

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

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DRAFT PROPERTY AND SERVICES COMMITTEE MINUTES

Minutes of the Property and Services Committee held on **Tuesday 8 September 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 Craig
Councillor Richard Thompson

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

Prior to the commencement of the meeting a member of the public addressed the Committee in relation to item PS27/053, then left the meeting.

PS27/047 Apologies for Absence

Apologies were received from Councillors Bibb, Plastow, Hooton.

PS27/048 Declarations of Interest

Councillor Key declared a personal interest in agenda item PS27/057 as he knew one of the nominees.

Councillor Coxon declared a personal interest in agenda item PS27/057 as he knew one of the nominees.

PS27/049 Dispensation Requests

No dispensation requests were received.

PS27/050 Items for Exclusion of Public and Press

RESOLVED: To exclude the public and press from items PS27/053, PS27/054, PS27/056 and PS27/057 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.

PS27/051 Minutes of the Previous Meeting (Paper A)

RESOLVED: That the minutes of the Property and Services Committee meeting held on Tuesday 14 July 2026 be approved as a true and accurate record and signed by the Chair.

Initialled:

Property and Services Committee minutes 2026-27

PS27/052 Allotment Tenancy Agreement – Use of Vehicles on Allotment Sites (Paper B)

RESOLVED: To

- i. Approve the proposed amendments to clauses 13.1 and 13.2 of the Allotment Tenancy Agreement, as set out in section 3 of the report.
- ii. Approve the introduction of a maximum speed limit of 5 mph for vehicles being driven or ridden on Council allotment sites.
- iii. Approve the inclusion of specific provisions relating to electric scooters, electric bicycles and other mechanically or electrically propelled vehicles to provide clear and consistent guidance to allotment tenants.
- iv. Delegate authority to the appropriate Council Officer to make any minor consequential amendments to the Allotment Tenancy Agreement required to give effect to the Committee's decision, subject to any necessary legal review.

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

PS27/053 Tenancy Breach Report (Paper C)

RESOLVED: To

- i. Terminate the tenancy by re-entry and instructs the Communities Officer to issue a Notice of Re-entry to the tenant of Foxby Hill Garden A, in accordance with Clause 9 of the Allotment Tenancy Agreement and paragraph 3.4 of the Allotment Tenancy Agreement Breach and Re-entry Policy, on the basis that the tenant failed to remedy the notified breach concerning the cultivation and maintenance of the allotment within the specified timescale.
- ii. Terminate the tenancy by re-entry and instructs the Communities Officer to issue a Notice of Re-entry to the tenant of Spital Hill Garden A, in accordance with Clause 9 of the Allotment Tenancy Agreement and paragraph 3.4 of the Allotment Tenancy Agreement Breach and Re-entry Policy, on the basis that the tenant failed to remedy the notified breach concerning the cultivation and maintenance of the allotment within the specified timescale.
- iii. Permit the Communities Officer to continue working with the tenant of Spital Hill Garden B to encourage improvement of the plot, with progress reports to be presented to the Committee in March and July 2027, and for breach monitoring to continue in accordance with the policy during the March and July inspections.

Note: The Communities Officer left the meeting at 7:19pm.

PS27/054 General Cemetery Memorial Testing Phase One 2026 (Paper D)

RESOLVED: To appoint Retford Memorials to carry out Phase One of the memorial retesting programme in the General Cemetery (1,463 grave plots) at a cost of £2.90 plus VAT per memorial inspection.

PS27/055 Play Area RoSPA Safety Inspection Reports (Paper E)

RESOLVED: To note the annual RoSPA play area safety inspection report summary and resulting actions planned.

PS27/056 Urgent Tree Works and Replanting (Paper F)

RESOLVED: To

- i. Approve the identified urgent tree-felling works at a total quoted cost of £3,500 +VAT.
- ii. Delegate authority to Officers to research, select and purchase appropriate replacement trees following removal, having regard to the principles set out in the report.

PS27/057 Citizen of the Year Award 2026 (Paper G)

RESOLVED: That neither nomination sufficiently meets the published criteria and to not to make an award for 2026.

Note: Councillors Coxon and Key abstained from voting on the above resolution.

PS27/058 2027 / 2028 Budget

Members considered the requirements to identify additional budget needs for the 2027/28 financial year within the Committee's remit. It was noted that the draft budget will be presented at the next meeting and that proposals should be submitted to the Town Clerk in advance.

The Committee's budget responsibilities include

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

RESOLVED: That Members review the budgetary requirements of the above service areas and submit any proposals for inclusion in the draft 2027/28 budget to the Town Clerk prior to the next meeting.

PS27/059 Items for Notification

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

- i. 2027 / 2028 Draft Budget
- ii. Richmond House & Park Condition Report
- iii. Richmond Park Outbuilding Repair Quotes
- iv. General Cemetery Chapel
- v. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- vi. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- vii. Volunteer Recognition

PS27/060 Time and Date of Next Meeting

RESOLVED: To note the next Property and Services Committee meeting is scheduled for Tuesday 10 November 2026 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 7:36pm.

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

DRAFT