

# 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 Nigel Bowler

Councillor Dennis Dannatt

Councillor Keith Panter

Councillor James Ward

Councillor Richard Craig

Councillor Paul Key

Councillor James Plastow

Councillor Harry Warriner

**Notice** is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 16 January 2024** commencing at **7:00pm** in the meeting room, **Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ** and your attendance at such meeting is hereby requested to transact the following business.

## AGENDA

### **PS24/133 Apologies for Absence**

To note apologies for absence.

### **PS24/134 Public Participation Period**

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A period of up to 15 minutes is permitted for public participation. Participants are restricted to 3 minutes each. Please see the [Council's Public Participation at Meetings Policy](#) and [Standing Orders](#) 3 f-i for details.

### **PS24/135 Declarations of Interest**

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

### **PS24/136 Dispensation Requests**

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

### **PS24/137 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 to exclude public and press for these items.

**PS24/138 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 12 December 2023 (pages 4 to 9)

**PS24/139 Matters Arising Schedule**

To note current position of previously agreed actions as at 9 January 2024.

**Paper B** (pages 10 to 19)

**PS24/140 Allotment Tenancy Agreement Review**

To review and adopt the Allotment Tenancy Agreement.

**Paper C** (pages 20 to 32)

**PS24/141 Love Lane Allotment Pond**

To consider quotations for Hydrographical and Ecological surveys and pond management plan for the Love Lane pond.

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

**Paper D** (pages 33 to 36)

**PS24/142 General Cemetery Chapel Condition Survey**

To consider condition survey report received and determine next steps.

**Paper E** (pages 37 to 90, *for hard copy see December agenda pack*)

**PS24/143 Sandfield Lane North Play Area**

To note update following resolution PS24/107.

**Paper F** (pages 91 to 94)

**PS24/144 Levellings Dog Walk Footpath**

To consider verbal update from the Operations Manager.

**PS24/145 Parish Agreement Grass Verge Cutting 2024 - 2025**

To consider verbal update from the Operations Manager.

**PS24/146 Christmas Lights Festival 2024**

To consider date for the Christmas Lights Festival 2024.

**Paper G** (pages 95 to 96)

**PS24/147 Items for Notification**

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

- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update
- Richmond House Fire Risk Assessment review

**PS24/148 Time and Date of Next Meeting**

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 13 February 2024 at 7:00pm.

Rachel Allbones  
Interim Town Clerk  
Richmond House  
Gainsborough

Tuesday, 09 January 2024

# 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 12 December 2023** at **7:00pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

**Councillors Present:** Councillor James Plastow (Vice Chairman)  
Councillor Nigel Bowler Councillor Dennis Dannatt  
Councillor Paul Key

**In Attendance:**  
Rachel Allbones Interim Town Clerk  
Stephen Coulman Operations Manager  
Amanda Clarke Allotments Officer

**Also Present:** Councillor Stuart Morley

### PS24/114 Apologies for Absence

Apologies for absence were received from Councillors R Craig, K Panter and H Warriner.

### PS24/115 Public Participation Period

No public in attendance.

### PS24/116 Declarations of Interest

No declarations of interest were declared.

### PS24/117 Dispensation Requests

No dispensation requests were received.

### PS24/118 Items for Exclusion of Public and Press

**RESOLVED:** to exclude the public and press from item PS24/122, PS24/123, PS24/124, PS24/125, PS24/127 & PS24/128 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

### PS24/119 Minutes of the Previous Meeting (Paper A)

**RESOLVED:** that the minutes of the Property and Services Committee meeting held on Tuesday 14 November 2023 be approved as a as a true and accurate record and signed by the Chairman.

Initialled:

Property and Services Committee minutes 2023-24

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

**PS24/120 Matters Arising Schedule (Paper B)**

**RESOLVED:** that the current position of previously agreed actions be **NOTED**.

**PS24/121 Allotment Policy & Tenancy Agreement Review (Paper C)**

The Recommendation was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Dannatt, Plastow

Against: Cllr Key

**RESOLVED:** to approve the following reviewed documents and application forms: -

- 1) Allotment Tenancy Agreement
- 2) Keeping Animals of Allotment Policy
- 3) Allotment Garden Application form
- 4) Animal & Animal Housing Application form
- 5) Pigeon & Pigeon Loft Application form
- 6) Temporary Structure / Shed Application form
- 7) Pond, Fence, Hedge, Shrub and Bush or Tree Application Form
- 8) Emergency Contact form
- 9) Change of Contact form

**RESOLVED: to RECOMMEND to FULL COUNCIL** to adopt the below policies: -

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

11) Waste Management on Allotments Policy

**PS24/122 Love Lane Allotment Pond (Paper D)**

The Allotments Officer confirmed that contractor D cost was actually £10,114 and not £1,114 as per the report.

It was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Key

Abstained: Cllrs Dannatt, Plastow

**RESOLVED:**

- 1) Based on the asbestos survey report received from Nsure Environmental, to remove the asbestos.
- 2) To instruct contractor C to remove the asbestos from site - £3,900 backfill cost using soil in situ with approval to go to £6,400 if the soil is removed + VAT.
- 3) That a 10% discretion (£390) be given to the Allotments Officer to allow for any price fluctuations or unforeseen works.
- 4) To adjust the budget accordingly.

Note: The Allotments Officer and Councillor Morley left the meeting at 8.21pm.

**PS24/123 Marshalls Sports Ground Bowls Sheds (Paper E)**

**RESOLVED to RECOMMEND TO FULL COUNCIL:**

Initialled:

Property and Services Committee minutes 2023-24

- 1) That contractor A be awarded the works - £3,950 + VAT.
- 2) That a 10% discretion (£395) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.
- 3) To adjust the budget accordingly.

**PS24/124 Marshalls Sports Ground Main Pavilion Heating (Paper F)**

**RESOLVED:**

- 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion.
- 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500.
- 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.

**PS24/125 Richmond House Rear Entrance and Toilets (Paper G)**

**RESOLVED to RECOMMEND TO FULL COUNCIL:**

- 1) That the single quotation made up from three local contractors acting as one be accepted - £6,510 plus VAT
- 2) That the contractor be engaged to undertake the works as soon as their work schedule permits.
- 3) That a further 10% discretion (£650) be given to the Operations Manager to allow for any unforeseen works. Richmond House being old and remodelled has numerous unknowns behind the facade.
- 4) That the Operations Manager ask LCCR for a contribution to the works as the ladies and gents WCs are part of the expired and future leases.
- 5) To adjust the budget accordingly.

**PS24/126 General Cemetery Chapel Condition Survey (Paper H)**

**RESOLVED:** to defer the item until the next meeting and agree to share the report with WLDC Cllr Young and The Friends of Gainsborough Cemeteries and Chapel.

**PS24/127 Grave Digging Service Level Agreement (SLA) (Paper I)**

**RESOLVED:** under Standing Order 3z to agree to extend the meeting past 2 hours.

The Recommendation was proposed and seconded and at the request of Cllr Key a recorded vote was taken as follows: -

For: Cllrs Bowler, Dannatt, Plastow

Against: Cllr Key

**RESOLVED:**

- 1) That approval be given to Operations Manager, in consultation with the Interim Town Clerk, to invite quotations from grave digging contractors via an SLA. This to include the present grave digging contractor and those previously engaged by the Council. Note: Any text in red in the SLA will be amended to suit the date of the document sent.
- 2) That the closing date for quotations and completed and signed SLA be set by the Operations Manager in consultation with the Interim Town Clerk.

- 3) That upon receipt of any valid quotations and completed and signed SLAs the selection of the successful contractor be made by the Leader of the Council, Interim Town Clerk and Operations Manager.

### **PS24/128 Sandfield Lane North Play Area**

The Interim Town Clerk circulated the response received from the letter serving notice.

**RESOLVED:** to NOTE the update.

### **PS24/129 Council Leased Vehicles and Revised Operations Team Working - Equipment (Paper J)**

**RESOLVED:** that the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council investigate the following:

- a) Enquire with the vehicle lease companies on the most beneficial resolution to retaining or leasing two new panel vans with tow bars.
- b) Ask a minimum of three (3) suppliers for advice, trade in values and recommendations based upon the Council's future needs and to provide quotations for:
  - i) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.
  - ii) Purchase or lease a front bucket / loader.
  - iii) Purchase or lease a 1 or 2 tonne caged tipping trailer.
  - iv) Purchase or lease a seven (7) gang towed cylinder mower set.
  - v) Purchase, lease or hire a rear mounted side arm flail.
  - vi) Purchase, lease or hire a rear mounted rotavator.
- c) The Operations Manager report back to a future meeting with the findings of the above.
- d) That the Interim Town Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and report back to a future meeting with the findings.

Note: Councillor Key voted against the above resolution.

### **PS24/130 2024 / 2025 Budget**

**RESOLVED:** to **RECOMMEND** the proposed budget requirements for 2024/25 for this Committee to Finance and Strategy Committee.

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

- 12) Grounds Maintenance
- 13) Richmond House & Park
- 14) Sports Grounds
- 15) Cemetery
- 16) Play Areas
- 17) Allotments
- 18) Public Realm
- 19) Events
- 20) Christmas Lights

### **PS24/131 Items for Notification**



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

- Levellings Dog Walk Footpath
- General Cemetery Chapel Condition report
- General Cemetery extension
- Richmond House conservatory replacement
- Play Area RoSPA Safety Inspection Reports, remedial update - January
- Richmond House Fire Risk Assessment review

**PS24/132 Time and Date of Next Meeting**

**RESOLVED:** to **NOTE** the date and time of the next Property and Services committee is scheduled for Tuesday 16 January 2024 at 7:00pm at Richmond House, Morton Terrace.

The meeting closed at 9:19pm

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

DRAFT

# PAPER B

## Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 09/01/2024



**Purpose:** To consider progress on the matters arising from previous Property and Services Committee meetings.

**Recommendation:** That members note progress on the matters arising and request corrective action if necessary.

### Matters Arising Schedule

| Status      | Agenda no | Agenda item title  | Resolution – Action Required   | Comment   | Date Due | Allocated To |
|-------------|-----------|--|--|---|----------|--------------|
| Unsure      | PS22/025  | To receive a presentation from Co-op volunteers on a proposed project in Gainsborough Cemetery and <b>decide</b> whether or not the proposed work may go ahead.  | The committee received the presentation and decided to <b>defer</b> to Full Council.   | Full Council Carried. Now in conversation with OM with regards to practical execution.                                |          | OM           |
| In progress | PS22/036  | To consider the Richmond House Fire Risk Assessment report undertaken by an independent assessor and identify mitigating action to be carried out.               | The committee <b>recommended</b> that a working group of volunteers be formed to undertake some of mitigating action identified by the Fire Risk Report. Risk to be reassessed following mitigation. | Day of Action being planned awaiting dates and availability.<br><br>Liaising with WLDC re conservation<br><br>ONGOING |          | TC/OM        |
| In progress | PS22/037  | <b>Richmond House</b><br>To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out. | The committee <b>resolved</b> for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.                                  | Ongoing, Liaising with conservation officer<br>Fire doors installed in FF offices                                     |          | TC/OM        |
| Not started | PS23/013  | <b>Levellings Dog Walk</b><br>To <b>note</b> first estimates for improvements to the Levellings dog walk and <b>consider</b> whether to go ahead                 | The committee <b>resolved</b> to formally look into the re-installation of the dog walk and obtain further quotes.   | TC/OM to obtain further quotes. Outstanding.  |          | TC/OM        |

| Status      | Agenda no | Agenda item title   | Resolution – Action Required   | Comment  | Date Due     | Allocated To |
|-------------|-----------|---|--|--|--------------|--------------|
|             |           | following the receipt of further quotes.  |  |  |              |              |
| In progress | PS23/170  | <b>Aisby Walk Play Area</b><br>To <b>note</b> an update report on Section 106 Agreement 138733 – Middlefield Lane and consider approving the actions proposed therein.  | The Committee noted the update report and <b>resolved</b> : -<br>a) to report the progression to the Planning Committee but for P&S to lead on the project as moneys can only be spent on play equipment at Aisby Walk..<br>b) to undertake the redevelopment of the Aisby Walk play area at the earliest opportunity.<br>c) To create a user panel as per 2(g) of paper H.<br>To include a minimum of three (3), if not all, contractors who submit valid bids for the redevelopment of Levellings play area and invite them to present to the panel. | <b>OM</b> to proceed with consultation process.<br><br><b>OM</b> meeting with school early February  | Summer 2024. | <b>OM</b>    |
| In progress | PS23/196  | <b>Richmond House Conservatory</b><br>To <b>consider</b> authorising the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations Approval and any other action to move this project on. | Cllr Key questioned if WLDC and LCC are still funding a third of the project each.<br><br>The Committee <b>resolved</b> to authorise the expenditure for the Council's architect to prepare large scale, fully dimensioned and annotated plans and submit forms for Building Regulations approval and to authorise the Clerk to enter into negotiations with both WLDC and LCC.  | <del>TC to instruct the architects</del> and enter into negotiations with both WLDC and LCC.<br><br>Awaiting confirmation from LCC if they will be financially contributing.<br><br>WLDC have advised the double doors from the ceremony room to the conservatory do not need to be a fire exit, so the option of a window is available. |              | <b>ITC</b>   |
| In progress | PS23/197  | <b>Richmond Park Aviary</b><br>To <b>consider</b> authorising the removal of the aviary and disposing of it with permission of WLDC.  | The Committee <b>resolved</b> to remove the aviary at the earliest opportunity and seek a buyer.   | <b>TC</b> to seek buyer for the aviary.  |              | <b>OM</b>    |

| Status        | Agenda no | Agenda item title   | Resolution – Action Required  | Comment  | Date Due | Allocated To |
|---------------|-----------|---|---|--|----------|--------------|
| In progress   | PS24/017  | <b>Love Lane Allotment pond consultation</b><br>To note the Love Lane allotment pond consultation results and consider recommendations contained in the report. | The Committee <b>resolved</b> : -<br><del>a) To note the survey result.</del><br><del>b) To inform allotment holders and Thonock and Somerby estates of the survey results.</del><br>c) To apply for retrospective planning consent to retain the pond from the planning authority, West Lindsey District Council by the end of June.<br><del>d) To inform the WLDC planning enforcement officer that planning consent has been sought.</del><br><del>e) To inform Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</del><br>f) To put a pond management plan with adequate budgetary provision in place within six months of retrospective planning permission being granted | <del>AO to inform allotment holders results.</del><br><b>AO</b> to apply for retrospective planning consent to retain the pond.<br><del>AO to inform the WLDC planning enforcement officer and Lincolnshire Wildlife Trust that retrospective planning consent has been sought.</del><br><b>AO &amp; OM</b> to produce a pond management plan. |          | <b>OM/AO</b> |
| Part Complete | PS24/032  | <b>Laybo Fest 2024</b><br>To consider a booking request for Marshalls Sports Ground for 24 – 27 May 2024 and decide on an appropriate fee to be levied.         | The Committee <b>resolved</b> to accept the booking to hold Laybo Fest 2024 at Marshalls Sports Ground from Friday 24 May – Monday 27 May 2024 subject to provision of a final event plan, proof of PLI, RAMS etc to Officers and evidence of consultation with the Safety Advisory Group, fee to be levied for 2024 is £300.<br><br>The committee <b>resolved</b> to write to the complainant advising of the 2024 dates stating it is a once a year event, it was the only complaint that was received by GTC and WLDC, but would monitor the event.  | <b>ASO</b> to respond to applicant.<br><br><b>ASO</b> to write to complainant.   |          | <b>ASO</b>   |

| Status        | Agenda no | Agenda item title  | Resolution – Action Required   | Comment  | Date Due | Allocated To |
|---------------|-----------|--|--|--|----------|--------------|
| In progress   | PS24/048  | <b>Climbing wall &amp; security fence</b><br>To consider report from the Operations Manager for the installation Climbing wall & Security Fence at Richmond Park.                          | The Committee <b>resolved</b> to defer the item until the next meeting.  | <del>DC to include on next agenda.</del><br>Awaiting listing decision from WLDC. |          | <b>OM</b>    |
| In progress   | PS24/084  | <b>Richmond House Lease</b><br>To consider lease agreement between WLDC and GTC dated 1 April 2009.  | <b>RESOLVED:</b> that the Interim Town Clerk and Leader meet with WLDC to discuss a way forward with the building maintenance and the lease content.   | Awaiting meeting with WLDC.  |          | <b>ITC</b>   |
| In progress   | PS24/085  | <b>Richmond House Windows</b><br>To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier. | RESOLVED: to RECOMMEND to FULL COUNCIL<br>a) <del>That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits.</del><br>b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits.<br>c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.<br>d) That the necessary funds come from the Richmond House Reserve.<br>e) The budget be adjusted accordingly. | Awaiting works to be carried out   | Spring   | <b>OM</b>    |
| Part complete | PS24/104  | <b>General Cemetery Litter Bins</b><br>To consider quotations  | <b>RESOLVED:</b><br>a) That approval is given to purchase ten (10) General Cemetery  | Order placed.  |          | <b>OM</b>    |

| Status      | Agenda no | Agenda item title   | Resolution – Action Required   | Comment  | Date Due | Allocated To |
|-------------|-----------|---|--|--|----------|--------------|
|             |           | received to replace x10 litter bins in the General Cemetery.  | <p>replacement bins from Supplier A - £5,059.90.</p> <p>b) That the cost of the purchase ten (10) General Cemetery replacement bins is funded from the set aside budget for this purpose. It should be noted that the bins are long-term investment and Council asset.</p> <p>c) That the budget be adjusted accordingly.</p> <p>d) That the old removed General cemetery bins are recycled to make complete bins as many complete bins as possible and that may be deployed on other Council sites, should the need arise.</p>        |  |          |              |
| In progress | PS24/107  | <p><b>Sandfield Lane North Play Area</b></p> <p>To consider the Town Councils future in maintaining and inspecting Sandfield Lane North play area.</p>          | <p><del>RESOLVED: The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock &amp; Somerby Estates. However, this would be subject to Thonock &amp; Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contractor for Thonock &amp; Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Councils insurers.</del></p> | <p>The insurance company and solicitors have been consulted and 90 days notice issued.</p> |          | ITC          |
| In progress | PS24/109  | <p><b>Marshalls Sports Ground Bowls Sheds</b></p> <p>To consider quotations received to repair the roof of the brown bowls shed at Marshalls Sports Ground.</p> | <p><b>RESOLVED: to RECOMMEND to FULL COUNCIL</b> to appoint Contractor B to supply and install 1 x new EPDM Rubberbond flat roof to the brown bowls shed at Marshalls Sports</p>   | <p>Approved at Full Council on 5 December</p>  |          | OM           |

| Status      | Agenda no | Agenda item title  | Resolution – Action Required  | Comment                                     | Date Due | Allocated To |
|-------------|-----------|--|---|---|----------|--------------|
|             |           |  | <del>Ground, at a cost of £3,860.00 +VAT funds to come from General Reserves.</del>   |   |          |              |
| Complete    | PS24/122  | <del>Love Lane Allotment Pond</del><br>To consider Asbestos Survey report and quotations for removal and determine next steps.   | <b>RESOLVED:</b><br>1) Based on the asbestos survey report received from Nsure Environmental, to remove the asbestos.<br>2) To instruct contractor C to remove the asbestos from site – £3,900 backfill cost using soil in situ with approval to go to £6,400 if the soil is removed + VAT.<br>3) That a 10% discretion (£390) be given to the Allotments Officer to allow for any price fluctuations or unforeseen works.<br>4) To adjust the budget accordingly |   |          | AO           |
| Not started | PS24/123  | <b>Marshalls Sports Ground Bowls Sheds</b><br>To consider quotations received to remove green bowls shed and replace with fencing at Marshalls Sports Ground.                        | <b>RESOLVED to RECOMMEND TO FULL COUNCIL:</b><br>a) That contractor A be awarded the works - £3,950 + VAT.<br>b) That a 10% discretion (£395) be given to the Operations Manager to allow for any price fluctuations or unforeseen works.<br>c) To adjust the budget accordingly.   | Awaiting FC approval.                       |          | OM           |
| In progress | PS24/124  | <b>Marshalls Sports Ground Main Pavilion Heating</b><br>To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion. | <b>RESOLVED:</b><br>1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion.<br>2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at   | OM has contacted WLDC to arrange a meeting. |          | OM           |



| Status      | Agenda no | Agenda item title   | Resolution – Action Required   | Comment   | Date Due | Allocated To |
|-------------|-----------|---|--|---|----------|--------------|
|             |           |   | Marshalls Pavilion. This to be a minimum of £8,500.<br>3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.   |   |          |              |
| Not started | PS24/125  | <b>Richmond House Rear Entrance and Toilets</b><br>To consider quotation received to repair and redecorate the rear entrance and toilets at Richmond House. | <b>RESOLVED to RECOMMEND TO FULL COUNCIL:</b><br>1) That the single quotation made up from three local contractors acting as one be accepted - £6,510 plus VAT<br>2) That the contractor be engaged to undertake the works as soon as their work schedule permits.<br>3) That a further 10% discretion (£650) be given to the Operations Manager to allow for any unforeseen works. Richmond House being old and remodelled has numerous unknowns behind the facade.<br>4) That the Operations Manager ask LCCR for a contribution to the works as the ladies and gents WCs are part of the expired and future leases.<br>5) To adjust the budget accordingly. | Awaiting FC approval.                           |          | <b>OM</b>    |
| In progress | PS24/127  | <b>Grave Digging Service Level Agreement (SLA)</b><br>To consider approving the SLA for grave digging services.   | <b>RESOLVED:</b><br>1) That approval be given to Operations Manager, in consultation with the Interim Town Clerk, to invite quotations from grave digging contractors via an SLA. This to include the present grave digging contractor and those previously engaged by the Council. Note: Any text in red in the SLA will be   | Quotations invited, closing date is 19 January. |          | <b>OM</b>    |

| Status      | Agenda no | Agenda item title   | Resolution – Action Required  | Comment                      | Date Due | Allocated To |
|-------------|-----------|---|---|------------------------------|----------|--------------|
|             |           |   | <p>amended to suit the date of the document sent.</p> <p>2) That the closing date for quotations and completed and signed SLA be set by the Operations Manager in consultation with the Interim Town Clerk.</p> <p>That upon receipt of any valid quotations and completed and signed SLAs the selection of the successful contractor be made by the Leader of the Council, Interim Town Clerk and Operations Manager.</p>  |                              |          |              |
| In progress | PS24/129  | <p><b>Council Leased Vehicles and Revised Operations Team Working – Equipment</b></p> <p>To consider whether to investigate revising the leased vehicles and the purchase of a compact tractor.</p> | <p><b>RESOLVED:</b> that the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council investigate the following:</p> <p>a) Enquire with the vehicle lease companies on the most beneficial resolution to retaining or leasing two new panel vans with tow bars.</p> <p>b) Ask a minimum of three (3) suppliers for advice, trade in values and recommendations based upon the Council's future needs and to provide quotations for:</p> <p>i) Purchase or lease a suitably rated (horsepower) compact tractor with cab and grass tyres.</p> <p>ii) Purchase or lease a front bucket / loader.</p> <p>iii) Purchase or lease a 1 or 2 tonne caged tipping trailer.</p> <p>iv) Purchase or lease a seven (7) gang towed cylinder mower set.</p> <p>v) Purchase, lease or hire a rear mounted side arm flail.</p> | OM has begun investigations. |          | <b>OM</b>    |

| Status | Agenda no | Agenda item title | Resolution – Action Required  | Comment | Date Due | Allocated To |
|--------|-----------|-------------------|---|---------|----------|--------------|
|        |           |                   | vi) Purchase, lease or hire a rear mounted rotavator.<br>c) The Operations Manager report back to a future meeting with the findings of the above.<br>d) That the Interim Town Clerk / RFO advise on the allocation / re-allocation of budget(s), Allocated Reserves and General Reserve and report back to a future meeting with the findings. |         |          |              |

# PAPER C

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

Report Author: Amanda Clarke  
Report Date: 02.01.2024



**Gainsborough**  
TOWN COUNCIL

## Updated Allotment Tenancy Agreement.

### 1. Summary

Following on from the last Property and Services Committee meeting held on the 12<sup>th</sup> December 2023, whereby the amended Allotment Tenancy Agreement was agreed, further advice has been supplied to the Allotment Officer by the legal advisor from the Allotment Society.

### 2. Background

Allotment Tenancy Agreement 10.1 The Tenant shall inform the Council of any change of name, address, email address or telephone number at their earliest convenience.

The Allotments Officer was advised to amend the above to stronger language as the Council 'rely on the contact details for issuing notices and by using 'earliest convenience' this could lead it open to tenants arguing that they haven't updated their details in weeks, simply because it wasn't convenient.' (manuscript taken from an email from the legal advisor at the Allotment Society)

To be amended to: The Tenant must immediately inform the Council of any change of name, address, email address or telephone number.

### 3. Cost

There will be no associated costs to the Council.

### 4. Recommendation

To agree to amend point 10.1 of the Allotment Tenancy Agreement as directed by the legal Advisor from the Allotment Society to read "The Tenant must immediately inform the Council of any change of name, address, email address or telephone number."

# Allotment Tenancy Agreement

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## Document History

Adopted by Council –  
Reviewed & Adopted -  
Reviewed & Adopted - 14 February 2023  
Reviewed & Adopted – 12 December 2023

# ALLOTMENT TENANCY AGREEMENT

THIS AGREEMENT is made the ..... day of ..... 20.....

BETWEEN

Gainsborough Town Council

of Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ  
("the Council")

AND

..... of

..... ("the Tenant")

NOW IT IS AGREED as follows.

## 1. Interpretation

- 1.1. Words referring to one gender will be read as referring to any other gender and words referring to the singular will be read as referring to the plural and vice versa.
- 1.2. Where the Tenant is more than one person (maximum of two) the obligations and liabilities will be joint.
- 1.3. The clause headings do not form part of this Agreement and will not be taken into account in its interpretation.

## 2. Allotment

- 2.1. The Council agrees to let and the Tenant agrees to take all that piece of land situated at ..... ("the Allotment Site") numbered ..... on the Council's allotment plan and containing approximately ..... square metres ("the Allotment Garden"). The area has been outlined in red for identification purposes only on the plan attached.

## 3. Tenancy and Rent

- 3.1. The Allotment Garden shall be held on a yearly tenancy from Gainsborough Town Council at an annual rent of £0.12 per square metre (Gainsborough residents), £0.13 per square metre (non-Gainsborough residents) which is payable to the Council by the Tenant on the 30<sup>th</sup> April each year ("the Rent Day").
- 3.2. 12 months' notice of any rent increase will be given by the Council to the Tenant.
- 3.3. Water supply shall be included in the rental charge to the Tenant on an Allotment Site where the utility is available, at an additional charge.

- 3.4. Where additional amenities are provided on the Allotment Site these will be taken into account when setting the following year's rent.
- 3.5. Tenants who wish to apply for an additional Allotment Garden will only be considered if the primary Allotment Garden, meets the requirements set out in this Allotment Tenancy Agreement for a full period of twelve (12) months. The maximum number of Allotment Gardens a Tenant may have is three (3).

#### **4. Rates and Taxes**

- 4.1. The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged upon the Allotment site and Allotment Garden.

#### **5. Cultivation and Use**

- 5.1. The Tenant shall use the plot as an Allotment Garden only, as defined by the Allotments Act 1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and his/her family), and for no other purpose.
- 5.2. The Tenant shall keep the Allotment Garden tidy and in a good state of fertility and cultivation.
- 5.3. The Tenant shall keep the Allotment Garden free of hazards, e.g., Broken glass or scrap metal etc., and reasonably free from weeds and noxious plants.
- 5.4. The Tenant may not carry on any trade or business of any kind from the Allotment Site. Producing a small amount of surplus produce may be sold as ancillary to the provision of crops for the family.
- 5.5. The Tenant shall have at least one quarter (25%) of the Allotment Garden under cultivation of crops after 3 months from start of tenure and at least three quarters (75%) of the Allotment Garden under cultivation of crops after 12 months and thereafter.

#### **6. Prohibition on Under letting.**

- 6.1. The Tenant shall not underlet (sometimes referred to as 'subletting'), assign or part with possession of the Allotment Garden or any part thereof. This shall not prohibit another person, authorised by the Tenant, from cultivation of the plot for short periods of time when the Tenant is incapacitated by illness or is on holiday. The Council is to be informed of the other person's name and contact details in such circumstances.

#### **7. Conduct**

- 7.1. The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial, or other byelaws, orders or regulations affecting the Allotment Site.
- 7.2. The Tenant must comply with the conditions of use of the Allotment Garden attached as Schedule 1.
- 7.3. The Tenant must not cause, permit, or suffer any nuisance or annoyance to any other Tenant or neighbouring resident of the Allotment Site or Gainsborough Town Council employee or Councillor and must conduct themselves appropriately at all times.



- 7.4. Tenants should be expected to report any incidents of physical, verbal, mental abuse, vandalism or theft, either witnessed or experienced, directly to the Police and then Gainsborough Town Council supplying the Council with the Police incident / crime number.
- 7.5. The Allotment Garden may not be used for any illegal or immoral purposes and the Tenant must observe all relevant legislation or codes of practice and Gainsborough Town Council Policy's relating to activities as Tenants carry out on the Allotment Garden.
- 7.6. The Tenant shall not enter onto any other Allotment Garden at any time without the express permission of the relevant Tenant.
- 7.7. Any person who accompanies the Tenant to cultivate or harvest may not at any time enter onto another Allotment Garden without the express permission of the Tenant. The Tenant is responsible for the actions of children, other persons and dogs entering the Allotment Site with his/her permission.
- 7.8. The Tenant shall not remove produce, or any other item or items from any other Allotment Garden without the express permission of the relevant Tenant.

## **8. Lease Terms**

- 8.1. The Tenant must observe and perform all conditions and covenants that apply to the Allotment Site contained in any lease under which the Council hold the Allotment Site.

## **9. Termination of Tenancy**

- 9.1. The tenancy of the Allotment Garden shall terminate.
  - 9.1.1. Automatically-sixty (60) days after the death of the Tenant, unless a surrender is signed by the named next of kin, or
  - 9.1.2. by either the Council or the Tenant giving to the other at least twelve (12) months' notice in writing expiring on or before 6 April or on or after 29 September in any year, unless a surrender is signed, or
  - 9.1.3. by re-entry by the Council after three (3) months previous notice in writing to the Tenant on account of the Allotment Garden being required:
    - a) for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes, or
    - b) for any purpose (not being the use of the Allotment Garden for agriculture) for which it was acquired by the Council, or has been appropriated under any statutory provision, or
  - 9.1.4. by, re-entry if the rent is in arrears for more than forty (40) days from the Allotment Tenancy Agreement date or
  - 9.1.5. by re-entry if the Tenant is not duly observing the conditions of this tenancy, or
  - 9.1.6. by re-entry if the Tenant becomes bankrupt or compounds with his / her creditors, or
- 9.2. In the event of the termination of the tenancy the Tenant shall return to the Council any property (keys, etc.) made available to him / her during the Tenancy and shall leave the

Allotment Garden in a tidy condition.

9.3. If in the opinion of the Council the Allotment Garden has not been left in a satisfactory condition, any work carried out by the Council to return the plot to a satisfactory condition shall be charged to the Tenant (section 4 Allotments Act 1950).

**10. Change Contact details.**

10.1 The Tenant ~~shall~~must immediately inform the Council of any change of name, address, email address or telephone number ~~at their earliest convenience~~.

**11. Notices**

11.1. Any notice given under this agreement must be in writing and to ensure safe receipt should be delivered by hand or sent by post. A notice will be sent by email where the Tenant supplied the Council with an email address. The Council will endeavour to obtain a delivery receipt for all notices sent by email.

11.2. Any notice served on the Tenant will be delivered at or sent to his / her last known home address. Any address served on the Council should be sent to the address given in this agreement or any address specified in a notice given by the Council to the Tenant.

11.3. A notice sent by post is to be treated as having been served on the third working day after posting whether it is received or not.

11.4. A notice sent by email is to be treated as served on the day on which it is sent or the next working day where the email is sent after 1600 hours or on a non- working day, whether it is received or not, unless the confirmatory copy is returned to the sender undelivered.

Signed by

..... **THE TENANT**

..... **THE TENANT 2 (if joint occupancy)**

and

..... **TOWN CLERK (PROPER OFFICER)**  
For and on behalf of the Council

**SCHEDULE 1**

## Conditions of Use

**1. Trees**

- 1.1 The Tenant shall not without the written permission of the Council cut, prune, lop or fell any trees, apart from carrying out the recognised pruning practices of fruit trees.
- 1.2 The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior written permission of the Council.

**2. Boundaries and Paths**

- 2.1 The Tenant shall keep every hedge, currently in situ / existing that forms part of the boundary of his / her Allotment Garden properly cut and trimmed. All pathways between gardens trimmed to be well maintained up to the nearest half width by each adjoining tenant, and keep in repair any other fences and any other gates or sheds on his / her Allotment Garden.
- 2.2 Hedges currently in situ should be no higher than 121.92 cm (4ft) between Allotment Gardens.
- 2.3 The Tenant shall not plant any shrub, hedge or bush to form the plot boundary.
- 2.4 The Tenant shall not fence the Allotment Garden without first obtaining the Council's written permission.
- 2.5 The Tenant shall not use any glass, spikes, barbed wire, razor wire, or material likely to cause injury as part of the boundary of the Allotment Garden.
- 2.6 The Tenant shall not use solid materials such as old doors and corrugated iron to create the Allotment Garden boundary. Post and wire fencing may be used.
- 2.7 The Tenant must keep in repair any fences and gates forming part of their Allotment Garden. Fences should be no higher than 121.92cm (4ft)
- 2.8 Paths and haulage ways (accessways or roads) must be kept clear and tidy at all times. The Tenant must not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another Tenant.

**3. Security**

- 3.1 The Tenant shall be issued with a key or access code to the Allotment Site. No replicas of keys are to be made. The key or access code is to be used by the Tenant only or by an authorised person under paragraph 6 of the Agreement. A deposit may be required when a key is issued.
- 3.2 The Allotment Site access gate shall be closed and locked at all times, except in times of extenuating circumstances. For the protection of lone tenants and prevention of unauthorised visitors, the emergency services may be provided with keys. Please ensure that the gate is locked at all times after you enter and after you leave the Allotment Site.

#### **4. Inspection**

- 4.1 An Officer of the Council may enter the Allotment Garden at all reasonable times for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, polytunnels and any livestock. Wherever possible advance notice of full site inspections will be advertised on the site noticeboard. Full access must be given by the Tenant to the Officer of the Council during such an inspection.

#### **5. Fire**

- 5.1 Fires are allowed for the burning of Organic materials from the Allotment Garden only (diseased plants and dried-out organic material) that will burn without smoke or hazardous residue, between 1st March and 31st October.
- 5.2 Tenants shall save any routine bonfire material for period between 1st November and 28th February. Tenants must not store excessive amounts of any material on the Allotment Garden.
- 5.3 Tenants are encouraged to compost as much of the green waste from the Allotment Garden as possible. The Council accepts that bonfires may be necessary to get rid of some waste from time to time.
- 5.4 YOU MUST:
- Only burn woody materials that will not compost, perennial weeds, such as bindweed or diseased plant material, such as potato haulms with blight.
  - Make sure that what you burn is dry so that it will give off the least amount of smoke.
  - Only burn if there is little or no wind so that smoke will not blow onto the road, neighbouring property or other Allotment Garden.
  - Use a container to burn in such as a barrel or incinerator.
  - Have a full watering can or bucket ready to put the fire out when needed.
- 5.5. DO NOT:
- Burn any manufactured materials such as plastics or rubber.
  - Burn any business waste.
  - Use accelerants, such as petrol, to get the fire started.
  - Burn near hedges, buildings or anything else that might catch fire.
- 5.6 All fires must be attended at all times and not cause a nuisance to neighbouring residents or other Tenants. All fires must be fully extinguished and left safe before leaving the Allotment Site.
- 5.7 The Tenant shall not bring or allow to be brought on to the Allotment Site any materials for the purpose of burning such waste.

#### **6. Water**

- 6.1 The Tenant shall practice sensible water conservation, utilise covered water butts on sheds and other buildings and consider mulching as a water conservation practice.
- 6.2 If the Allotment Site has mains water the Tenant shall have consideration at all times for other Tenants when extracting water from water points. No hosepipes or sprinklers are to be used on the Allotment Garden, other than to fill a domestic type water butt in times of low rainfall. IBCs must not be filled.

- 6.3 Mains water supplies are turned off during the winter. The Tenant must be prepared to harvest rainwater or to bring any water required onto the Allotment Site between October and April.

## **7. Dogs**

- 7.1 If the Allotment site has mains water the Tenant shall not bring or cause to be brought onto the Allotment Site a dog unless it is held at all times on a leash and remains with the Tenant on the Tenant's Allotment Garden only.
- 7.2 The Tenant shall ensure that any dog they bring onto the site does not cause a nuisance to others and that dog faeces (mess) are removed and disposed of off-site by the Tenant. Any reports of dog fouling, where there is sufficient evidence may result in the Council reporting the offender to West Lindsey District which may result in a prosecution being taken.

## **8. Livestock**

- 8.1 Except with the prior written permission of the Council the Tenant shall not keep any animals or livestock on the Allotment Garden, save rabbits and chickens, (no Cockerels) to the extent permitted by Section 12 Allotments Act 1950. Such animals are not to be kept for trade or business purposes and accordingly to be limited in number as the Council may provide in writing. Rabbits and chickens are permitted provided that they are not kept in such conditions that are prejudicial to health or a nuisance and do not affect the operation of any other law e.g., animal welfare legislation.
- 8.2 An application to keep pigeons will only be considered for Allotment Gardens on the North Warren Allotment Site. No more than five Allotment Gardens will be allocated for pigeons, at any one time. The Council reserves the rights not to give consent in regard to keeping pigeons on the North Warren site.
- 8.3 The Tenant must provide additional emergency contact details if they keep animals or livestock on the Allotment Garden.
- 8.4 Livestock must be kept so that they are not prejudicial to health or a nuisance. They must also be kept in accordance with all relevant legislation and Council policies.

## **9. Buildings and Structures**

- 9.1 No more than one quarter (25%) of the Allotment Garden can be hard landscaped (patio, internal paths, etc.) or to have a building such as a shed, or housing for animals such as rabbits, chickens, pigeons or bees. Therefore 75% of the Allotment Garden should be in cultivation.
- 9.2 The Tenant shall not, without the written permission of the Council, erect any building, pond, housing for animals or well on the Allotment Garden. The Tenant may also require permission from the relevant planning authority, and they must demonstrate that this is not required.
- 9.3 Applications for a structure to house rabbits or chickens will not be refused subject to the Tenant adhering to the Animal Welfare Act 2006 and point 9.1 of this Tenancy Agreement.

- 9.4 A shed or greenhouse must be no more than 244cm (8ft) by 183cm (6ft) and 244cm (8ft) high. A polytunnel must be no more than 305cm (10ft) by 457cm (15ft).
- 9.5 Glass greenhouses currently in situ or have been donated for reuse must be maintained in good repair to the satisfaction of the Council. Broken glass panes must be replaced by glass substitutes such as polycarbonate or Perspex. Any broken or shattered glass to be safely removed by the Tenant and disposed of safely so not to cause harm to the Tenant and or other Tenants on site.
- 9.6 The Tenant shall keep all sheds, greenhouses, polytunnels and other structures in good repair to the satisfaction of the Council.
- 9.7 Oil, fuel, lubricants, or other flammable liquids shall not be stored in any shed except in an approved container with a maximum capacity of 5 litres for use with garden equipment only.
- 9.8 The Council will not be held responsible for loss by accident, fire, theft, or damage from Allotment Garden.

## **10. General**

- 10.1 The Tenant shall not deposit or allow other persons to deposit on the Allotment Garden any rubbish, refuse or any decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in the hedges, ditches or dykes in or surrounding the Allotment Site.
- 10.2 The Tenant must cover any manure on the Allotment Garden which has not been dug in.
- 10.3 All non-compostable waste shall be removed from the Allotment Site by the Tenant.
- 10.4 The Tenant shall not utilise rubber backed carpets or underlay. Weed suppressant must be of a stable material that will not break down and contaminate the land of the Allotment Garden.
- 10.5 The Council may make available a skip for Tenants to dispose of bulky and heavy items. The skip is only for Allotment Garden waste and not for the disposal of hazardous waste or hazardous substances (asbestos, fuel, etc.). The Tenant must not store waste for the skip in shared or communal areas prior to disposal.
- 10.6 The Tenant must immediately report to the Council the discovery of asbestos on the site. The Tenant must not attempt to handle or dispose of asbestos before informing the Council of the asbestos.
- 10.7 The Tenant shall inform the Council if they use CCTV and recording equipment must conform to data protection and processing legislation. The Tenant should use such equipment, so it captures only images within the boundary of his / her Allotment Garden.
- 10.8 Proprietary portable camping stoves are permitted for the Tenant to make warm beverages. When not in use, gas cannisters to be safely secured / stored away from any fire hazard / risk. The maximum size, gas container permitted is 5kg. Tenants must inform the Council if they store gas on their Allotment Garden.
- 10.9 Proprietary portable camping toilets are permitted. The Tenant shall dispose of any waste daily ensuring this is taken home for disposal or in accordance with the manufacturer's

instructions. Tenants must inform the Council if they wish to use a portable toilet and the location thereof.

## **11. Chemicals, Pests, Diseases and Vermin**

- 11.1 Only commercially available products from garden or horticultural suppliers shall be used for the control of pests, diseases, or vegetation.
- 11.2 When using any sprays or fertilisers the Tenant must
- 11.2.1. take all reasonable care to ensure that adjoining hedges, trees, and crops are not adversely affected and must make good or replant as necessary should any damage occur, and
  - 11.2.2. so far as possible select and use chemicals, whether for spraying, seed dressing or for any other purpose whatsoever, that will cause the least harm to members of the public, game birds and other wildlife, other than vermin or pests, and
  - 11.2.3. comply at all times with current regulations on the use of such sprays, chemicals and fertiliser.
- 11.3 The use and storage of chemicals must be in compliance with all relevant legislation. The minimum amount only to be stored on the Allotment Garden in a secure location.
- 11.4 Firearms, ranged weapons, or handheld weapons of any kind are NOT to be used on any Allotment Site. Any incidents involving weapons will be reported to the Police.
- 11.5 Any incidence of vermin (rats) on the site should be reported to the Council.

## **12. Notices**

- 12.1 The Tenant shall not erect any notice or advertisement on the Allotment Site without the prior written permission of the Council.

## **13. Car Parking**

- 13.1 Only the Tenant or persons acting for them shall be permitted to bring cars onto the site and they must be parked so as not obstruct the paths and haulage ways (accessways/larger paths) at any time. Consideration to allow access for emergency services must be adhered to at all times.
- 13.2 The Tenant must not park their car on his / her Allotment Garden or cause a nuisance to others.

## **14. Children on Allotment Sites**

- 14.1 Children are welcome on allotments; however, they must be accompanied by the Tenant at all times.
- 14.2 Tenants may bring two small items of play equipment onto the site, however these must not be permanent structures e.g. slide and swings.

**15. Community Group Tenancy**

- 15.1 Any groups must provide the details of the named lead and deputy lead individuals who are responsible for the group. The lead or deputy must be in attendance at all times when the group are on the Allotment Garden.
- 15.2 The Tenant / named individual must supply the Council with details of the nature of the group and numbers, of the group.
- 15.3 The Tenant / named individual must provide the Council activity-based risk assessments.
- 15.4 The community group must be Constituted and provide the Council with their Constitutional documents.

**16. Council Policies**

- 16.1 Due regard must be made by any Tenant or Group to the Policies adopted by the Council. for the good management of Allotment sites and Allotment Gardens.
- 16.2. The Council Policies are available upon request and may be found on the Councils website. [Allotments - Gainsborough Town Council \(gainsborough-tc.gov.uk\)](http://gainsborough-tc.gov.uk)



# PAPER D



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COMPANY REG NUMBER: 07376951
REGISTERED ADDRESS: AS ABOVE

4696

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

Form containing certificate details: CERTIFICATE NUMBER: ATH/24/01/0122, DATE SAMPLED: UNKNOWN, DATE RECEIVED: 09/01/2024, DATE ANALYSED: 09/01/2024, DATE ISSUED: 09/01/2024, SAMPLES OBTAINED BY: DELIVERED, NUMBER OF SAMPLES: 3, SITE ADDRESS: LOVE LANE ALLOTMENTS, SITE REFERENCE: N/A, CLIENT: A.R.T DEMOLITION CONTRACTS, CLIENT ADDRESS: FOREST DENE, MALT KILN LANE, EAGLE MOOR, LINCOLN, LN6 9DP, PHONE NUMBER: 01522 698828, ANALYST NAME & SIGNATURE: Phil Lord - Laboratory Analyst, AUTHORISER NAME & SIGNATURE: Brett Hopson - Technical Manager

RESULTS

Table with 5 columns: SAMPLE NUMBER, CLIENT NUMBER, SAMPLE LOCATION, FIBRE TYPE DETECTED, COMMENTS. Contains 3 rows of data showing NADIS results for debris samples.

KEY: CHRYSOTILE (WHITE ASBESTOS) - CROCIDOLITE (BLUE ASBESTOS) – AMOSITE (BROWN ASBESTOS)
NADIS (NO ASBESTOS DETECTED IN SAMPLE) - TREMOLITE, ANTHOPHYLLITE & ACTINOLITE (LESS COMMON ASBESTOS FIBRE TYPES)

- Note: When a trace of asbestos fibres are reported this represents only one or two fibres identified during PLM analysis.
Note: The material type reported is an opinion of the analyst only and does not form part of the ATHENA UKAS accreditation.
Note: Samples will be kept for a minimum of 6 months and all records and reports pertaining to the analysis archived for a minimum of 5 years.
Note: This Certificate of Identification of Asbestos Fibres can only be reproduced in full unless written approval from Athena has been obtained.
Note: If the sample condition or size is deemed unacceptable or unsatisfactory by the analyst, the client will be contacted.
Note: The results relate only to the items tested.
Note: All samples are analysed at the Athena Laboratory, Suite 3 Sopwith House, Sopwith Crescent, Wickford, Essex, SS11 8YU
Note: The results apply to the sample as received.

Samples have been analysed to determine the presence of asbestos fibres using Athena Environmental Solutions "in house" method of polarised light microscopy and central stop dispersion staining based on HSG 248. The site address and sample locations are given by the client and Athena are not responsible for the accuracy or competence of these details or of the sampling

PAPER E

# Donald Insall Associates

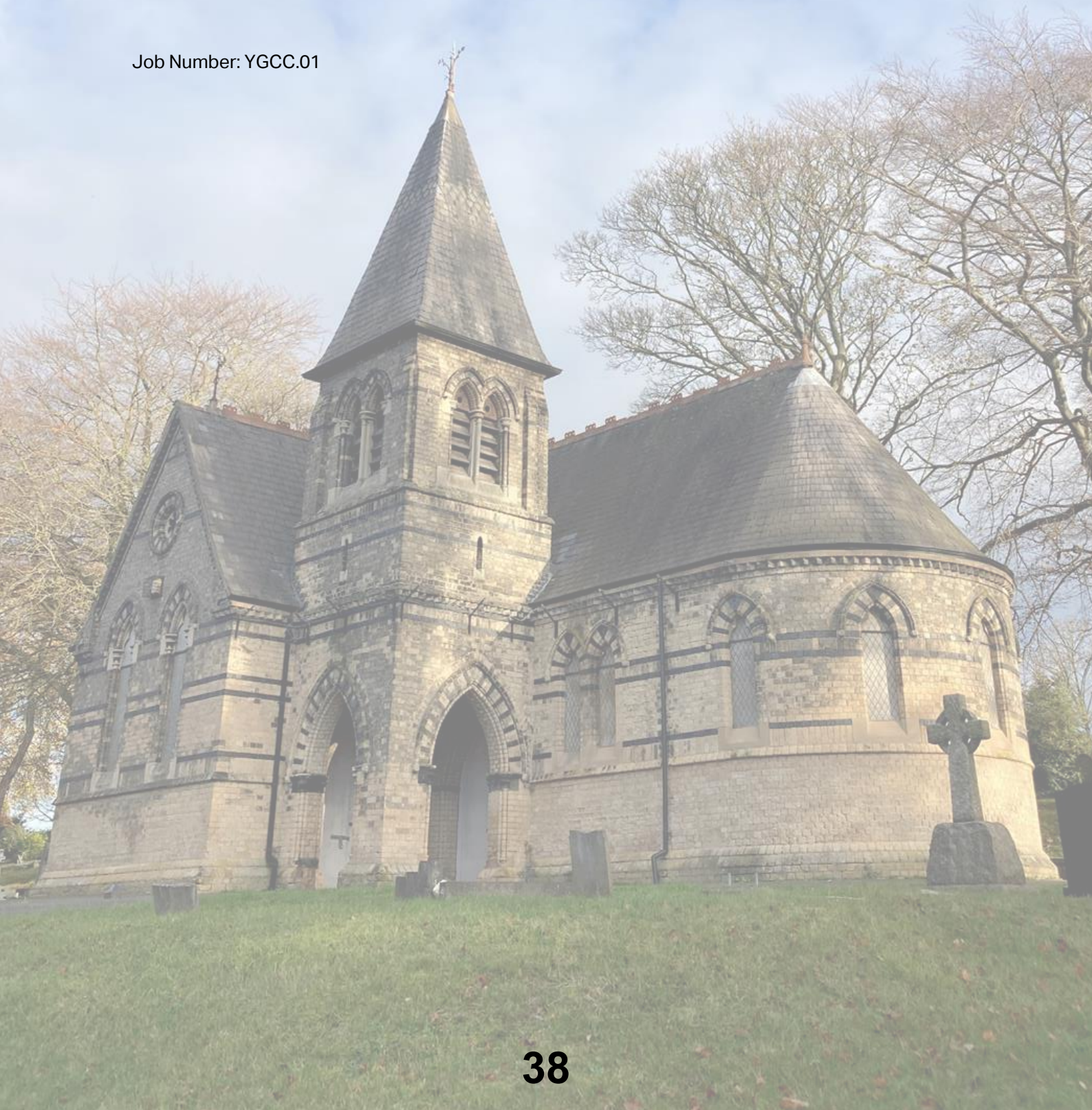
Chartered Architects and Historic Building Consultants

## Gainsborough Cemetery Chapel

Condition Report

Inspected by:  
Daniel Elkington BArch(Hons) MArch ARB RIBA FHEA  
24<sup>th</sup> November 2023

Job Number: YGCC.01



## Contact Information

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Issue date: November 2023

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## **1.00 Introduction**

1.01 This report is prepared for use by Gainsborough Town Council and describes features and defects observed. The report must not be used as a specification of work to be carried out and the Council is required to obtain the relevant consents before any work is undertaken with the exception of some minor maintenance items.

### 1.02 *Limitations Of The Report*

This is a summary report only, it is not a specification for the execution of the work and must not be used as such.

The inspection of the building is made from ground level and using binoculars, parts of the structure which were inaccessible, enclosed or covered have not been inspected, therefore, it is not possible to report that any such part of the structure is free from defect.

### 1.03 *Access*

Access for the inspection was provided on the day of the inspection by Stephen Coulman.

### 1.04 *General Description*

The Chapel is a brick built structure, with welsh slate roof, which dates from pre 1880. It is situated within the General Cemetery on Cox's Hill in Gainsborough, Lincolnshire. The Chapel comprises of 2 rooms, the Chapel to the South and a further space spanning East to West. The latter space has been subdivided into a meeting room and garden/maintenance storage. These 2 spaces would originally have been two separate chapels, one Church of England and one Non-Conformist, to allow for different services dependant on denomination. Within these reports, they are referred to as the North and South Chapel.

The Chapel has a bell tower above the porch, from which both Chapel spaces are accessed from.

### 1.05 *Listing Description*

The building is not Listed.

### 1.06 *Previous Works*

Work carried out previously and since the last inspection-

- No other record of previous works has circulated prior to this report being prepared.

### 1.07 *Maintenance*

It is strongly recommended that the Council should make, or cause to be made a careful inspection of the fabric at least once a year and arrange for immediate attentions to such minor matters as displaced slates and leaking pipes.

Gutters, rainwater hoppers and pipes should be cleaned out in the late autumn and summer.

Gullies, soakaways and drains should be cleaned out regularly and the perimeter of the building kept free of vegetation and grass.

Adequate natural ventilation should be maintained in the building to avoid conditions which encourage fungoid and beetle attacks.

1.08 *Fire Precautions*

Fire safety rules affecting all non-domestic premises came into effect on 1 October 2006. Under the Fire Regulatory Reform Act the Council are required to appoint a 'responsible person' to carry out a Fire Risk Assessment, (which includes details for evacuation and the safe removal of valuables and so on).

At least one fire extinguisher of the right type should be provided; there should also be one additional extinguisher of the foam or CO<sup>2</sup> type where the heating apparatus is oil-fired. (There are three main types and it is essential to have the appropriate one in the appropriate place. Advice should be sought from the Local Authority Fire Prevention Officer).

All fire extinguishers should be checked and inspected annually by a suitably qualified person to ensure they are in good working order. Inspection records/certificates are to be kept.

No information about the testing of equipment was given prior to this report being prepared.

1.09 *Electrical Installation*

Any electrical installation should be tested annually if over 5 years old and immediately if not done within the last five years (except as may be recommended in this report) by a registered National Inspection Council for Electrical installation Contracting (NICEIC) or NAPIT full scope or ECA full competence accredited registered electrician. A resistance and earth continuity test should be obtained on all circuits. In addition any portable electrical items should be PAT tested annually by a registered electrical engineer.

This report is based upon the visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.

No information about the testing of installation was given prior to this report being prepared.

1.10 *Heating Installation*

A proper examination and test should be made of the heating apparatus by a qualified engineer each summer before the heating season begins and the report kept/

No information about the testing of installation was given prior to this report being prepared.

1.11 *Bells*

Bells and all related apparatus should be checked annually by a suitably experience specialist.

No information has been provided about the current bells.

1.12 *Accessibility*

The Equality Act 2010 states that it is unlawful to discriminate against disabled people in connection with the provision of goods, facilities and services. All churches/chapels are required to take all reasonable steps to fulfil these obligations which in practical



terms means having suitable access, lighting levels, sound installation and consideration for accessible toilet accommodation.

The degree of compliance with the Act's requirement to provide reasonable adjustments must be balanced against the requirements to protect the historic fabric of the building and to gain Faculty approval. Further advice is contained within the English Heritage publication "Easy Access to Historic Properties", also at [www.churchcare.co.uk/legal](http://www.churchcare.co.uk/legal) . Where it is not possible to fully comply with the recommendations for access, measures to reduce access restrictions should be introduced to the extent that is compatible with protection of the historic fabric.

There are no toilet facilities, accessible or ambulant. Level access is provided to the entrance.

1.13 *Asbestos*

The Asbestos Regulations were amended in 2016 and puts a duty on those responsible for public buildings, including churches and chapels, have an Asbestos Survey carried out and maintain an Asbestos Register to identify the type and location of Asbestos when present which should be available for any Contractors working on the building.

Further information is included in the HSE code of practice The Management of Asbestos in Non Domestic Premises L127 and guidance is available at [www.churchcare.co.uk/building](http://www.churchcare.co.uk/building)

When any construction works are being planned at a preliminary stage an appraisal and investigation into the presence of asbestos should be carried out by an accredited specialist company.

No information regarding asbestos within the building has been provided.

1.14 *Weather Conditions On The Day Of The Inspection*  
Dry throughout (7°C)

## 2.00 Summary and Recommendations

### 2.01 *Commentary on Condition*

The building is in a semi-derelict state and would benefit from a sustainable long term use being found.

The external brickwork of the building is generally in satisfactory or good condition with minor areas of repointing and brick replacements at low level required. The roof covering looks in good condition with only the repointing of the ridges and verges required, along with the reinstatement of decorative ridge tiles.

One major item of work required will be the replacement of the fibreglass windows with a more sympathetic intervention. Traditional leaded windows could be one option however a modern metal window (traditionally styled) may be a more practical and secure option.

The condition of the interior of the building is significantly worse than the exterior and the building is suffering from numerous damp related issues. Primary of these is the extensive use of cementitious render internally. This is not allowing the building to breathe, as should happen with traditionally constructed buildings, and moisture is unable to escape. This is exacerbated by a lack of heat and ventilation to the building through non-use.

It would be beneficial to consider how this building should be brought back into use, through the possible removal of pews to create a flexible space along with the insertion of a toilet or kitchenette. The removal of partitions and ceilings to the North Chapel would create a large space for flexible use and allow for further inspections to the ceilings to be undertaken.

The condition of the Belfry interior remains unknown and access should be provided so this can be assessed.

### 2.02 *Executive Summary*

The key issues for the Council to action include:-

- Access to Belfry for further inspection
- Repointing of all roof ridges
- Replacement of missing ridge tiles
- Areas of external repointing, addressing issues with cementitious mortars
- Repairs to round window on West elevation
- Replacement of round window to East elevation
- Consideration to wholesale replacement of fibreglass windows
- Removal of partitions and ceilings to reinstate original plan form of the Chapel, also to allow further inspection of ceiling of North Chapel
- Scheme of replacements to decayed quarry tiles
- Complete removal of cementitious render internally and new lime plastering
- Replastering to areas of all ceilings
- Consideration of wider use of the building, exploring options for future function, insertion of toilet and kitchenette facilities, pew removal etc.

### 2.03 *Priorities*

Against this background, the following programme of works is recommended for the forthcoming 5-year period.

All items for action are given the following prefix and colour coded in the margin of the report which indicates the level of urgency and the time frame under which the works should be programmed.

**A** Urgent requiring immediate action

**B** Requires attention within 12 months

**C** Requires attention within 12-24 months

**D** Requires attention within 5 years

**E** Desirable improvement with no time period

**M** Routine maintenance item which can be actioned without faculty permission.

**Obs** Keep under observation and report any significant changes to the Architect Or, an item of note.

#### 2.04 *Costings*

This report is not a neither a specification for works nor a costing, although rough initial estimates of cost are given in line with Church Buildings Council guidance. The following cost bandings are used -

|   |                 |
|---|-----------------|
| 1 | £0-1,999        |
| 2 | £2,000-9,999    |
| 3 | £10,000-29,999  |
| 4 | £30,000-£49,999 |
| 5 | £50,000-249,999 |
| 6 | £250,000+       |

VAT and professional fees are not included in these estimates. The current VAT rate for maintenance works is 20%.

#### 2.05 *Future Projects*

This report can be taken by a Quantity Surveyor to produce an a cost report for any future project. Savings can be made by groups works into packages where savings can be made by the economies of scale and for site set up costs and access arrangements such as scaffolding.

| Priority     | Description  | Costing Band |
|--------------|--|--------------|
| <b>3.00</b>  | <b>Inspection Report</b>   |              |
| <b>3.1</b>   | <i>Exterior</i>  |              |
| <b>3.1.1</b> | <i>Roofs</i>   |              |
| <b>B</b>     | <i>Tower (All Slopes)</i><br>Inspection of the Tower roof was undertaken through visual inspection from the ground. It would be beneficial to gain access into the bell tower to assess the condition of the roof from within. | <b>1</b>     |
| <b>E</b>     | The finial appears to be in satisfactory condition although would benefit from redecoration when high level access is provided.  | <b>1</b>     |
| <b>Obs</b>   | No visual inspection was able to be undertaken on the East and North slopes.   |              |
| <b>Obs</b>   | On the South and West slopes the slates appear in good condition, with no apparent slips or missing slates.  |              |
| <b>A</b>     | It was not possible to determine but given the positioning, it is assumed that the gutters to the Tower require clearing of vegetation growth and debris.  | <b>1</b>     |
| <b>B</b>     | It is also assumed that the gutters from the Tower discharge into a downpipe on the North or East elevation. This arrangement should be checked when access is provided.   | <b>1</b>     |
| <b>D</b>     | <i>North Chapel – North West Slope (Behind Tower)</i><br>Missing decorative ridge tiles should be replaced.  | <b>2</b>     |
| <b>D</b>     | Cracked and missing verge pointing should be removed and repointed in lime mortar.   | <b>2</b>     |
| <b>D</b>     | Cracked and missing ridge pointing should be removed and repointed in lime mortar.   | <b>2</b>     |
| <b>Obs</b>   | A number of isolated slates have been replaced. This could be indicative of nail fatigue and this should be reviewed quinquennially.   |              |
| <b>C</b>     | <i>North Chapel – North Slope</i><br>Slipped tile to the West at the ridge, which should be replaced or refixed.   | <b>1</b>     |
| <b>D</b>     | Similarly to the previous slope, missing decorative ridge tiles should be replaced.  | <b>2</b>     |
| <b>D</b>     | Cracked and missing verge pointing (to both verges) should be removed and repointed in lime mortar.  | <b>2</b>     |

| Priorities |   | Costings |                 |
|------------|---|----------|-----------------|
| <b>A</b>   | Urgent requiring immediate action         | 1        | £0-1,999        |
| <b>B</b>   | Requires attention within 12 months       | 2        | £2,000-9,999    |
| <b>C</b>   | Requires attention within 12-24 months    | 3        | £10,000-29,999  |
| <b>D</b>   | Requires attention within 5 years         | 4        | £30,000-£49,999 |
| <b>E</b>   | Desirable improvement with no time period | 5        | £50,000-249,999 |
| <b>M</b>   | Maintenance item                          | 6        | £250,000+       |
| <b>Obs</b> | Keep under observation/ Item of Note      |          |                 |

| Priority   | Description   | Costing Band |
|------------|---|--------------|
| <b>D</b>   | Cracked and missing ridge pointing should be removed and repointed in lime mortar.  | <b>2</b>     |
| <b>D</b>   | Slight buildup of moss should be removed.   | <b>1</b>     |
| <b>M</b>   | The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.   |              |
| <b>A</b>   | <i>North Chapel – South West Slope</i><br>There is a large buildup of leaves in the valley, which should be cleared as a priority.  | <b>1</b>     |
| <b>C</b>   | The lead valley lining looks in poor condition and there should be a provisional allowance to replace this.   | <b>2</b>     |
| <b>D</b>   | Slight buildup of moss should be removed.   | <b>1</b>     |
| <b>D</b>   | Missing decorative ridge tiles should be replaced.  | <b>2</b>     |
| <b>D</b>   | Cracked and missing verge pointing should be removed and repointed in lime mortar.  | <b>2</b>     |
| <b>D</b>   | Cracked and missing ridge pointing should be removed and repointed in lime mortar.  | <b>2</b>     |
| <b>A</b>   | <i>South Chapel – East Slope</i><br>There is a large buildup of leaves in the valley and gutters, which should be cleared as a priority.  | <b>1</b>     |
| <b>D</b>   | Missing decorative ridge tiles should be replaced.  | <b>2</b>     |
| <b>D</b>   | Buildup of moss should be removed.  | <b>1</b>     |
| <b>Obs</b> | Slates appear to be in good condition.  |              |
| <b>E</b>   | There is a missing finial to the ridge, which could be reinstated as a new intervention.  | <b>1</b>     |
| <b>M</b>   | The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.   |              |
| <b>B</b>   | <i>South Chapel – West Slope</i><br>There is a replaced section of slates to the valley abutting the Tower, which should be investigated further, when high level accessed is provided. |              |

#### Priorities

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

#### Costings

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

|              |   |          |
|--------------|---|----------|
| <b>Obs</b>   | Slates appear to be in good condition.  |          |
| <b>M</b>     | The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.   |          |
| <b>D</b>     | Missing decorative ridge tiles should be replaced.  | <b>2</b> |
| <b>3.1.2</b> | <i>Walls, Windows + Doors</i>   |          |
| <b>D</b>     | <i>Tower – South Elevation</i><br>Belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.  | <b>1</b> |
| <b>D</b>     | The timberwork to the louvres would benefit from decoration.  | <b>1</b> |
| <b>E</b>     | There is barbed wire and brackets which have been installed as a security measure, although their removal would be an aesthetic improvement.  | <b>1</b> |
| <b>Obs</b>   | There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.  |          |
| <b>Obs</b>   | There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation. |          |
| <b>D</b>     | <i>Tower – West Elevation</i><br>Similarly to the South elevation, belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.   | <b>1</b> |
| <b>D</b>     | Area of opening jointing to the base of the archway wall, which should be repointed in lime mortar.   | <b>1</b> |
| <b>D</b>     | Failing area of asphalt to the entrance, which should be cut back from the base of the wall and infilled with a gravel margin or french drain.  | <b>1</b> |
| <b>D</b>     | Similarly to the South elevation, the timberwork to the louvres would benefit from decoration.  | <b>1</b> |
| <b>E</b>     | There is barbed wire and brackets which have been installed as a security measure which follows on from the South elevation - their removal would be an aesthetic improvement.  | <b>1</b> |

*Priorities*

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

*Costings*

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

| <i>Priority</i> | <i>Description</i>   | <i>Costing Band</i> |
|-----------------|--|---------------------|
| <b>Obs</b>      | There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.   |                     |
| <b>Obs</b>      | There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation.  |                     |
| <b>Obs</b>      | <i>Tower – North and East Elevations</i><br>It was not possible to inspect these elevations due to them being obscured by other parts of the building, however it can be assumed that similar defects affecting the South and West elevations also apply to the North and East elevations. Allowances should be made for addressing these defects in any upcoming project. |                     |
| <b>C</b>        | <i>North Chapel – West Elevation</i><br>Missing quarry to the round window. Allowance should be made for overhauling the leadwork.   | <b>2</b>            |
| <b>C</b>        | The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.   | <b>2</b>            |
| <b>C</b>        | There is an area of cementitious pointing, which is starting to cause decay to the brickwork, which should be removed and the area repointed in lime mortar.   | <b>1</b>            |
| <b>C</b>        | <i>North Chapel – North Elevation</i><br>An area of the brick plinth requires rebuilding with missing brickwork infilled   | <b>1</b>            |
| <b>C</b>        | There are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.  | <b>1</b>            |
| <b>C</b>        | The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.   | <b>2</b>            |
| <b>E</b>        | The building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.  | <b>2</b>            |

#### *Priorities*

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

#### *Costings*

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

| Priority   | Description  | Costing Band |
|------------|--|--------------|
| <b>C</b>   | Asphalt has been installed up to the base of the building and this is trapping moisture against the base of the wall along with deflecting water back up against the building in wet weather. The asphalt should be cut back from the base of the wall and infilled with a gravel margin or french drain.  | <b>2</b>     |
| <b>C</b>   | <i>North Chapel – East Elevation</i><br>There is severe damage to the round window, which should be replaced in full with a leaded quarried window or a modern metal equivalent.   | <b>2</b>     |
| <b>C</b>   | As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.   | <b>2</b>     |
| <b>C</b>   | Security plates have been installed to the base of the windows and these should be removed.  | <b>1</b>     |
| <b>E</b>   | The elevation has areas of algeous growth buildup across the face of the elevation, and this would benefit from being cleaned.   | <b>1</b>     |
| <b>E</b>   | A later security door has been added with concrete lintel and brick reveals. Dependant on future use this door could be removed and opening bricked up to revert back to the original arrangement.   | <b>2</b>     |
| <b>C</b>   | As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.                      | <b>1</b>     |
| <b>Obs</b> | A temporary/ad-hoc waste pipe has been installed at low level, which discharges to a rainwater gully.  |              |
| <b>C</b>   | <i>South Chapel – East Elevation</i><br>As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures. | <b>2</b>     |
| <b>E</b>   | The elevation has areas of algeous growth buildup across the face of the elevation, and this would benefit from being cleaned.   | <b>1</b>     |
| <b>C</b>   | As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar  | <b>1</b>     |

#### Priorities

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

#### Costings

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |



|            |   |          |
|------------|---|----------|
|            | should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works.   |          |
| <b>E</b>   | The building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.   | <b>2</b> |
| <b>C</b>   | Asphalt has been installed up to the base of the building and this is trapping moisture against the base of the wall along with deflecting water back up against the building in wet weather. The asphalt should be cut back from the base of the wall and infilled with a gravel margin or french drain.                                     | <b>2</b> |
| <b>Obs</b> | <i>South Chapel – South Elevation (Rounded)</i><br>For this report, this elevation has been incorporated into the East and West elevations as the same defects continue around the face of the building.  |          |
| <b>C</b>   | <i>South Chapel – West Elevation</i><br>The asphalt continues from the previous elevation around the building and it was be beneficial to continue the gravel margin/ french drain around.  | <b>2</b> |
| <b>E</b>   | As noted elsewhere, the building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium.   | <b>2</b> |
| <b>C</b>   | As noted on other elevations, there are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works. | <b>2</b> |
| <b>C</b>   | There is a section of open jointing to the dogtooth brick cornice which should be repointed, with a provisional allowance for stitching of the brickwork  | <b>1</b> |
| <b>E</b>   | Continuing from other elevations, there is barbed wire and brackets which have been installed as a security measure - their removal would be an aesthetic improvement.  | <b>1</b> |
| <b>C</b>   | There are some other areas of recessed or open mortar joints which should be repointed in lime mortar.  | <b>1</b> |
| <b>D</b>   | There is an infilled section of asphalt to the base of the building, this should be investigated further.   | <b>1</b> |

**Priorities**

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

**Costings**

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

|                     |  |          |
|---------------------|--|----------|
| <b>C</b>            | As noted elsewhere, the windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures.                           | <b>2</b> |
| <b>3.2 Interior</b> |  |          |
| <b>Obs</b>          | <i>Tower – Belfry</i><br>This space is accessed via a hatch from the base of the Tower. No access was provided on the day of inspection, but it would be beneficial to gain access to the Belfry in order to determine the condition and specify any future repairs.   |          |
| <b>Obs</b>          | <i>Tower – Base/Porch</i><br>The minor areas of stonework decay to the archway capitals continues from the elevation. This can be kept under observation for now, or stone replacements could be undertaken as a desirable improvement.  |          |
| <b>C</b>            | There are some open joints to the brickwork which would benefit from being repointed in lime mortar.   | <b>1</b> |
| <b>D</b>            | Some of the quarry tiles are uneven, and these should be reset level to eliminate trip hazards.  | <b>1</b> |
| <b>Obs</b>          | Other quarry tiles are decayed and have lost their fired face. This could be kept under observation at present to understand the rate of decay.  |          |
| <b>C</b>            | Cementitious pointing to compound column shaft, which should be removed and repointed in lime mortar.  | <b>1</b> |
| <b>D</b>            | Doors to both South Chapel and Meeting Room (within North Chapel) should be redecorated.   | <b>1</b> |
| <b>D</b>            | Cementitious mortar to the frames of both doors has failed in areas. This pointing to should be removed and replaced with burnt sand mastic.   | <b>2</b> |
| <b>B</b>            | The boarding to the floor of the Belfry has peeling paint and this could be indicative of rot or moisture ingress above. Access should be provided to this space for further investigation.  | <b>1</b> |
| <b>B</b>            | <i>South Chapel</i><br>The entire extent of the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. These inappropriate and defective materials are causing the widespread issues with moisture within the building. This is being exacerbated by the lack of ventilation being provided | <b>2</b> |

**Priorities**

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

**Costings**

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

|            |   |          |
|------------|---|----------|
|            | through the fixed windows and absence of heat. As a result, the paintwork is failing in multiple areas and mould growth is widespread. The render should be removed back to bare brickwork and the room should be plastered in a breathable 3 coat lime plaster. This should be decorated with a breathable finish such as lime wash. |          |
| <b>C</b>   | It is not known if the infrared heating system is operational but it would be beneficial to replace these with a new system as part of any redevelopment of the Chapel.   | <b>2</b> |
| <b>C</b>   | Numerous quarry tiles are decayed and have lost their fired face. The interior of the Chapel would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works.   | <b>2</b> |
| <b>B</b>   | The ceiling has been decorated in a non-breathable paint finish which is failing in areas and peeling away. The paint should be removed and underlying plaster assessed.  | <b>2</b> |
| <b>C</b>   | Multiple areas of plaster to the ceiling has failed, with some of the laths underneath rotten. A scheme of plaster repairs should be undertaken, although a full replacement of the plaster panels could provide an opportunity for insulation to be added to the roof.   | <b>2</b> |
| <b>C</b>   | Reiterating a recommendation from the external section of this report, the windows should be replaced with either lead quarried windows or modern equivalent. For either option, the new windows should have ventilators to assist moisture control within the building.  | <b>2</b> |
| <b>E</b>   | Some pews are loose; these could be refixed in position or an option for pew removal and loose seating may provide a more flexible space and provide a more sustainable future for the building.  | <b>1</b> |
| <b>A</b>   | Electrical lighting and general installation should be checked over by a suitable qualified professional.   | <b>1</b> |
| <b>D</b>   | There are holes on the inside face of the door which should be filled and door decorated.   | <b>1</b> |
| <b>Obs</b> | Railings and war memorial to the North wall of the Chapel is in good condition.   |          |
| <b>D</b>   | The surrounding stonework to the arch in the North wall has also been decorated in a non-breathable paint. While it does not appear to be causing damage at present, it would be beneficial to remove this paint and expose the stonework.  | <b>1</b> |

**Priorities**

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

**Costings**

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

| Priority   | Description   | Costing Band |
|------------|---|--------------|
| <b>B</b>   | <i>North Chapel – Meeting Room</i><br>A suspended ceiling has been installed which is damp and shows sign of severe water ingress. This may be historic, and corresponds with the repairs to the Tower valleys. The suspended ceiling should be removed, to allow for further inspection and also to open up the space. | <b>1</b>     |
| <b>B</b>   | Continuing from the other Chapel, the entire extent of the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. The render should be removed back to bare brickwork and the room replastered in lime.  | <b>2</b>     |
| <b>E</b>   | The room has also been subdivided from the rest of the Non-Confirmist Chapel, a desirable improvement would be to remove the partitioning to revert the building back to its original plan form.  | <b>1</b>     |
| <b>A</b>   | Electrical lighting and general installation should be checked over by a suitable qualified professional. The electrical cupboard is housed within this space.  | <b>1</b>     |
| <b>C</b>   | There are widespread areas of quarry tiles which have decayed and have lost their fired face. The interior of this space would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works.   | <b>2</b>     |
| <b>E</b>   | The rearside of the door has been unsympathetically adapted. It would be beneficial to restore the doors.   | <b>1</b>     |
| <b>E</b>   | <i>North Chapel – Storage Area</i><br>The space has been subdivided from the rest of the chapel though partitioning and a floor structure. It would be a desirable improvement to remove these later additions. The removal of these structures would also enable further inspections of the fabric.                    | <b>1</b>     |
| <b>Obs</b> | Due to the partitions and boarded ceilings, it is not possible to thoroughly assess much of the roof void above.  |              |
| <b>B</b>   | Looking through gaps in the ceiling panels, there appears to be widespread areas of decay and water ingress. Some of this may have been rectified but either remove of the panels or high level access should be provided so that further inspections can take place.   | <b>1</b>     |
| <b>C</b>   | Similarly to the South Chapel, although it is much more widespread in the North Chapel, there are widespread areas of plaster to the ceiling that have failed, with some of the laths underneath rotten. A full replacement of the plaster panels should be allowed for at this stage.                                  | <b>2</b>     |

#### Priorities

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

#### Costings

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
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| <b>4</b> | £30,000-£49,999 |
| <b>5</b> | £50,000-249,999 |
| <b>6</b> | £250,000+       |

| Priority   | Description  | Costing Band |
|------------|--|--------------|
| <b>B</b>   | As noted elsewhere, the walls have been plastered in a cementitious plaster, which has been decorated in a non-breathable paint finish. The render should be removed back to bare brickwork and the room replastered in lime.  | <b>2</b>     |
| <b>C</b>   | There are widespread areas of quarry tiles which have decayed and have lost their fired face. The interior of this space would benefit from a scheme of replacement tiles. The use of reclaimed tiles would lessen the impact of these works. There are changes in level that have been overcome with a concrete ramp. | <b>2</b>     |
| <b>E</b>   | The two chapels have been separated by a timber boarded screen. There could be opportunity to remove this screen and low lying base wall to connect the two chapels together.  | <b>1</b>     |
| <b>C</b>   | Reiterating a recommendation from the external section of this report, the windows should be replaced with either lead quarried windows or modern equivalent. For either option, the new windows should have ventilators to assist moisture control within the building.   | <b>2</b>     |
| <b>E</b>   | A sink has been installed to the East wall. This is satisfactory for the buildings current use as a store but should the Chapel be redeveloped then this should be upgraded. Depending on future use, consideration should be given towards installing a toilet or kitchenette.  | <b>3</b>     |
| <b>3.3</b> | <i>Exterior Spaces</i>   |              |
| <b>Obs</b> | This report is limited to the Chapel building itself and not the surrounding cemetery.   |              |
| <b>C</b>   | The only external recommendation relates to the asphalt being laid up against the base of the external walls, which is trapping moisture. This, combined with the cementitious mortar, is causing brick decay. The asphalt should be cut back and a gravel margin or French drain should be installed.                 | <b>2</b>     |

#### Priorities

|            |   |
|------------|---|
| <b>A</b>   | Urgent requiring immediate action         |
| <b>B</b>   | Requires attention within 12 months       |
| <b>C</b>   | Requires attention within 12-24 months    |
| <b>D</b>   | Requires attention within 5 years         |
| <b>E</b>   | Desirable improvement with no time period |
| <b>M</b>   | Maintenance item                          |
| <b>Obs</b> | Keep under observation/ Item of Note      |

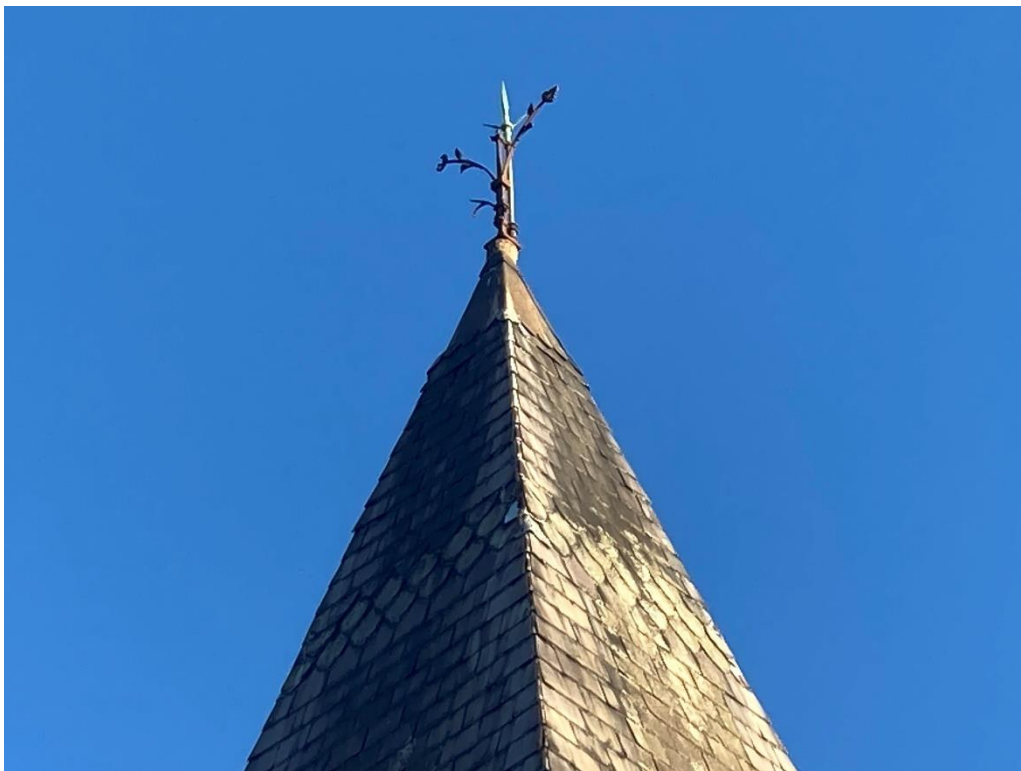
#### Costings

|          |                 |
|----------|-----------------|
| <b>1</b> | £0-1,999        |
| <b>2</b> | £2,000-9,999    |
| <b>3</b> | £10,000-29,999  |
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| <b>6</b> | £250,000+       |

**4.00 Photographs**



General view of the Cemetery Chapel



Apex of the Tower.



Slating appears to be in good condition, although gutters should be cleared.



Later repairs to Tower valley.



Missing verge pointing.



Loose slate and missing decorative ridge tiles.





Slating generally appears in satisfactory condition.



General view of North elevation.



Missing or cracked verge pointing.



Buildup of leaves to valley.



Missing decorative ridge tiles.



Moss buildup to Chapel should be cleared.



Slating generally appears in satisfactory condition, barring missing ridge tiles and pointing.



General view of Chapel from South East.



Area of later slates to Tower valley.



Open joints in cementitious mortar to Tower arch.



Belfry louvres could be meshed, repaired and redecorated.



Barbed wire could be removed for an aesthetic improvement.



Stone decay to column capital.



Failed section of asphalt.



Missing quarry to round window on West elevation.



Fibreglass windows should be replaced.





Cementitious pointing at low level should be removed and repointed.



Security panels should be removed.



Open joints to plinth.



Section of missing brickwork to be rebuilt.



Band of cementitious mortar should be removed and repointed in lime.



uPVC downpipes should be replaced with a more sympathetic material.



Later alteration of East elevation to introduce door.



General view of East elevation.



Broken round window on East elevation.



Algaeous growth to East elevation.



Open jointing to brickwork on East elevation.



Leaves to gulleys should be cleared regularly.



Open mortar joints to plinth.



Area of brickwork replacements and pointing required.



General view of Chapel West elevation.



Fibreglass windows should be replaced.





Crack to head of window extending up into the dogtooth brick cornice.



Asphalt has been installed up to the base of the wall, trapping moisture against the building.



Area to be investigated.



Recessed joints to the Tower base.



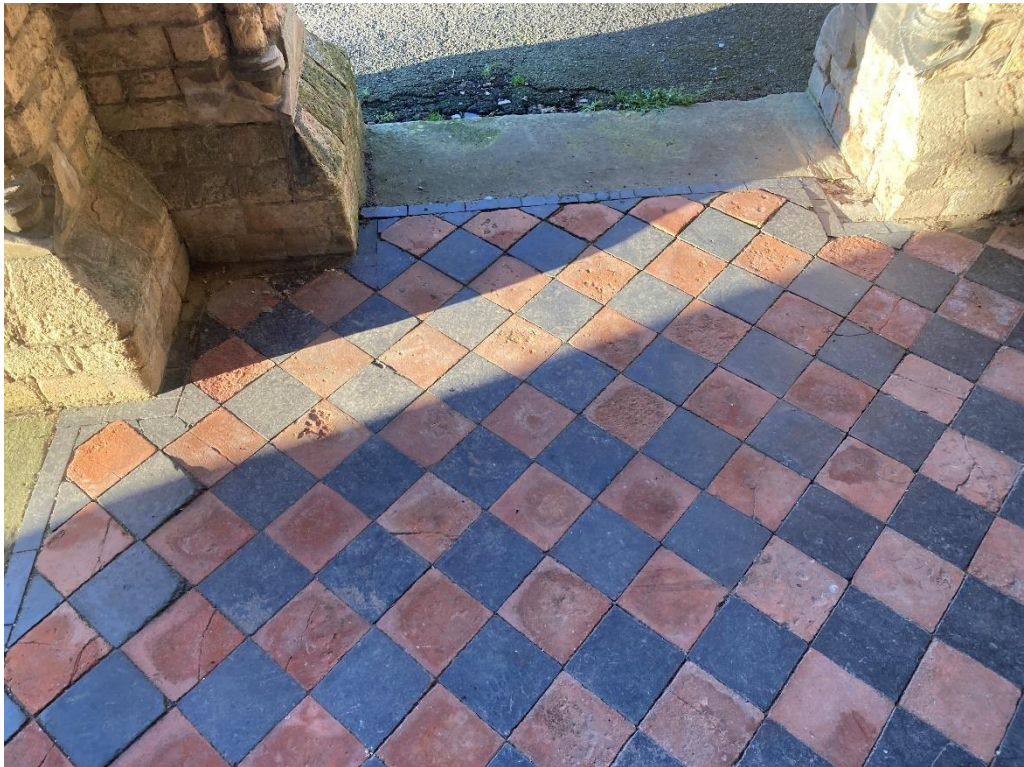
Further access should be given to investigate Belfry condition.



Cementitious mortar to the compound column profile.



Missing mortar to doors/brickwork junction.



Decay and unevenness to quarry tiles.



General view of South Chapel interior.



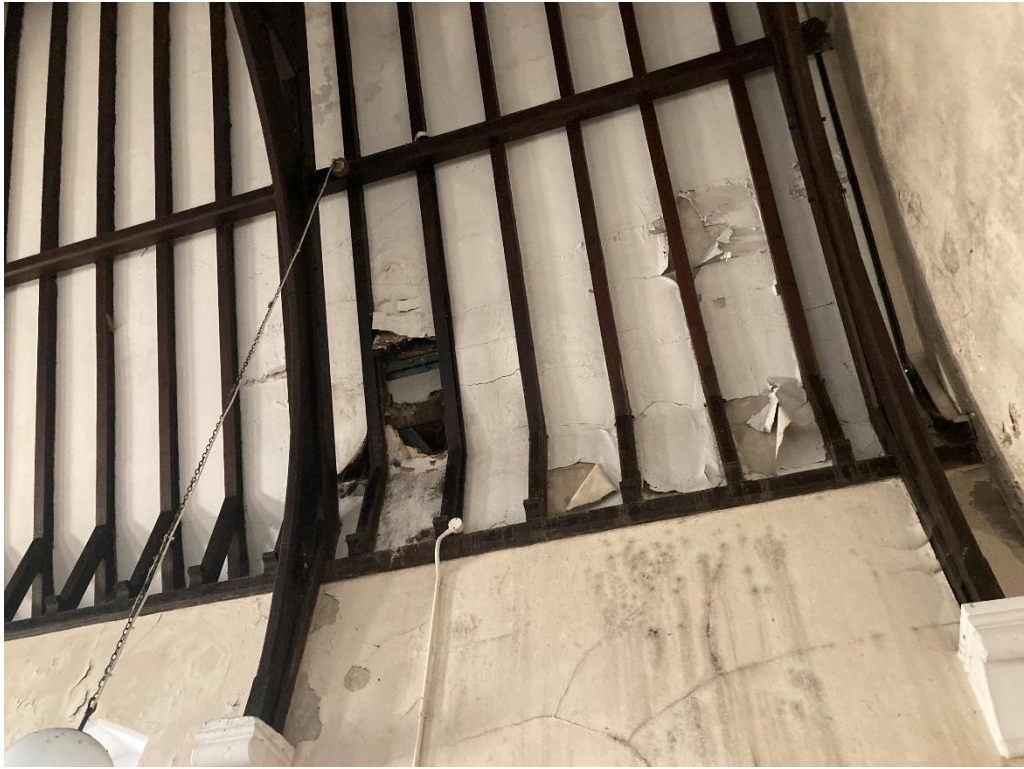
Widespread mould growth and failing paintwork.



Infrared heating system to be replaced.



Cementitious render is causing widespread issues with damp.



Failing paint and plaster panels to the ceiling.



Decay to Chapel quarry tiles.



Some pews are loose. A more flexible seating option could be considered.



Severe decay and salting to quarry tiles in Meeting Room.





The North Chapel has been divided using partitioning.



Heavy mould growth and water ingress to suspended ceiling.



Cementitious render has also been used internally.



Storage area to North Chapel, subdivided using partitions and ceilings.



Fibreglass windows should be replaced.



Timber boarding between the North and South Chapels.



Cementitious render has also been used in this area, which should be removed.



Further investigations should be undertaken when partitions removed or access provided.



Heavy decay and damage to quarry tiles.



Concrete ramp to overcome change in levels.

**5.00 Maintenance Checklist**

*Completed*

|  | <i>Yr1</i>               | <i>Yr2</i>               | <i>Yr3</i>               | <i>Yr4</i>               | <i>Yr5</i>               |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Continually – After Rainfall</i>  |                          |                          |                          |                          |                          |
| Look at the gutters and roofs as you walk around the building, especially during or after rain, and see where water runs, leaks or overflows   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inspect walls internally and externally for areas of saturation  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Act quickly to repair any leaks to prevent damage to walls and ceilings  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Seasonally – After Snowfall</i>   |                          |                          |                          |                          |                          |
| Clear snow from vulnerable areas.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Check any temperature discrepancies and correct operation of heating appliances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the building is not in use for several days in frost conditions ensure that the frost thermostat is operating and that the heating is brought on at a low level and ventilation provided so that the structure does not become chilled with a risk of condensation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Biannually</i>  |                          |                          |                          |                          |                          |
| After leaf fall, clean gutters again to ensure full capacity for Winter and snow drainage.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Check for any bird entry or roosting and block or fit mesh to any opening at risk  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Annually</i>  |                          |                          |                          |                          |                          |
| Remove any ivy, elder or sycamore saplings growing near walls and poison remaining roots.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spray around wall bases, steps and paving joints to discourage weed growth.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Look out for any signs of beetle or worm infestation near exposed timbers, alerting cleaners to report any unusual piles of wood dust or clean holes on woodwork.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep weed growth in check, clean out all gutters, adjust falls, and repair joints and brackets.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| After heating season arrange annual service, to be completed before the next heating season and leave tested and commissioned.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Inspect roofs with binoculars to check number of slipped or broken slates for repair before Winter.

Open manhole covers and hose or swill away any deposits, or rod any potential blockages. Clean cover rebates and set in grease.

*Administrative*

Check and reassess level of Insurance cover to ensure adequate reinstatement in the event of mishap. It is also important to advise the Insurers of any major works which may increase the risk, and of any Contracts where cover has to be maintained by the Council, singly or in joint names.

Inspect boundaries, gates, paths and steps for condition and for aspects of public liability.

Make a full visual inspection referring to the building survey reports for Annual Meetings. Call the author of any report if in doubt.

Check inventory and update Log Book

**Donald Insall Associates**  
Chartered Architects and Historic Building Consultants



# PAPER F

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

Report Author: Rachel Allbones  
Report Date: 09.01.24



**Gainsborough**  
TOWN COUNCIL

## Sandsfield Land North Play Area

### 1. Summary

To update Members on the current situation with Sandsfield Lane North Play Area.

### 2. Background

PS24/107 of November 2023 it was resolved: -

**RESOLVED:** The Council stops undertaking any works whatsoever at Sandsfield North Play Area following ninety (90) days' notice given in writing to Thonock & Somerby Estates. However, this would be subject to Thonock & Somerby Estates agreeing in writing that it will indemnify the Council from any and all claims. In effect the Council will be an unpaid contactor for Thonock & Somerby Estates for a further ninety (90) days. This would be subject to agreement from the Council's insurers.

A letter was issued on 28 November 2023 serving 90 days' notice to terminate undertaking any works on the site from noon 26 February 2024.

PS24/128 of December 2024 Members noted the response received from the letter serving notice (Appendix A).

A response was issued on 14 December reiterating that the Council did not install the equipment on the site and will not be removing it as it is not the Town Council's to remove and will cease maintaining the land at noon on 26 February 2024.

On 28 December 2023 it was reported from the grounds that the swings and chains had been removed and equipment taped off.





It was further reported on 7 January 2024 that one set of the swing frames had been removed.



At the time of writing the report it has not been confirmed from Thonock and Somerby Estates that it is them who have removed the equipment.

### **3. Recommendation**

To note the report.

# PAPER G

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

Report Author: Rachel Allbones

Report Date: 09.01.24



**Gainsborough**  
TOWN COUNCIL

## Christmas Lights Festival 2024

### 1. Summary

The Committee is asked to consider supporting the Christmas Lights festival for 2024 and associated financial contribution.

### 2. Background

In previous years GTC, WLDC and Marshalls Yard have jointly funded the Christmas event with Marshalls Yard being the event organisers.

In 2023 WLDC organised the Town Centre Christmas Lights Festival and Marshalls Yard organised their own Christmas event schedule for the Yard.

On 7 December the Interim Town Clerk, Operations Manager and Cllr Key met with 3 Officers of WLDC for a debrief of the 2023 event and plans for the 2024 event.

Marshalls Yard have advised they will be switching their lights on on Friday 15 November 2024.

On Monday 22 January the Interim Town Clerk, Operations Manager, Leader and Cllr Key have been invited to attend the Leisure, Culture, Events and Tourism meeting at WLDC for further discussions around the Christmas Lights Festival for 2024.

### 3. Cost / Budgets

The Council have budgeted £5,000 towards the Christmas Lights switch on event (11000).

### 4. Recommendation

- a) To agree the date for the Christmas Lights Festival 2024, that being the weekend of Friday 15 November 2024.
- b) To agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted.