

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 13 January 2026 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, during which members of the public may speak on any item set out on the agenda. A maximum of two individuals may address the Committee for a maximum of three minutes each.

AGENDA

PS26/059 Apologies for Absence

To note apologies for absence.

PS26/060 Declarations of Interest

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

PS26/061 Dispensation Requests

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

PS26/062 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, section 1 (2), and to resolve accordingly.

PS26/063 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 11 November 2025 (pages 4 to 6)

PS26/064 Allotment Tenancy Breach Policy Review

To review and adopt the updated Allotment Tenancy Breach Policy.

Paper B (pages 7 to 10)

PS26/065 Keeping Animals on Allotments Policy Review

To review and adopt the updated Keeping Animals on Allotments Policy.

Paper C (pages 11 to 24)

PS26/066 Allotment – Right to Appeal Extension

To consider request to extend the appeal deadline.

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

Paper D (pages 25 to 28)

PS26/067 Report on grants to the Council from external bodies

To note the report on grants to the Council from external bodies and agree any items to be removed.

Paper E (pages 29 to 40)

PS26/068 Christmas Lights Festival 2025 & 2026

To debrief the 2025 Christmas Lights Festival and consider 2026 Christmas Lights Festival.

PS26/069 Christmas Lights Scheme for 2026 onwards

To consider options for the 2026 and future Christmas lights scheme.

Paper F (pages 41 to 49)

PS26/070 Parish Agreement Grass Verge Cutting 2026/27

To consider extension of 2025/26 parish grass verge cutting contract for 2026/27.

Exclusion of public and press recommended due to commercially sensitive information.

Paper G (pages 50 to 55)

PS26/071 Richmond House Guttering

To consider quotations received to replace approximately 40m of guttering and 18m of downpipe to the front and two sides of Richmond House.

Exclusion of public and press recommended due to commercially sensitive information.

Paper H (pages 56 to 63)

PS26/072 Richmond House Rear Entrance

To consider quotations received to resolve damp issue at the rear entrance of Richmond House.

Exclusion of public and press recommended due to commercially sensitive information.

Paper I (pages 64 to 66)

PS26/073 Richmond House Condition Report

To consider update regarding Richmond House condition survey and a feasibility study.

Paper J (pages 67 to 69)

PS26/074 Items for Notification

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

- i. General Cemetery Chapel
- ii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iii. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- iv. Utility Charge Review
- v. Volunteer Recognition

PS26/075 Time and Date of Next Meeting

To note the next Property and Services Committee meeting is scheduled for Tuesday 10 March 2026 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 08 January 2026

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 11 November 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 Paul Key

Councillor Nigel Bowler
Councillor Richard Craig
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

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

PS26/050 Apologies for Absence

No apologies for absence were received.

PS26/051 Declarations of Interest

No declarations of interest were received.

PS26/052 Dispensation Requests

No dispensation requests were received.

PS26/053 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PS26/054 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 9 September 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PS26/055 Richmond Park Outbuilding Structural Report (Paper B)

RESOLVED: To proceed with a planning application to demolish Outbuilding 3

Initialled:

Property and Services Committee minutes 2025-26

(potting shed) and Garden Store. To obtain quotations for repairs to other buildings.

PS26/056 2026 / 2027 Budget (Paper C)

Members considered the budget needs for the 2026/27 financial year within the Committee's remit.

The Committee's budget responsibilities include:

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

RESOLVED: To **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to approve the budget as set out in Paper C.

PS26/057 Items for Notification

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

- i. Matters Arising Schedule
- ii. Christmas Lights
- iii. General Cemetery Chapel
- iv. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- v. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- vi. Utility Charge Review
- vii. Volunteer Recognition

PS26/058 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 13 January 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:24pm.

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

PAPER B

Allotment Tenancy Agreement Breach, Re-entry and Notice to Quit Policy

Contents

- 1. Introduction 2
- 2. What is a breach of Allotment Tenancy Agreement? 2
- 3. What will happen if I breach my Allotment Tenancy Agreement / next steps? 2

Document History

Adopted by Council – 9 January 2024
Reviewed & Adopted – 13 January 2026

1. Introduction

- 1.1 This Policy applies to any Tenant who holds an Allotment Tenancy Agreement at any of the allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

- 1.2 It will also be used by staff and Councillors.
- 1.3 This policy applies to all Tenants, who breach their Allotment Tenancy Agreement. However careful consideration will be given to Tenants whose individual circumstances prevents them from adhering to their Allotment Tenancy Agreement such as, but not limited to, illness, injury and or death of an immediate family member.

2. What is a breach of Allotment Tenancy Agreement?

- 2.1 A breach of Allotment Tenancy Agreement is when the Tenant fails to comply with any part of the Allotment Tenancy Agreement or Council Policies.
- 2.2 Please refer to the Allotment Tenancy Agreement and Council Policies to give a clear understanding of the conditions to which you have signed for and / or paid for an allotment garden. Please note that by paying for your Allotment Garden(s) and / or signing the Allotment Tenancy Agreement, you're agreeing to all terms and conditions set out in the Allotment Tenancy Agreement and Council Policies.

3. What will happen if I breach my Allotment Tenancy Agreement / next steps?

- 3.1 The Allotment-Communities Officer will attempt to contact the Tenant by telephone to discuss the identified breach.
- 3.2 Following any telephone discussion, on from any telephone call a letter will be issued summarising the conversation, outlining the discussions including any agreements reached between the Allotment-Communities Officer and Tenant regarding actions required, ~~noting any agreements that were made between the Allotment Officer and the Tenant~~ to rectify the breach. The A maximum timescale of such is twenty-eight (28) days will be given for the breach to be remedied.
- 3.3 If the Allotment-Communities Officer is unable to contact the Tenant by telephone, a letter or email will be issued outlining the concerns ~~that have been raised~~. The ~~Allotment-Officer will Tenant will be given~~ a maximum of twenty-eight (28) days' notice to rectify the breach. for the breach to be rectified.
- ~~3.4 If the breach has not been rectified in twenty-eight (28) days a further letter or email will be issued advising the Tenant, they have a further twenty-eight (28) days to rectify the breach.~~
- 3.5 Failure to rectify the breach within the timescale set out in point 3. ~~3.4 above~~ will result in a Notice to Quit or Re-entry Notice being issued, giving the Tenant twenty-eight (28) days to clear-remove their belongings from the plot.
- 3.6 After the twenty-eight (28) days stated in point 3.5, Gainsborough Town Council will terminate the Tenants Allotment Tenancy Agreement by re-entry due to the Tenant not duly complying with the conditions of their Allotment Tenancy Agreement.
- 3.7 If two (2) 'separate' recorded Allotment Tenancy Agreement breaches occur during a twelve (12) month period a notice to quit or re-entry notice will be issued if a third breach occurs, giving the Tenant twenty-eight (28) days to clear his / her Allotment Garden.

- 3.8 In the event of a proven serious breach of the Allotment Tenancy Agreement e.g., aggressive behaviour, verbal and or physical, threats to harm, vandalism or theft, a notice to quit or re-entry notice may be issued immediately following on from a Council and Police investigation whereby the Tenant was found to be charged of such behaviour. The notice served will give twenty-eight (28) days for the Tenant to remove all belongings from the Allotment Garden. The Tenant must arrange suitable times to attend the Allotment Garden with a member of the Council to remove their belongings.
- 3.9 Gainsborough Town Council will terminate the Tenancy by re-entry if the rent is in arrears for more than forty (40) days from the Allotment Tenancy Agreement date.
- 3.10 The Tenant has the right to appeal any breach notices they receive, within seven (7) days, with the reasoning for the appeal. The appeal will then be considered at a Property and Services Committee meeting. The Allotment Officer will forward all correspondence to the Members of the Committee to allow an informed decision as to either overturn the decision or to uphold it. The Committee decision will be final.

PAPER C

Keeping Animals on Allotment Policy

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Document History

Adopted by Council –

Reviewed & Adopted – 12 December 2023

Reviewed & Adopted –

1. Introduction

- 1.1 This policy is for any Tenant who holds an Allotment Tenancy Agreement at any of the Allotment sites in Gainsborough.

Foxby Hill, Love Lane, North Warren, Showfield, and Spital Hill

- 1.2 It will also be used by Councillors and Council employees when considering applications.
- 1.3 The policy is for Tenants applying for written permission to erect housing and runs for animals and to keep the following animals on the allotment, chickens, rabbits, bees and pigeons as per the Allotment Tenancy Agreement. Please note pigeons are only permitted on North Warren Allotment and no other allotment site.
- 1.4 Any permissions granted for chickens, rabbits, bees and pigeons are granted per Allotment Tenancy Agreement not per allotment garden, all animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.
- 1.5 Any permissions granted are granted per Allotment Tenancy Agreement not per allotment garden i.e., the permission to keep animals and / or any animal related structure does not automatically transfer to another tenant. All animal housing at the point of surrender or termination of the Allotment Tenancy Agreement should be cleared from the allotment garden.

2. Before applying

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

2.2 Animal **Welfare Act 2006**

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

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

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

- 2.3 The Tenant must be certain they have the time to care for the animals, visiting them at least once a day, every day.
- 2.4 The Tenant must be confident they can afford to keep the animals.
- 2.5 The Tenant must ensure they have the required space on the allotment garden. Only 25% of the allotment garden can be used for animal housing and or runs, sheds, or patio area. The remaining 75% is for cultivation.

3. How to apply

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

4. Decision

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

5. After written permission is given

The Tenant must:

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

5.10 Return the allotment garden in its original condition, if not the Council will carry out work and recover the costs from the Tenant.

5.11 Be expected to comply with the policy; however, negotiations, timescales and individual circumstances will be taken into consideration.

6. Waste Management

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

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

Schedule 1 – Keeping Chickens on Allotments

1. Introduction

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

2. RSPCA Guidelines on keeping chickens.

2.1 Food and Water

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

2.2 Laying

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

2.3 Housing

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

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

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

2.4 Pasture

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

2.5 Fencing

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

2.6 Company

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

2.7 Introducing new stock to an existing flock

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

2.8 Health

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

2.9 Worming

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

2.10 Feather Pecking

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

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

3. Legal Requirement

3.1 Registering your chickens

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

The link below is to register your birds,

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

Schedule 2 – Keeping Rabbits on Allotments

1. Introduction

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

2. RSPCA Guidelines on keeping rabbits

2.1 Water

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

2.2 Food

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

2.3 Housing and shelter

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

2.4 Fencing

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

2.5 Neutering

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

2.6 Health

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

2.7 Breeding

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

Schedule 3 – Keeping Bees on Allotments

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

Schedule 4 – Pigeon Loft and Keeping Pigeons on Allotments

1. Introduction

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

2. RSPCA Guidelines on keeping pigeons

2.1. The Loft

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

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

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

2.2 Siting of the loft

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

2.3 Feeding and management.

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

3. Legal Requirement

3.1 Registering your pigeons

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

The link below is to register your birds,

[Poultry and other captive birds: registration rules and forms - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/keeping-pigeons)

PAPER D

PAPER E

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

Report Author: Amanda Clarke

Report Date: 6 January 2026



Gainsborough
TOWN COUNCIL

Subject: External Grants Applications

1. Summary

To note progress and status of external grant applications, 6.22 of Structure and Functions Finance and Strategy Terms of Reference “To be responsible for grants to the Council from external bodies.”

2. Background

Property and Services Committee 10 December 2024

Members **NOTED** the report from the Communities Officer on identified projects for funding and opportunities and **RESOLVED** approve the projects 3.1 – 3.8 for the Communities Officer to source funding for with 3.1, 3.3 and 3.6 being the priorities.

3.1 Richmond Park, Aviary Site - To turn this space into a nature area, comprising of raised beds with perennial bee and butterfly enhancing flowers and shrubs. Raised beds to serve as a community food sharing e.g. strawberries. Small water feature and seating area such as picnic benches.

This area could be utilised by the general public, schools and extracurricular activities for nature and art projects.

It is intended to reach out to the local teenager community who utilise Richmond Park to partake in planting the shrubs to give a sense of pride and ‘ownership’ of the park and the importance of respecting it.

It is intended to discuss the potential of the Hastings Group to support with the upkeep and maintenance of the garden.

3.2 General Cemetery – Memorial / reflection garden.

3.3 Foxby Hill Gates – Due to the heavy traffic on Foxby Hill the gates in situ require to be reset further into the site by approximately three meters. This will allow for tenants driving on and off site, to park in a ‘bay’ where they can easily lock and unlock the gates.

3.4 Love Lane Pond – To further enhance this area for nature, raised beds to be installed along the boundaries of the fence, planted with perennial bee and butterfly enhancing flowers and shrubs. To extend this area utilising garden eight once this has been vacated by the sitting tenant.

3.5 Levellings Skate Park – to reintroduce a skate park to the play area.

3.6 Marshalls – Astro Net Training Pitch. A meeting has been held with a representative from Gainsborough Cricket club, to identify their needs. A further meeting has been scheduled for week commencing 9th December 2024 with a contractor to ascertain the associated costs for the training pitch.

3.7 General Cemetery Chapel - To restore the Chapel to prevent further deterioration, focussing on immediate works outlined in the Architects condition report 24/11/2023.

3.8 Community focussed groups and organisations.

To restore partnership / collaborative working make contact with ‘The Friends of Richmond Park’ and ‘The Friends of the Gainsborough Cemeteries and Chapel’.

Identified at Property and Services Committee on 9 September 2025

3.9 Aisby Walk Skate Park – To source funding for a potential new concrete skate park to use alongside the S106 fund.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.1 Richmond Park Aviary	Completed	£11,416.04 (excl VAT) -£1,000.00 received finds form the sale of the aviary £10,416.04	WLDC Community Fund	Up to £50,000		Submitted the expression of interest on the 12 July 2025- invited to apply for funding on the 10 August 2025.	10 October 2025	7 Oct 2025	Circa 4 - 5 weeks from deadline date	Outcome received 19 December - GTC conditionally awarded £6,000. Conditions applied – for the additional £4,416.04 (excl VAT) to be sourced from additional funders
3.1 Cont			For the shortfall of £4,416.04 applications will be		Awards for All – OPEN Co-op Community	Awards for All 08/01/2025 Awards for all Environment	No Deadline	16 weeks for Awards for All.		

			completed for National Lottery Awards for All National Lottery Awards for All – Environment Lincolnshire Co-op Community Champions		Champions reopens 19 January 2026	Co-op Community Champions 19 January 2026				
Notes / Comments / Criteria Application proofread by Bid / grant writing professional.										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.2 General Cemetery – Memorial Garden	Not started	Unknown								
Notes / Comments / Criteria For the additional land purchase to be finalised. Then the garden location can be determined.										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.3 Foxby Hill Gates	Completed	£6,000	Seven Trent	Up to £20,000				3 July 2025	If successful October	Unsuccessful

Notes / Comments / Criteria

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.4 Love Lane Pond	Completed / Aborted									

Notes / Comments / Criteria

Extensively searched for funders for allotments – however funders will not fund allotment sites due to yearly rolling contracts.
Nb Greener Gainsborough showed some interest in the area however have yet to revert back.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.5 Levelling's Skate Park	To be aborted if FCC fund Aisby									

Notes / Comments / Criteria

Funders will not fund two skatepark sites.
Nb There is scope for further development at Levelling's park.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.6 Marshalls Cricket Astro Turf	Completed / Aborted	£36,000+								

Notes / Comments / Criteria

The project commenced Nov 2024 and ran to January 2025. The project was aborted, due to the required costs of £36,000. Gainsborough Cricket club would not have met the funders requirements, due to sustainability of the club.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.7 General Cemetery Chapel	On going	Unknown to date GTC will require quotes for works identified by Ross Davey Associates	Historic England	Up to £250,000		Historic England require a EOI to be completed- it takes 6 wks for this to be reviewed – outcome invite (or not) to apply.				

Notes / Comments / Criteria

Historic England – do not generally fund places of worship – exceptional circumstances Eligibility / Criteria.

Criteria.

- 1 Help more people to connect with, enjoy and benefit from the historic environment
- 2, Use heritage to improve civic pride, prosperity and wellbeing.
- 3, Achieve a positive change and sustainable future for historic places including buildings, landscapes, archaeological sites and marine assets
- 4.Ensure heritage plays an important role in the fight to limit and manage the effects of climate change

3.7 cont. General Cemetery Chapel	On going	Unknown to date GTC will require quotes for works identified by Ross Davey Associates	The National Lottery Heritage fund	£10,000 - £250,000	On going					
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Notes / Comments / Criteria

Investment Principles- all must be met to qualify.

1. saving heritage
2. protecting the environment

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3. Inclusion, access and participation 4. organisational sustainability. They fund projects that 1. clearly focus on heritage – this can be national, regional or local heritage of the UK 2. take into account all four investment principles 3. have a clear plan with a defined start, middle and end 4. have not already started 5. can demonstrate the need for National Lottery investment Skills 6. heritage skills, where there are gaps, shortages or skills at risk of being lost, such as traditional crafts, building skills or digitisation organisational skills, including project management, business development, leadership or governance skills for climate adaptation and supporting net zero. Prefer not to fund the whole project costs. They like to see funding from the applicant to show commitment in the project. While they can fund total project costs, GTC will need to tell them why GTC are unable to raise cash or non-cash contributions from your own resources or other sources if this is the case. Annual accounts and bank statements will need to be submitted. 8 weeks Payments made in three stages. 50% advance 30% advance 20% in arrears.										
3.7 Cont.	On going	Unknown to date GTC will require quotes for works identified by Ross Davey Associates	The Wolfson Foundation	£15,000 – £100,00	20 Nov 2025 14 May 2026		5 January 2026 1 July 2026		Decision made annually June and December.	
Notes / Comments / Criteria Match funding is required >£50,000 Two tier application process – requires two-year audited accounts										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
Stage two application is by invite only (if stage 1 was successful) Two funding rounds as below. Round 1 Open to Stage 1 applications: 20 November, 00.01 Stage 1 application deadline: 5 January, 23.59 (invite only to apply) Stage 2 application deadline: 1 March, 23.59 Funding decision: June Round two Open to Stage 1 applications: 14 May, 00.01 Stage 1 application deadline: 1 July, 23.59 (invite only to apply) Stage 2 application deadline: 1 September, 23.59 Funding decision: December If a deadline date falls during a weekend, we are happy to accept applications that arrive by 9am on the following Monday. Grants are not made retrospectively, and so the project must be ongoing at the time that a funding decision is made (i.e. June or December).										
3.7 Cont	Ongoing	Unknown to date GTC will require quotes for works identified by Ross Davey Associates	National Churches Trust	Large Grant up to £50,000	Open stage one		3 March 2026 stage one			
Notes / Comments / Criteria Grants are available to any Christian place of worship in the UK that is open for regular worship. They help keep church buildings in good repair, open for worship and community activities, and allow them to continue to serve people, communities and visitors in all sorts of ways. Two tier grant system - if stage one is successful, will be invited to apply for stage two Eligibility Criteria - Is yours a Christian place of worship within the UK, and open for at least six services of public worship each year? - Do you own the building or have the right to carry out the work? If the church is not part of a major denomination, then is the denomination registered with Churches Together in Britain and Ireland, or has it got charitable status?										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
• If the annual income in the accounts is over £100,000 is the building registered with the Charity Commission, or can you evidence that registration is in process? • Was your place of worship built as a place of worship originally and is it more than 30 years old? And are the works proposed either directly to the building or attached to it? • Is the building open to the public for a minimum of 100 days a year beyond worship use, or will it be following project completion? • Is your total project cost estimated at over £80,000 (including VAT and fees) if the project is for repair work, or over £30,000 if it is for the installation of kitchen and accessible toilet facilities? • Have you already raised at least 50% of the total project cost? • Is the project being led by a qualified professional, with conservation accreditation from a recognised institution if it is a listed building? (please review the guidance note for details of recognised institutions) • Have you got all necessary permissions approved and in place before applying? (e.g. full Faculty approval signed by the Chancellor) This includes those from your governing body and your local planning authority if planning permission and/or listed building consent is also required. • Is the project yet to start (we don't accept applications for projects that have already started before applying) • Do you have a safeguarding policy in place? • WORKS CAN NOT HAVE STARTED										
3.7 Cont	Ongoing	Unknown to date GTC will require quotes for works identified by Ross Davey Associates	The Clothworks Foundation	Small grants up to £15,000 will am organisation of annual income of less than £2m. Large Grants Programme awards grants over £15,000 and typically, not more than £150,000, to organisations with an annual income of less than £10m.	Rolling Process Small grants – One stage application decision will be 12weeks. Large grants two stage application process respond within 6 weeks and invited to apply stage two if successful					

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
					– decision will be six months.					
Notes / Comments / Criteria Organisations providing services to beneficiaries that fall within our 10 programme areas can apply for support. We will consider applications from organisations where at least 50% of their beneficiaries fall within one or more of our programme areas. COMMUNITIES EXPERIENCING RACIAL INEQUALITIES DISABILITIES, INCLUDING MENTAL HEALTH & VISUAL IMPAIRMENT DOMESTIC & SEXUAL ABUSE ECONOMIC DISADVANTAGE HOMELESSNESS LGBT+ COMMUNITIES OLDER PEOPLE FACING DISADVANTAGE PRISON & REHABILITATION SUBSTANCE MISUSE & ADDICTION YOUNG PEOPLE FACING DISADVANTAGE 47% Success Rate										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.8 Community Focus Groups and Organisations	On going	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Focus groups, Community Groups and Statutory Groups with. Gainsborough Men's Shed. VCS – Barry Rookes Walkabout and tree planting WLDC Everyone Active – Health and Wellbeing Day WLDC – Sports Cricket Event Established - Nursery Gardening Club Gainsborough In Bloom Hastings Centre British Bee Keeping Association										

Lincolnshire County Council Positive Futures

Local schools to complete the Aisby consultation.

Communities Officer is in the early stages of setting up a Aisby Walk Focus Group – volunteers have been identified. Once this group is established, a Steering group will be organised and stakeholders invited to discuss the issues local residents are facing at Aisby Walk and the surrounding area.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.9 Aisby Walk Skate and Play Park	In progress	Circa £240,000 for the skate park. To be negotiated. (GTC will go to Tender)	FCC	£5,000 - £100,000		6 October 2025 Applied for the maximum rate £99,567	19 November 2025	17 November 2025	March 2026	TBC
3.9 Cont	In progress	£15,000 fence the skate park area.	FCC	£20,000 - £500,000						
3.9 Cont	In progress	£ 35,000 Junior play park. £35,000 Infant play Total £70,000	Community Lottery fund	£20,000 - £500,000	On going	18 November 2025 Stage one application began			3 months for decision for stage one. If successful will be invited to apply for stage two application decision is 6 months.	

Notes /Comments/ Criteria

Projected costs. £325,000.00

Additional funding S106 £164,791.

FCC FUNDING £99,567 – skate park and fencing

Lottery funding £70,000 fence and play equipment.

Lottery Funding – successful application rate stage 1 currently is 20% GTC to consider using CIL Money £30,000 & budgeted £4,000 for Aisby – shortfall £26,000.
3 months for decision for stage one.

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
If successful will be invited to apply for stage two application decision is 6 months Community Lottery Fund Criteria. how your project supports one of their mission statements, Communities come together Communities help children and young people thrive Communities are healthier Communities are environmentally sustainable who will benefit – especially how you'll support places, people or communities facing poverty, disadvantage or discrimination how you'll involve people in shaping the project and influencing decisions that affect them why your organisation or partnership is right to lead the work. GTC to consider using the maximum footprint of the skate park – if the footprint is reduced it will bring the cost of the skate park down.										

Project	Status	Projected Costs	Grants Identified eligible for application	Range of fund	Grant opens to apply	Application commence date	Application Deadline	Submitted	Time duration of decision	Outcome of application
3.10 Richmond House – Immediate repairs	Ongoing	Unknown to date	Historic England	£10,000 - £250,000	April 2025		31 March 2026			
Notes /Comments/ Criteria										

3. Recommendation

- i. That members note update and progress.
- ii. To approval removal of projects 3.3, 3.4 and 3.6.

PAPER F

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

Report Author: Rachel Allbones

Report Date: 8 January 2026



Gainsborough
TOWN COUNCIL

Subject: Christmas Lights Scheme 2026

1. Purpose of Report

The purpose of this report is to provide Members with background information regarding the Council's Christmas Lighting Scheme, including previous contractual arrangements, ownership of lighting assets, and the current position. The report seeks to inform Members ahead of any future decisions regarding procurement and delivery of the Christmas Lights Scheme for 2026 and beyond.

2. Background

Between **2007 and 2011**, the Council appointed Imagination as the Christmas lights contractor under a five-year contract. During this period, the Council purchased the lighting outright, resulting in Council ownership of the lighting assets at the end of the contract.

From **2012 to 2020**, R&E Electrical installed and maintained Christmas lights that were owned by the Council.

In **2021**, the Council entered into a three-year contract with Blachere with a white and gold motif, which was subsequently extended in **2023** for a further two years. This contract was a part-purchase, part-hire arrangement.

Under the terms of the contract:

- The Silver Street and Flag Alley "ceiling of light" installations are owned by the Council.
- The Market Street - Zig Zag Icicles (90m) are owned by the Council.
- All remaining cross-street displays, lamp column decorations, tree lights and projector are hired annually as part of the contract.

In **April 2023**, the Council agreed to extend the existing contract with Blachere by two years. At the same time, the Council agreed to:

- Purchase an 8m real Christmas tree, to be dressed annually by Blachere; and
- Change the cross-street displays and lamp column decorations to a blue and white motif.

Annual contract cost with Blachere

2021 - £22,839.18

2022 - £19,357.48

2023 - £19,817.48

2024 - £18,817.48

2025 - £18,817.48

3. Condition of Council-Owned Lighting

The previous electrician specification for Council-owned lights is attached at Appendix A.

Council-owned lights were restrung from blue and white to red and white in 2015 to align with the Marshalls Yard colour scheme (red and gold).

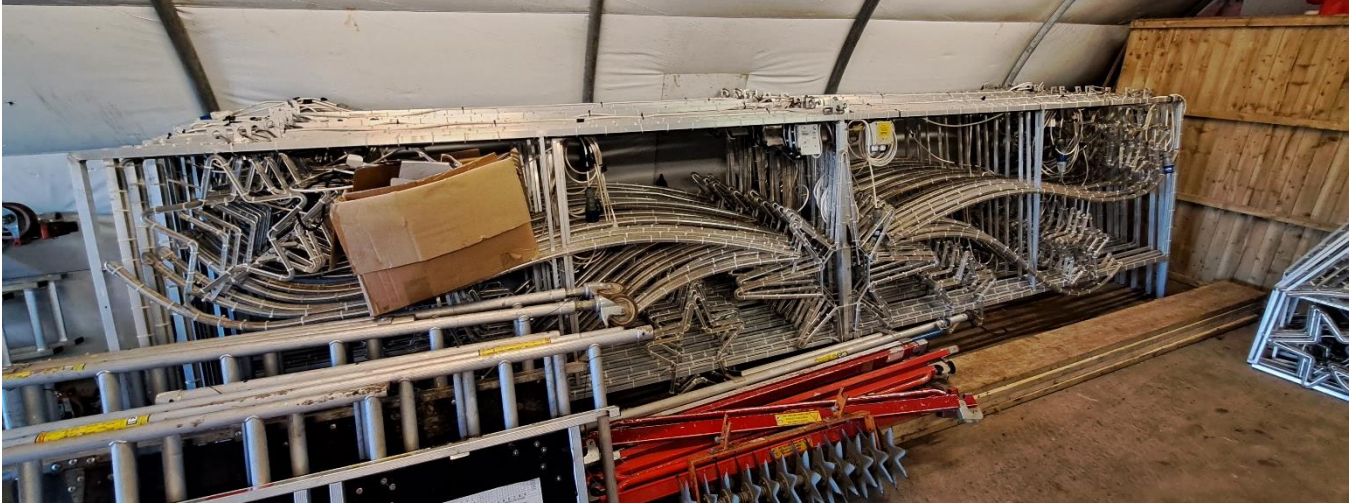
Council staff have confirmed that the lights are operational; however, staff are not qualified to assess the structural integrity or electrical safety of the installations

Photographs of Council-owned lighting are included below for reference.

Locations of Council-Owned Lamppost Lights

- Trinity Street: 14, 15, 17, 18, 19, 20, 22, 24, 25, 27
- Church Street: 1, 2, 3, 4, 5, 6,
- Market Street: 6

X18



X3



X10



X3



Silver Street & Flag Alley



Icicles ONLY



4. Options

Members are invited to consider the following options in relation to the Christmas Lights Scheme for 2026 and future years:

Option 1 – Procure a New Contract

To undertake a procurement exercise for a new Christmas lights contract, which may include a mix of owned and hired lighting, installation, maintenance, storage and testing.

Advantages

- Ensures all lighting meets current electrical safety and structural standards.
- Allows the Council to specify design, coverage, colour scheme and sustainability requirements.
- Reduces operational risk by placing responsibility for testing, certification and maintenance with the contractor.
- Provides an opportunity to extend coverage to additional streets (e.g. Lord Street / Black Bull Yard).
- Greater cost certainty over the contract period.

Disadvantages

- Likely to be more expensive than re-using existing assets in the short term.
- Procurement process will require officer time and may limit flexibility.
- Potential loss of value from existing Council-owned lighting if not reused.

Option 2 – Re-use Council-Owned lighting

To explore re-using existing Council-owned lighting, subject to full testing, certification and any required refurbishment or replacement.

Advantages

- Potentially lower initial cost if assets can be safely reused.
- Makes use of existing Council-owned equipment, maximising previous investment.
- May offer flexibility in installation if assets are suitable.

Disadvantages

- Requires specialist inspection and certification, with no guarantee that assets will pass testing.
- Ongoing maintenance, storage and liability would remain with the Council.
- Older lighting may be less energy efficient and more prone to failure.
- May limit the ability to expand or refresh the scheme aesthetically.
- Increased operational and reputational risk if faults occur during the festive period.

5. Considerations

- **Scheme Extension:** Members may wish to consider extending the scheme further along Lord Street (up to Caskgate Street).
- **Business Feedback:** The Town Clerk has received communications from business owners in Black Bull Yard expressing concern about the absence of Christmas lighting in that area.
- **Safety and Compliance:** Any re-use of Council-owned lighting would require appropriate electrical testing and safety certification prior to installation.
- **Consistency and Appearance:** Consideration should be given to maintaining a consistent visual theme across the town centre.

5A. Risk Assessment

The following risks have been identified in relation to the Christmas Lights Scheme for 2026 and beyond:

Health and Safety Risk

There is a risk associated with the installation and operation of older Council-owned lighting, particularly where structural integrity and electrical safety cannot be verified without specialist testing.

Mitigation:

- Ensure all lighting is tested, certified and installed by qualified contractors.
- Consider procurement of a managed contract where responsibility rests with the supplier.

Financial Risk

Costs associated with refurbishing, testing or repairing Council-owned lighting may exceed initial estimates, reducing any anticipated savings.

Mitigation:

- Obtain professional condition reports and cost estimates prior to decision-making.
- Maintain delivery within the approved Christmas lights budget.

Operational Risk

Failure of lighting during the festive period could result in reputational damage and additional reactive costs.

Mitigation:

- Use reliable, tested equipment.
- Ensure contractual arrangements include maintenance and rapid response provisions.

Reputational Risk

Inconsistent coverage or poor-quality displays may attract criticism from residents and businesses, particularly in areas currently without lighting.

Mitigation:

- Consider town-wide consistency and expansion requests as part of future planning.
- Clearly communicate decisions and limitations to stakeholders.

Legal and Compliance Risk

Failure to comply with electrical safety regulations and industry standards could expose the Council to liability.

Mitigation:

- Ensure all installations meet statutory and industry requirements.
- Retain appropriate documentation and certification.

6. Financial Implications

Budget:

- 11050 Christmas Lights, Lights Contract £24,000

Any future decision will need to be delivered within the approved budget or brought back to Members for consideration if additional funding is required.

7. Recommendation

Members are requested to note the contents of the report and provide direction on the preferred option for the Christmas Lights Scheme for 2026, including whether officers should proceed with procurement of a new contract or investigate the re-use of Council-owned lighting.

Electricians Specification 2016

Introduction

Gainsborough Town Council is responsible for annual Christmas light displays in Gainsborough. In the run up to the annual official Christmas Light switch on event there is a lot of preparatory work to be done in installing the various light displays and ensuring they are operational. This specification sets out as fully as possible the work involved however the nature of the work is such that unforeseen difficulties can and do arise and this must be taken into account by any contractor willing to quote for the electrical contract.

1. Christmas Tree

The tree itself will be sourced and installed by Gainsborough Town Council. It will be the responsibility of the electrical contractor to decorate the tree with the lights provided by the Council and ensure that the lights are operational in readiness for the annual switch on event. A man lift/cherry picker will be required to carry out this function.

A power supply is located within the centre of the Market Place.

2. Market Place

~~Installation of icicle lights around the roof lines of the buildings. Existing eyelet hooks are in situ on the buildings to which the lights can be attached. Lights extend from the old Gainsborough standard building to Curtis Walk and on the opposite side from Burton & Dyson Solicitors to the corner of Silver Street.~~

~~External sockets are situated in the Market Place in the following locations:~~

- ~~1. Above Curtis Walk archway.~~
- ~~2. On wall of old town hall building opposite entrance to Peacocks.~~

~~A man lift is again required for these works.~~

3. Silver Street

Cross street decorations are located overhead between buildings along Silver Street. There are 7 in total for this Street. Existing supporting wires and anchor points are in place to carry the cross-street decorations.

Power supply for all Cross Street decorations along silver street comes from external sockets located above Curtis Walk archway.

A man lift is again required.

4. Lord Street

x3 cross street decorations to be installed onto existing overhead supporting wires.

Power supply located on wall of old town hall opposite entrance to Peacocks.

5. Market Street

x4 Cross Street decorations to be installed on to existing overhead supporting wires.

6. Church Street

Installation of x 5 lamppost decorations. Plug in to existing socket already mounted on to the lampposts. Attach using large heavy duty jubilee clips. Electrician to determine appropriate spec for jubilee clips.

Ensure timers are set to appropriate burning hours.

7. Trinity Street

Installation of 14 lamppost decorations. Plug in to existing sockets already mounted on to the lampposts. Attach using large heavy duty jubilee clips. Electrician to determine appropriate spec for jubilee clips.

Ensure timers are set to appropriate burning hours

Man lift required and work required to be undertaken over night to ensure minimal traffic disruption. Electrician to be responsible for ensuring correct procedures are followed for working on or adjacent to the highway.

8. LED Festoons

~~7 sets of long LED festoon lighting are to be installed around the town centre. Existing brackets are in place to which the lights can be attached. Festoon lights are typically hung at first floor level along Market Street, Church Street, and around the Market Place.~~

9. Switch on Event

The electrician is required to be present at the lights switch on event to ensure that all decorations are operational and to switch on the power at the appropriate time.

Additional men are required to man the various power points and turn them on at the appropriate time.

10. Call Outs

Throughout the period of the lights being operational the electrician is expected to be available to attend to repair any lights that fail. The repair work must be undertaken within 24 hours of notification of a fault.

11. Replacement Bulbs

All prices quoted will be inclusive of providing replacement bulbs and holders as necessary. All bulbs changed in 2015 following colour change so only had 1 season of use.

12. Removal

After the Christmas period all lights and decorations are to be removed/dismantled and returned to the Council for storage. This work must be completed within 7 days of the conclusion of the traditional '12th night'. Lights must be switched off immediately after the 12th night.

13. Miscellaneous

Copies of public liability insurance, method statements and risk assessments must be provided with all quotes.

PAPER G

PAPER H

PAPER I

PAPER J

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

Report Author: Rachel Allbones

Report Date: 8 January 2026



Gainsborough
TOWN COUNCIL

Subject: Richmond House Condition Report & Feasibility Study

1. Purpose of Report

The purpose of this report is to update Members on discussions with West Lindsey District Council (WLDC) regarding Richmond House and to seek approval for the Town Clerk to continue working collaboratively with WLDC to commission an updated condition survey and a feasibility study to assess the future potential of the building.

2. Background

The Council commissioned a condition survey of Richmond House in 2021, undertaken by Henry Taylor Building Surveyors (Small Works) Ltd, at a cost of £5,520 plus VAT.

On 19 November 2025, WLDC Chief Executive, together with the Monitoring Officer and Director of Finance and Assets (S151 Officer), attended Richmond House for a meeting. Following the meeting they were taken on a tour of the house, compound and gardens.

Subsequent to the visit, the Town Clerk has had a number of discussions with WLDC Chief Executive regarding the Richmond House.

The WLDC Chief Executive proposed that both Councils jointly commission an up-to-date condition survey, along with a relatively small feasibility study to explore the potential future use of the building.

In respect of the feasibility work, WLDC is currently working with Robin Thompson of RPT Consulting on other projects and has suggested that a discussion take place to agree a scope of works. The WLDC Chief Executive met with RPT Consulting prior to Christmas; however, the Town Clerk was unable to attend due to annual leave. The Town Clerk and Operations Manager are scheduled to meet with RPT Consulting on Teams on 13 January 2026. Following this meeting, a proposed scope of the initial works will be provided.

The Town Clerk contacted Henry Taylor Building Surveyors (Small Works) Ltd to request a fee proposal for an updated condition survey. Unfortunately, due to the passing of the company founder and the retirement of key personnel, the company has since ceased trading. The surveyor who undertook the original works does not have the capacity to carry out further condition surveys.

The WLDC Chief Executive has therefore approached their Team Manager for Property and Assets to explore commissioning a condition survey through companies currently used by WLDC.

For information, the Team Manager for Property and Assets has advised on the legal background to WLDC's acquisition of Richmond House. The premises were acquired under a 1947 Assent, vesting the land and buildings in WLDC to be held on trust for the benefit of the community as a park, pleasure ground, museum, art gallery or similar purpose.

WLDC therefore holds Richmond House as trustee for the above charitable purposes. This is not a covenant, but rather the purpose for which WLDC must hold the land. The purpose

cannot be varied without very good reason and would ultimately require Charity Commission approval.

The Charity Commission would only approve a variation of the charitable purpose with strong justification, and any alternative use would still need to be for the benefit of the community. Any potential change of use may therefore be complex, time-consuming and potentially expensive in terms of professional fees.

3. Financial Implications

At this stage, the financial implications are unknown. Any costs associated with a condition survey and feasibility study will be reported to Members once fee proposals and scopes of work have been received.

As the next committee meeting is scheduled for March, the Town Clerk may submit fee proposals and scopes of work directly to Full Council for consideration.

Budgets

12000/11 Ear Marked Reserves, Richmond House Maintenance £4,000

12000/12 Ear Marked Reserves, Richmond House Conservatory Demo £3,000

12000/1 Ear Marked Reserves, General Fund £154,443.60

4. Recommendation

That Members agree to allow the Town Clerk to continue working with West Lindsey District Council to explore and progress the commissioning of an updated condition survey and feasibility study for Richmond House, with any future financial commitments to be subject to further committee approval.