drainage (3 March) requesting schematic of upgraded drain (no response).
- **08/04/2025**
RESOLVED: Source and appoint a contractor to inspect and, if necessary, jet-clear the drains. Authority for costs delegated to the Town Clerk and Operations Manager within their threshold.

CCTV Drain Survey (Appendix A):

- Significant silt and root ingress identified.
- Contractor recommendation: replace the entire section.
- Quotation: installation of approx. 43m of new land drain from inspection chamber to dyke (cutting in front of shed at Plot 31b) at a cost of **£3,200 + VAT**.

Important note: While a new land drain is expected to improve surface water run-off and reduce standing water in some areas, it will not guarantee elimination of flooding. Soil saturation, ground levels, and prolonged rainfall may continue to cause localised waterlogging.

3. Options

- 1) **Do nothing** – Accept ongoing drainage and flooding issues.
- 2) **Install new land drain (approx. 43m)** – At a cost of £3,200 + VAT.
- 3) **Decommission affected allotment gardens** – Remove them from use if drainage works are not feasible or effective.

Decision Matrix

This matrix sets out the pros, cons, risks, and estimated costs of the available options for addressing the drainage issues at Love Lane Allotments.

Option	Pros	Cons / Risks	Estimated Cost
1) Do nothing	- No immediate cost. - Avoids disruption to tenants during works.	- Flooding likely to persist or worsen. - Increased tenant dissatisfaction. - Potential reputational damage to Council. - May reduce allotment rental uptake and income.	£0 (short term) Potential long-term costs (lost rental, complaints, further deterioration).
2) Install new land drain (~43m)	- Expected to improve surface water run-off. - Likely to reduce standing water in key areas. - Proactive response to longstanding issue. - Supports continued use of affected plots.	- Cost of installation (£3,200 + VAT). - Works may not fully resolve flooding due to soil saturation/ground levels. - Ongoing maintenance may be required (roots, silting).	£3,200 + VAT (capital cost). Future maintenance costs possible.
3) Decommission affected allotment gardens	- Eliminates direct management of worst-affected plots. - Avoids drainage works cost.	- Permanent loss of allotment plots and rental income. - Likely dissatisfaction and complaints from current/allocation list tenants. - Reputational risk (seen as withdrawing facilities rather than investing). - Site aesthetics may be negatively impacted.	Loss of ongoing rental income. Possible reinstatement costs (structure removal, re-landscaping).

4. Recommendation

The Committee is invited to consider the options above and determine the preferred course of action.

Drainage Report



Prepared For
Gainsborough Town Council

Site

**Love Lane Alotments
Gainsborough**



24-7 DRAINS LTD
Surveyor: Mel Chesman
mel@24-7drainsltd.co.uk
01427 718201

Total Defects for Project



Total DRB Grades for Project





Love Lane Alotments - CCTV Survey Report : 06/08/25

Name :	24-7 DRAINS LTD
Contact :	Mel Chesman
Location :	2 Old Cottages
Town :	Gate Burton
Region :	Lincolnshire
Postcode :	DN21 5BA
Email :	mel@24-7drainsltd.co.uk
Contact Number :	01427 718201
Surveyor :	Mel Chesman
Valid Certification No :	L1093

Client Information

Name :	Gainsborough Town Council
Contact :	
Location :	
Town :	
Region :	
Postcode :	
Tel :	
Mobile :	
Email :	
Fax :	

Site Information

Name :	
Contact :	
Location :	Love Lane Alotments
Town :	Gainsborough
Region :	
Postcode :	
Tel :	
Mobile :	
Email :	
Fax :	

Total Defects for Project



Total DRB Grades for Project





Report interpretation.

Overview:

Each section of the drainage system is allocated a score indicating areas that require attention. These areas are detailed in the Overview section on the following page and also at the bottom right of the first few pages. We use colour coding as an indicator of severity. Additional information concerning rehabilitation options/recommendations is included in the Overview page, which can also be used as an, "at a glance" indication of system condition. More in depth information for each section, including images can be found later in the report. Grade indicators are as follows:

Grade A: Drain is serviceable no recommendations required

Grade B: There is an issue that might require remedial works

Grade C: There is a defect that requires remedial works, the drain is not serviceable.

Observations:

Each section of drainage reported on (manhole to manhole for example), contains detailed information about that drain and any observations made concerning condition are detailed below the header section. The observations are colour coded and given a severity score, with more significant defects being given a higher score, using a scale from 1 to 5 as detailed below:

Severity 1 to 2: These defects may require remedial monitoring

Severity 3: These defects probably require some form of remedial works

Severity 4 to 5: Defects that will require remedial repair or replacement

General:

The information provided is relevant at the time of survey. The coding system in this report is based on the Manual of Sewer Condition Classification, 5th edition (MSCC5) domestic codes (BS EN 13508-1:2003). This is the official standard for the water industry.

The severity system is based on significant experience in general practice and the 1 -5 grades represent the severity of individual defects: 5 representing a more serious defect.

Please feel free to contact us for further explanation or pricing for remedial works required.

Total Defects for Project



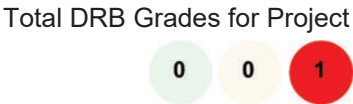
Total DRB Grades for Project





Overview

Section: 1 From: Dyke To: Node A	Grade C	DRB Grade: C Pipe Size: 100 Material: Vitrified Clay (i.e. all clayware) Use: Surface Water
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Site: Love Lane Alotments, Gainsborough

Section 1

Client: Gainsborough Town Council	Location (Street Name): Love Lane Alotments	City/Town/Village Gainsborough	Cust Job Ref.	Surveyors Name: Mel Chesman	Date: 06/08/2025
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Start Node Ref:	Dyke	Finish Node Ref:	Node A	Direction:	U	Height/Dia:	100
Start Node Depth:	0.00	Finish Node Depth:	0.00	Use:	S	Shape:	C
Start Node Coordinate:		Finish Node Coordinate:		Material:	VC	Cleaned	N

Node Type	Cover Condition	Benching Condition	1/2 Channel Condition	Node Condition Remarks
BR				

Drain Type	Lining Type	Lining Mat.	Year Const.	Weather	Flow Cont.	Length	General Remarks
A				D	N	25.6	

Position	Code	Description	CD	Pic	Video Ref	
00.00m	BR	Start node type, major connection without				
00.00m	WL	Water level 0%			0:00:00	
00.40m	R	Roots	0_2		0:00:26	
00.90m	R	Roots	0_3		0:00:33	
01.30m	R	Roots	0_4		0:00:37	
03.30m	R	Roots	0_5		0:00:50	
03.80m	R	Roots	0_6		0:00:54	
06.00m	WL	Water level 25%	0_7		0:01:09	
06.30m	R	Roots	0_8		0:01:14	
08.30m	R	Roots	0_9		0:01:25	
10.10m	CUW	Loss of vision, camera under water	0_10		0:01:37	
15.10m	WL	Water level 25%	0_11		0:02:02	
20.10m	R	Roots	0_12		0:02:32	
20.90m	R	Roots	0_13		0:02:36	
22.30m	JDL	Joint displaced large	0_14		0:02:47	
22.40m	JDL	Joint displaced large	0_15		0:03:06	
23.40m	R	Roots	0_16		0:03:12	
24.50m	JDL	Joint displaced large	0_17		0:03:24	
25.40m	R	Roots	0_18		0:03:37	
25.60m	SA	Survey abandoned	0_99			

Total Defects for section

DRB Grade for Section



Descriptive Report with Remarks and Observation Images

Section 1

Pos	Video Ref	Code	Description	Image
00.00m		BR	Start node type, major connection without manhole Dyke	
00.00m	0:00:00	WL	Water level: 0% Height/Diameter	
00.40m	0:00:26	R	Roots - Severity 3	Image Provided - Ref: 0_2 
00.90m	0:00:33	R	Roots - Severity 3	Image Provided - Ref: 0_3 
01.30m	0:00:37	R	Roots - Severity 3	Image Provided - Ref: 0_4 

Total Defects for section



DRB Grade for Section



Pos	Video Ref	Code	Description	Image
03.30m	0:00:50	R	Roots - Severity 3	Image Provided - Ref: 0_5
03.80m	0:00:54	R	Roots - Severity 3	Image Provided - Ref: 0_6
06.00m	0:01:09	WL	Water level: 25% Height/Diameter	Image Provided - Ref: 0_7

Total Defects for section

DRB Grade for Section



Pos	Video Ref	Code	Description	Image
06.30m	0:01:14	R	Roots - Severity 3	Image Provided - Ref: 0_8
08.30m	0:01:25	R	Roots - Severity 3	Image Provided - Ref: 0_9
10.10m	0:01:37	CUW	Loss of vision, camera under water	Image Provided - Ref: 0_10

Total Defects for section

DRB Grade for Section



Pos	Video Ref	Code	Description	Image
15.10m	0:02:02	WL	Water level: 25% Height/Diameter	Image Provided - Ref: 0_11
20.10m	0:02:32	R	Roots - Severity 3	Image Provided - Ref: 0_12
20.90m	0:02:36	R	Roots - Severity 3	Image Provided - Ref: 0_13

Total Defects for section

DRB Grade for Section





Pos	Video Ref	Code	Description	Image
22.30m	0:02:47	JDL	Joint displaced large - Severity 4	Image Provided - Ref: 0_14
22.40m	0:03:06	JDL	Joint displaced large - Severity 4	Image Provided - Ref: 0_15
23.40m	0:03:12	R	Roots - Severity 3	Image Provided - Ref: 0_16

Total Defects for section

DRB Grade for Section





Pos	Video Ref	Code	Description	Image
24.50m	0:03:24	JDL	Joint displaced large - Severity 4	Image Provided - Ref: 0_17
25.40m	0:03:37	R	Roots - Severity 3	Image Provided - Ref: 0_18
25.60m		SA	Survey abandoned Camera will not pass	Image Provided - Ref: 0_9999

Total Defects for section

DRB Grade for Section

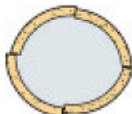


A guide to defects and other observations in drainage systems

More detailed information can be found in the National Standard (BS EN 13508-1:2003) and in the Manual of Sewer Condition Classification (MSCC) 5th Edition, written by the Water Research Centre (WRc).

Use	
Code	Description
C	Combined
F	Foul
S	Surface Water
T	Trade Effluent
W	Culverted Watercourse
Z	Other
Common Materials	
Code	Description
VC	Vitrified Clay
PVC	Polyvinyl Chloride
CO	Concrete
CI	Cast Iron
PF	Pitch Fibre
PE	Polyethylene
DI	Ductile Iron

Start Node	Description	Finish Node
MH	Manhole	MHF
IC	Inspection Chamber	ICF
GY	Gulley	GYF
RE	Rodding Eye	REF
SK	Soakaway	SKF
BN	Buchan Trap	BNF
BR	Major Connection without Ref	BRF
CP	Catch Pit	CPF
OC	Other Special Chamber	OCF
OF	Outfall	OFF
OS	Oil Separator	OSF
WR	Major Connection without mh	WRF
LH	Lamphole	LHF

Code	Observation	Description	Attributes
B	Broken	Pieces pipe have visibly moved	Defined by clock references. Associated with deformity in rigid pipe 
CC CL CM CR	Cracks	Cracks are break lines that are not visibly open	Defined by clock reference position/s. Longitudinal and radiating cracks attract only one clock reference 
CN	Connection	Lateral pipe has been connected after original construction	Described by clock reference position and diameter 

Total Defects for section



DRB Grade for Section



CX(I)	Defective Connection (Intruding)	Defective by intrusion or damage due to factors including: cracks, fractures, obstruction, position etc	Described by clock reference position and diameter (+ % intrusion)	
CU	Loss of Vision	Lens of camera is obscured by debris, water etc. Operator is unable to see drain clearly	"W" can be added if loss of vision is due to water	
D	Deformed	Pipe has lost its structure	Described by percentage loss of height or width. Recorded in 5% increments	
DEE	Deposits Encrustation	Eg. Attached scale deposits evident	Described by clock referenced position and percentage loss of cross-sectional area (5% increments)	
DEG	Deposits Grease	Attached grease deposits evident	Described by clock referenced position and percentage loss of cross-sectional area (5% increments)	
DER DES	Deposits Coarse/Fine	Settled deposits on the invert of the pipe.	Described by percentage loss of height or diameter. Recorded in 5% increments.	
FC FL FM FR	Fractures	Fractures are visibly open. Pieces of pipe have not moved	Defined by clock reference position/s. Longitudinal and radiating fractures attract only one clock reference	
H	Holes	Section of pipe fabric is missing	Defined by clock reference location. Normally two clock references	
I	Infiltration	Water is infiltrating the pipe, normally via a joint but could be via another defect	Can be described in Remarks using terms such as Seeper, Dripper and Runner	
JDL	Joint Displaced Large	Pipe has moved at joint, perpendicular to axis of pipe	More than 1.5 times the pipe wall thickness must be visible	

Total Defects for section



DRB Grade for Section



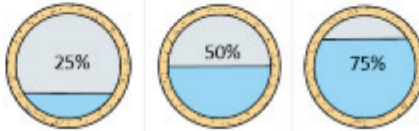
C

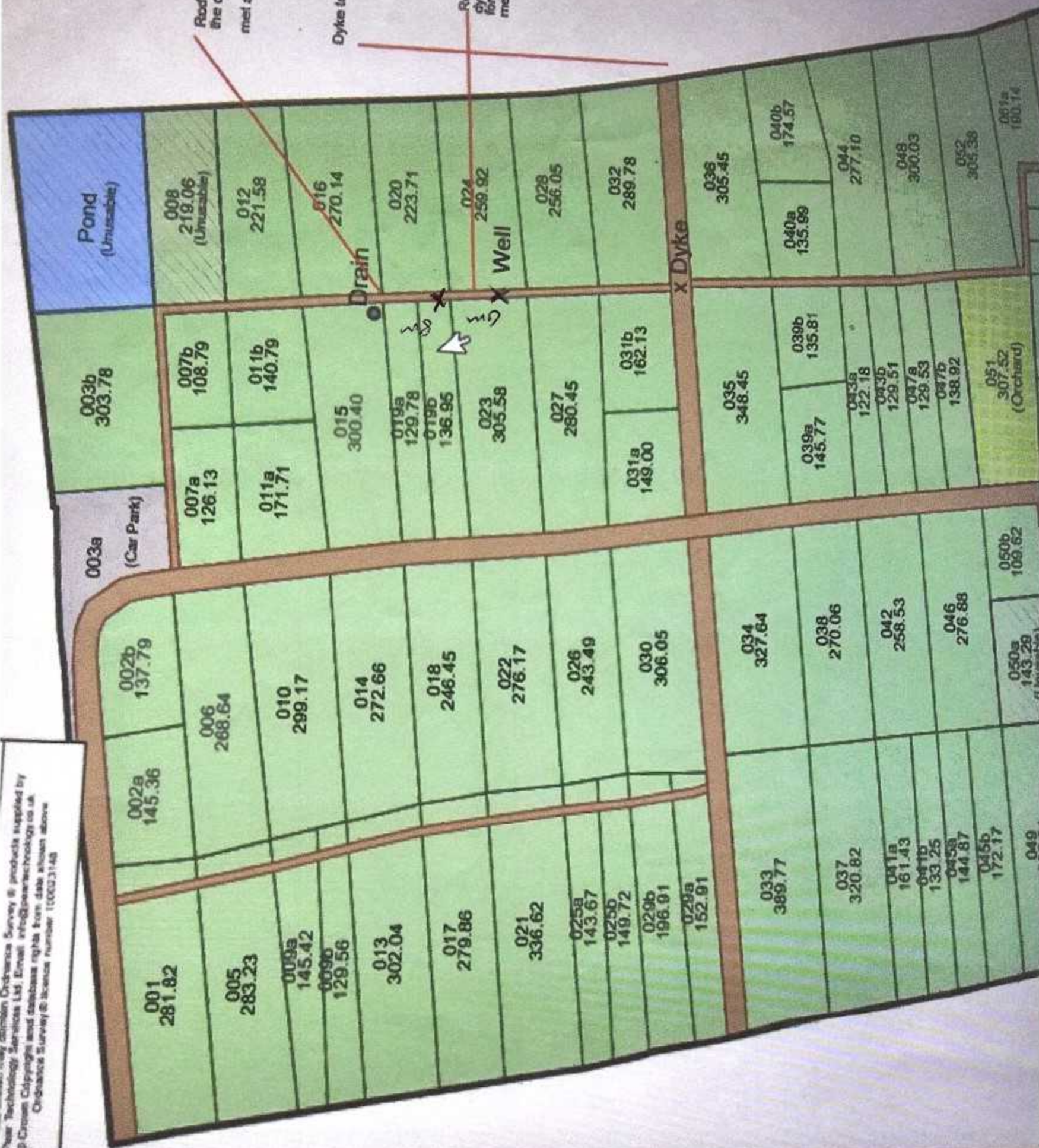
JDM	Joint Displaced Medium	Pipe has moved at joint, perpendicular to axis of pipe	Between 1 and 1.5 times the pipe wall thickness must be visible	
JN	Junction	Lateral pipe was installed at construction	Described by clock reference position and diameter	
JX	Defective Junction	Lateral pipe was installed at construction but is defective in some way	Joint can be defective due to factors including: cracks, fractures, obstruction, position etc	
LD LU LL LR	Line Deviation	LD = Line Down, LU = Line Up, LL = Line Left, LR = Line Right. Not related to CIPP lining.	Additional modifiers are added: Q = Quarter (22.5), H = Half (45), F = Full (90). In degrees.	
LC	Lining Changes	If the drain is lined, the lining material has changed	Position of lining material change	
MC	Material Change	The pipe material has changed	Position of change is noted. Type of material change can be defined	
OB	Obstruction/Obstacle	An obstruction or obstacle is affecting the flow through the pipe	Described in percentage loss of cross-sectional area	
OJL	Open Joint Large	Pipe has moved at joint, along the axis of pipe	More than 1.5 times the pipe wall thickness must be visible	
OJM	Open Joint Medium	Pipe has moved at joint, along the axis of pipe	Between 1 and 1.5 times the pipe wall thickness must be visible	
PC	Pipe Length Changes	Length of individual pipe changes	New length described at this position	

Total Defects for section

DRB Grade for Section



R	Roots	Evidence of root ingress	Roots will normally infiltrate via bad joints, cracks, fractures, breaks etc	
REM	Remark	General remark	Used for additional information	
S	Surface Damage	This might include corrosion, spalling and chemical attack	Position only. Additional information can be added in Remarks	
SA	Survey Abandoned	Used when a survey cannot continue for any reason	The reason for abandoning a survey should be noted in the remarks area	
SC	Shape Changes	Dimension of drain changes	Diameter dimension change recorded. Second dimension is recorded for no circular pipe changes	
SR	Sealing Ring	Sealing ring intrudes into pipe at joint	Described by clock reference position	
V	Vermin	Evidence of Vermin in pipe	Can also be used for evidence within manhole etc	
WL	Water Level	Used to record changes in water level. Always shown at the beginning of every survey, if dry noted as 00.	Described by percentage of height or diameter. Recorded in 5% increments	
XP	Collapsed	Drain is suffering from complete loss of structural integrity. Always followed by SA - Survey Abandoned	Percentage loss of cross-sectional area is recorded. Other related structural defects are not recorded	



PAPER C

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

Report Author: Amanda Clarke

Report Date: 27.08.2025.



Gainsborough
TOWN COUNCIL

Subject: Brassica / fruit cages

1. Summary

The Property and Services Committee have recently requested the removal of three structures used as fruit *cages* and / or *brassica cages* from the allotment gardens located at North Warren and Foxby Hill sites. These structures were deemed to fall outside current expectations, although no formal guidelines are currently in place regarding such structures.

In light of this, the Committee recognised the need to provide clear, consistent guidance for all allotment holders. A review has therefore been initiated to establish formal guidelines on the use of such structures on allotment plots.

This review will consider:

- Acceptable materials (e.g., timber, metal, mesh, plastic netting)
- Maximum permitted dimensions for such structures
- Impact on neighbouring plots
- Health and safety considerations

The outcome of this review will result in:

- Updated Allotment Tenancy Agreements, incorporating new clauses related to such structures.
- Revised Permission Request Forms, requiring specific details for proposed installations.

Allotment tenants will be notified once the revised guidelines are finalised.

2. Background

The Communities Officer contacted the Legal Advisor and Regional Representative from The National Allotment Society to seek advice on the above criteria.

The Legal Advisor advised,

- *12 months' notice will not be necessary as this new guidance should only apply to new structures and should therefore not significantly impact existing tenants that do not already have such a structure'.*

The Local Representative advised.

- *He was unaware of any other Council or Privately run allotments who have formal guidelines contained within their Allotment Tenancy Agreement around brassica / fruit cages, however appreciated the importance of such, for Gainsborough Town Council given the issues we have recently experienced with large structures. Through discussion the National Allotment Society Representative and the Communities Officer discussed the use of materials, the maximum permitted dimensions and health and safety considerations. A reasonable baseline was considered to be fair to the tenant and fair to the Council.*

Proposed Brassica / Fruit Cage guidelines

- The structure should be moveable – not concreted into the ground.
- The structure should be no more than 6ft in height, 6ft in length, 4ft in width, with a flat roof, to allow for tenants to walk into the structure (like a poly tunnel).
- The frame, if constructed with wood, should be no more than 2x2 inch wooden battens
Netting to be used for coverage.

Example of a walk-in brassica / fruit cage



3. Cost

No associated costs to the Council.

4. Recommendation

- i. For the Committee to review and consider the following be included to the Allotment Tenancy Agreement in Schedule 1 point 9: -
Brassica / Fruit Cage structure should be moveable (not concreted into the ground). Must be no more than 183cm (6ft) height, 183cm (6ft) length, 122cm (4ft) width, with a flat roof. The frame, if constructed with wood, should be no more than 2"x2" wooden battens, with netting to be used for coverage.
- ii. For the Permission Request Form to be revised accordingly.

PAPER D

Memorial Safety Testing Procedure

1. Purpose

This procedure sets out the process for inspecting and testing memorials to ensure they remain in a safe and stable condition, in accordance with relevant safety guidance, the British Standard for memorials, and industry best practice.

2. Procedure

2.1 Initial Visual Inspection

1. Conduct a preliminary visual assessment of the memorial.
 2. Record and evaluate the following:
 - General condition of the memorial.
 - Condition of all joints and fixings.
 - Evidence of damage, deterioration, or loose components.
 - Signs of foundation erosion or ground subsidence.
-

2.2 Stability Assessment

1. If no immediate hazards are identified during the visual inspection, perform a physical stability test.
 2. Apply a measured and controlled hand force to the top centre of the memorial to assess stability, in accordance with recognised industry practice.
 3. Determine whether the memorial remains secure and resistant to movement.
 4. Classify the memorial as:
 - **Pass** – Stable and not at risk of collapse.
 - **Fail** – Unstable, poses a safety risk, or likely to fall without resistance.
-

2.3 Notification of Failure

1. For any memorial classified as **Fail**:
 - The Council will contact the registered grave owner at their last known address, as recorded in Cemetery records.
 - A written notification will be issued, requesting that the memorial be repaired within three (3) months.
 - The letter will specify that repairs must be undertaken by a **BRAMM Accredited Memorial Mason** and must comply with the relevant British Standard.
 - A warning notice will be placed on the memorial; this identifies the memorial as failing a memorial test and being in an unsafe condition.

*Any memorial that is identified as being at risk of imminent failure may be made safe prior to attempts being made to contact the grave owner.

2.4 Retesting and Further Action

1. The Council will retest all failed memorials three (3) months after issuing failure notifications.
 2. If a memorial remains in a failed condition at the retest:
 - Details will be referred to a qualified memorial mason.
 - The mason will lay down, secure, or otherwise make the memorial safe as soon as possible.
-

2.5 Record Keeping

- All inspections, test results, notifications, and remedial actions will be documented and retained.

PAPER E

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

Report Author: Rachel Allbones
Report Date: 29 August 2025



Gainsborough
TOWN COUNCIL

Subject: Marshalls Room Hire Bookings

1. Summary

To consider and determine booking hours for Marshalls Sports Ground.

2. Background

On Sunday 15th June Marshalls Sports Pavilion was booked from 4pm – midnight for a Holy Communion. Following the booking we received the complaint below from a local resident.

Please could you advise what time of night noise should stop at the sports ground building as whoever was in it last night was still playing very loud music until 10.30PM, they also were using a loud public address system. This continued until 11PM when the music stopped but people leaving were then chatting, shouting, kids screeching, engines revving until after midnight, we had to close our windows and tolerate the heat to get to sleep.

No doubt the revellers had no concept of their being in a car park next to a large field being a nuisance to the bungalows they were adjacent to and the fact they were built with the bedrooms at the rear in some hope of that being the quietest aspect, maybe you could give me the phone number of the organiser so I can call them next time I am up at 3AM to attempt to give them some understanding of nuisance and consideration.

I did check what the intended use of this ground was before I purchased my prospective retirement bungalow, I clearly made an error but I thought I would check before getting estate agents in.

Not a happy bunny, again.

We did make contact with the hirer who's response is below.

I sincerely apologise for what happened during our last event. To be honest, it was our mistake, and I deeply regret any inconvenience caused.

I hope you understand that due to the weather, the children were unable to stay inside the building for long. We did provide each person with a 300ml water bottle, and the kids moved outside to the grounds. We did not realise this would cause any issues and for that, I am truly sorry.

*Regarding the noise, I completely accept the concerns raised, especially since it was a Sunday. I was like busy with catering team to help out so!
We understand that neighbours need to prepare for work and school the next day, and we truly apologise for the disturbance.*

I can personally guarantee that such an issue will not happen again in the future.

Also, about the upcoming event on July 6th as per the birthday boy's father we have decided to cancel it. Many in our community work in healthcare as nurses, doctors, and

support staff, with long day and night shifts. That's why we sometimes plan events at specific times. However, we understand the need to be more considerate moving forward, especially with cultural functions being different in nature.

I assure you that we will take extra care from now on and ensure no such problems arise again.

Lastly, a very special thanks to the caretakers. They have been extremely kind and helpful throughout we really appreciate them.

Once again, my sincerest apologies for all the inconvenience caused.

Below are the premises licence details for Marshalls.

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE			
- a performance of a play - an indoor sporting event - a performance of live music - any playing of recorded music - a performance of dance - entertainment facilities for making music - entertainment facilities for dancing - provision of late night refreshment			
THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES			
Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
C. Indoor sporting event	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
E. Performance of live music (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
F. Playing of recorded music (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
G. Performance of dance (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
I. Provision of facilities for making music (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm
J. Provision of facilities for dancing (Indoors & Outdoors)	Monday to Saturday	9:00am	11:30pm
	Sunday	9:00am	10:30pm

The Council do take bookings up to midnight and slightly past when booked for New Years Eve.

3. Options

1. Continue to allow bookings until midnight Monday to Saturday and 11pm on Sundays with the proviso that music / noise stops 30mins prior to the end of the booking as per licence.
2. Amend booking times.

4. Recommendation

To consider options above.

PAPER F

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

Report Author: Rachel Allbones
Report Date: 2 September 2025



Gainsborough
TOWN COUNCIL

Subject: Christmas Lights Festival

1. Summary

To consider and determine whether to hold a fair on Bridge Street Car Park during the Christmas Lights Festival on Friday 14 November 2025 and update regarding the Christmas Tree.

2. Background

The Town Clerk and Councillor Key met with WLDC Commercial, Cultural and Leisure Development Manager, Cultural Outreach Officer and Cultural Development Manager on 30 July to discuss the 2025 festival. During this meeting, the possibility of the Town Council organising a fair on Bridge Street Car Park was raised.

The Assistant Clerk subsequently contacted Dowse's Funfairs, who are regular providers at Levellings, to gauge their interest in attending. They have indicated they could provide 4–5 attractions for the event, running from 3pm to 9pm.

It was noted that affordability is a key consideration. An initial price list would therefore need to be requested from Dowse's Funfairs, with the potential for the Town Council to negotiate and/or subsidise prices to ensure accessibility for all families.

WLDC have issued a Licence Agreement for the use of Bridge Street Car Park (see Appendix A).

WLDC Press Release

We're delighted to announce that the popular Christmas Lights show will be returning to Gainsborough on Friday 14 November 2025.

After an incredible event last year which attracted thousands of visitors, Gainsborough will once again be marking the start of the festive season with eye-catching light displays, street theatre, local artists, festive crafts and a special grand finale, which we're keeping tightly under wraps for now. Trust is, it's worth the wait.

The spectacular event, organised by West Lindsey District Council and supported by Gainsborough Town Council, will also feature a stage in Gainsborough's historic Market Place to provide festival magic late into the night with live music, a DJ and performances from the cast of this year's Cinderella pantomime at Trinity Arts Centre.

Christmas Tree Update

The Project Officer for the Levelling Up Fund at WLDC has confirmed that the planters will be relocated using a tractor to create sufficient space for the Christmas tree and fencing. The Town Clerk and Operations Manager will meet with the WLDC Officer in the Market Place to finalise the logistics for the installation of the Christmas tree.

3. Options

Option 1 – Approve the fair on Bridge Street Car Park with Dowse's Funfairs

- Request a detailed price list from Dowse's.
- Consider whether a subsidy is required to make rides affordable.
- Coordinate logistics, including site layout, health & safety, and insurance.

- **Benefits:** Added attraction to draw families, increase dwell time at the festival, local familiarity with Dowse's.
- **Risks:** Financial subsidy requirement; potential noise/space issues; additional staffing demands.
- **Risks:** Later planning start, less certainty of provider availability.

Option 2 – Do not hold a fair on Bridge Street Car Park

- **Benefits:** Reduced financial and staffing commitments; avoids potential site management challenges.
- **Risks:** May miss opportunity to broaden festival offer, especially for families with young children.

4. Risk Implications

- **Health & Safety:** Funfair rides will require robust safety checks, insurance verification, and site inspections. Crowd control measures must also be considered.
- **Traffic & Access:** Bridge Street Car Park closure may affect parking availability.
- **Reputation:** If ride prices are too high, there may be negative public feedback regarding affordability. Subsidy considerations could mitigate this.
- **Weather Dependency:** Poor weather may reduce attendance, impacting both income for the operator and the overall festival experience.

5. Financial Implications

- **Cost of Subsidy:** Depending on Dowse's pricing, the Town Council may need to contribute financially to keep prices accessible. A budget allocation would need to be identified.
- **Staffing Costs:** Additional staff or volunteer time may be required for site supervision, liaison with the operator.
- **Income Potential:** Minimal direct income to the Council is expected unless an agreement is reached for a percentage of ride takings. The primary benefit is added value to the festival rather than direct revenue.
- **Value for Money:** The fair could enhance the festival offer and improve visitor experience, which may indirectly support the local economy and reputation of the event.

6. Recommendation

That the Committee is recommended to:

- **Seek a detailed proposal and price list from Dowse's Funfairs** for provision of 4–5 rides at Bridge Street Car Park,
- **Undertake a cost-benefit review** of whether a subsidy would be required to ensure affordability, and
- **Delegate authority** to the Town Clerk in consultation with the Chair of the Committee and Leader to progress arrangements if costs are acceptable and within budget.
- **Approve and authorise** the Town Clerk to sign the Licence Agreement.

Dear Rachel Allbones,

Please sign & return via email this confirms you agree to the following terms, once this has been received, West Lindsey District Council will sign & return a completed copy for confirmation.

1. WLDC grants Gainsborough Town Council (and their employees, agents and invitees) a non-exclusive licence to occupy the land for the purposes of a Fun Fair for a period of 2 days from the 14/11/2025 ("the Licence Period"). The extent of site area is shown on the attached Plan with licence given for this element only.
2. Such occupation by Gainsborough Town Council (and their employees, agents and invitees) is as licensee only with Gainsborough Town Council (and their employees, agents and invitees) having no right to exclusive occupation. There is no intention by either party to create any formal tenancy.
3. Such occupation is for the sole purpose as a Fun Fair.
4. Any damage to the land is to be wholly made good to the reasonable satisfaction of WLDC.
5. At the end of the licence period to remove all structures, equipment and litter.
6. Gainsborough Town Council to maintain appropriate policies of insurance to cover damage to the licence area and the risk of damage injury or loss to any person or property.
7. Gainsborough Town Council to fully indemnify and keep WLDC indemnified against all liability actions costs claims demands expenses losses and damages arising directly or indirectly from Gainsborough Town Council (and their employees, agents and invitees) use of the site or any breach of these conditions.
8. The licence to automatically terminate at the end of the Licence Period.
9. WLDC may terminate this licence immediately upon any breach of the conditions.
10. That the organisers of the event ensure that a suitable and sufficient risk assessment for use of the car park has been carried out for the use of the licence area with all measures suggested to be duly undertaken.
11. That adequate forward notice including site notices is given to users of the car park and the town in general by Gainsborough Town Council.
12. That access for emergency vehicles is maintained to the car park and all surrounding properties at all times.
13. That uninhibited vehicular access is maintained to local residents / businesses whose properties are accessed via the car park.

WLDC Signature: _____ Applicants Signature: _____

Dated: __04/09/2025_____

Dated: _____

Location plan on pg.2



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PAPER G

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
St Georges	Open Access	Low 5	Additional comments are noted below.	Read the notes for further action.	Site is not dog proof due to no gates.
	Seating	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	
	Litter Bin	Low 7	RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.	Move the bin or seat as appropriate.	
	Climber - Rota Web	Medium 8	Item is damaged.	Repair.	Net damaged, one section missing. Replace/repair as the ropes are part of the climbing frame.
			Moderate repairs are needed.	Repair.	Unit does not freely rotate. Contact the manufacturer for their maintenance instructions.
		Low 7	Surface is wearing.	Repair.	Two areas wearing.
	Fitness - Cross Trainer - Large	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion, parts may require replacing. Contact the manufacturer for their maintenance instructions.
	Fitness - Chest Press & Seated Row	Low 5	Paintwork is in poor condition.	De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting in places.
	Swing - Mixed - 2 Bay 2 Junior 2 Toddler Seat	Low 7	Surface is wearing.	Repair.	Repair worn wet pour underneath the junior seats.
	Fitness - Treadmill & Twister	Low 6	The surface is cracking.	Repair.	Wet pour area is cracking in several areas.
	Fitness - Hand Bike	Low 5	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion.
	Rocker - Seesaw	Low 7	Surface is wearing.	Repair.	Holes appearing underneath the seat area.
	Multiplay	Medium 10	Bolt(s) missing.	Replace missing bolt(s).	Ramp barrier, foot board bolts missing and one foot board missing.
		Low 6	The opening in the barrier is wider than 500 mm (when measured horizontally at any point), but there is no guardrail.	No reasonably practicable action is identified.	Unit is easily accessible.
		Low 5	Cap missing.	Replace.	All 8 post caps missing.
		Medium 8	The wet pour surface is separating at the joints.	Repair.	Wet pour joints are opening up and edges are lifting, creating a potential trip point.
		Medium 10	Fixtures loose or missing.	Tighten.	Access net top fixing bolts loose to the crossbar.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Mayflower Close	Fencing	Low 5	Minor repairs are needed.	Read the notes for further action.	Chain link fencing has detached from the posts and has shrubs growing through the links. Remove the vegetation and secure the fencing.
	Seating - Picnic Table & Bench	Very Low 3	Timber preservation is in poor condition.	Stain with appropriate preservative. Most preservatives sold as child friendly by major DIY chains meet these standards (see advice in http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/wooden-play-equipment.aspx).	Remove algae and stain table.
	Signage - Fitness	Medium 8	The supports are loose in the ground.	Re-set.	Loose in the ground.
	Climber - Rota Web	Very Low 3	Wire is exposed.	Read the notes for further action.	Rope wire exposed. Monitor for broken strands and sharp edges, tape over or replace if found.
	Fitness - Cross Trainer - Large	Very Low 2	Bolt is missing.	Replace.	Foot plate bolt missing.
		Medium 8	Item is not working.	Repair.	Unit not rotating. Consult with the manufacturer for the repairs required to free up the unit.
	Swing - Toddler - 1 Bay 2 Seat	Low 7	Surface is uneven.	Make good.	Concrete adjacent to the swing is uneven creating a potential trip point.
		Low 5	Fittings are rusty.	Replace.	Replace rusty shackles x 4.
	Rocker - Seesaw	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit squealing when in use.

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Danes Road	Fencing	Low 5	Cap missing.	Replace.	Several post caps missing.
	Entrances - Chicane	Low 5	Cap missing.	Replace.	
	Gates - Maintenance	Medium 8	There is a crushing or shearing point on the side of the gate. Where the gaps reduce to less than 12 mm these have been known to cause serious, permanent injury to children, especially on the hinge side where the leverage forces are significant.	Adjust gate / posts / fit new rubber buffer to ensure a spacing of at least 12 mm throughout the range of the gate to remove the entrapment. The 12 mm gap also should apply on the hinge side of the gate., Read the notes for further action.	Gates touch in the middle. Alter the hinge bolts to allow a 12 mm gap between the gates.
	Signage - Fitness	Very Low 3	Missing item.	Replace.	Sign missing. Replace.
	Seating	Low 7	Ground erosion present.	Repair the worn areas.	
		Low 5	Vandalised (arson).	Replace.	Seat slats have fire damage. Consider replacing the slats.
	Carousel - Whirl - Mini	Medium 9	Finger entrapment.	Eliminate the entrapment.	Finger entrapment between one seat and frame as well as two seat bolt holes.
		Medium 8	Item has corrosion.	Replace., Treat and repair.	Corrosion to one seat frame leaving sharp edges. Repair.
		Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Swing - Mixed - 1 Bay 1 Junior 1 Toddler Seat (Near Carousel)	Low 5	Item has some parts missing.	Secure. Replace the missing parts.	The carousel's skirt is loose and dropped and one is missing. Replace missing parts and secure.
		Low 6	There is wear to the surfacing due to foot drag.	Although the seats are set at an acceptable height it is recommended that these are raised by 100 mm to help prevent wear.	Raise the flat seat to approximately 500 mm.
		Low 7	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	
		Medium 12	Surface needs repair.	Replace.	Grass mats damaged and missing exposing sharp ground mesh below. Remove seat from the frame until the surface has ben repaired.
		Medium 8	Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	Bottom of the toddler seat.
		Medium 8	Fittings are rusty.	Replace.	Toddler seat connecting nuts rusty.
		Very Low	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Slide	Low 6	The surface is cracking.	Repair.	
		Medium 8	Projecting bolt thread.	Cut off and file down to remove sharp edges or use the correct length of bolt.	Top step.
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Rocker - Platform	Low 4	Item is bent.	Repair.	Platform is bent and fittings missing allowing the plates to lift. Replace screws and secure.
		Low 6	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	
	Multiplay - Senior	Very Low 0	There is offensive graffiti on the unit.	Remove.	
		Medium 10	Fixtures loose or missing.	Tighten.	Access net fittings loose.
		Medium 11	Item has dog damage.	Replace.	Rota footboard has dog damage leaving sharp edges. Replace.
		Medium 8	Wire is exposed.	Replace.	Replace access net.
		Medium 9	Surface needs repair.	Replace.	Grass mats missing from around the slide run-out and underneath the slide tower. Mats have pulled apart around the rotator. Replace and re-fit mats.
		Medium 10	Bolt is missing.	Replace.	Top bar bolt missing.
		Low 7	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	
		Medium 10	Surface needs repair.	Read the notes for further action. Replace.	Grass mats missing. Replace.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Swing - Junior - 1 Bay 2 Seat (Near Rocker)	Low 6	Suitably well maintained grass and topsoil with at least 150 mm of soil beneath is acceptable to EN 1176 for items with a fall height of up to 1.5 metres, subject to a risk assessment.	Read the notes for further action., Install safer surface.	The ground has eroded and compacted, which will not meet the requirements for grass to be an impact attenuation surface. Consider replacing the grass mats or install a synthetic surface.
		Very Low 0	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Fitness - Cross Trainer - Small	Low 6	Hand grip is missing.	Replace missing grip.	Replace handgrips.
	Fitness - Treadmill & Twister	Low 6	Bolt is missing.	Replace.	Treadmill bolt missing.
	Fitness - Hand Bike	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Edges opening up around the area.
		Low 6	Hand grip is missing.	Replace missing grip.	Both grips missing.

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Richmond Park	Litter Bins	Very Low 3	Item is not secure.	Secure.	Litter bin can be moved around in the park or toppled over.
		Low 7	RoSPA recommends that litter bins should not be closer than 2 m from seats and gates (max of 3 m recommended). If they are too far away they may not be used. If they are too close this may cause nuisance from wasps.	Move the bin or seat as appropriate.	
	Seating - Picnic Tables & Benches	Low 4	Item has some parts missing.	Replace the missing parts.	Blocks missing from seat near toilets.
	Fitness Signage	Low 6	Sign is unreadable.	Read the notes for further action.	Sign is wearing, consider replacing.
	Planting - Hedge	Low 6	Field hedge should be cut.	Cut the hedge., Read the notes for further action.	The hedge around the toddler area requires trimming back to the edge of the surfacing area at all times throughout the year.
	Fitness - Rower	Medium 10	Bolt(s) missing.	Replace missing bolt(s).	Seat bolt missing.
	MUGA	Low 5	The basketball equipment does not comply with the dimensions required.	Read the notes for further action.	Backboard not to correct size. Consider replacing.
		Medium 9	Trip points on the surface.	Build up surface level to remove trip points.	Erosion formed around the edgings at the entrance.
	Swing - Toddler - 1 Bay 2 Seat	Low 4	Item is cracked.	Read the notes for further action.	Seat strap is cracking. Replace if metal strands show.
	Multiplay - Junior	Medium 9	Chains links worn.	Replace the worn parts.	Eye bolts worn on the bridge.
		Low 4	Item has some parts missing.	Replace the missing parts.	Barrier panel part missing leaving bolt hole exposed which creates a potential finger trap.
		Low 4	Item is cracked.	Repair.	Bridge panel cracked at the fixing point. Remove bolt re-glue pieces together and secure.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
		Low 6	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Joints are opening up.
		Medium 8	The equipment is dirty or algae covered.	Clean off.	Hand rails full of algae.
	Carousel - Platform	Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Hand holds showing signs of rusting.
	Rocker - Car	Low 4	Monitor.	Read the notes for further action.	The wet pour sub-base is starting to sink in places and small hole appearing where unit connects with the ground. Monitor.
		Medium 9	Surface has holes in it.	Repair.	Small hole where the unit impacts the ground.
	Rocker - Bike	Low 6	Item has some parts missing.	Replace the missing parts.	Foot rest missing.
	Play Panel - Fuel Station	Medium 8	Encroaching vegetation or trees.	Read the notes for further action.	Trim back vegetation to 1.5 m away from the unit.
	Rocker - Seesaw	Very Low 0	Missing item.	Replace.	Plank and springs have been removed.
	Ball Shoot - Funball Game	Very Low 0	Item has some parts missing.	Replace the missing parts.	Two ground tiles missing.
	Swing - Junior - 2 Bay 4 Seat	Medium 10	Fixtures loose or missing.	Tighten/replace.	Top bar loose to the middle post. Signs of corrosion starting. Dismantle and replace any worn fittings.
		Low 5	Swing seat is damaged.	Read the notes for further action.	Monitor damage to the seats and replace when further damage occurs.
	Carousel - Overhead	Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Rusting.
	Balance Beam - Inclined - With Stepping Logs	Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Roller Balance Beam	Low 7	Fixtures loose or missing.	Read the notes for further action.	End fitting loose in the post due to the split in the log. Monitor and replace log if log stability is affected.
		Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Read the notes for further action.	
		Medium 9	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging to the carousel is within the falling space (1.1 m).
	Balance Beams - With Stepping Log	Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Stepping Link	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Log Walk	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
		Low 6	The safer surface has hard edging / foundation within the impact area.	No action required.	Edging within the falling space (1.1 m).
	Rope Bridge	Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Wobble Board - With Stepping Logs	Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
	Swing - Surfer - Stand On	Low 7	Some chain wear.	Monitor for further deterioration and replace before 40% wear.	Foot board eye bolts wearing. Replace when 40 % worn.
		Low 4	Fittings are rusty.	Read the notes for further action.	Consider replacing rusty connectors x 6.
	Swing - Group	Low 6	The supporting components should be dismantled and inspected according to the manufacturer's instructions. This will need doing on a regular basis, as defined by the manufacturer. This can lead to a high risk if no action is taken.	Dismantle and inspect according to manufacturer's instructions.	
		Low 4	Fittings are rusty.	Read the notes for further action.	Consider replacing top chain connectors x 4.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Multiplay - Junior - Timber	Medium 10	Chain covers prevent a thorough inspection of all chain links.	Remove chain covers to inspect according to manufacturer's instructions.	
		Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	Metalwork is rusting in places.
		Low 4	Timber preservation is in poor condition.	Stain with appropriate preservative. Most preservatives sold as child friendly by major DIY chains meet these standards (see advice in http://www.rospa.com/leisuresafety/adviceandinformation/playsafety/wooden-play-equipment.aspx).	Stain or re-paint timbers.
	Carousel - Rota Rider	Medium 9	Bolt is missing.	Replace.	Platform bolts x4 missing, leaving a potential finger trap.
		Low 7	Surface is wearing.	Repair.	Wet pour wearing exposing the concrete sub-base.
		Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	
	Carousel - Spinner	Medium 10	Fixtures loose or missing.	Tighten/replace.	Spindle bolts loose and missing.
	Swing - Rope - Horizontal	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Shackles are noisy when in motion.
		Low 4	The equipment is dirty or algae covered.	Clean off.	Clean algae off the unit.

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Aisby Walk 1	Seating - Lean-Ons x2	Medium 8	Item is cracked.	Replace.	Seat clamp cracked / split. Replace.
		Low 5	Cap missing.	Replace.	
	The Overall Site - Log Retainers	Medium 9	Timber is decayed.	Replace affected parts.	Logs are decayed at ground level and various logs are missing, leaving holes exposed. It is reasonable to assume that users will use the logs as a balancing item and due to the decay at ground level, the logs could collapse when load bearing is put on them. Remove retainers or replace logs.
	Climber - Overhead - Bars	Medium 8	Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	
	Rocker - Rodeo Board	Low 5	Cap missing	Replace	Cap missing and damaged x4.
		Medium 8	The supports are loose in the ground.	Re-set.	Below ground fixings loose in the ground.
	Runway - Rigid - Overhead	Low 5	Cap missing.	Replace.	Clamp covers missing.
		Medium 10	Fixtures loose or missing.	Read the notes for further action.	Rubber cover is loose to the track. Re-glue.
		Medium 9	Item broken.	Repair.	Fixing snapped off in the post. Replace.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Runway - Rigid - Skate	Medium 8	Bolt is missing.	Replace.	Bolt missing from post.
		Medium 8	Item is cut.	Read the notes for further action.	Foot board rubber cut exposing the frame below. Monitor.
Aisby Walk 2	Signage - Fitness	Very Low 2	Item has some parts missing	Replace the missing parts.	Sign missing - replace.
	General Surface - Tarmac	Low 7	Surface is uneven	Make Good	Areas are uneven, holes and crumbling in places. Make good.
	Carousel	Medium 8	The supports are loose in the ground.	Read the notes for further action.	Excess movement in the unit. This is either because the spindle loose in the ground or bearing wear. Internal inspection required.
		Medium 11	Surface needs repair.	Repair.	Large holes in the wet pour, creating various trip points around the perimeter.
	Swing - Junior - 1 Bay 2 Seat	Medium 8	Shrinkage / separation of the surface. This may give a trip hazard.	Repair.	Wet pour edges opening up.
		Low 5	Item is bent.	Read the notes for further action.	Bent leg. Monitor.
		Low 7	Item is worn.	Replace.	Rotating bearing worn. Replace.
		Low 7	Swing seat rubber is deteriorating / degrading.	Replace when metal is exposed.	
		Low 6	The surface is crumbling.	Repair.	Concrete edges crumbling. Repair.
		Very Low 0	Wicksteed recommend that during routine inspections the area on the swing where the side frames meet the vertical support be checked for any cracks. In the event of cracks being found then remove the seats and contact Wicksteed for further advice.	Conduct the checks and take action as necessary.	
	Slide	Low 6	The surface is crumbling	Repair.	Concrete edges crumbling.
		Low 5	Surface has small holes or dips.	Read the notes for further action.	Small hole in front of the slide run-out. Monitor.
		Low 6	There is a toggle entrapment.	No reasonably practicable action is identified.	
	Climber - Rota Web	Low 4	Missing item.	Replace	Net missing - replace
		Low 6	The surface is crumbling	Repair.	Concrete edges crumbling - repair.
	Fitness - Chest Press & Seater Row	Low 4	Item has some parts missing.	Replace the missing parts.	Seat missing.
		Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	
		Very Low 0	There is graffiti on the unit.	Remove.	
	Fitness - Cross Trainer - Large	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Stiff in motion.
	Fitness - Leg Press	Very Low 0	There is graffiti on the unit.	Remove.	
	Fitness - Treadmill & Twister	Low 4	Item is not working.	Repair.	Two end rollers on the treadmill not rotating.
		Low 5	Surface needs repair.	Repair.	Surfacing cracking.
	Fitness - Hand Bike	Low 5	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Unit stiff in motion.
		Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.
	Fitness - Cross Trainer - Small	Medium 10	Surface needs repair.	Repair.	Repair large hole in wet pour.
Aisby Walk 3	Swing - Toddler - 1 Bay 2 Cradle Seat	Medium 10	Surface needs repair.	Repair.	Repair large hole.
	Rocker - Turtle	Very Low 3	Missing item.	Replace.	Consider replacing missing item.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Aisby Walk Skate Park	Carousel - Rotator - Pole	Very Low 3	Missing item.	Replace.	Unit removed - consider replacing.
	Signage - Info	Low 6	Sign is unreadable.	Replace the sign.	Replace sign.
	General Surface - Tarmac	Low 6	Surface has been vandalised (arson).	Repair.	Burnt planting on surface. Remove and repair tarmac.
		Low 6	The equipment is dirty or algae covered.	Read the notes for further action., Clean off.	Areas around the equipment smells of urine. A deep clean is required.
	Skate - Grind Box - Stepped	Low 5	Item is damaged.	Read the notes for further action.	Slight damage to the top board - monitor.
	Skate - Quarter Pipes x4 - With Hips	Medium 11	Screws or bolts are missing.	Replace.	Foot plate screws missing creating a lip which could cause trips and falls.
		Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.	
		Medium 10	Rivets are missing.	Replace.	Platform rivets have snapped, lifting the boards creating a potential trip point. Replace and secure.
	Skate - Spine Ramp - With Driveway	Low 6	The surface is cracking.	Read the notes for further action.	One spine board has started to crack. Monitor and replace when required.
	Skate - Driveway - Hump	Medium 10	Rivets are missing.	Replace.	Replace missing foot plate fitting.
		Medium 9	Surface has been vandalised (arson).	Replace.	The rolling surface has been damaged. Replace affected parts.
	Skate - Half Pipe - With Quarter Pipe & Roll Off	High 15	Surface has been vandalised (arson).	Replace., Read the notes for further action.	The rolling surface has been vandalised. Platform boards have been vandalised and replaced with ply boards, this has created trip points. Replace all fire damaged areas. It is our inspector's opinion that this unit should be Heras fenced off to prevent use until all replacement and repairs have been carried out.
		High 15	Rivets are missing.	Read the notes for further action., Replace.	Rivets have snapped off, allowing the riding surface to lift and creating lips. The flat bank boards and platform boards are lifting, exposing the inside of the frame. Repair as soon as possible.
		Low 7	The height of barriers should be at least 1200 mm and should be reached at a maximum distance of 300 mm from the front of the barrier.	No reasonably practicable action is identified.	

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
Levellings 1	Gates x 2	Low 6	Gate buffer(s) required.	Fit a buffer.	Both gates.
		Low 4	Mechanism needs adjustment.	Adjust.	Gate does not self-close due to damaged spring closer. Replace.
	Seating - Benches x4	Low 5	RoSPA recommend a minimum distance of 1 m between seat and fence. This is to reduce the likelihood of children vaulting the fence via the seat.	No reasonably practicable action is identified.	

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Coating - Benches x4	Low 5	Paintwork is in poor condition.	De-scale back to good base material and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.	
	The Overall Site	Low 6	Risk assessment.	Read the notes for further action.	The edging to the black wet pour is raised and tapered in to the tarmac area. The edging blends in with the tarmac surface and could create trip points. Consider adding a colour to the tapered area to highlight the edges.
	Ground Graphics	Low 4	Surface has unintended grass, moss or weeds.	Remove.	Remove grass and weeds growing in the area.
	Carousel - Flush	Medium 8	Bolt(s) loose.	Tighten.	Hand rail platform bolts are loose.
	Multiplay - Slide Climber	Very Low 3	Item has some parts missing.	Replace the missing parts.	Play panel parts missing.
	Swing - Junior - 1 Bay 2 Seat	Low 6	Bolt(s) loose.	Read the notes for further action., Tighten.	Swing hangers very loose to the top bar. Swing hanger could fall out over time if not secured correctly. Excessive movement in the top bar will lead to premature wear to both the bolts and top bar itself. Remove and inspect bolt, then secure according to the manufacturer's instructions.
Levellings 2	Trim Trail - 7 Element	Medium 9	This equipment relies on one post for its stability. Special attention should be paid to maintenance (e.g. by monitoring degradation) and if necessary decommissioning the item before the end of its operating life.	Consult with the manufacturer's guidance to determine suitable maintenance.	
		Low 6	Strimmer damage is present on posts, allowing water to enter and timbers to soften. It can also remove the protective envelope around the timber. Prevent further damage and check timbers for decay throughout the year.	Prevent further damage.	
		Low 5	Cap missing.	Replace.	Caps missing from zig-zag balance beams.
		Low 7	Timber is decayed.	Replace affected parts.	Wobble board decayed. Replace.
		Very Low 0	There is graffiti on the unit.	Remove.	
Levellings 3	Youth Shelter	Low 7	Surface is uneven.	Make good.	Tarmac uneven.
	Signage - Fitness	Low 5	Item has some parts missing.	Replace the missing parts.	Sign is missing.
	Gates x 2	Low 7	Ground erosion present.	Consider adding grass matting to prevent wear. Repair the worn areas.	
		Low 5	Mechanism needs adjustment.	Adjust.	Gate does not self-close.
	Combination Goal - Arena	Low 7	Surface is uneven.	Make good	Large areas area uneven, creating various trip points.
		Medium 11	Bolt is missing.	Replace.	Backboard bolt missing and panel bolts missing and loose. Replace and secure.
	Adult Fitness - Arm Wheel	Low 4	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Hand grip noisy when in use.
	Adult Fitness - Skier & Twister	Low 6	The rotating damping does not comply.	Modify.	No dampener.

Play area inspections carried out 6 August 2025

Below is a report of items needing remedial tasks

Site	Item	Risk	Findings / Faults		
			Description	Task	Note
	Rocker - Seesaw - Multipondo	Low 5	Surface needs repair.	Repair.	Grass mat damaged by unit connecting with the ground when in use.
	Swing - Rope - Horizontal	Low 6	Moving parts require greasing.	Apply lubricant according to the manufacturer's instructions.	Hangers are not moving. Lubricate to free off.
	Runway - Rigid - Skate	Low 5	Cap missing.	Replace.	Caps missing exposing long threads x2.
		Very Low 0	There is graffiti on the unit.	Remove.	Spray paint on unit.
		Low 4	Additional comments are noted below.	Read the notes for further action.	Footboard does not run freely along the rails. Loosen off.
		Very Low 0	There is graffiti on the unit.	Remove.	Spray paint on unit.
	Multiplay - Climber	Medium 8	There is an obstacle in the falling space or minimum space.	Eliminate the hazard.	The fencing and the existing concrete edgings are within the 1.5 m Falling space of the unit's bar slide.
		Medium 8	Overhead ladders and rings provide significant play value and benefits to children, and with it the risk of falling. Ensuring the surface remains in good condition will help to keep the correct balance between benefits and risk.	The protective surface under all bars and rings must be kept in good condition.	

PAPER H

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

Report Author: Rachel Allbones

Report Date: 29 August 2025



Gainsborough
TOWN COUNCIL

Subject: S106 Aisby Walk

1. Summary

To consider the use of the Section 106 (S106) fund for improvements at Aisby Walk.

2. Background

- **Planning Application:** 138733 (approved 31 March 2021) – erection of 95 dwellings on land adjacent to Middlefield Lane, Gainsborough, Lincolnshire, DN21 1QR.
- **S106 Obligation:** The developer covenanted to pay a Public Open Space Contribution to the Town Council prior to the first occupation of 50% of the dwellings. The original agreed sum was **£137,792**.
- **Trigger Point:** WLDC have confirmed via Council Tax records that the 48th dwelling (representing 50% of the site) was occupied on 28 June 2025, activating the contribution requirement.
- **Indexed Amount Due:** Following indexation, the total contribution due is **£164,791.44**.

S106 Agreement Terms:

- The contribution is paid by the developer to WLDC.
- Within **5 years** of WLDC receiving payment, the Town Council must provide WLDC with a formal plan outlining how the contribution will be used.
- WLDC will notify the Town Council once payment is received, after which funds will be transferred subject to receipt of the required documentation.

- 8.1 Apply the Public Open Space Contribution play equipment at Aisby Walk
- 8.2 Provide full details of the expenditure of the Public Open Space Contribution on demand to the Council or to the Owner
- 8.3 Return any unspent part of the Public Open Space Contribution to the Council on demand by the Council.

3. Current Context

- A site meeting was held on **Wednesday 3 September at 10:30am** at Aisby Walk to review investment opportunities.
- Issues identified:
 - The condition of existing equipment.
 - The state of the wet pour safety surface.
 - The boundary fencing around the play area.
- Additional developments:
 - Communities Officer is investigating external funding for potential **skate park replacement** with a more durable concrete facility.
 - WLDC are preparing a **CCTV proposal** for two free-standing columns to cover the site.

4. Options for Consideration

- 1) Public Consultation

- Engage residents to identify priorities.
- Possible methods: online consultation, school engagement, localised door-to-door engagement (carried out by Communities Officer).

2) Play Area Improvements

- Repair existing equipment,
- Replace missing/removed items,
- Explore complete redesign of play facilities

3) Skate Park Redevelopment

- Replace the current facility with a concrete park to reduce vandalism and ongoing maintenance.

4) Alternative/Additional Ideas

- Members may wish to raise other ideas for use of the S106 contribution.

4a. Options Appraisal

Option	Pros	Cons / Risks	Cost Considerations
1. Public Consultation	- Ensures community buy-in. - Identifies real local priorities. - Builds community trust.	- Time-consuming. - May raise unrealistic expectations. - Could delay delivery.	Relatively low cost (staff time, printing, events). Could be combined with other funding bids
2. Play Area Improvements	- Quick, visible impact. - Improves safety and accessibility. - Benefits wide age range. - Builds on existing assets	- May be limited by space/layout. - Ongoing maintenance costs remain.	Flexible: partial repairs or full redesign. Likely to be within S106 budget.
3. Skate Park Redevelopment	- Durable concrete reduces maintenance. - Popular with older children/teens. - Potential to attract external match funding.	- Higher upfront cost. - Requires specialist design. - Potential disruption during works.	High cost. May exceed S106 alone, but external grants possible.
4. Alternative / Additional Ideas	- Opportunity for innovation. - Could respond to wider community needs (e.g. biodiversity, seating, lighting).	- Risk of scope creep. - May divert funds from core play/skate priorities.	Variable – dependent on scope (small-scale add-ons vs. major new features).

5. Recommendation

That members consider the above options, together with any additional proposals raised, and provide direction on the preferred approach for development of Aisby Walk.

Title: Aisby Walk Play Area & Skate Park Consultation

Description:

We would like your views on how the Section 106 funding (£164,791) should be used to improve Aisby Walk for the community. Your feedback will help the Town Council decide priorities for investment.

Section 1: About You

1. **Postcode**
 2. **How often do you/your household use Aisby Walk?**
 - Daily
 - Weekly
 - Monthly
 - Rarely
 - Never
-

Section 2: Play Area

3. **Do you think the current play area meets the needs of children in the community?**
 - Yes
 - No
 - Partly
 4. **What improvements would you most like to see in the play area?** (Checkboxes – tick all that apply)
 - Repair existing equipment
 - Replace missing equipment
 - Install new equipment (climbing frames, swings, slides, etc.)
 - Improve safety surfacing (wet pour)
 - Improve fencing/boundaries
 - Add more seating or picnic benches
 - Add planting/landscaping
-

Section 3: Skate Park

5. **How important is the skate park for young people in the community?**
 - Very important
 - Important
 - Not very important
 - Not important at all
6. **Would you support replacing the current skate park with a concrete skate park** (designed to reduce vandalism and maintenance costs)?
 - Yes
 - No
 - Not sure

Section 4: Other Ideas

7. Are there any other facilities or improvements you would like to see at Aisby Walk?
(Paragraph answer)

8. If funding allowed, what would be your top priority for investment?
(Paragraph answer or Multiple choice from previous options)

PAPER I

Officer Report to the Property & Services Committee

Report Author: Rachel Allbones & Sean Alcock

Report Date: 2 September 2025



Gainsborough
TOWN COUNCIL

Subject: Richmond House Conservatory Removal

1. Summary

To update Members on the development of the Richmond House conservatory project and to seek approval for the tender specification.

2. Background

The project to replace the conservatory began approximately 10 years ago. Initially, funding was planned to come from three sources: GTC, WLDC, and LCC. After the first planning application was approved, WLDC was to manage the project and sought tenders. Once received, the initial expected cost had more than doubled, so the project was placed in abeyance.

To reduce costs, it was decided in 2022 to remove the conservatory and replace it with a large patio area. However, following discussions with LCC, it became clear that the Conservation Officer would not allow a permanent ramp and handrail, and as a result, LCC would not use the area for weddings. Consequently, a new application was submitted proposing landscaping of the area where the conservatory stood rather than building a patio.

WLDC initially retained funding for the project within their budget. However, earlier this year the Town Clerk was advised that this funding had been withdrawn due to the project not being carried out. LCC has confirmed it will not contribute funding because of its restricted use of the area.

3. Planning History

Application Number	Proposal Description	Decision Date	Outcome
137300	Planning application to demolish an existing timber framed conservatory and erect new conservatory	18/04/2018	Granted
137301	Listed building consent to demolish an existing timber framed conservatory and erect new conservatory	18/04/2018	Granted
143230	Planning application to demolish timber framed conservatory, erect new conservatory including external steps & removal of internal doors	04/08/2021	Granted
143231	Listed building consent to demolish timber framed conservatory, erect new conservatory including external steps & removal of internal doors	04/08/2021	Granted
145967	Planning application to demolish existing timber framed conservatory, provide a new external door and screen, external terrace with steps, repairs to brickwork, replacement of external doors to the Mess Room, Tool Store, lobby, WC, and demolition of an existing Aviary	23/01/2023	Granted

145968	Listed building consent to demolish existing timber framed conservatory, provide a new external door and screen, external terrace with steps, repairs to brickwork, replacement of external doors to the Mess Room, Tool Store, lobby, WC, and demolition of an existing Aviary	23/01/2023	Granted
WL/2024/00608	Planning application to demolish existing timber framed conservatory, provide new windows to replace existing doors to the Registration Office and Ceremony Room, repairs to brickwork	02/10/2024	Granted
WL/2024/00609	Listed building consent to demolish existing timber framed conservatory, provide new windows to replace existing doors to the Registration Office and Ceremony Room, repairs to brickwork	02/10/2024	Granted

4. Funding

The Council currently holds £40,000 in Ear Marked Reserves for the removal project.

5. Tender Specification

The below specification is from the applications approved in October 2024.

Project Title: Removal of Existing Conservatory & Associated Works

Site Address: Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ

Client: Local Authority (Gainsborough Town Council)

Date: 14/08/2025

1. Programme & Site Access

- Contractor to supply a proposed programme of works for approval before commencement.
- Access routes and site arrangements must be coordinated to avoid unnecessary disruption to site users and maintenance operations.

2. Planning & Consent Conditions

All works must be undertaken in accordance with the following approved drawings:

- Ref: WD:6237-04 Rev C (June 2024) – Elevations and Floor Layout.
- Ref: WD:6237-08 Rev A (June 2024) – Window Details for Reception and Office.
- Ref: WD:6237-10 Rev B (June 2024) – Site Plan (Extension & Window Details Only).

Condition 3 – Masonry Samples

- No new masonry to be installed until brick and stone samples have been submitted to and approved by the Local Planning Authority (LPA).
- Samples to include a test panel of brickwork (type, bond, mortar, finish) and proposed sills and heads.

Condition 4 – Window & Joinery Drawings

- Prior to installation, 1:20 scale drawings to be submitted for approval, showing materials, finishes, protective coatings, cross-sections, glazing details, and colour proposals.

Condition 5 – Brickwork Cleaning

- Method Statement to be submitted for approval before commencement of any brick cleaning, in compliance with BS 8221-1:2012.
 - Works must strictly follow the approved methodology.
-

3. Description of Works

3.1 Demolition of Existing Extension

- Carefully dismantle the glazed extension to prevent damage to the main structure and surrounding site.
- All arising debris to be cleared and disposed of in accordance with regulations.

3.2 Removal of Base and Floor Construction

- Break out the existing slab and base down to the level of adjoining paving.
- Dispose of waste safely and responsibly.

3.3 External Wall Alterations

- Remove render, plaster, and paint to walls affected by removal of structure.
- Repoint brickwork with lime-based mortar.
- Rebuild external wall sections as required, forming new window openings with matching lintels and sills.

3.4 Timber Sash Windows

- Manufacture and install two new hardwood sliding sash windows to replicate the original appearance.
- Include sash weights, ironmongery, and detailing in line with existing style.
- All units to comply with approved drawings.

3.5 Internal Making Good

- Repair disturbed walls, ceilings, and joinery to match existing finishes.
- Apply lime plaster to walls and ceilings.
- Use joinery-grade softwood for replacement or repairs.

3.6 Decoration & Finishes

- Prepare and paint all new plasterwork and joinery.
- Paint sash windows internally and externally.
- Decorate affected doors and frames, with colour schemes approved in advance.

3.7 Site Management & Documentation

- Provide temporary site facilities, security, and welfare as necessary.
- Submit RAMS, Construction Phase Plan, and maintain a Health & Safety File in compliance with CDM.

4. Quality & Standards

- All works to be executed to a high standard of craftsmanship.
 - All materials must be new, high quality, and consistent with the historic character.
 - Works must comply with:
 - National heritage and listed building policies.
 - Relevant British Standards and current Building Regulations.
 - Health & Safety legislation.
-

5. Completion & Handover

- At practical completion, provide warranties, certification, and maintenance instructions.
- Leave the site tidy and free from construction waste.

6. Tender Process

Financial Regulations Appendix 1

2. Submission of Tenders

- Tenders must be addressed to the Town Clerk in the ordinary course of post.
- The Council also agrees to receive tenders by electronic means. These will only be sent to the official *townclerk@* email account and shall not be opened or printed until after the closing date for tender applications.

3. Postal Tendering

- Where a postal process is used, each tendering firm shall be provided with a specifically marked envelope in which the tender must be sealed.
- The envelope must remain sealed until the prescribed date for opening tenders for that contract.
- All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk, in the presence of at least one Council Member.

7. Scoring and Award

- Tenders will be assessed by a Tender Scoring Panel, consisting of no fewer than three (3) and no more than five (5) individuals.
- The Panel must include at least one Council Member and one Council Officer.
- A scoring matrix, adopted by resolution of the Council's Finance and Strategy Committee, will be used for evaluation.
- The Panel shall appoint a Chair from within its members. Scoring decisions will be made by majority vote, with the Chair holding a casting vote if required.
- Final scores will be reported to the Finance and Strategy Committee, which shall make the final award of the contract based on the Panel's recommendations.

7. Recommendation

- i. That Members approve the Tender Specification as detailed above.
- ii. To appoint at least one (1) Member to open tenders.
- iii. To appoint three (3) Members to a Tender Panel alongside the Town Clerk and Operations Manager.

PAPER J

PAPER K

PAPER L



Facilities Booking Form

Please complete and return this booking form to the details above.

Organiser Information

Name	Bryony Hughes (On behalf of Connexions Community Hub)
Address	Connexions Community Hub, 6/8 Church Street
Town	Gainsborough
Postcode	DN212JH
Telephone	01427 678695
Email	b.hughes@connexionshub.co.uk

Function

Venue	The Levellings Sports Field
Date of Function	1 st of August 2026
Type of Function	Family Fun Day (Connexions 10-year celebration)
Time In <i>(including set up)</i>	7am (11am/12pm open for public)
Time Out <i>(including clean up)</i>	8pm (5/6pm close for public)
Number of Guests	Open community event.

Facilities required

(please tick all that apply)

Kitchen	☐	Toilets	☐	Changing rooms <i>(details, please)</i>	☐
Function Room	☐	Car Park	☐	Showers	☐
Pitches <i>(details, please)</i>	☐	Park Levellings Field	TICK	Other <i>(details, please)</i>	☐

Please return this form to: - bookings@gainsborough-tc.gov.uk or to the above address

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) _____ Bryony Hughes _____

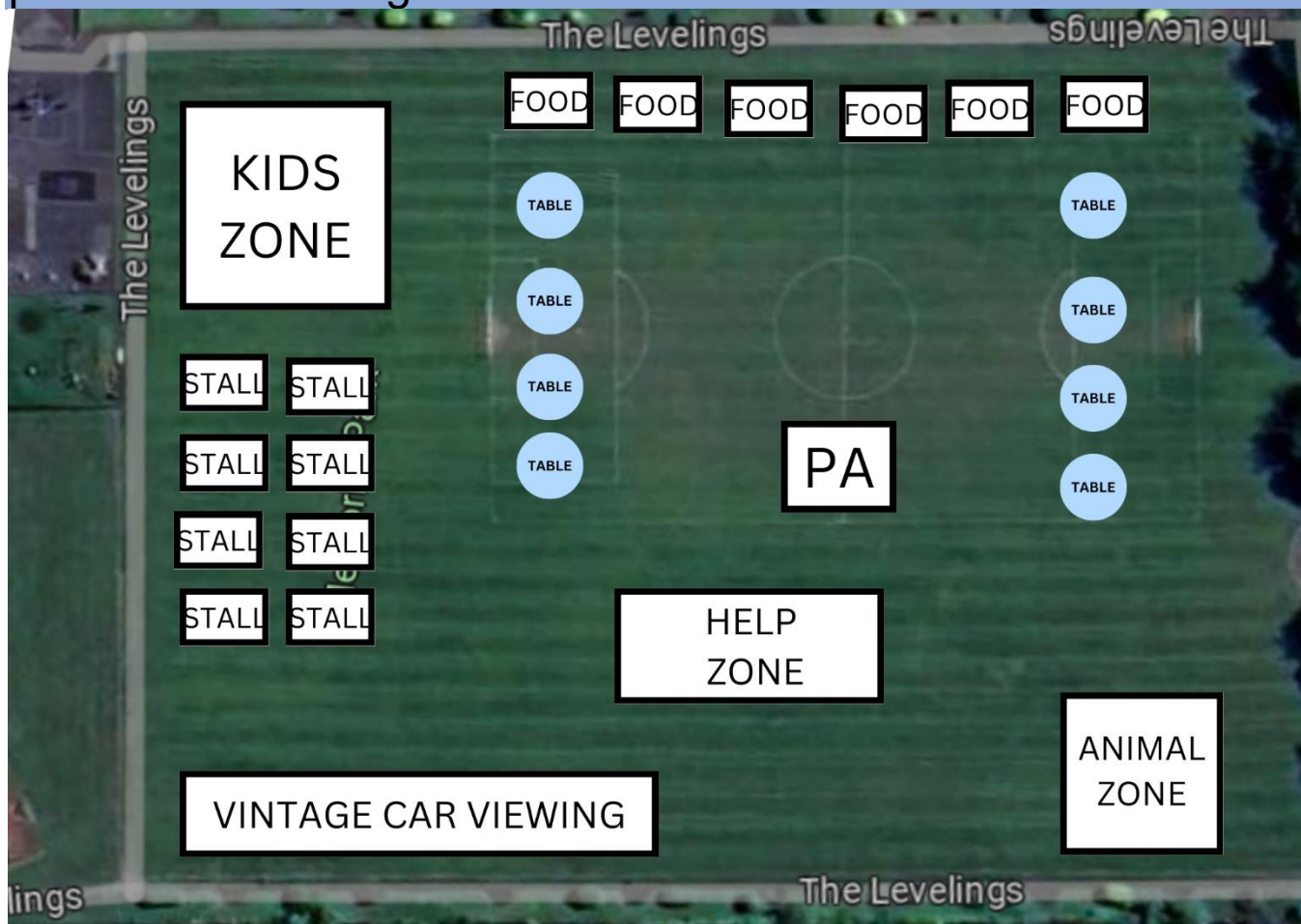
Signature _____ Date 28/08/2025

By signing this form you are confirming that you are consenting to Gainsborough Town Council holding and processing your personal data, please visit our website for our Data Protection and Privacy Policy <https://gainsborough-tc.gov.uk/policy/general-data-protection-regulations-gdpr-policies-and-procedures/>

Town Clerk – Rachel Allbones
Office Hours: Monday to Friday 9:00am – 3:00pm



Left blank so you can add further details of your event or any pictures and drawings.



To the council committee.

We thank you for looking at event proposal. Sadly, Connexions had to cancel the event for 2025 which devastated us as trustees. It was not a decision that was made lightly by myself, and I was heartbroken to cancel.

During the time of planning, we were let down by funders which meant the event was not going to be good enough for the public. We tried to find others to help, however it wasn't possible with short notice. The funding meant we didn't have suitable toilets or first aid facilities. We were also promised support from a security company that let us down. Meaning it wasn't safe. During all of this, [REDACTED]

Through this, the vendors and stall holders who were booked stood by us, were amazing. Through the past months, we have had people enquire whether we will be hosting another one and the answer is that we hope we can in 2026.



We already have the LESP risk assessment in place and ready for the adaptations. We have funding support waiting for the location and a list of people who want to come back and support us.

We want to thank you for your patience and support, and we hope you will allow us the opportunity to rebook and go forward with our plans.

We hope you will give us the chance, and we look forward to hopefully having you accept our proposal.

Facilities Terms and Conditions of Hire

Advance Payment

Full payment is required no later than 2 weeks prior to the booking, at this point the booking becomes non-refundable.

Set Up/Clean Up

Your booking times are inclusive of setting up and taking down/cleaning up. Please ensure that you include any time needed for setting up and cleaning up before and after your event – please include this time within your requested booking. You will not be able to access the facilities before your booked time and you must leave by the end of your booked time. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Security and Keys (subject to a £50 damage and key deposit being given)

One-off Bookings

Gainsborough Town Council's caretaker will open and close the facility for you, so no keys will be handed over and no deposit required. However, please note that you must be at the facility by your start time and off the premises by your finish time as specified on your booking form. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Furthermore, this may result in your bookings not being accepted for Gainsborough Town Council managed facilities in the future. Failure to do so will result in additional charges being applied at £20 per hour plus room hire charge or part hereof.

Regular Users/Multi-day Users

Your key collection date will be stated on your returned confirmation. This is between 9:00hrs and 15:00hrs Monday to Friday. You must contact us to arrange an alternative key collection if this is not suitable.

You will be provided with the keys to the facility and instructed on how to operate any alarm system.

You must ensure when leaving the facility that all doors and windows are closed and locked and any alarm re-set. All internal lights must be turned off and checks made to ensure no taps are running.

You must also close and lock the facility entrance gates when you leave the site. If other users are on site when you finish your booking this will not apply.

Keys must be returned to us within **48 hours of your booking**.



Alcohol

No alcohol may be sold or consumed on the facility unless you have obtained a Temporary Event Notice (TENS) licence or other appropriate licence from West Lindsey District Council. You must provide evidence of this.

Subletting

You must not sublet the facility in any way. If you are found to be subletting the facility you will be denied use of the facilities.

Use

The facility must not be used for any purpose other than that stated on your booking form. If you are found to be in breach of this you will be denied use of the facilities.

Cleaning

You must leave the facility and all buildings (etc) in a clean and tidy condition. This will include stacking chairs and tables in the appropriate place and ensuring litter is placed in bins provided. If your booking generates debris across any floor, you must also sweep up after you. Upon accepting the keys you will be advised where brushes can be found. The council reserves the right to retain all or part of the damage and key deposit if the facility or any part hereof is left untidy or items are damaged.

Kitchen

Use of the kitchen is included with your booking. You must ensure that you leave the kitchen in a clean and tidy condition after use. You must ensure that all appliances are fully turned off when you have finished with the kitchen. If you use the fridge you must empty it after use.

If the kitchen is used for food preparation it is your responsibility to ensure the following **must** be observed:

- a) Food must only be prepared in the kitchen
- b) All food must be stored correctly.
- c) All surfaces must be thoroughly cleaned and disinfected before and after use.

Electrical Equipment

If you bring any electrical equipment for use in connection with your booking you must ensure it has a current PAT test certificate.

Damage and Breakages



Any damage or breakages must be reported to the Town Council Office as soon as possible.

You will be responsible for the cost of all damage and breakages caused to the facility or items within during your booking. This will not apply to damage or breakages arising from fair wear and tear.

Safety

Unless your booking is for a private party/event you must conduct a risk assessment which includes fire-evacuation and first aid. Please supply these at least two full weeks before your event.

Fire Safety

You must familiarise yourself with Fire Evacuation procedures as detailed in the building.

First Aid

You are responsible for obtaining and providing appropriate first aid support and supplies to suit your needs.

If there is a Defibrillator on site you will be advised of its location on receiving the keys. The access code is available via 999 in an emergency.

Permittable activities

If the facility has a Premises License a copy can be found on site, it will state that Performances of a Play, Indoor Sporting Events, Performance of Live Music, Playing of Recorded Music, Performance of Dance, Provision of facilities for making music and the Provision of facilities for dancing are permittable between 9am to 11.30pm Monday to Saturdays and 9am to 10.30pm Sundays and applies for the areas shown on the license.

The provision of late-night refreshment is also permitted 11pm – 11.30pm Monday to Saturdays only.

Music

There is **no** music premises licence in place. If you want to play music at your event, you must ensure that you have the correct PPL PRS licence for your event. You can find more information on this government website: [Get a licence to play live or recorded music - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Noise

All noise/music/dancing etc must cease at 11.30pm, further 1 hour maximum is allowed for cleaning up and noise must be kept to the minimum.

The booking organiser is responsible for ensuring the rules set out in the Premises License are followed and that their guests leave site promptly and in a considerate manner.

Please always show consideration to the occupiers of neighbouring properties.

Insurance

It is your responsibility to ensure your insurance covers your event and all activities. For all events except private parties you will need to provide proof of public liability insurance. Please provide evidence of this at least two weeks before your event.

If the facility is used where you charge participants, you must provide proof of public liability insurance for the club's activity. Additionally, if teaching is involved, please provide evidence of proof of qualification as well as any relevant licenses needed.

Please sign here if your organisation has its own Public Liability Insurance:

Name	
Designation	
Date	

Emergencies

Please note that there are no Gainsborough Town Council Staff available outside of the hours of 9am and 3pm Mondays – Fridays. Attendance outside of these hours will incur an additional charge of £20 per hour or part thereof.

In the event of an emergency please call the appropriate emergency services.

Any problems or queries should be emailed to bookings@gainsborough-tc.gov.uk but these will not be picked up outside of working hours.