

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



FULL COUNCIL AGENDA

To: All Members of Gainsborough Town Council:

Councillor Sheila Bibb	Councillor Mark Binns
Councillor Stephen Blogg	Councillor Nigel Bowler
Councillor Nicholas Coxon	Councillor Richard Craig
Councillor Dennis Dannatt	Councillor Caz Davies
Councillor Michael Devine	Councillor David Dobbie
Councillor Richard Doy	Councillor Paul Hooton
Councillor Paul Key	Councillor James Plastow
Councillor Glenn Puxty	Councillor Richard Thompson
Councillor Kenneth Woolley	

NOTICE IS HEREBY GIVEN and **Members are summoned to attend** a meeting of Gainsborough Town Council to be held on **Tuesday 1 September 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.

Welcome from the Chair and housekeeping

Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short (non-political) statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive brief reports of the Police and elected members of Lincolnshire County Council and West Lindsey District Council.

AGENDA

FC27/072 Apologies for Absence

To note apologies for absence.

FC27/073 Declarations of Interest

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

FC27/074 Dispensation Requests

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

FC27/075 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.

FC27/076 Presentation from Lincolnshire Armed Forces Community Covenant Officer

To receive a presentation from Paul Drury, Lincolnshire Armed Forces Community Covenant Officer.

FC27/077 Minutes of the Previous Meeting

To receive and resolve to sign as a true and accurate record the minutes of the Council meeting held on Tuesday 7 July 2026.

Paper A (pages 4 to 9)

FC27/078 Committee Meeting Minutes

To note receipt of the draft minutes of the Committee meetings and the decisions contained therein.

- i. Finance and Strategy Committee, Tuesday 7 July 2026
Paper B (pages 10 to 12)
- ii. Personnel Committee, Wednesday 8 July 2026
Paper C (pages 13 to 15)
- iii. Property and Services Committee, Tuesday 14 July 2026
Paper D (pages 16 to 19)
- iv. Planning Committee, Tuesday 21 July 2026
Inquorate
- v. Neighbourhood Plan Working Group, Thursday 23 July 2026
Paper E (pages 20 to 24)
- vi. Finance and Strategy Committee, Tuesday 28 July 2026
Paper F (pages 25 to 28)
- vii. Planning Committee, Tuesday 18 August 2026
Paper G (pages 29 to 34)
- viii. Finance and Strategy Committee, Tuesday 25 August 2026
Paper H (pages 35 to 37)

FC27/079 Committee and Working Group Appointments

To appoint Members to the following committees and working groups:

- i. X1 Planning Committee
- ii. X1 Neighbourhood Plan Working Group
- iii. X1 Property & Services Committee – substitute
- iv. X1 Personnel Committee – substitute

FC27/080 Announcements

To receive and note updates from:

- i. Chair of Council
- ii. Leader of Council
- iii. Representatives on Outside Bodies
- iv. Town Clerk **Paper I** (pages 38 to 44)

FC27/081 Local Government Reorganisation

To consider any recent updates.

FC27/082 Correspondence

To note the correspondence previously circulated by email (for information only).

Paper J (pages 45 to 46)

FC27/083 Items for Notification

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

- i. Debt Write Off

FC27/084 Time and Date of Next Meeting

To note the date and time of the next Full Council meeting is scheduled for Tuesday 6 October 2026 at 6:30pm.

Rachel Allbones
Town Clerk
Richmond House
Gainsborough

Wednesday, 26 August 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 FULL COUNCIL MINUTES

Minutes of the Town Council meeting held on **Tuesday 7 July 2026** at **6:30pm** in the Ceremony room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Vice Chair)

Councillor Mark Binns
Councillor Nigel Bowler
Councillor Dennis Dannatt
Councillor David Dobbie
Councillor James Plastow
Councillor Richard Thompson

Councillor Stephen Blogg
Councillor Nicholas Coxon
Councillor Michael Devine
Councillor Paul Key
Councillor Glenn Puxty
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

Also Present:

WLDC Councillor Karen Carless
WLDC Councillor Emma Bailey
3 Members of Riverside Indoor Bowls

Prior to the commencement of the meeting Members held one minutes silence in memory of Michael Wragg a past Citizen of the Year.

FC27/051 Apologies for Absence

Apologies were received from Councillors Craig, Davies, Doy, Hooton.

FC27/052 Declarations of Interest

No declarations of interest were declared.

FC27/053 Dispensation Requests

No dispensation requests were made.

FC27/054 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FC27/066, FC27/067 in accordance with the Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be discussed.

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

FC27/055 Riverside Indoor Bowls

Members received a presentation from Riverside Indoor Bowls and WLDC Councillor Emma Bailey regarding their loss of venue to play within Gainsborough and the challenges they have faced to secure another venue. It was noted that it could form part of the aspirations within the Neighbourhood Plan review process.

Note: WLDC Councillor Emma Bailey and 3 Members of Riverside Indoor Bowls left the meeting.

FC27/056 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Council meeting held on Tuesday 2 June 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Binns and Dannatt abstained from voting on the above resolution.

FC27/042 Committee Meeting Minutes (Papers B - D)

- i. Property and Services Committee, Tuesday 9 June 2026
- ii. Finance and Strategy Committee, Tuesday 23 June 2026
- iii. Neighbourhood Plan Working Group, Thursday 25 June 2026

RESOLVED: To NOTE the draft minutes of the Committees.

Note: Councillors Dannatt, Devine and Plastow abstained from voting on the above resolution.

FC27/058 Council Deputy Leader

RESOLVED: To appoint Councillor Puxty as the Deputy Leader of the Council for the 2026-27 municipal year.

Note: Councillors Binns, Blogg and Dobbie abstained from voting on the above resolution.

FC27/059 Committee and Working Group Appointments

To appoint Members to the following committees and working groups:

- i. X1 Property and Services Committee and appoint a Chair

RESOLVED: To appoint Councillor Bibb to the Property and Services Committee for the remaining 2026–27 municipal year.

RESOLVED: To appoint Councillor Dannatt as Chair of the Property and Services Committee for the remaining 2026–27 municipal year.

Note: Councillors Binns, Blogg, Dobbie and Puxty abstained from voting on the above resolution.

- ii. X1 Finance and Strategy Committee sub

RESOLVED: To appoint Councillor Thompson as substitute member of the Finance and Strategy Committee for the remaining 2026–27 municipal year.

- iii. X1 Planning Committee
RESOLVED: To defer appointment.
- iv. X1 Personnel Committee
RESOLVED: To appoint Councillor Blogg to the Personnel Committee for the remaining 2026–27 municipal year.
- v. X1 Neighbourhood Plan Working Group
RESOLVED: To defer appointment.
- vi. X1 Emergency Community Plan Working Group
RESOLVED: To appoint Councillor Dobbie to the Emergency Community Plan Working Group for the remaining 2026–27 municipal year.
- vii. X1 Asset Transfer Task and Finish Group
RESOLVED: To appoint Councillor Dobbie to the Asset Transfer Task and Finish Group for the remaining 2026–27 municipal year.

FC27/060 Announcements (Paper E)

- i. Chair of Council
The Vice Chair advised she had attended a few Civic Services.
- ii. Leader of Council
The Leader advised he had just attended Council meetings and the Aisby Walk Steering Group meeting.
- iii. Representatives on Outside Bodies
Councillor Woolley attended a Marshalls & Rose Brothers Memorial Charity meeting along with the Armed Forces Day at Levellings.
- iv. Town Clerk
RESOLVED: To NOTE the Town Clerk's report.
Members recorded their congratulations to the Assistant Clerk for successful completion of her CiLCA.

FC27/061 Recommendation made by Committee

Property and Services Committee held 9 June 2026 (PS27/025 Thorndike Way Roundabout Boat Installation)

RESOLVED: To that the quotation from Chevron Traffic Management Ltd for traffic management services required to facilitate the installation of the boat planter on the Thorndike Way roundabout, at a cost of £2,625.00, be approved and funded from the Council's General Reserves.

Note: Councillors Binns and Dobbie abstained from voting on the above resolution.

FC27/062 Recommendation made by Committee

Property and Services Committee held 9 June 2026 (PS27/030 Christmas Lights Infrastructure Overhaul)

RESOLVED: To that Christmas Plus Ltd be appointed to undertake the works to

existing Christmas lights infrastructure, including catenary wires, fixings, and load testing across the town centre Christmas lighting display locations at a total cost of £4,192.50, with funding to be met from the Council's General Reserves.

Note: Councillor Blogg voted against the above resolution.

Note: Councillor Dobbie abstained from voting on the above resolution

FC27/063 Recommendation made by Committee (Paper F)

Finance and Strategy Committee held 23 June 2026 (FS27/024 Appropriate Policy Document)

RESOLVED: To adopt the Appropriate Policy Document.

FC27/064 Recommendation made by Tender Panel (Paper G)

Tender Panel meeting held 1 July 2026:

RESOLVED: To appoint Wheelscape Ltd as the successful tenderer and authorised the Town Clerk to issue a Conditional Notification of Award, with authority to confirm contract formation once the FCC Communities Foundation funding condition had been satisfied.

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

FC27/065 Recommendation made by Tender Panel (Paper H)

Tender Panel meeting held 1 July 2026:

RESOLVED: That the tender submitted by Wicksteed Leisure Limited for the Play Park project at Aisby Walk be accepted to form part of the National Lottery funding application and subject to funding being awarded.

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

FC27/066 Love Lane Allotment Site Representative (Paper I)

RESOLVED: To approve the appointment of Michaela Brown as the Love Lane Allotment Site Representative.

Note: Councillors Binns and Plastow abstained from voting on the above resolution.

FC27/067 Christmas Lights Scheme 2026 (Paper J)

RESOLVED: To approve Christmas Plus as contractor for the 2026 Christmas Lights scheme at a cost of:

- Installation and dismantling: £11,115 + VAT
- Annual hire of decorations: £7,900 + VAT

FC27/068 Local Government Reorganisation

No update was received.

FC27/069 Correspondence (Paper K)

RESOLVED: To NOTE the correspondence circulated.

FC27/070 Items for Notification

- i. Debt Write Off

FC27/071 Time and Date of Next Meeting

RESOLVED: To NOTE the next Full Council meeting is scheduled for Tuesday 1 September 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:50pm.

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

DRAFT

PAPER B

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

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FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 7 July 2026** at **6:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Sheila Bibb (sub)

Councillor Nicholas Coxon

Councillor David Dobbie

Councillor Stephen Blogg

Councillor Michael Devine

Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS27/028 Apologies for Absence

Apologies were received from Councillors Craig, Hooton and Puxty.

FS27/029 Declarations of Interest

Councillor Dobbie declared a personal interest in agenda item FS27/33i as he is currently training with Riverside Training.

FS27/030 Dispensation Requests

No dispensation requests were received.

FS27/031 Items for Exclusion of Public and Press

No items for the exclusion of public and press.

FS27/032 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 23 June 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Bibb and Bowler abstained from voting on the above resolution.

FS27/033 Community Grant Applications (Papers B-C)

Members considered the following grant applications received.

i. Riverside Access and Training Centre - £1,000

RESOLVED: To award the Riverside Access and Training Centre a Community Grant of £1,000.

Initialled:

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

FS27/034 Items for Notification

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

- i. Newsletter
- ii. Operation Bridges Review
- iii. Civic Protocol
- iv. Registrar Lease renewal
- v. Unity Trust Bank
- vi. Strategic Plan
- vii. LCAS Silver Status submission

FS27/035 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 28 July 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:07pm.

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

PAPER C

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DRAFT PERSONNEL COMMITTEE MINUTES

Minutes of the Personnel Committee meeting held on **Wednesday 8 July 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Kenneth Woolley (Chair)

Councillor Sheila Bibb
Councillor Richard Craig

Councillor Stephen Blogg
Councillor Richard Thompson

In Attendance:

Rachel Allbones

Town Clerk

PC27/001 Apologies for Absence

Apologies for absence were received from Councillors N Bowler, P Hooton.

PC27/002 Vice Chair

RESOLVED: To appoint Councillor Sheila Bibb as Vice Chair for the Personnel Committee.

PC27/003 Declarations of Interest

No declarations of interest were made.

PC27/004 Dispensation Requests

No dispensation requests were received.

PC27/005 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from item PC27/011 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PC27/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Personnel Committee meeting held on Wednesday 11 March 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillors Bibb and Woolley abstained from voting on the above resolution.

PC27/007 Paternity Leave and Pay Policy Review (Paper B)

Initialled:

Personnel Committee minutes 2026-27

RESOLVED: To adopt the reviewed Paternity Leave and Pay Policy.

PC27/008 Bereavement Policy Review (Paper C)

RESOLVED: To adopt the reviewed Bereavement Policy.

PC27/009 Data Protection Policy for HR-related Data Review (Paper D)

RESOLVED: To adopt the reviewed Data Protection Policy for HR-related Data.

PC27/010 Travel – Mileage and fuel rates and allowances (Paper E)

RESOLVED: To

- i. Approve the amendment of the Employee Expenses Policy to increase the approved mileage rate for cars and vans from 45p to 55p per mile for the first 10,000 business miles in accordance with HMRC approved mileage rates.
- ii. Confirm that the revised rate applies with effect from 1 April 2026.
- iii. Authorise the back payment of the additional mileage allowance to employees for eligible business mileage claims submitted from 1 April 2026.

PC27/011 Assistant Clerk Achievement of CiLCA Qualification (Paper F)

RESOLVED: To note that the Assistant Clerk has successfully completed the Level 3 Certificate in Local Council Administration (CiLCA) qualification and approve recommendation 3 within the report.

PC27/012 Items for Notification

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

- i. Consideration of work experience placements
- ii. Staff Handbook Review
- iii. Mobile Phone Policy Review
- iv. Lone Worker Policy Review
- v. Call-out Provision
- vi. Shared Parental Leave Policy Review
- vii. Adoption Leave Policy Review
- viii. Maternity Leave Policy Review
- ix. Child and Vulnerable Adult Welfare and Safeguarding Policy Review
- x. No Smoking Policy Review

PC27/013 Time and Date of Next Meeting

RESOLVED: To NOTE the next Personnel Committee meeting scheduled for Wednesday 9 September 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:43pm.

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

PAPER D

Gainsborough Town Council

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee held on **Tuesday 14 July 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor Paul Key
Councillor Richard Thompson

Councillor Richard Craig
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

PS27/035 Apologies for Absence

Apologies were received from Councillor Bibb.

PS27/036 Declarations of Interest

No declarations of interest were received.

PS27/037 Dispensation Requests

No dispensation requests were received.

PS27/038 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items PS27/043 and PS27/044 in accordance with Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be discussed.

PS27/039 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Property and Services Committee meeting held on Tuesday 9 June 2026 be approved as a true and accurate record and signed by the Chair.

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

PS27/040 Tree Safety Survey (Paper B)

RESOLVED: To

Initialled:

Property and Services Committee minutes 2026-27

- i. Note the completion of the May 2026 Tree Safety Survey;
- ii. Note the prioritised schedule of tree works contained within Appendix B;
- iii. Note that Level 3 Tomogram Surveys have been commissioned for five trees identified as requiring further investigation; and
- iv. Note that a further report, including the findings of the Tomogram Surveys and quotations for any recommended works, will be presented to the Committee for consideration.

PS27/041 Armed Forces Day Event Application (Paper C)

RESOLVED: To approve the application in principle from Gainsborough AFVBC to hold an Armed Forces Day on Levellings Playing Field on 19 June 2027 subject to the following being received:

- i. provision of a final event plan, including layout plan;
- ii. proof of PLI;
- iii. proof of TEN;
- iv. proof of PPL/PRS licence;
- v. provision RAMS;
- vi. evidence of consultation with the Safety Advisory Group;
- vii. own public toilets to be provided;
- viii. vehicles to provide drip trays for rear end and axles;
- ix. no fee to be levied for 2027 event.

PS27/042 Ferris Zero Turn Mower 48” (Paper D)

RESOLVED: To await confirmation as to whether the Council can claim on its insurance to repair the damage. Should this not be possible, officers are to investigate the availability of second-hand mowers and report back to the Committee.

PS27/043 Love Lane Allotment Access Road (Paper E)

RESOLVED: To approve expenditure for maintenance works to the Love Lane Allotment and parking space access road by Hemswell Surfacing Ltd at a cost of £4,888 + VAT from Footpath/Road Maintenance budget.

PS27/044 Love Lane Allotment Garage Demolition (Paper F)

RESOLVED: To approve expenditure for the demolition and removal of four garages at the Love Lane Allotment Site by Gainsborough Building Services Ltd at a cost of £6,840.00 + VAT from Allotments - Love Lane Garage Site and Allotments – All Sites – Misc budgets subject to receipt of the relevant waste carrier and waste disposal licences.

PS27/045 Items for Notification

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

- i. Richmond House & Park Condition Report
- ii. Richmond Park Outbuilding Repair Quotes
- iii. General Cemetery Chapel
- iv. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- v. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- vi. Volunteer Recognition

PS27/046 Time and Date of Next Meeting

RESOLVED: To note the next Property and Services Committee meeting is scheduled for Tuesday 8 September 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:20pm.

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

DRAFT

PAPER E

Gainsborough Town Council

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DRAFT NEIGHBOURHOOD PLAN WORKING GROUP MINUTES

Minutes of the Neighbourhood Plan Working Group meeting held on **Thursday 22 July 2026** at **10:00am** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Sheila Bibb (Chair)

Councillor David Dobbie
(arrived at 10:01am)
Councillor Paul Key
Mr Barry Coward

Councillor Richard Craig (arrived
at 10:02am)
Councillor Richard Thompson
Mr Doug Owles

In Attendance:

Natasha Gardener

Assistant Clerk

NP27/032 Apologies for Absence

Apologies for absence were received from Mr Barry Rooks and Mr John Rodgers.

NP27/033 Membership of Community Members

RESOLVED: That Mr Doug Owles be appointed to the Working Group.

Note: 10:01am Councillor Dobbie arrived at the meeting.

Note: 10:02am Councillor Craig arrived at the meeting.

NP27/034 Declarations of Interest

No declarations of interest were received.

NP27/035 Minutes of the Previous Meeting

RESOLVED: That the minutes of the Neighbourhood Plan Working Group meeting held on Thursday 25 June 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillor Dobbie and Mr Barry Coward abstained on voting on the above resolution.

NP27/036 Appointment of Members to Focus Groups

RESOLVED: To appoint the following members to the focus groups:

Initialled:

Neighbourhood Plan Working Group minutes 2026-27

Focus Group	Appointed Member(s)
Town Centre & Riverside	Doug Owles
Green Spaces	Councillor David Dobbie
New Developments	Councillor David Dobbie (<i>agreed during consideration of NP27/040</i>)
Transportation	No further appointments made
Employment	Councillor Sheila Bibb
Heritage, Leisure & Tourism	Councillor David Dobbie
Community Facilities	No further appointments made

NP27/037 Neighbourhood Plan Action Plan

Mr Barry Coward reported on item 22 – Aspirational Policies from the Lincolnshire County Council Highways Scrutiny Group meeting held on Monday. There were no updates directly related to Gainsborough. Concerns were raised regarding the lack of reference to the A631 and the continuing need to press for a proper bus station in Gainsborough.

Councillor Dobbie advised that the Central Lincolnshire Local Plan would remain in place and would be reviewed by the newly formed authorities in due course.

Councillor Key suggested that groups with overlapping interests meet together where appropriate to reduce duplication of work.

NP27/038 Update from Town Centre & Riverside Group

Councillor Craig advised that he and Councillor Key had not been able to meet since the previous meeting to discuss ongoing matters.

Councillor Craig referred to recent negative press concerning works in the town centre. He advised that Pride in Place had completed its consultation and highlighted the importance of promoting a positive message as a Town Council.

Councillor Craig also spoke about the town centre drop-in sessions and discussions with other councillors regarding availability to support these events.

NP27/039 Update from Green Spaces Group

Councillor Bibb advised that concerns had been raised regarding local play areas and that she would be attending a meeting later that day to discuss specific issues.

The Assistant Clerk reported that Mr Barry Rooks had notified the Council prior to the meeting that work was underway to establish a steering group to further develop local walks and green spaces.

Councillor Dobbie advised that signage had been installed through the park area for the Sweyn Forkbeard Way walk and that Mr Barry Rooks had encouraged others to join the walk.

Mr Doug Owles highlighted the need for additional signage to make routes from the town centre to the walks clearer.

NP27/040 Update from New Developments Group

Councillor Bibb advised that she had been approached by a group seeking to undertake development within the town and that a meeting had been arranged for the following Monday to discuss the matter.

She also referred to the need to consider indoor bowling facilities and noted that a property on Bridge Street had been sold.

Councillor Dobbie reported that fencing had been removed from the play park on Thomas Cooper Drive and that bins had been emptied.

Note: Councillor Dobbie confirmed he was willing to join the New Developments Group, and this was agreed.

NP27/041 Update from Transportation Group

Mr Barry Coward advised that the transportation plan for the Mayoral Authority was not expected to be published until March 2028.

Councillor Bibb advised that the A631 was included on Nottinghamshire County Council's maintenance schedule.

NP27/042 Update from Employment Group

No update was provided.

NP27/043 Update from Heritage, Leisure & Tourism Group

Mr Barry Coward reported on a previous meeting with the Heritage Centre regarding the compilation of a list of heritage sites.

He noted that, historically, it had been anticipated that the Mayflower 400 commemorations would attract significant numbers of visitors from America; however, the event did not proceed as originally planned due to the Covid-19 pandemic. Discussions with the Heritage Centre and the Old Hall indicated that visitor numbers were lower than had once been expected and that current infrastructure was able to accommodate present levels of tourism.

Councillor Key raised concerns regarding cleanliness within the town centre and the need for the area to be tidied up.

NP27/044 Update from Community Facilities Group

Councillor Craig advised that tenants had vacated Gainsborough House and that the building was now closed.

He requested that Kings Theatre and the Drill Hall be added to the community contact list.

NP27/045 Community Engagement

Councillor Bibb requested that members confirm attendance at upcoming events.

Aisby Activity Days

- **28 July** – Councillor Dobbie; Councillor Craig

- **5 August** – Councillor Dobbie; Councillor Bibb
- **13 August** – Councillor Dobbie; Councillor Bibb
- **18 August** – Councillor Dobbie; Councillor Craig

Councillor Dobbie advised that he would attend all sessions in his capacity as ward member.

Levellings Community Day - 1 August

- Councillor Bibb confirmed partial attendance

Games by the Hall – 6 August

- Councillor Bibb
- Councillor Craig (in a different capacity)
- Mr Doug Owles

Members suggested contacting Town Councillors for the relevant wards, where appropriate, to support attendance at community events.

Gainsborough Men's Shed events

- **19 August**
- **16 September** – Councillor Craig; Councillor Key
- **21 October** - Councillor Key
- **18 November** - Councillor Key
- **16 December** - Councillor Key

Councillor Dobbie advised that he expected to attend several of the above sessions.

NP27/046 Time and Date of Next Meeting

RESOLVED: That the next meeting of the Neighbourhood Plan Working Group be held on Thursday 24 September 2026 at 10.00am at Richmond House, Morton Terrace.

Meeting ended at 11:18am.

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

PAPER F

Gainsborough Town Council

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FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 28 July 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Stephen Blogg
Councillor Richard Craig
Councillor David Dobbie
Councillor Glenn Puxty

Councillor Nicholas Coxon
Councillor Michael Devine
Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

FS27/036 Apologies for Absence

Apologies were received from Councillors Bibb and Hooton.

FS27/037 Declarations of Interest

No declarations of interest were declared.

FS27/038 Dispensation Requests

No dispensation requests were received.

FS27/039 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items FS27/043, FS27/044 in accordance with the Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be discussed.

FS27/040 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 7 July 2026 be approved as a true and accurate record and signed by the Chair.

Note: Councillor Craig and Puxty abstained from voting on the above resolution.

FS27/041 Finance Reports (Papers B - D)

RESOLVED: To receive, note and approve the following reports:

- i. Unpaid Expenditure Transactions for 23 July 2026.
- ii. Cashbook Summary (including due and unpaid transactions) for 23 July 2026

Initialled:

- iii. Budget Comparison Report (including due and unpaid transactions) for 23 July 2026

FS27/042 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 30 June 2026 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £430,089.24
- CCLA: £500,000.00

FS27/043 Asset Transfer Updates (Paper F)

RESOLVED: To

- i. Note the progress made in relation to the proposed transfer of assets from West Lindsey District Council to Gainsborough Town Council.
- ii. Reaffirm the Town Council's in-principle commitment to progressing the Richmond House project and confirm its commitment to meeting the agreed financial contribution.
- iii. Confirm that officers continue discussions with West Lindsey District Council and Local Partnerships regarding the wider programme of asset transfers.
- iv. Approve the Town Clerk completing the Community Asset Transfer (CAT) Application Form for The Levellings following communication from West Lindsey District Council.
- v. Note the current position regarding Roses Sports Ground.
- vi. Authorise the Town Clerk to continue discussions and negotiations with West Lindsey District Council and report back to Members as further information becomes available.

FS27/044 Request for Revocation of Structure Application (Paper G)

RESOLVED: To

- i. Notes the correspondence received on 23 June 2026.
- ii. Determine that the revocation of the approval for the proposed replacement polytunnel was made in accordance with the Council's allotment management procedures and on the basis of the information available at the time.
- iii. Determine that the Town and Country Planning Act 1990 does not apply to the Council's internal allotment structure approval process.
- iv. Decline the request to revisit the revocation decision, noting that the applicant was invited to submit a fresh application once sufficient construction details were available and that the tenancy has since been terminated following separate decisions previously determined by Committee.
- v. Note that the former tenant has not removed their belongings from the allotment following expiry of the Notice to Quit and that this matter will continue to be managed separately under the Council's tenancy management procedures.
- vi. Instruct the Town Clerk to notify the former tenant of the Committee's decision and advise that this concludes the Council's consideration of the matter.

FS27/045 Items for Notification

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

- i. Newsletter
- ii. Operation Bridges Review

Initialled:

- iii. Civic Protocol
- iv. Registrar Lease renewal
- v. Unity Trust Bank
- vi. Strategic Plan
- vii. LCAS Silver Status submission

FS27/046 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 25 August 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:18pm.

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

PAPER G

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting held on **Tuesday 18 August 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Glenn Puxty (Chair)
Councillor Mark Binns
Councillor Richard Craig
Councillor James Plastow
Councillor Stephen Blogg
Councillor David Dobbie
Councillor Richard Thompson

In Attendance:
Natasha Gardener
Assistant Clerk

Also Present: 1 member of the public.

PL27/022 Apologies for Absence

Apologies for absence were received from Councillor P Key.

PL27/023 Declarations of Interest

Councillor Binns declared a personal interest in PL27/033 as he knows the applicant.

PL27/024 Dispensation Requests

No dispensation requests were received.

PL27/025 Items for Exclusion of Public and Press

No items for exclusion of public and press.

PL27/026 Minutes of the Previous Meeting

RESOLVED: That the minutes of the Planning Committee meeting held on Tuesday 19 May 2026 be approved as a true and accurate record and signed by the Chair.

PL27/027 Planning Application

[Application Ref No: WL/2026/00633 \(received 15/07/26\) - observations by 17/08/2026](#)

[Proposal: Planning application to erect two storey side extension.](#)

[Location: 37 Beckett Avenue, Gainsborough](#)

RESOLVED: To support the application.

PL27/028 Planning Application

[Application Ref No: WL/2026/00658 \(received 22/07/26\) - observations by 24/08/2026](#)

[Proposal: Planning application for change of use of flat to podiatry practice.](#)

[Location: 17 Morley Street, Gainsborough](#)

RESOLVED: To support the application.

PL27/029 Planning Application

[Application Ref No: WL/2026/00677 \(received 28/07/26\) - observations by 31/08/2026](#)

[Proposal: Planning application for extension of dropped kerb.](#)

[Location: 174 Lea Road, Gainsborough](#)

RESOLVED: To support the application.

PL27/030 Planning Application

[Application Ref No: WL/2026/00688 \(received 30/07/26\) - observations by 31/08/2026](#)

[Proposal: Planning application for installation of defibrillator and bleed kit cabinets.](#)

[Location: 24 Market Place, Gainsborough](#)

RESOLVED: To support the application, part of wider improvements in the town, as it helps to support the night time economy in the town.

PL27/031 Planning Application

[Application Ref No: WL/2026/00711 \(received 06/08/26\) - observations by 07/09/2026](#)

[Proposal: Planning application for alterations to front elevation including render, installation of French door, and installation of disability ramp.](#)

[Location: 17 Trinity Street, Gainsborough](#)

RESOLVED: To raise concerns to the proposal as submitted, that the size and footprint of the proposed ramp would extend onto the footpath and would not be in keeping with the scale and design of the neighbouring property's steps. Members also suggested that alternative disability access via the rear of the property should be explored, noting that this had previously been used for accessible access.

PL27/032 Decision Notice

Application Ref No: WL/2026/00246 GRANTED (Delegated)

Proposal: Planning application for the change of use from B2, B8 to use Class E(d) Indoor Sports.

Location: Strawsons Building, Unit 2 Grange Road, Corringham Road Industrial Estate, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/033 Decision Notice

Application Ref No: WL/2025/00976 REFUSED (Delegated)

Proposal: Planning application for change of use to use from Class C3 (dwellinghouse) to C2 (Children's home).

Location: Rowen House, Summer Hill, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/034 Decision Notice

Application Ref No: WL/2026/00361 REFUSED (Delegated)

Proposal: Planning application to erect 2no. dwellings.

Location: Garages Adjacent to 60 Nelson Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/035 Decision Notice

Application Ref No: WL/2026/00341 GRANTED (Delegated)

Proposal: Planning application for dropped kerb and installation of automated vehicle gate.

Location: 2 Morton Terrace, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/036 Decision Notice

Application Ref No: WL/2026/00392 GRANTED (Delegated)

Proposal: Planning application for formation of new vehicle access with associated fencing, barrier and security gate.

Location: Land to North of AB Mauri Maltings Premises, Primrose Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/037 Decision Notice

Application Ref No: WL/2026/00382 GRANTED (Delegated)

Proposal: Planning application for alterations and extensions, including reduction in total residential units from four dwellinghouses, being two 2-bedroom dwellinghouses and two 3-bedroom dwellinghouses, to three 3-bedroom dwellinghouses, replacement rear extension, new dormer window, installation of solar panels and boundary fencing, replacement windows, roof and façade works

Location: 25-29A Spring Gardens, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/038 Decision Notice

Application Ref No: WL/2026/00427 GRANTED (Delegated)

Proposal: Planning application for change of use from class E shop to sui generis takeaway shop.

Location: 4A Church Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/039 Decision Notice

Application Ref No: WL/2026/00436 GRANTED IN PART (Delegated)

Proposal: T1 - Oak - Reduce height by 3.5m and a radial reduction of 1.5m. Reduce any lower branches to give at least a 1m clearance of the property. T2 - Oak - Reduce height by 3.5m and a radial reduction of 1.5m, reduce any overhang to the property. Reduce the weight and sail from the canopy. T16 and T12 of Tree Preservation Order Gainsborough 1955.

Location: 5 Mayflower Close, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/040 Decision Notice

Application Ref No: WL/2026/00606 REFUSED (Delegated)

Proposal: Application for a lawful development certificate for change of use of existing dwellinghouse (C3 Use) to Children's Care Home for 3no. Children (C2 Use)

Location: Rowen House, Summer Hill, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/041 Decision Notice

Application Ref No: WL/2026/00561 GRANTED (Delegated)

Proposal: Planning application to erect single storey rear extension.

Location: 12 Horsley Road, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/042 Decision Notice

Application Ref No: WL/2026/00554 GRANTED (Delegated)

Proposal: Advertisement consent for freestanding floor mounted Totem display.

Location: 15-17 Market Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/043 Decision Notice

Application Ref No: WL/2025/01164 GRANTED (Delegated)

Proposal: Listed building consent for change of use of vacant spaces on the 1st, 2nd & 3rd floors from E(a) retail to (C3) residential accommodation, internal alterations to form 5no. residential units including installation of 4no. windows to rear elevation, including rectifying unlawful work.

Location: 4 Silver Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/044 Decision Notice

Application Ref No: WL/2025/01163 GRANTED (Committee)

Proposal: Planning application for change of use of vacant spaces on the 1st, 2nd & 3rd floors from E(a) retail to (C3) residential accommodation, internal alterations to form 5no. residential units including installation of 4no. windows to rear elevation, including rectifying unlawful work.

Location: 4 Silver Street, Gainsborough

RESOLVED: To NOTE the decision notice.

PL27/045 Street Naming Requests

No street naming requests were received.

PL27/046 Tree Preservation Orders

No tree preservation orders were received.

PL27/047 LCC Traffic / Highway Request overview

RESOLVED: To note traffic / highway requests since May 2022, action taken and responses received.

PL27/048 Items for Notification

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

- i. DMMO Application for footpath from Mayfield to Margaret Close
- ii. Asset Transfer Response – Queensfield Playing Field

Note: Councillor Plastow left the meeting at 7:06pm.

- iii. LRSP speed survey for Lea Road

PL27/049 Time and Date of Next Meeting

RESOLVED: To NOTE that the next meeting of the Planning Committee is scheduled for Tuesday 15 September 2026 at 6:30pm.

The meeting closed at 7:08pm

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

PAPER H

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



DRAFT FINANCE AND STRATEGY COMMITTEE MINUTES

Minutes of the Finance and Strategy Committee meeting held on **Tuesday 25 August 2026** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Nigel Bowler (Chair)

Councillor Stephen Blogg	Councillor Nicholas Coxon
Councillor Michael Devine	Councillor David Dobbie
Councillor Paul Hooton	Councillor Paul Key
Councillor Glenn Puxty	Councillor Richard Thompson (sub)

In Attendance:

Rachel Allbones

Town Clerk & Responsible Finance Officer

Also Present:

One member of the public

FS27/047 Apologies for Absence

Apologies were received from Councillor Craig.

FS27/048 Declarations of Interest

No declarations of interest were declared.

FS27/049 Dispensation Requests

No dispensation requests were received.

FS27/050 Items for Exclusion of Public and Press

No items for the exclusion of public and press were received.

FS27/051 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Finance and Strategy Committee meeting held on Tuesday 28 July 2026 be approved as a true and accurate record and signed by the Chair.

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

FS27/052 Finance Reports (Papers B - D)

RESOLVED: To receive, note and approve the following reports:

- i. Unpaid Expenditure Transactions for 20 August 2026;

Initialled:

Finance and Strategy Committee minutes 2026-27

- ii. Cashbook Summary (including due and unpaid transactions) for 20 August 2026;
- iii. Budget Comparison Report (including due and unpaid transactions) for 20 August 2026.

FS27/053 Bank Reconciliation (Paper E)

RESOLVED: That the monthly bank reconciliations for 31 July 2026 be approved and signed, with the following closing balances:

- HSBC Current/Deposit Account: £535,998.50
- CCLA: £500,000.00

FS27/054 Investments (Paper F)

RESOLVED: To RECOMMEND TO FULL COUNCIL that the £164,791.44 S106 funding be temporarily invested in the CCLA Public Sector Deposit Fund until the Aisby Walk Skate Park invoice is received and payment is required. To amend paragraph 10.5 of the Investment Strategy to reflect the temporary increase in the amount invested with CCLA.

FS27/055 Investment Strategy Review (Paper G)

RESOLVED: To adopt the reviewed and updated Investment Strategy.

FS27/056 Items for Notification

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

- i. Asset Transfer Update
- ii. Community Grants – September
- iii. Revised Budget - October
- iv. Report on grants to the Council from external bodies – October
- v. Draft 2027 / 2028 Budget & Estimate - November
- vi. Newsletter
- vii. Operation Bridges Review
- viii. Civic Protocol
- ix. Registrar Lease renewal
- x. Unity Trust Bank
- xi. Strategic Plan
- xii. LCAS Silver Status submission

FS27/057 Time and Date of Next Meeting

RESOLVED: To **NOTE** the date and time of the next Finance and Strategy Committee meeting scheduled for Tuesday 22 September 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:10pm.

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

Initialled:

PAPER I

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 2 July 2026



Gainsborough
TOWN COUNCIL

Subject: Town Clerk's Report

1. Summary

This report brings together key operational, community, and governance matters for Members to note.

2. Incidents of Anti-Social Behaviour (ASB)

No incidents of anti-social behaviour have been reported.

3. Meetings and Events

Chair's Group Meeting

The next Chair's Group meeting will be held on **Monday 7 September at 10:00am**.

WLDC Markets and Events

Details of upcoming events are available on the WLDC [Events Page](#).

Meetings with WLDC

- **9 September:** The Town Clerk is meeting with the WLDC Chief Executive and representatives from the LCC Property and Registration teams.

Asset Transfers

- **3 August:** The Town Clerk & Leader met with Simon Bandy from Local Partnerships as an introductory meeting. WLDC commissioned Local Partnerships to assist with its assets, ensuring that it has a strategy and robust process in place. This is particularly important in the context of local government reorganisation.
- **21 August:** The Town Clerk met with Simon to go through a draft due diligence report, which he has structured for the Town Council to enhance.
- **8 September:** The Town Clerk is meeting with WLDC Team Manager for Property & Assets for a catch-up discussion regarding asset transfers.

Safer Gainsborough Programme – Partnership Meeting

- **3 August:** The Communities Officer met with Inspector Head and Zoe Walters (Lincs Police) on 3 August to discuss diversionary activities and grants available.
- **11 August:** The Town Clerk and Communities Officer attended the Safer Gainsborough Programme – Partnership Meeting at the Guildhall.

4. Councillor Training

Members are encouraged to review LALC Training Bulletin – June 2026.

Highlighted sessions include:

Councillor Induction & Refresher

15 October, 18:00 – 21:00, via Zoom

10 November, 18:00 – 21:00, via Zoom

Aimed at councillors with or without any experience, covering:

- The role of the council and councillors
- Legal obligations and the employer role
- Finance
- Risk management
- Code of conduct
- Declarations of interest
- Community engagement
- Transparency code obligations

Planning system introduction

24 September, 13:30—15:30, via Zoom

29 September, 18:30—20:30, via Zoom

This training is being delivered by Andrew Towlerton of Andrew Towlerton Associates.

In this session we aim to help councils understand their role within the planning system and how to get the most out of it.

It will explore:

- Roles and responsibilities of local councils in planning
- Local plan making
- The National Planning Policy Framework
- Guidance on how to respond effectively to planning applications
- Use of material considerations and Community Infrastructure Levy (CIL) system.

Chairs Workshop

20 October, 18:00 – 21:00, via Zoom

This training session will suit Chairs of Parish and Town Councils, Chairs of Committees and Vice Chairs, along with anyone aspiring to such a role.

Topics covered will include:

- Skills required
- Managing meetings
- Working with the Clerk, other councillors and officers
- Planning for success
- Understanding your Standing Orders, Financial Regulations and Code of Conduct
- Accountability
- Community engagement

Finance for Councillors

22 September, 10:00, via Zoom

29 October, 18:30, via Zoom

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include: Roles and responsibilities; setting a budget and precept; Financial control; The Annual Governance & Accountability Return; Internal and external audit; How VAT applies to local councils.

Internal controls

30 September, 10:00, via Zoom

18 November, 10:00, via Zoom

This session gives councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.

Topics include:

- Roles and responsibilities
- Financial risks
- Purpose of internal controls
- Case studies
- Examples of controls
- Review of internal controls

Introduction to planning for local councils

eLearning

This course was developed by Warwickshire Association of Local Councils (WALC) and is suitable for new councillors and council officers. It includes a range of activities to help you develop your knowledge of parish and town councils. By the end of this course, you should know:

- What is planning?
- Role of the Parish Council
- What is controlled by planning
- Types of planning applications
- Material & non-material considerations
- The parish council recommendation
- Planning conditions
- Developer contributions

Respectful and positive social media for councils and councillors

eLearning

This introductory module from Breakthrough Communications will consider the opportunities and risks associated with social media from a civility and respect perspective. It will explore a range of proactive and pre-emptive strategies councils and councillors can put in place to set themselves up for success. It will explore what to do if things go wrong and how to manage a range of scenarios from trolling to harassment and what practical steps you can take.

5. Richmond House & Richmond Park Updates

Richmond Park – Biodiversity Garden

The biodiversity garden has been delayed due to the Contractors other commitments. It is intended that works will commence mid-September.

Richmond House – Conservatory Removal

Works are now complete.

Richmond Park – Garden Wall

Works are now complete.

Richmond House – Decoration

- Decorating of the Ceremony Room, Registrar's Office and Front Foyer is now complete.
- The Reading Room, Front door and portico will be decorated during the week commencing 7 September.

Richmond Park – Outbuilding Demolition

The potting shed demolition will take place on 14 September 2026.

Richmond House – External Elevation Repairs

Quotations are awaited for the Richmond House front elevation brick stitching and Richmond House garage brickwork repairs.

Friends of Richmond Park

Friends of Richmond Park (FORP) now has four members. The group met on Wednesday 19 August for an introductory meeting; unfortunately, Councillor Davies was unable to attend. The Communities Officer is revisiting the transfer of the HSBC bank account, as unfortunately an incorrect telephone number was added to the system and the transfer of funds was unsuccessful.

The members bring a range of valuable skills and experience, including grant application experience, gardening skills, and experience working with vulnerable adults. It has been agreed that an enhanced DBS check will be required.

The members are keen to explore potential funding opportunities for both the garden and the house.

The group is due to meet again in September, with the date to be confirmed. The next meeting will focus on agreeing a constitution and voting on the roles each member will undertake, including Chair, Secretary and Treasurer.

Health and Safety Site Visit

A Pesticides Enforcement Officer (PEO), working within the Chemicals Regulation Division (CRD) of the Health and Safety Executive (HSE), visited Richmond Park on **6 July**. The officer's role is to conduct official controls on operators of Plant Protection Products (PPPs) to ensure compliance with relevant Plant Protection Product legislation.

A few recommendations were made, which have now been rectified, and the works have been signed off.

6. Aisby Walk Developments

Community Engagement Events

Community Engagement Events across the summer holidays took place at Aisby Walk.

The Town Council partnered with West Lindsey District Council, Acis, Lincolnshire Police, Lincolnshire Fire and Rescue, Wright Way Sports and Positive Futures to deliver a successful series of four events. This collaborative approach provided enjoyable and meaningful activities while gathering valuable insight into how we can continue to support and engage communities in Aisby Walk, Park Springs, and the surrounding areas. The third event welcomed Wheelscape engaging the skatepark users.

Skate Park

Wheelscape will begin works on development of the new skate park in October. This will be approximately a 12-week build.

Funding

- TNLCF grant was submitted during the week commencing 20 July.
- Expected determination is the end of September.

7. North Warren Cemetery Gates

Works to restore the gates to usable closing gates are now complete.

8. Allotments

Love Lane

- **Electric disconnections:** Five of the six garages with electrical connections have been disconnected. The sixth tenant is not corresponding with the Council, and the Council does not have a direct contact for the tenant. The Town Clerk is corresponding with the Council's solicitor regarding the next steps available to the Council.
- **Access road maintenance:** Awaiting a start date from Hemswell Surfacing.
- **Demolition of the four garages:** The four garages will be dismantled on 14 or 21 September 2026.

All Site Inspections

Site inspections took place week commencing 13 July, and the next inspections will begin during the week commencing 14 September.

9. Christmas Lights

The Operations Manager met with Christmas Plus on 22 July to plot out the scheme.

10. Mayors Civic Service

The Mayors Civic Service will take place on Sunday 20 September at All Saints' Parish Church, followed by a reception at The Blues Club.

If you have not responded to the Assistant Clerk regarding your attendance, please do so at your earliest convenience.

11. Community Emergency Plan

Kimberley Pickett, Community Resilience Officer, Lincolnshire County Council, is running a cluster session for tabletop exercises for other CERT groups in West Lindsey on 15 September 2026 18:00-20:00m at The Guildhall.

The above was sent to members of the working group and Councillors Hooton, Thompson and Dobbie have responded.

12. By-Election

The election for the vacancy in the Trent Parish Ward of Gainsborough will take place on Thursday 17 September 2026.

Name of Candidate	Home Address	Description (if any)	Name of Proposer
EDDOWES Harry	(address in West Lindsey)		Smith Perry P
RICCARDO Kellie Zefeena Ann	(address in West Lindsey)	Conservative	Swannack Evelyn
STEPHENSON Mark	173 Lea Road, Gainsborough, DN21 1AF	Liberal Democrats	Thompson Richard

13. Social Media

Members are reminded that their conduct on social media—both official and personal—reflects on the Council.

Care should be taken to ensure:

- Appropriate tone and accuracy
- Content does not bring the Council into disrepute
- Awareness of public perception

Guidance is available via the Council's Social Media Policy:

<https://gainsborough-tc.gov.uk/policy/electronic-communications-and-social-media-policy/>

14. Staff Matters

Annual Leave

- Operations Manager: 27 August – 1 September
- Communities Officer: 27 – 31 August
- Town Clerk: 11 September
- Operations Manager: 18 – 22 September
- Town Clerk: 28 September – 2 October
- Town Clerk: 12 – 14 October

Caretaker

The new Caretaker began work with the Council on 27 July.

15. Lincolnshire Alerts

Residents are encouraged to register for updates on:

- Crime prevention
- Policing updates
- Community safety

Sign up: <https://www.lincolnshirealert.co.uk/>

16. Interest Forms

Members are reminded to:

- Review and update their Register of Interests
- Record any changes within **28 days**

Further guidance: <https://www.gov.uk/government/publications/openness-and-transparency-on-personal-interests-guidance-for-councillors>

17. Recommendation

- Members are asked to note the contents of this report.
- Consider amending the date of September Planning Committee due to the clash with the Community Emergency Plan tabletop exercises.

PAPER J

Officer Report to the Council

Report Author: Rachel Allbones

Report Date: 26 August 2026



Gainsborough
TOWN COUNCIL

Subject: Correspondence Previously Circulated

- WLDC: Gainsborough Aspiration Project Award Winning – 10 July 2026
- LALC: Final Summer Conference programme & eNews 10/07/26 – 13 July 2026
- LCC: Improvements to Household Waste Recycling Centres approved to benefit Lincolnshire residents – 14 July 2026
- WLDC: Business Brief – 17 July 2026
- LCC: Lincolnshire County Council - Carriageway preservation works – live programme – 23 July 2026
- LALC: E-news 24/07/26 – 27 July 2026
- WLDC: Summer Events at Aisby – 27 July 2026
- WLDC: Parish News – 27 July 2026
- Bassetlaw DC: Community Engagement - Know Your Place Trent Valley (Trent Supercluster) – 28 July 2026
- LCC: Town and parish council newsletter July 2026 – 28 July 2026
- LCC: Lincolnshire Fire and Rescue Response Review Engagement – 5 August 2026
- WLDC: Residents Newsletter: August 2026 – 5 August 2026
- Town Clerk: Planning Training – 6 August 2026
- Town Clerk: WLDC Asset Transfers – 7 August 2026
- WLDC: Notice of Election – 12 August 2026
- WLDC: Planning application WL/2026/00292 - 33 Market Street, Gainsborough
- WLDC: Invitation to Gainsborough WordFest – Saturday 12 September – 13 August 2026
- LALC: E-news 14/08/26 – 20 August 2026
- WLDC: Trent Ward By-Election - 17th September – 21 August 2026
- LCC: Town and parish council newsletter August 2026 – 25 August 2026

Glossary:

LALC:	Lincolnshire Association of Local Councils
NALC:	National Association of Local Councils
WLDC:	West Lindsey District Council
LCC:	Lincolnshire County Council
LRSP:	Lincolnshire Road Safety Partnership
PCC:	Office of the Police and Crime Commissioner for Lincolnshire
LCHS:	Lincolnshire Community Health Services NHS Trust
LCHG:	Lincolnshire Community and Hospitals NHS Group
VCS:	Voluntary Centre Services
LCVP:	Lincolnshire Community and Voluntary Partnership
RSN:	Rural Services Network