

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee meeting held on **Tuesday 9 September 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 Paul Hooton
Councillor Glenn Puxty (sub)

Councillor Nigel Bowler
Councillor Paul Key
Councillor Richard Thompson (sub)

In Attendance:

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

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

PS26/031 Apologies for Absence

Apologies for absence were received from Councillors N Coxon, R Craig, C Davies, J Plastow.

PS26/032 Declarations of Interest

No declarations of interest were received.

PS26/033 Dispensation Requests

No dispensation requests were received.

PS26/034 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS26/044, PS26/045 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS26/035 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 15 July 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PS26/036 Love Lane Allotment Drainage Report (Paper B)

RESOLVED: to **RECOMMEND to FULL COUNCIL** to install new land drain (approx. 43m) at Love Land Allotment at a cost of £3,200 +VAT to be taken from General Reserves.

PS26/037 Allotment Brassica Cages (Paper C)

RESOLVED: to

- i. Included the following in the Allotment Tenancy Agreement in Schedule 1 point 9 with immediate effect: -
“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.

PS26/038 Memorial Testing Procedure (Paper D)

RESOLVED: to adopt the memorial testing procedure.

PS26/039 Marshalls Sports Ground Hire Bookings (Paper E)

RESOLVED: to continue to accept 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. Send a letter to the complainant copying in the hirer’s apology.

PS26/040 Christmas Lights Festival (Paper F)

RESOLVED: to

- i. Seek a detailed proposal and price list from Dowse’s Funfairs for provision of 4–5 rides at Bridge Street Car Park,
- ii. Undertake a cost-benefit review of whether a subsidy would be required to ensure affordability, and
- iii. 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.
- iv. Approve and authorise the Town Clerk to sign the Licence Agreement.

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

PS26/041 Play Area RoSPA Safety Inspection Reports (Paper G)

RESOLVED: to **NOTE** the annual RoSPA reports and delegate to the Operations Manager to ensure necessary remedial actions are taken within budget.

PS26/042 S106 Aisby Walk (Paper H)

RESOLVED: to engage with residents to identify priorities of the S106 fund contribution refurbishment (online consultation, school engagement, localised door-to-door engagement, carried out by Communities Officer). For the Communities Officer to prioritise sourcing funding for a potential new concrete skate park.

PS26/043 Richmond House Conservatory Removal Tender (Paper I)

RESOLVED:

- i. That Members approve the Tender Specification as detailed within the report.
- ii. To appoint Councillor Dannatt to open tenders alongside the Town Clerk.
- iii. To appoint Councillors Bibb, Hooton and Key to the Tender Scoring Panel alongside the Town Clerk and Operations Manager.

PS26/044 General Cemetery Chapel (Paper J)

RESOLVED: to approve the quotation from Ross Davy Associates for architectural services for the refurbishment of the Chapel.

PS26/045 Citizen of the Year Award 2025 (Paper K)

RESOLVED: to award the Citizen of the Year 2025 to Mr Peter Gray in recognition of his outstanding dedication to Gainsborough through years of service as a local policeman and his tireless commitment to Marshalls Juniors Football Club. Pete's selfless work, generosity of time, and unwavering support for young people have enriched the lives of countless children, strengthened our community, and embodied the true spirit of citizenship.

PS26/046 Event Application (Paper L)

RESOLVED: to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 1 August 2026 subject to the following being received by 1 June 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.

PS26/047 2026 / 2027 Budget

Members considered the requirement to identify additional budget needs for the 2026/27 financial year within the Committee's remit. It was noted that the draft budget will be presented at the next meeting and that proposals should be submitted to the Town Clerk in advance.

The Committee's budget responsibilities include:

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

RESOLVED: that Members review the budgetary needs of the above areas and forward any proposals for inclusion in the draft 2026/27 budget to the Town Clerk prior to the next meeting.

PS26/048 Items for Notification

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

- 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

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 11 November 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:57pm.

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