

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 Nicholas Coxon
Councillor Dennis Dannatt
Councillor Paul Hooton
Councillor Stuart Morley
Councillor Kenneth Woolley

Councillor Richard Craig
Councillor Caz Davies
Councillor Paul Key
Councillor James Plastow

Notice is hereby given that a meeting of the **Property and Services Committee** which will be held on **Tuesday 12 November 2024** commencing at **6:30pm** 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

PS25/086 Apologies for Absence

To note apologies for absence.

PS25/087 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](#) 3.6 – 3.9 for details.

PS25/088 Declarations of Interest

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

PS25/089 Dispensation Requests

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

PS25/090 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.

PS25/091 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 8 October 2024 (pages 4 to 9)

PS25/092 Illuminate

To approve funding contribution for the Illuminate event in 2025.

Paper B (pages 10 to 11)

PS25/093 Memorial Mason Guidance

To review and adopt the revised Memorial Mason Guidance within Gainsborough Town Councils Cemeteries.

Paper C (pages 12 to 18)

PS25/094 Tree Safety Survey

To receive tree safety survey for Council managed sites.

The Operations Manager will produce a maintenance plan for a future meeting.

Paper D (pages 19 to 56)

PS25/095 Richmond House Survey

To receive survey report and proposal following invasive survey on dry rot at Richmond House and consider recommending to Full Council to incur cost.

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

Paper E (pages 57 to 82)

PS25/096 General Cemetery Memorial Tributes

To receive verbal update from the Operations Manager.

Exclusion of public and press recommended due to confidential nature.

PS25/097 2025 / 2026 Budget

To consider draft budget requirements for 2025/26 for this committee.

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

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

Paper F (pages 83 to 97)

PS25/098 Items for Notification

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

- i. General Cemetery Trees – December
- ii. Love Lane Dyke – December
- iii. Communities Officer Report (Allotments) – December
- iv. Grass Verge Cutting – December
- v. Bus Shelters - December
- vi. Marshalls Boiler
- vii. Richmond House Conservatory Replacement
- viii. General Cemetery Extension
- ix. General Cemetery potential carpark area
- x. General Cemetery Chapel
- xi. Richmond House Fire Risk Assessment review

PS25/099 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 10 December 2024 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 07 November 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 8 October 2024** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Nicholas Coxon
Councillor Paul Key
Councillor James Plastow

Councillor Caz Davies
Councillor Stuart Morley
Councillor Kenneth Woolley

In Attendance:

Rachel Allbones
Stephen Coulman

Town Clerk
Operations Manager

PS25/068 Apologies for Absence

Apologies for absence were received from Councillors R Craig, P Hooton.

PS25/069 Public Participation Period

No public in attendance.

PS25/070 Declarations of Interest

Councillor Plastow declared a personal interest in agenda items PS25/078 & PS25/079 as he personally knows both applicants.

Councillor Davies declared a personal interest in agenda items PS25/078 & PS25/079 as she personally knows both applicants.

PS25/071 Dispensation Requests

No dispensation requests were received.

PS24/072 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/080, PS25/081 and PS25/082 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/073 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 10 September 2024 be approved as a as a true and accurate record and signed by the Chair.

Initialled:

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

PS25/074 Matters Arising Schedule (Paper B)

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

RESOLVED: to receive quarterly reports going forward rather than monthly.

PS25/075 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries (Paper C)

RESOLVED: to remove the word 'not' from 4.2.

It was proposed and seconded to amend 17.32 to read On the grounds of safety all children ten (10) years or younger must be accompanied by a responsible person whilst they are visiting any of the Council's the cemeteries.

At the request of Councillor Key a recorded vote was taken as follows: -

For: Councillors Coxon, Dannatt, Davies, Morley, Plastow, Woolley

Against: Councillor Key

RESOLVED: to amend 17.32 to read On the grounds of safety all children ten (10) years or younger must be accompanied by a responsible person whilst they are visiting any of the Council's the cemeteries.

RESOLVED:

- i. To adopt the revised Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.
- ii. That the delegations in paragraphs 19.1, 23.2, 24.5 and 25.7 of the draft revised regulations are made.
- iii. That the superseded policies in relation to Memorials, Exhumations and Benches, which now form part of the new Council Guidance and Regulations within Gainsborough Town Councils Cemeteries, are revoked / cancelled.

PS25/076 Community Grant Policy (Paper D)

RESOLVED: to adopt the revised Community Grant Policy.

PS25/077 Christmas Lights Festival (Paper E)

Members received a verbal update from Councillor Key following the meeting with WLDC.

RESOLVED: to

- i. agree to support the Christmas Lights Festival with a £5,000 contribution as budgeted,
- ii. agree to provide school choirs selection boxes,
- iii. request more frequent meetings earlier in the organising stage for the 2025 event,
- iv. ask WLDC what sort of contribution they would be looking for towards the 2025 event.

PS25/078 Event Application (Paper F)

RESOLVED: to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 5 July 2025 subject to: -

Initialled:

Property and Services Committee minutes 2024-25

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. classic cars to provide drip trays for rear end and axels
- vii. no fee to be levied for 2025 event.

PS25/079 Event Application (Paper G)

RESOLVED: to approve the application in principle to hold a Gainsborough Pride on Levellings Playing Field on 16 August 2025, subject to the below by 31 March 2025 and review at April Committee meeting: -

- i. provision of a final event plan, including layout plan
- ii. proof of PLI
- iii. provision RAMS
- iv. evidence of consultation with the Safety Advisory Group
- v. own public toilets to be provided
- vi. no areas of the playing field / park area to be closed off, or restrictions to the public
- vii. no fee to be levied for 2025 event.

Note: Councillor Key voted against the above resolution.

PS25/080 Tree Felling (Paper H)

RESOLVED:

- i. That contractor A (Fenton Tree Surgery) be appointed to undertake the works of felling the Ash tree (number 22) as soon as reasonably practicable at the cost of £1,800 +VAT. This being subject to their risk assessments and method statements being satisfactory.
- ii. That upon receipt of the written tree safety report the outgoing Operations Manager and incoming Operations Manager discuss and prepare a tree action plan, as necessary.
- iii. That the incoming Operations Manager, in conjunction with Elected Members, consider and consult with the Tree and Landscape Officer at West Lindsey District Council with regard to planting additional heavy standard trees in Richmond Park. As well as replacing lost 'specimen trees' any new trees will provide an enhanced vista / backdrop for wedding photographs and the overall appearance of the park.

PS25/081 Levellings Dog Walk Footpath (Paper I)

RESOLVED:

- i. to undertake the specified works as detailed in paragraphs 2a to 2m within the report.
- ii. that quotations be obtained via a formal tender process on Contract Finder.
- iii. that a selection panel of Members and Officers be appointed and recommend to Full Council.
- iv. that the Grounds Maintenance, Footpath / Road Maintenance, General Footpath / Road and General Reserves Budget are adjusted accordingly.
- v. to note that any future deterioration in the footpaths / tarmac areas in Levellings Park, however caused, should be addressed as soon as possible on safety grounds.

- vi. to consider setting aside reserves for future resurfacing works in Levellings Park.

RESOLVED: under Standing Order 3.25 to approve for meeting to exceed a period of two (2) hours.

PS25/082 General Cemetery Extension – Old Nursery Site (Paper J)

Members **NOTED** the current position with a potential General Cemetery extension.

RESOLVED: to **RECOMMEND to FULL COUNCIL** for the Town Clerk to draft a letter to West Lindsey District Council for approval at Full Council stating the Councils stance on the General Cemetery potential extension.

Note: Councillor Woolley left the meeting at 8:42pm.

PS25/083 2025 / 2026 Budget

RESOLVED: to **NOTE** proposed budget requirements for 2025/26 for this Committee and discuss further at the next meeting.

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

- i. Grounds Maintenance
- ii. Richmond House & Park
- iii. Sports Grounds
- iv. Cemetery
- v. Play Areas
- vi. Allotments
- vii. Public Realm
- viii. Events
- ix. Christmas Lights

Councillor Coxon requested a budget for 6 Town Council bus shelters to be replaced, this was not supported by the Committee.

RESOLVED: to **RECOMMEND TO FINANCE AND STRATEGY COMMITTEE** to reallocate of the Community Grants budget (2040/2) to the Property and Services Committee from Finance and Strategy Committee.

PS25/084 Items for Notification

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

- i. Tree Safety Survey - November
- ii. Bus Shelters - November
- iii. Memorial Mason Guidance Review - November
- iv. Marshalls Boiler
- v. Richmond House Conservatory Replacement
- vi. General Cemetery Extension
- vii. General Cemetery potential carpark area
- viii. General Cemetery Chapel
- ix. Richmond House Fire Risk Assessment review

PS25/085 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 12 November 2024 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 8:53pm.

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

DRAFT

PAPER B

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

Report Author: Rachel Allbones

Report Date: 7 November 2024



Gainsborough
TOWN COUNCIL

Subject: Illuminate

1. Summary

The Committee is asked to consider supporting the Illuminate event at the end of February 2025 and associated financial contribution.

2. Background

The Council has contributed £1,000 annually to the Illuminate event since it began in 2015.

3. Cost / Budgets

The Council have budgeted £1,000 towards the Illuminate event (10010).

4. Recommendation

To agree to support the Illuminate event with a £1,000 contribution as budgeted.

PAPER C

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

Report Author: Stephen Coulman

Report Date: 05.11.24



Gainsborough
TOWN COUNCIL

Memorial Masons / memorial Guidance Document: Revision

1. Summary

The Council understands that at such a distressing time as bereavement, rules and regulations are very far from the thoughts of the loved ones, family and friends of the deceased.

The Council has made Regulations for Cemeteries under the provisions of the Local Authorities Cemeteries Order 1977. These Regulations are subject to alteration by the Council from time to time as may be considered necessary.

The Council's Guidance and Regulations within Gainsborough Town Councils Cemeteries came into force as follows:

- First Edition: 2016.
- Reviewed and adopted: 11 August 2021.
- Updated and adopted: 10 January 2023.
- Reviewed, updated and adopted: 8th October 2024.

2. Background

The review of the Council Guidance and Regulations within Gainsborough Town Councils Cemeteries dated the 8th October 2024 incorporated memorials and the work of Monumental Masons. This has resulted in the present guidance entitled 'Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries' being outdated and not in alignment with the updated regulations.

The outgoing Operations Manager has updated the 'Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries' based upon the relevant content of the updated regulations. There is nothing new in the new guidance. Please refer to Appendix one (1).

The purpose of the draft revised guidance is to align it with the cemetery regulations and provide a 'quick reference' document for Monumental Masons and the holders, and prospective holders of Holders of an 'Exclusive Right of Memorial' or 'Burial.'

If adopted the new draft guidance will replace the preceding and appear on the relevant page of the Council website.

3. Cost

There is no financial cost in the adoption of the draft revised 'Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries.'

The cost of not having 'fit for purpose' regulations and guidance for the Council's cemeteries should not be underestimated should an occurrence, incident or situation take place.

4. Recommendation

- 1) That, having read, understood and agreed to the draft 'Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries' members formally adopt them.
- 2) That the superseded guidance in relation to Memorials is revoked / cancelled.

Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries

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Document History

Adopted by Council –
Reviewed & Adopted – 12 November 2024

1. Introduction

1.1 **'Memorial Mason'** or **'Mason'** means any person carrying on the business or trade of a stonemason or stone cutter and includes any person for the time being engaged in the Cemetery in the erection, removal, maintenance or inspection of a memorial.

2. General

2.1 All Memorial Masons must have Public Liability Insurance to a value of £5,000,000. A copy certificate to be sent to the Town Clerk before their first installation and then on insurance renewal each year.

2.2 All Memorial Masons must work in accordance with the Council's rules and regulations. The Council are a registered member of the British Register of Accredited Memorial Masons (BRAMM) and the Register of Qualified Memorial Fixers (RQMF) and as such all memorial installations and fixings must conform to BS8415-2018, or the latest version in force.

2.3 Holders of an 'Exclusive Right of Memorial' or 'Burial' may not erect a permanent memorial themselves.

2.4 Holders of an Exclusive Right of 'Memorial' or 'Burial' should discuss with their Funeral Director and / or Memorial Mason regarding the types of memorials available and permissible in the Council's Cemetery.

2.5 Applications must be made to Gainsborough Town Council by the living registered grave owner before an Exclusive Right of Memorial can be granted.

2.6 The application to be fully completed by the grave owner with their chosen Memorial Mason. Application forms are available from the Council office and website.

2.7 Memorials shall not be erected / installed on any plot until at least six (6) months after the date of interment to allow for settlement of the ground within and around the grave plot. This period should, in most cases, ensure the stability of the ground. However, the Council accepts no part or liability in the timing after six (6) months as this is at the discretion / advice of the applicant's Memorial Mason.

2.8 When a second or further interment / burial is to be placed within a grave plot it is the responsibility of the owner of the Exclusive Right of Burial to have any memorial, kerb set, and any other items removed from the grave plot to allow for grave digging to be done unhindered and in safety. All items must be removed at least five (5) clear working days before the day of interment / Funeral. Any costs incurred shall be met by the owner of the Exclusive Right of Burial.

2.9 On receipt of a fully completed application, appropriate fee, and compliance with the Council's memorial rules, an 'Exclusive Right of Memorial' will be issued to the grave owner. It is suggested that this is kept safely with the Exclusive Right of Burial.

2.10 The Exclusive Right of Memorial is subject to a thirty (30) year lease with a five yearly inspection to be undertaken, including any necessary safety or remedial works being undertaken at the cost of the owner of the 'Exclusive Right of Memorial'. Upon formal application this right could be extended for a further period determined by the Council after the thirty (30) year period, subject to the memorial being inspected and being found safe.

2.11 Fees for Exclusive Right of Memorial can be found in the Cemetery Fees and Charges Schedule on the Council website.

2.12 The Council strongly recommends the owner of the 'Exclusive Right of Memorial' take out an insurance policy on the memorial. This policy should cover any works required if the memorial becomes unsafe, damage caused by vandalism, theft, or accidents.

NOTE: Grounds Maintenance Operatives, Grave Diggers and external contractors (such as Memorial Masons and Funeral Directors) working within the Cemetery always take care to minimise risk. The Council cannot be held responsible for any accidental damage caused by any person(s).

2.13 An informal written application (a letter will suffice) may be made to the Council regarding the installation / erection of a temporary wood memorial. No materials other than wood may be employed for temporary memorials. This may be a wooden cross that must be sourced and erected / installed by a Funeral Director or Memorial Mason. Temporary memorials deteriorate quickly and so after six (6) months the Council reserves the right to remove any temporary memorials without prior notice or right of appeal if it becomes unstable or unsafe.

2.14 All memorials shall be inspected, as a minimum, once every five years, or as required, and any subsequent repairs identified from the inspection are to be carried out at the holder of an Exclusive Right of Memorial or Burial expense. The Council owns no memorials in the Cemetery.

2.15 The Council undertakes regular inspections across the Cemetery including trees, grave plots, and memorials. When formal inspections or works are to be undertaken the appropriate notices will be issued or displayed.

3. Memorial Rules

3.1 Any inscription on a memorial should be simple and any epitaph appropriate. Inscriptions should be on the front of the memorial only. The Town Clerk shall determine what is decent and appropriate and in this matter the Council have determined that the Town Clerk's decision is final.

3.2 All memorials must have the name of the registered Memorial Mason together with the grave number inscribed on the reverse of the headstone with no other inscription.

3.3 All memorial materials must be natural stone (e.g. granite, marble, Portland). Reconstituted stone, resin, plastic materials, or wood are not permitted.

3.4 No memorial or kerb-set installation will be allowed unless the appropriate rights and approvals have been given in writing. The application form can be found on the Council website or through the Council Office. Applications will only be accepted from Memorial Masons that are registered with BRAMM or NAMM, this includes installation, inspection, and remedial works.

3.5 Memorial installation appointments and work details must be made and confirmed at least five (5) clear working days prior to the proposed installation with the Cemeteries Officer. When making the appointment an estimate of the installation process duration shall be given. The Cemeteries Officer will attend site to agree the grave location and exact siting of the memorial.

3.6 Only Memorial Masons with a valid BRAMM registration document, a NAMM RQMF registration document or who is accompanied and supervised by someone holding these will be allowed to install or work in the Cemetery. Documents must relate to those on site erecting / installation works to a memorial, not the company owner, or another company employee.

3.7 Following installation, the Memorial Mason must contact the Cemeteries Officer to meet on site to ensure any memorial is acceptable to the Council. Upon acceptance the Memorial Mason shall issue a certificate of installation and compliance that confirms that the memorial has been installed in accordance with the BRAMM Blue Book or NAMM Code of Practice and adhering to BS8415-2018, or the latest version in force, together with a copy of the guarantee that applies to the memorial (minimum 10 years).

3.8 Full burial for adults and older children all grave spaces, as standard, are seven (7) feet long by three (3) feet wide (84" x 36") (2134mm x 914mm). The standard size of a memorial shall be no more than three (3) feet (36" – 914mm) in height measured from the ground, three (3) feet (36" – 914mm) in width and four (4) inches (4" – 102mm) thick. Any kerbs must be level and be contained within the grave plot. Kerbs must not be lower than the ground surrounding the grave plot. Kerbs must be cut into sloping ground.

3.9 Full burial for a small child or baby all grave spaces, as standard, are four (4) feet long by three (3) feet wide (48" x 36") (1219mm x 914mm). The standard size of a memorial shall be no more than three (3) feet (3' – 914mm) in height measured from the ground, three (3) feet (36" – 914mm) in width and four (4) inches (4" – 102mm) thick. Any kerbs must be level and be contained within the grave plot. Kerbs must not be lower than the ground surrounding the grave plot. Kerbs must be cut into sloping ground.

3.10 All cremated remains grave spaces, as standard, are four (4) feet long by three (3) feet wide (48" x 36") (1219mm x 914mm). The standard size of a memorial shall be no more than two (2) feet (24" – 610mm) in height measured from the ground, three (3) feet (36" – 914mm) in width and four (4) inches (4" – 102mm) thick. Any kerbs must be level and be contained within the grave plot. Kerbs must not be lower than the ground surrounding the grave plot. Kerbs must be cut into sloping ground.

3.11 Flat plaques will also be allowed on cremated remains grave spaces but should be a maximum of eighteen (18) inches square (18" – 457mm), no more than two (2) inches thick (2" – 51mm) and not exceed six (6) inches (6" – 152mm) at its highest part.

3.12 Holders of an Exclusive Right of Burial who wish to install a low-level basic kerb or dressing (less than 4" – 102mm) to a grave plot must seek formal approval from the Cemeteries Officer before undertaking any works. An example may include slate chippings held within a low concrete paving edging. This form can be found on the Council website or through the Council Office.

3.13 Any person carrying out memorial safety inspections, be it the Cemeteries Officer or a Memorial Mason, shall, as a minimum, be trained by the Institute of Cemetery and Crematorium Management (ICCM) and obtain certificates of competence.

3.14 Following an approved application, subject to the written consent of the Council, and payment of the prescribed fee a memorial may be placed on a grave as per the conditions contained in the Exclusive Right of Memorial. The relevant fee may be found in the Cemetery Fees and Charges Schedule.

3.15 After the expiration date of the period of the Grant of the Exclusive Right of Memorial, if not extended by the Council upon receipt of an application, the Council may move memorials elsewhere in the Cemetery or remove them entirely.

3.16 The holder of an Exclusive Right of Memorial is responsible for the inspection and maintenance of the memorial and must ensure it is in a safe condition. They should also ensure there is insurance to cover damage by vandalism etc. This can be obtained from most Memorial Masons.

3.17 All memorials shall be inspected, as a minimum, once every five years, or as required. Any subsequent repairs identified from the inspection to be carried out at the holder of the Exclusive Right of Memorial expense by a Memorial Mason that is registered with BRAMM or NAMM. If the required repairs are not undertaken in a suitable timescale the Council will take the appropriate course of action.

NOTE: Should a memorial be found to be in a dangerous or unstable condition it will be made safe immediately by the Cemeteries Officer by either cordoning off or laying down

the memorial without notice. The Council has a legal duty of care to all members of the public, employees and contractors that visit the Cemetery under the Local Authorities Cemeteries Order 1977 and the Health and Safety at Work Act 1974. The Council will try to contact the holder of the Exclusive Right of Memorial before any remedial works take place. However, dangerous memorials will require immediate action, and the Council will try to contact the holder of the Exclusive Right of Memorial after the memorial is made safe.

3.18 The holder of an Exclusive Right of Memorial agrees to the Council undertaking a rolling programme of inspections across the Cemetery which will include grave plots, tributes, and memorials. Informal visual inspections will also be carried out by Council employees during their normal work activities i.e., locally to where graves are being dug and grass cutting operations are taking place; should any memorials fail these random visual tests the employee will report their findings to the Cemeteries Officer who will take the appropriate action.

4. Choice

4.1 Considering the above requirements the holder of an Exclusive Right of Memorial may apply to have any design of memorial. The Council will consider each memorial on its own merits and will generally approve a monument as long as it is not likely to offend or in bad taste and is sufficiently well constructed to be safe for at least the period of the Rights. If the Council refuses permission an explanation will be given

5. PROCESS FOR STONE MASONS WHEN INSTALLING IN ANY SECTION

5.1 No installation will be permitted unless the appropriate rights and approvals have been given in writing.

5.2 Installation appointments and details must be made and confirmed at least 5 clear working days prior to the proposed installation with the Cemetery Officer.

5.3 The Cemetery Officer will attend site to agree the grave location and exact siting of the memorial. The Cemetery Officer will only allow installation if the installer can produce a valid BRAMM registration document, a NAMM RQMF registration document or is accompanied and supervised by someone holding these. Documents must relate to those on site erecting the memorial not the company owner or another company employee.

5.4 Following installation, the Memorial Mason must issue a copy of the certificate of installation and compliance that confirms that the memorial has been installed in accordance with the BRAMM Blue Book or NAMM Code of Practice and adhering to BS 8415, together with a copy of the guarantee that applies to the memorial (minimum 10 years).

PAPER D

Tree Safety Survey and Report
Multiple Sites
Gainsborough, Lincolnshire

for Gainsborough Town Council

OCTOBER 2024

**RICHARD LANCASTER: TREES & LANDSCAPE
ENVIRONMENTAL CONSULTANCY**

1. Instructions

- 1.1. Gainsborough Town Council have requested a full survey and safety inspection of all the trees on all the properties and grounds owned and/or managed by the Council, as shown on the following individual location plans, and summarised on the overview plan.
- 1.2. The main objective is to comment, advise and make recommendations in relation to the trees' safety and overall health, especially where action may be required to minimize risks to members of the public, adjacent property, nearby buildings, and any users of highways and footpaths. In addition, the report includes more general advice and suggestions on possible management options and maintenance operations.

2. Background Information and Consents

- 2.1. The trees were inspected on various dates through August and September 2024, with the trees therefore in full foliage summer conditions. Every tree on each site was checked and is included in the accompanying full schedule and inventory, titled Appendix A, which should be considered in conjunction with this report. Specifically, the survey paid the greatest attention to those trees which are adjacent to seating areas, playgrounds, car parks and footpaths, or alongside ownership boundaries and highways.
- 2.2. All the trees have been previously inspected by Richard Lancaster in October 2019, June 2021 and November 2022. Each subsequent report detailed a range of recommended felling and pruning works to be completed for safety reasons, particularly at the General Cemetery and in Richmond Park. The *High-risk* issues thus described have all been resolved, however, this 2024 inspection revealed that some of the *Low* and *Low to Medium risk* items remain in-situ.
- 2.3. This survey again uses the original numbered schedules from a 2015 survey, as confirmed on the accompanying plans, except for Hickman Bacon Park which has now been re-numbered. In addition to the safety assessment, the Council requested a review of the status of the numbered tags, with a full renewal and replacement scheme completed in September 2024.
- 2.4. It is understood that the only two properties with any tree protection legislation are Richmond Park, which has an extensive Tree Preservation Order (TPO) in place, and the War Memorial land, which is in the Gainsborough Town Centre Conservation Area. The reference details for the Richmond Park TPO can be found through contact with West Lindsey District Council. There are numerous items of pruning and probable felling work recommended in Richmond Park for which TPO approval will thus be required, in addition to the minor ongoing pruning. No works are proposed for the War Memorial Hollies, and it is suggested that very minor crown lifting and removal of small epicormic growth may be considered to have deemed consent.

3. Risk Assessments

- 3.1. A tree risk assessment involves balancing various factors before determining whether any trees are a risk to people, animals or property. This includes identifying high risk locations, predicting the probability of a tree or branch breaking or falling, and the likely consequences of these striking people or property. Risks considered 'High' should be attended to as soon as practical, 'Medium' can normally be attended to in a 12-month cycle, and 'Low' are generally noted as 'suggest or consider', and may be monitored, or addressed in a two-year cycle.

- 3.2. Surveys are undertaken in general accordance with the content of International Society of Arboriculture's (ISA) Best Management Practice for Tree Risk Assessment, as well as other industry-recognised documentation and recommendations.
- 3.3. This safety inspection was undertaken from ground level which means that high level crown issues or structural defects are not always apparent. Such a canopy assessment is intended to observe and deal with the identifiable and appreciable dangers, though it must be confirmed that even if all the highlighted issues are dealt with then other branches could fail or be a danger. If problems are suspected then aerial climbing surveys can sometimes be scheduled.
- 3.4. Most of the Council's properties are regularly accessed by pedestrians, staff and vehicles and bordered by private property and busy highways. Thus, for simplicity all the sites and properties have been categorised as high-risk zones.

4. Frequency of Inspections

- 4.1. Any recommended timetable for tree and woodland safety inspections will depend on tree numbers, age-spread and general health, the category of site and the extent of occupation. Inspection timings can sometimes also be determined by insurance companies' specific requirements and may vary from annually to a three or five-year cycle. If there is a large or ageing tree population and a significant occupation then the frequency should be increased.
- 4.2. It is suggested that the Council's now regular inspection frequency of 16 to 20 months should be continued, as this has moved the assessments away from repeated regular annual surveys, thus allowing staggered inspections, observing changing seasonal and growth conditions.

5. Wildlife and Countryside Act

- 5.1. Where birds and bats may be affected by work to trees and hedges, consideration should be given to the timing of the work and whether the work is essential. Bats are protected and it is an offence to deliberately or recklessly disturb them or damage their roosts. If the presence of bats is suspected when tree works commence then professional guidance should be sought. Tree felling and major pruning is also to be avoided in the bird nesting season, generally specified as March 1st to July 31st, often extending through August. Light pruning may usually proceed within these dates after assessing trees and confirming the absence of birds or bats.

6. Arboricultural Works – General

- 6.1. Any tree pruning and/or felling is to be undertaken by fully insured, qualified, professional tree contractors and in full accordance with BS 3998: 2010: Recommendations for Tree Work. Consideration must be given to requirements for any additional protective fencing to ensure the undamaged retention of any adjacent trees, plants or adjacent features. All contractors must leave the work site in a clean and tidy state, free of timber debris, litter or spillages.
- 6.2. **Ivy Issues.** Ivy does not significantly harm trees but may slightly reduce vigour and can sometimes hide problems. On amenity trees it is usually considered inappropriate, especially if allowed to become dominant, and on such trees the advice is to cut and ideally remove it. If growth is sizeable then complete cutting out a ring of stems at ground level will kill the Ivy. This will eventually fall away but can be unsightly in the meantime. In woodlands, conservation areas and hedges any Ivy may be removed if desired but is often left for nature conservation.

- 6.3. **Ash Dieback.** The presence of Ash Dieback Fungus (*Hymenoscyphus* or *Chalara fraxinea*) on some Ash trees has been noted during previous inspections, but it does not currently appear to be rapidly spreading to every Ash in the inventory. Although certainly an undesirable and disfiguring problem it does not *immediately* lead to affected trees becoming any more dangerous in *the short term*. Therefore, in most cases, and where safe to do so, affected trees can be left in place to see how decline continues and to maintain a broad presence of the species for as long as possible.

7. Boundary Trees & Overhanging – General Note

- 7.1. It is understood that the Council regularly receives observations or complaints from neighbours regarding trees overshadowing their properties, or causing other problems. As an example, some very extensive pollarding was completed around 2016 on trees in North Warren Cemetery close to the south side of the adjacent properties, and at Hickman Bacon Park there are Cherry canopies well across the roof of the building to the south. In the Cemetery, an issue with overhanging Limes on the boundary is discussed in paragraph 8.6.
- 7.2. Any trees observed with serious overhanging issues have been noted in the schedules and though remedial *safety* works may not be required, regular pruning and sensitive crown reduction may be considered in the interests of good neighbour relations. Alternatively, it is suggested any requests from neighbours to prune overhanging growth themselves should be carefully considered, subject to correct technique and obtaining any approvals required.

8. Summary and Management Recommendations

The sites are described and summarised below in their tree number order, as shown on the Sites Summary plan, roughly but not precisely moving from north to south.

Note: *Roses Sports Ground*: The Town Council no longer has responsibility for the management and maintenance of trees at the Roses Sports Ground.

8.1. Richmond Park

This Park is a popular and impressive public space with a large and good-quality tree collection. Management and maintenance of the trees is generally of a good standard and the great majority of the trees are in acceptable health. However, the age and size of some may be legitimate cause for concern in a public setting, mainly due to the presence of deadwood high in the canopies of the larger mature trees – as covered in the schedule.

The single high-risk hazard in 2024 relates to the very large Ash T22, previously seen with fungal brackets and dieback, which have increased considerably. Options to prune or pollard were considered but dismissed, felling to ground level is now the only practical remedy. This will leave Turkey Oak T23 a little exposed so remedial pruning should be allowed for.

Otherwise, cleaning out deadwood, removing a few small dead or inappropriate trees and re-pollarding the declining Willow T40 are the other specifically recommended items of work. (T40 was also included last year but no work has been undertaken, possibly because the property to the south remains unoccupied and the wish may be to retain the tree at present). Management concerns with Sycamore T11 and Ash T12 were discussed on site with Council staff and conclusions reached on proposed remedial work for management purposes, as opposed to pure safety issues.

It is suggested that management and new planting may be a little more proactive to reduce or eliminate problems before they establish, to ensure long-term canopy cover in good health, and to initiate a move away from the species dominance of the even-aged Cypresses across the southern side of Richmond Park.

8.2. **War Memorial**

The three Hollies on Council owned land around the War Memorial, adjacent to the grounds of Gainsborough Old Hall, have now been added to the numbered and tagged schedule. They are young to middle aged and in good health, showing a typical form for their location and species. They were crown lifted following recommendations in the 2020 report.

8.3. **Marshalls Sports Ground**

This site has five tall, mature Lombardy Poplars on the north-west boundary, relatively close to the well-used sports pitches. Based on previous aerial survey information from 2007 these were once part of a much larger linear group. The species often carries small amounts of relatively lightweight deadwood, which may fall from time to time, but no defects with significant risk were observed on this inspection. Light Ivy and epicormic stem and basal growth are re-establishing on a few of the trees, which can be trimmed and removed as desired. These specimens have not been previously pollarded and it is strongly recommended that this remains the case. This is because such aggressive pruning can create more significant problems for a later date (as evidenced by the large Poplars in the main cemetery).

8.4. **North Warren Cemetery**

Chestnut T217 has been previously strongly recommended for either re-pollarding or full felling for two reasons - to eliminate any possible risk, however small, due to its location, and to promote the adjacent better-quality trees for management reasons. Clearly there has been no breakage to date, but resolution remains strongly recommended in order to avoid what could be serious consequences. Of less risk but still recommended is reduction of the extended growth on Lime T230 which is impacting the pavement.

Trees in the north-west sector have been previously fully pollarded at 12m to 16m height. This has resolved overhanging and light reduction issues to the houses to the north, but careful inspections and more regular re-pruning are likely to be required as a result.

Most of the other mature trees in the cemetery are in good to fair condition, with a few minor defects noted including deadwood and growth overhanging boundaries, covered by various suggestions in the schedule. There is low growth on many of the Oaks, Beech and larger Yew but where this is not compromising grass mowing or damaging graves it is suggested this can be retained for character.

8.5. **General Cemetery, North Side**

The Cemetery has by far the largest Town Council owned tree population, with around 210 mainly mature trees on the north side and another 90 in the southern section. This simple factor, in combination with the age and species range and the extent of public occupation, means of all the Council sites it carries the highest potential risk. Various remedial works have been completed in line with previous reports but a number remain outstanding.

As a group, it is suggested that boundary Poplars remain the most problematical species and this will only intensify as their age and size increases – and when the adjacent housing site is occupied. Previous reports have referenced a '*Poplar Replacement Strategy*', so following discussions with Council staff definitive works are now described. This includes the recommended full removal of 303, 305 and 307, and strong suggestion to re-pollard 322, 323 and 324. The latter allows a small deferment of the pollarding work if desired as the adjacent site is still unoccupied. In association with the felling and pruning some new planting of mid-sized species is requested for this eastern boundary.

Likewise, many of the Cemetery Beech are becoming very mature and the virulent fungal decay agent *Meripilus giganteus* is known to be present. A number of large mature trees have already been removed but this should not preclude replacement Beech planting, as young, strongly growing Beech do not readily succumb to this fungus. A Beech (renewal) Strategy is particularly suggested in relation to the twin line of trees along the central access drive, numbered 343 to 354, with crown cleaning required in the meantime.

The other recommended felling works are Sycamores 247 (sooty bark disease), (west of) 541 (shattered top) and 284, the latter being included in the last report so resolution is overdue.

Most of the remaining recommended work relates to crown lifting and removal of deadwood to ensure safe access for pedestrians and, occasionally, vehicles. This is obviously a repetitive and ongoing task but on certain trees more extensive and higher crown lifting can minimise the need for regular and repeated visits. Where more serious problems were seen, e.g. the high level reduction of Beech 285 over the road, these are noted individually in the schedules.

8.6. General Cemetery, South Side

The tree population on the south side is generally much younger, reflecting the history of this side, with consequentially fewer problems associated with deadwood. The recommendations cover some previously uncompleted work, specifically pruning and cleaning to Lime 447 and Poplars 485 and 492. These may be noted as Low risk but are relatively easily resolved.

A line of Limes on the eastern boundary (431 to 436) have been previously pollarded and it is understood there are now concerns from some residents about their renewed extension above private gardens (reference paragraph 7). No obvious safety issues were observed from the Cemetery side beyond some light deadwood in places, but the overhang was noted as quite extensive and problematical. A scheme of remedial reduction is therefore suggested for consideration for management purposes.

A group of small to medium ornamental trees relatively close to each other are showing signs of disease and stress, specifically Alder 458, Hawthorns 464 and 467, and Laburnum 468. The Alder has been on the watch list for some time and it is suggested now is the time for it to be removed and replaced, while the others are small enough not to be a safety concern. Some advanced replacement planting before they are inevitably removed is always to be welcomed.

8.7. Cemetery Extension Site

There was no request to re-assess the mature trees within the closed site identified for a Cemetery extension, so the notes in the August 2021 Report and 2024 Appendix A still apply. In summary, access to the trees was compromised by extensive scrub and weed growth, but no significant risks or problems were identified. In 2024 a section of fallen Cypress was seen adjacent to the approach drive, well lodged within the site, possibly from an off-site tree.

8.8. Hickman Bacon Memorial Park (aka 'The Levellings')

These trees are mostly young to middle aged, small to mid-size species and many appear to have been crown lifted after recent reports. They should therefore be free of major safety or structural issues for a while, though minor pruning snags, drooping branches and light deadwood remain. A few pruning suggestions are included in the schedule for management reasons. There is also some lifting of the bitmac path surfacing below a few of the Cherries, the subject of separate correspondence and advice previously given to the Council.

There are also three older ornamental specimens with minor health defects and fungal decay present. None are considered problematical at present and no works are recommended beyond ongoing cleaning and lifting, but regular monitoring should continue. Replanting of a mixed range of suitable trees around the Park boundaries to the north, east and west remains recommended. This would re-instate the canopy cover and boundary enclosure, which was lost after the removal of numerous Poplars some years ago.

8.9. Spital Hill Allotment Site

There was no access into the site for this report, but a walk past survey on the highway boundaries was completed with no major health or structural defects noted. The comments and suggestions included in the single site report from January 2021 remain broadly valid, with the low-risk removal and reduction works described therein completed. Regular works to keep the pavement clear of any overhanging branches, controlling Ivy and reducing scrub growth along the pavement boundary should continue.

9. Schedule of Trees

- 9.1. The following schedule pages summarise the notes in the accompanying tree inventory, Appendix A, describing specific problem trees individually, with appropriate risk ratings. Additional notes are included grouping trees into similar blocks, by location and/or species. Information was recorded and is described as follows.

- Tree type, with reference number,
- Species in English and (botanical) Latin,
- Approximate maximum height and stem diameter at 1.5m above ground level,
- Age and class,
- Physical and structural condition, with management recommendations,
- Risk assessment (grading),
- Numerous photographs were taken and some are included at the end of the report.

The trees with risk assessments **highlighted in yellow** are those with absolute *recommendations* for remedial action on safety grounds. Those **highlighted in green** are *suggested* works, which may be deferred if desired for planning or programming reasons. They include some at ground or low level, including clearing footways, which *could* be done by Council staff (subject to site assessment), with a less critical timescale.

10. Summary

The following **Summary Table** lists all the recommended work so that informed decisions can be made by the Council on an appropriate implementation programme. There are six High or Medium-High Risk items described, all felling, and seven at Medium or Low to medium, a mix of pruning reduction and lighter felling.

Reference	Species	Recommendations	Priority
Richmond Park			
T10	Sycamore	Recommend pruning or fell as scheduled	Low
T11	Ash	Recommend pruning as scheduled	Low
T22	Ash	Recommend felling of dangerous tree	High
T23	Turkey Oak	Recommend allow for pruning, alongside T22	Low
T40	Willow	Minimum Recommendation Re-pollard	Medium
T54	Cherry	Recommend fell dead tree	Medium
T70	Port. Laurel	Recommend fell very poor small tree	Low
T81	Cedar	Recommend crown cleaning as scheduled	Low/Medium
No number	Ash & Sycamore	Remove 5 to 6 small saplings	Low
North Warren Cemetery			
217	Horse Chestnut	Minimum Recommendation Re-pollard	Medium
230	Lime	Recommend pruning as scheduled	Low
Main General Cemetery			
257	Sycamore	Recommend fell dead tree	Low/Medium
271	Sycamore	Recommend branch reduction as scheduled	Low
284	Sycamore	Recommend felling of dangerous tree	Medium/High
285	Beech	Recommend pruning as scheduled	Low/Medium
303	Poplar	Recommend Fell	Medium/High
303	Poplar	Recommend Fell (or full Pollard if preferred)	Medium/High
307	Poplar	Recommend Fell (or full Pollard if preferred)	Medium/High
351	Beech	Recommend crown clean as scheduled	Low
447	Lime	Recommend crown clean as scheduled	Low/Medium
458	Alder	Recommend remove and replace poor tree	Low
485	Poplar	Recommend pruning as scheduled	Low
492	Poplar	Recommend pruning as scheduled	Low
535	Sycamore	Recommend branch reduction as scheduled	Low
No number	Sycamore (W 542)	Recommend felling of dangerous tree	Medium/High
Priority Suggestions			
322 to 324	Poplars	Strongly suggest crown reduction as scheduled	Low
396 to 401	Various	Strongly suggest crown reduction as scheduled	Low
431 to 436	Limes	Strongly suggest crown reduction as scheduled	Low

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
	Richmond Park (Paragraph 8.1)							
1 to 9, 12, 14 to 21 inclusive	Maple, Crab Apple, Birch, Liquidambar, Red Oak, Cherry, Red Oak, Ginkgo, Cypress.	6- 12	200 - 400	4 - 8	EM M	Smaller and ornamental trees, mostly in play area, grassed areas or around property, including groups of mid-size Lawson Cypress. No significant safety problems observed; typical minor issues include: Small broken branches, low growth over foot paths, health decline through waterlogging, Ivy growth, lack of previous formative pruning etc. <i>No immediate works recommended. Formative pruning suggested. Control Ivy</i>	-	-
10	Sycamore	10	550	-	M	Problem boundary tree, extending over property. Minor structural issues. <i>Recommend removal or pollarding, as per council policy.</i>	Low	1
11	Ash	11	500?	-	M	Problem boundary tree, extending over neighbouring garden. Minor structural issues. <i>Recommend crown reduction and Ivy cut.</i>	Low	2
22	Ash	25	950	12 – 14	LM	Very large specimen tree, with extensive fungal brackets and deadwood throughout. <i>Recommend full removal for safety reasons.</i>	Medium to High	3, 4
23	Turkey Oak	25	1050	16 - 18	LM	Very large specimen tree, which appears to be sound and healthy from ground level. Some deadwood and may be compromised after removal of adjacent T22. <i>Recommend allowing for possible re-balancing after loss of 22.</i>	Low	3
24 to 39, 41 to 49 55 to 60 inclusive	Cypress, Sycamore, Ash, Cherry, Holly, Magnolia	6 - 15	100 - 400	3 - 10	EM M	Smaller and mid-size trees in southern and south- west corner groups. Many boundary Sycamores and numerous small and mid-size Cypresses. Various self-set Ash & Sycamore to SW corner not included on plan (included in felling list). <i>No safety works recommended, control Ivy. Remove small Ash & Sycamore as noted.</i>	V. Low	-
40	Willow	16	950	134	LM	Significant decline, wood decay, and compromised structure, after previous pollarding at approx. 7m. Currently a relatively safe location, but rapid deterioration is possible. <i>Recommended action remains to remove and replace OR re-pollard at 7m.</i>	Medium	5

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
54	Cherry	14	250	6	SM	Dead, or very close to it. <i>Recommend fell for safety reasons.</i>	Low	6
65	Beech	25	1300	16 – 18	LM	Very large specimen tree, with sound and healthy canopy seen from ground level. Work completed 2022/2023, assume no feedback from aerial survey. <i>No current works included</i>	Low	-
70	Portuguese Laurel	4	175	3	M	In decline, small, weak and decayed stem. <i>Recommend fell for management reasons.</i>	V. Low	7
71	Blue Atlas Cedar	18	840	14	M	Extensive low-level deadwood and dieback <i>Suggest crown clean for management and safety reasons</i>	V. Low	8
Group 60 to 84 plus 85 to 91	Alder, Cedar, Lime, Yew, Cypress, Cedar	16 - 22	450 - 800	10 - 16	M	Various large mature trees along Morton Terrace boundary. Mostly sound in good health, with crown reduction done in 2020 & 2023. Minor issues, including low growth, compromised form, deadwood, and impact above and across pavement, <i>No absolute safety works recommended. Ivy to Control on Alder 66</i>	V. Low	9
73	Lime	24	600 800	14	M	Relatively tall, with thinning crown. Twin stem from ground level with open saddle. Dead branch to south at 10m <i>Suggest crown clean / remove dead branch</i>	Low	-
81	Cedar of Lebanon	18	900	6 - 8	M	Relatively tall, with thin crown, compromised by adjacent trees. Crown cleaned 2022/2023, but low dead limb remains above well-used path <i>Recommend remove dead branch, plus additional high-level cleaning.</i>	Low/ Medium	10
94 and 97 to 100	Sycamore	14 - 16	300 - 450	6 - 10	M	Boundary trees, probably self-set, in old hedge line. Access to bases compromised. No significant problems observed but some multi stem forms, potentially weak junctions, and Ivy growing up stems. <i>Control Ivy, ongoing monitoring, prune when required.</i>	V. Low	-

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
War Memorial (Paragraph 8.2)								
153 154 155	3 Holly Trees 154 is variegated)	8 -10	250+ M/S	5 - 8	M	Good to fair health, typical form and condition for age and species. Mostly clean and well crown-lifted clear of pavement, some minor growth and pruning snags remaining. <i>No safety recommendations. Include regular trimming back above pavement.</i>	-	33
Marshalls Sports Ground (Paragraph 8.3)								
197 to 201	Lombardy Poplars <i>Populus nigra Italica</i> Group of 5	24 - 28	600+	5 - 7	M	Typical form & condition for species, branched from ground level, uniform crowns. In fair to good condition, not previously topped, but small amounts of deadwood evident, some lodged. Trees are on the hedge line but close to the spectator and sport areas. T199 has a small scar and very minor decay to base, west side, nom apparent issues, though access was compromised by fence & vegetation. <i>No safety recommendations. Control Ivy. Recommend that trees are not pollarded.</i>	V. Low	34
North Warren Cemetery (Paragraph 8.4)								
202 to 207 inc. plus 235, & 236	Horse Chestnut, Sycamore, Turkey Oak <i>Aesculus hippocastanum</i> , <i>Acer pseudoplatanus</i> , <i>Quercus cerris</i>	15 - 18	650 - 850	6 - 10	M	Mature trees, in good health, fully pollarded approx. 8 years ago?. All show strong recovery re-growth, with typical numerous small branches from pollard heads. Some may prove to be weak and poorly attached with internal decay and become a hazard in the medium term. Leaf-miner is present in the Horse Chestnuts (no action possible). <i>Overhang on T207 is quite extensive – option to reduce.</i> All previous comments still applicable: <i>there are no safety recommendations, but the nature of the pollarding suggests more regular future pruning will be required.</i>	V. Low at present	11 (T207)
208	Turkey Oak	20	800	15	M	Good health, fair form, deadwood present as scheduled, some over park to north. <i>Suggest crown cleaning, removing all accessible deadwood.</i>	Low	12
217	Horse Chestnut <i>Aesculus hippocastanum</i>	24	1000	8	LM	Declining health, signs of decline in upper canopy, previously pollarded at 12m AGL. Probable bleeding canker residue on stem. In a very hazardous location. <i>Strongly recommend re-pollard at 12m as a minimum, which will promote T216 & T218</i>	Medium	13

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
209 to 214 plus Beech 237	Sycamore, Turkey Oak, Oak (Latin as above)	18 - 22	600 - 900	10 - 15	M	Generally sound and healthy trees, good amenity screen to the north, though some canopies low and unbalanced. Minor issues with medium sized deadwood and hanging branches, mostly small and in relatively safe locations away from paths and seats. <i>No safety recommendations, ongoing removal of accessible deadwood.</i>	V. Low	12
216, 218 and 219 to 221	Beech, Sycamore, Horse Chestnut, Lime	16 - 22	600 - 900	8 - 12	M	Generally sound & healthy trees, good screen to east & high amenity value. Minor deadwood, in safe locations, away from paths. Low growth in places. <i>No safety recommendations, control Ivy and trim / lift as required.</i>	V. Low at present	13
222	Lime	18	850	10	M	Good health and form, overhanging car park and verge to east. <i>Suggest crown reduction on car park side, and removal of basal growth</i>	V. Low	14
224	Cypress	11	500	7	M	Foliage health good, but noticeable lean eastwards, with minor decay in stem base. <i>Pruning option to reduce weight (poor form will result) if the desire is to keep tree.</i>	Low	-
223, 225 to 232, 234 to 239	Various species, including Yew, Chestnut, Beech, Oak, Conifers, Sycamore, Turkey Oak, Lime	12 - 22	400 - 950	6 - 16	M	The remaining large trees in the site are mostly in good health, with good to fair form. Various minor defects, twin stems, minor deadwood and minor foliage decline; no significant safety hazards noted. <i>No immediate safety recommendation. Control any Ivy and removal of light deadwood.</i>	V. Low	15
230	Lime	22	600	10	M	Good health, low and epicormic growth across pavement. <i>Recommend pruning reduction</i>	Low	15
233	Black Pine	22	1200	22	LM	Very large and impressive specimen, good health & fair form at present. Previously crown lifted, some lost branches evident, deadwood present though not excessive. <i>Suggest removal of all ropes.</i>	V. Low	-
234	Cedar	12	700	12	M	Good foliage, poor form unbalanced south, with partially completed crown works. <i>Suggest further crown cleaning and lifting.</i>	V. Low	16

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
General Cemetery: NORTH SIDE (Paragraph 8.5)								
242	Sycamore	22	800	12	M	Fair health, compromised form. Deadwood present as scheduled. Suggest crown lifting where less than 4m clear and clean	Low	-
243 - 247 249 - 260	Sycamore Lime, Beech, Cypress	16+	500-900	12 +	M	Mature group, generally sound and healthy, some low growth. Consider crown lifting where less than 4m above paths, particularly Elm 245 and where near o/head cables. Control Ivy	V. Low	-
257	Sycamore	24	650	12	M	Deadwood and dieback throughout, close to death. Assume sooty bark disease. Recommend remove and replace	Low/ Medium	To Add
258	Beech	24	600	8	M	Fair condition, boundary tree, with twin stem. Decayed fungal bracket at base, possibly <i>Meripilus</i> , in a relatively safe boundary location. <i>No immediate works suggested, monitor for fungal bracket status.</i>	V. Low	-
265	Portuguese Laurel	10	200	-	M	Poor condition over and towards seat. Suggest crown lifting – easy resolution	V. Low	-
271	Sycamore	22	700	12	M	Fair health and structure, minor and some medium deadwood. Damaged limb at 7m AGL east side projecting over internal access road. Recommend damaged limb is removed, and crown clean associated.	Low/ Medium	17
275	Beech	25	800	10	M	Sound and healthy crown and upper canopy. Growing close to lighting column, small <i>Meripilus</i> brackets seen 2020, No obvious increase in decline seen 2024, stem sound. <i>No immediate works recommended. Regular, careful monitoring required.</i>	Low at present	-
284	Sycamore	20	400	8	M	Obviously declining health, with a dead top and deadwood seeming to be extending down through the tree. Stem base apparently sound but leaning towards road. Further increase in decline seen in 2022/2024 and works now required. Strongly Recommend remove and replace	Medium to High	See 2022

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
285	Beech	20	650		M	Fair condition, boundary tree, significant extension over highway. <i>Recommend pruning reduction as scheduled.</i>	Low	18
Various, 270s, 280s & 290s	Beech, Sycamore, Elm, Horse Chestnut	20+	500 - 1000	8 - 16	M	Mature broadleaf trees in the Heapham Road group. Mostly in good health, fair to good structure, with minor issues typical of the size and age of the species. Some well above and over highway, with inherent imbalances. Extensive previous pruning. Sycamore 302 has a cavity in the base south side, but the stem appears sound & secure. <i>No immediate works recommended. Regular assessment for crown lifting suggested.</i>	Low	18
303	Hybrid Poplar	26	1000 +	8	LM	Previously pollarded Poplar, with typical resulting problems. Multiple dead or declining branches and decay elsewhere. Possible stem hollowing to north side. <i>Recommended removal</i>	Medium to High	19
305	Hybrid Poplar	26	900+	8	LM	Previously pollarded Poplar, with typical resulting problems. Multiple dead or declining branches and decay elsewhere. Fungal brackets on S stem at 1m. <i>Recommended removal (or minimum re-pollard to previous line.)</i>	Medium to High	19
307	Hybrid Poplar	26	1000+	10-	LM	Previously pollarded Poplar, with typical resulting problems. Multiple dead or declining branches and decay elsewhere. Possible stem hollowing to north side. <i>Recommended removal (or minimum re-pollard to previous line.)</i>	Medium	19
304, 306, 311, 314, 315, 318, 320, 321	Lime	18 – 22	700 - 850	14 - 16	M	Limes on South-East Boundary. Generally good health, typical form, minor and medium deadwood. Note: Adjacent housing development will significantly increase the hazard. <i>Adjacent to Poplars to remove, retaining the Limes between. Ongoing scheme of re-crown cleaning will be necessary when housing site is occupied.</i>	Will be Low to Medium	See 2021 & 2022
322, 323, 324	Hybrid Poplars	20 – 28	900 – 1000	10+	LM	Good health, extensive growth, from previously pollards. See Poplars comments. <i>Strongly suggest re-pollard as a minimum, option to fully remove and replace. It is Recommended that the Council create a 'Poplar/Lime Replacement Strategy' to sequentially remove and replant the SE boundary.</i>	Low/ Medium	See 2021

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
328 to 335 inc.	Lime	9 -12	350 - 500	7 -10	M	Generally sound and healthy, with variable deadwood throughout, some up to medium size and over busy adjacent footpath. T330 is growing close to lighting column and T333 and T334 have more extensive deadwood than others. Suggest regular crown clean of obvious hazardous deadwood, and clear light column.	Low	19
338	Beech	22	950	18	M	Large Beech, large twin stem junction at 3m, fair foliage health, small Ganoderma bracket in base. Location is between 2 other Beech lost to <i>Meripilus</i> . <i>No immediate works recommended. Maintain careful checking for Meripilus.</i>	Low	-
342 to 346 And 348 to 354	Beech Plus single Hornbeam	14 - 22	600- 1000	8 - 16	M	Line of Beech and 1 Hornbeam (342) on both sides of access drive. Generally good health, very variable form, with minor deadwood over drive, broken snags, and roots exposed by erosion. Area prone to <i>Meripilus</i> , <i>Polyporus</i> seen on T351 June 2021 <i>It is Recommended that the Council create a 'Beech Renewal Strategy' for this line of trees, to give sequential replacement. Consider aerial surveys of remaining Beech</i>	Low	-
351	Beech	22	900	12	M	Within group discussed above. Medium deadwood present. Recommend crown clean.	Low	20
364	Pink Chestnut	18	400	4	LM	Weak form and foliage, limited amenity impact. Thin crown, probable hollow stem. Suggested action 2020 was remove & replace. Suggestion remains in place.	Low	See 2020
381 to 386	Beech	18 - 24	750 - 900	12 - 16	M	Dominant group on northern boundary, generally sound and healthy crowns, mixed form and some twin and multiple junctions. Most of group leaning to north. Single <i>Ganoderma</i> bracket on 381, large <i>Ganoderma</i> on 383, and small <i>Meripilus</i> on 384. <i>No immediate works recommended. Monitor possible expansion of fungal brackets.</i>	Medium if new access to N side.	See 2021
392	Horse Chestnut <i>Aesculus hippocastanum.</i>	20	800	12	M	Obvious declining health, bark loss and scarring around base. Twisted form at low level. Weeping from stem, now assumed to be Bleeding Canker). <i>No immediate works recommended. Monitor for possible Bleeding Canker.</i>	V. Low	21

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
396 to 401	Sycamore and Horse Chestnut.	16 - 20	600 - 700	8 - 12	M	Boundary trees, overall, in fair health and condition. Numerous limbs projecting low over path, many reduced, still low and extended branches in places. Strongly Suggest regular crown lifting on linear group and reduction of extended limbs over path.	Low	22
415 to 421	Various: Lime, Sycamore, Oak, HC	12 - 20	400 - 700	8+	M	Line of larger mixed trees along central footpaths, good health, low growth, very low in places, possibly impacting on pedestrian safety. See 419 below. Consider general scheme of crown lifting where less than 4m clear	V. Low	23 (T419)
419	Sycamore	16	500	8 - 12	M	Part of group above, with most notable deadwood. Suggest crown lifting to minimum 3m over path.	V. Low	23
422	Beech	24	1000	14	M	Crown decline, base deterioration, with no obvious cause – Charcoal Fungus suspected. Slight lean to west away from main public spaces; apparently no increase. No obvious increase in decline seen in 2024 and stem remains sound. <i>No immediate works recommended. Monitor possible increased decline.</i>	Low	See 2021
430	Sycamore	17	700	14 - 18	M	Sound and healthy, very low over pedestrian steps. Suggest crown lifting over path.	V. Low	-
	General Cemetery: SOUTH SIDE (Paragraph 8.6)							
431 to 436	Lime	16 – 18	600 - 650	8 - 12	M	Eastern boundary trees, most of the Limes previously pollarded. Generally in good health, forms fair to good. Strong regrowth on pollarded Limes and significant overhang over private gardens. No hazards observed, but some congested canopies from pollards and low crowns potentially impacting pedestrians. Minor deadwood and numerous low pruning snags throughout. Strongly suggest thorough scheme of crown lifting over path/gardens if less than 4m clear and crown reduction of 6 – 8m where overhanging gardens. Include crown clean.	Low	24
446 to 454	Poplar, Lime Silver Birch	14 - 25	300 - 600	6 - 12	M	Eastern boundary line, good health, low in places, minor deadwood (see 447 below) <i>Assess for ongoing crown lifting over path.</i>	V. low	

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
447	Lime	16	650	10	M	Fair health, possibly one of trees on this line that has been pollarded. Extensive medium size deadwood, notably above a minor grass footpath to west. <i>Some lifting done in 2020; Recommend additional crown cleaning required.</i>	Low/ Medium	25
437 to 445 & 456 to 469	Various Ornamentals: Cherry, Apple, Thorn, Alder, Birch	5+	250+	5+	EM M	Numerous smaller species, alongside paths and driveway at north end of south side. Show a range of conditions, forms very mixed. No significant safety hazards observed. Pruning/crown lifting scheme completed 2021, leaving few pruning snags & deadwood. A few small/medium trees are in poor health, including 456, 464, 467, & 468. <i>Suggest Assess 458, 464, 467 and 468 for removal and replacement, now or soon</i>	V. Low and Low	-
458	Italian Alder	12	450	5	M	Very poor, continues to decline. <i>Recommend now is the time to remove and replace.</i>	Low	-
471, 473, 475, 477	Lime	12 – 18	450 – 600	10 - 14	M	Limes alongside central public footpath not pollarded. Access compromised in places by existing vegetation. Good foliage health, mostly good form, low growth, minor deadwood over path, impact on lighting columns, and poor pruning snags and stubs. <i>Suggest general scheme of crown cleaning and lifting where less than 3m clear height. Clear lighting columns, control basal growth.</i>	Low	26
484 to 504 inclusive	Hybrid Poplar	14- 22	400- 700	6 - 10	M	Significant linear group on western boundary alongside public footpath, not pollarded. Access compromised in places by existing vegetation. Good health, mostly good form, with deadwood, tight junctions, extended limbs and other issues typical of the species. See actions for specific number below. Numbers 489 & 492 Below. <i>Above Comments from 2020 still apply: Suggest ongoing scheme of crown reduction if/when impacting on footpath or lighting, as well as notes below.</i>	V. Low	27
485	Hybrid Poplar	24	650	-	M	Good foliage health, medium size deadwood, and high-level limb projecting well over footpath. Also broken hanging branch, safe location but unsightly. <i>Recommend crown cleaning and reduction where extended towards footpath.</i>	Low	27

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
492	Hybrid Poplar	22	650	-	M	Twin stem at 1.5m AGL. Limb at 2m west side impacting on lighting column & footpath. <i>Recommend limb to west is significantly reduced, and others adjacent pruned back.</i>	Low	27
505 to 522	Various Ornamentals: Cherry, Apple, Thorn, Whitebeam plus a Weeping Willow 508	6 - 10	200 - 400	6+	EM M	Numerous smaller trees alongside paths at south end of south side. Generally in fair to good health, forms very mixed. No significant safety hazards observed, but some congested canopies and low crowns are potentially impacting pedestrians. <i>Some work done 2021. Monitor for ongoing cleaning and crown lifting to 3m.</i>	V. Low	-
523 to 529	Hornbeam, Malus, Maple, Cherry	6 - 14	150 - 450	4 - 12	SM M	Mixed trees alongside northern access drive. Believed not owned but have management responsibility. <i>Suggest general scheme of crown cleaning and lifting where less than 3m clear height</i>	Low	28
531 to 545 (Central Copse Ravine)	Various: Sycamore, Lime, Chestnut, Beech, Thorn, Dead Elm	5 - 20	200 - 800 + M/S	Plan	SM M OM	Small wooded 'copse in central ravine, very variable conditions and health. Low risk area, no formal public access onto steep bank, but access possible at lower level and overhanging above. Good conservation value. Various mature trees recently fallen or broken, see specific numbers below. <i>Longer term management plan suggested to manage risks and to increase value.</i>	Low	See 2022
535	Sycamore	16	500	6 - 12	M	Broken extended branch, hangar previously removed by Council staff <i>Recommend pruning reduction of extended branch</i>	Low	29
545	Hawthorn	4	M/S	4	M	Dead or close to it. On edge of ravine, north side. <i>Suggest cut to ground, allow for possible re-growth</i>	Low	30
West of 542	Sycamore	'10'	350	-	M	Shattered top due to storm damage, held up in canopy. <i>Recommend felling to ground</i>	Medium to High	31
East of 422	Elm	2 - 5	50 - 100	-	SM	Dead stems, in a group, east of steps east of tree 422 <i>Suggest cut to ground, easy resolution</i>	V. Low	32

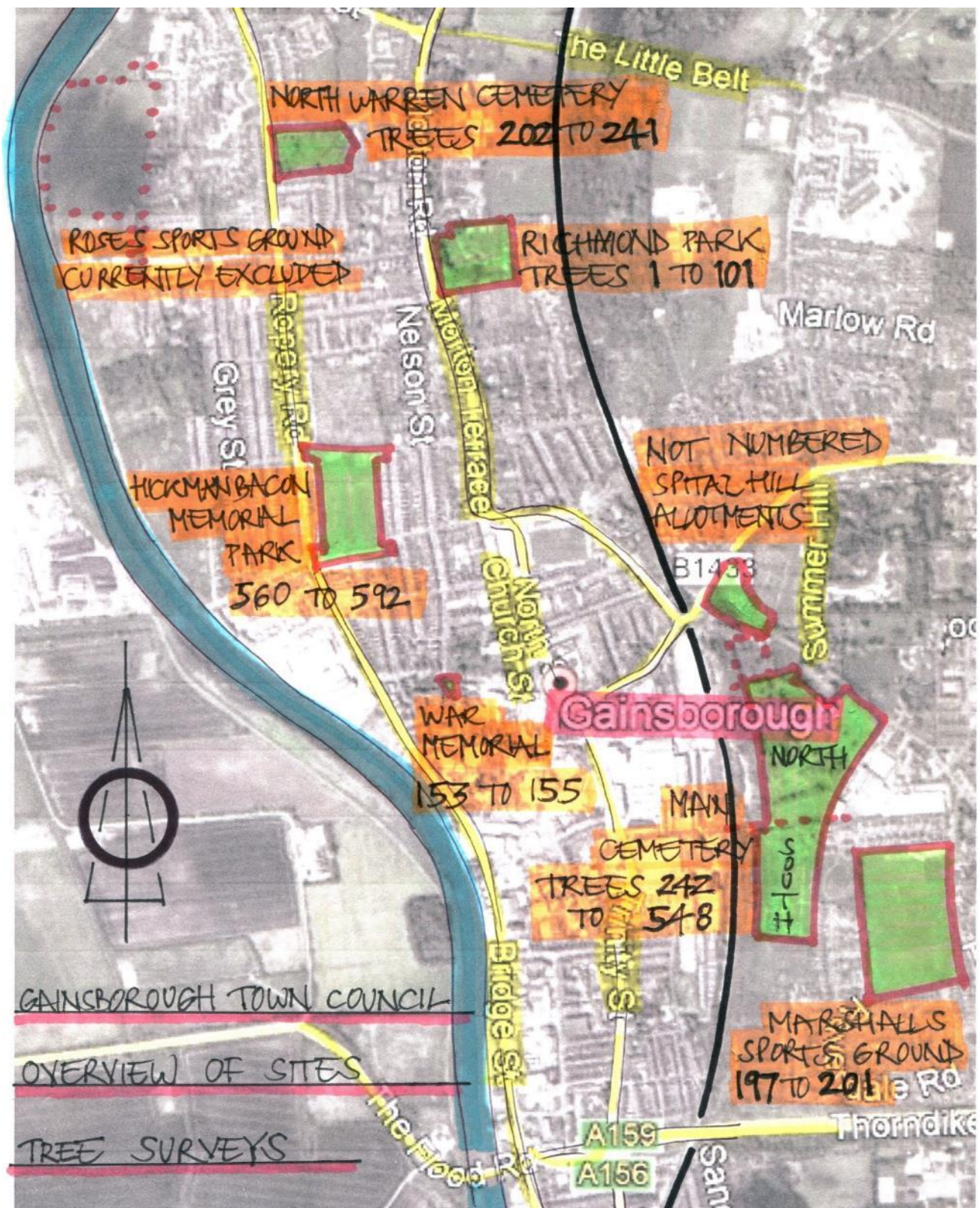
Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
	General Cemetery – Possible Extension (Paragraph 8.7)					Notes below repeated from August 2021 survey No additional inspection done in 2024		See 2021
550	Lime <i>Tilia cordata</i>	20	500	8 - 12	M	Sound and healthy, twin stem junction at 2m is OK for present. <i>Fully assess when clear access available. Assume crown clean and lift.</i>	V. Low	-
551	False Acacia <i>Robinia pseudoacacia</i>	20	550	10 - 12	M	Sound and healthy, fair form. Deadwood typical for species is present. <i>Fully assess when clear access available. Assume crown clean and lift.</i>	V. Low	-
552	Ash <i>Fraxinus excelsior</i>	24	700	18 - 20	M	Sound and healthy, low growth close to ground. Extensive deadwood is present, typical for species. Minor Ivy. <i>Fully assess when clear access available. Assume crown clean and lift.</i>	V. Low	-
553	Sycamore <i>Acer pseudoplatanus</i>	15	450? Ivy	14 - 16	M	Sound and healthy, low growth to ground. Deadwood typical for species is present. Extensive Ivy. <i>Fully assess when clear access available. Assume crown clean and lift</i>	V. Low	-
554	Ornamental Maple <i>Acer platanoides var.</i>	14	450	12 - 14	M	Fair condition, some dieback, may be due to competition. Minor deadwood and stem scar east side, with associated bark decline. <i>Assume to be retained with crown clean and lift. Suggest aerial check.</i>	V. Low	-
555	Pear <i>Pyrus species</i>	10	250	5 - 6	M	Appears to be sound and healthy. Not fully surveyed. Ivy to cut. <i>Fully assess when clear access available. Assume crown clean and lift.</i>	V. Low	-
Group	Sycamore, Ash. Elder	6+	100 M/S	Plan	M	Various self-set groups and scrub growth. Not fully surveyed. <i>Assume most of scrub groups to be fully removed to create quality clear space.</i>	-	-

Schedule								
Tree No.	Species	Approx Height (m)	Diam. (mm)	Crown Spread ~ (dia. m)	Life Stage	Physiological and Structural Condition Summary <i>Management Recommendations</i>	Risk Rating	Photo
	Hickman Bacon Memorial Park (Paragraph 8.8)							
560	Ornamental Birch	8	250	6	EM	Young tree establishing well, low over corner of pavement. Suggest crown lifting and formative pruning to establish good shape.	V. Low	35
561 and 563	Cherries	4 - 6	200 M/S	4 - 6	EM	Two Cherries on NW boundary, very poor and/or sucker growth, growing into fence. Suggest option to remove before too problematical.	V. Low	36
564 to 572	Cherry and Birch	6 - 12	150 - 400	5 - 9	SM M	Mostly around the southern boundary with ongoing or imminent impact on some adjacent buildings. Good to fair condition and typical form. Monitor for crown lifting or possible removal and replacement of some Cherries.	Low	37 38 (564)
576 to 591 inclusive 16 no.	Turkish Hazel, Whitebeam, Cherry, Ornamental Thorn,	7 - 14	275-450	5 - 10	M	A strong line of mid-size trees on the southern boundary of the pitch, all in good health with only small issues. Crown lifting and basal growth removal completed in 2020. Pruning has left a few snags and stubs, particularly on Cherries, not currently significant, but illustrative of poor technique. Some basal growth returned. <i>No immediate safety recommendations.</i> Suggest ongoing crown lifting and minor pruning to maintain shape and clearances.	V. Low or Low	39
	Spital Hill Allotment Site (Paragraph 8.9)					No access to site in 2024 survey. Boundary check only.		
Mixed Group SHA	Various Mainly Ash & Sycamore	6 to 14	100 to 300+ M/S	Plan	SM EM	Comments in the Single Report dated January 2021 still applicable: Ongoing minor impact on pavement from numerous overhanging self-set Ash, Elder & Sycamore along highway boundaries. Also, minor impact on overhead cables, presumably managed by relevant authority. Suggest ongoing crown lifting and minor pruning to maintain shape and clearances.	Low	40

KEY

Dimensions	Life St: Life Stage (or age class)	Other Headings & Notes	Grade: (Tree Quality based on BS5837:2012, not applicable to this survey)
Approx Ht: Maximum height of tree, in metres. Estimated dimension.	Y – Young	Ref: Reference number (which <i>may</i> refer to a tag fixed to a tree). T – Tree, H – Hedge, G – Group	U – Trees in such a condition where any existing value would be lost in 10 years.
Diam: Stem diameter at ~ 1.5m above ground level (AGL), in mm.	SM – Semi-Mature	Species: Common name, plus Latin name where appropriate. Species in brackets () indicate shrub or subsidiary species,	A – Trees of high quality and value.
Spread: Minimum total spread of branches, i.e. crown diameter, in metres.	EM – Early-Mature	Est RC: Estimated remaining contribution, in years.	B – Trees of moderate quality and value.
Where shown: Ht 1st branch: Height AGL of first significant branch, and growth direction where applicable, in metres.	M – Mature LM - Mature	RPA: Root Protection Area, in m ² , calculated from stem diameter, in accordance with BS5837.	C – Trees of low quality and value. <i>Trees in this category should not be retained where they impose significant constraints on development.</i>
Where shown: Crown Ht Height AGL to lowest significant section of canopy, and direction where applicable, in metres.	OM – Over-Mature V – Veteran	Photo: Photograph reference number, where applicable.	Other Abbreviations: AGL – Above Ground level CEZ – Construction Exclusion Zone TPP – Tree Protection Plan

Tree Location Plans: Overview



TREE LOCATION PLAN

RICHMOND PARK TREES 1 TO 102

TREES 1 TO 101

RECOMMENDED WORK: PINK TREES

REMOVE YOUNG SCAMPORES

REMOVE YOUNG ASH

56 TO 59

WILLOW

ASH

SYCAMORE

PC

Richmond Park

Paddling Pool

Play Area

Sub Sta

Gas Compressor

5.2m

CEDAR

OLD 70

NORTH UP

102

101

100

99

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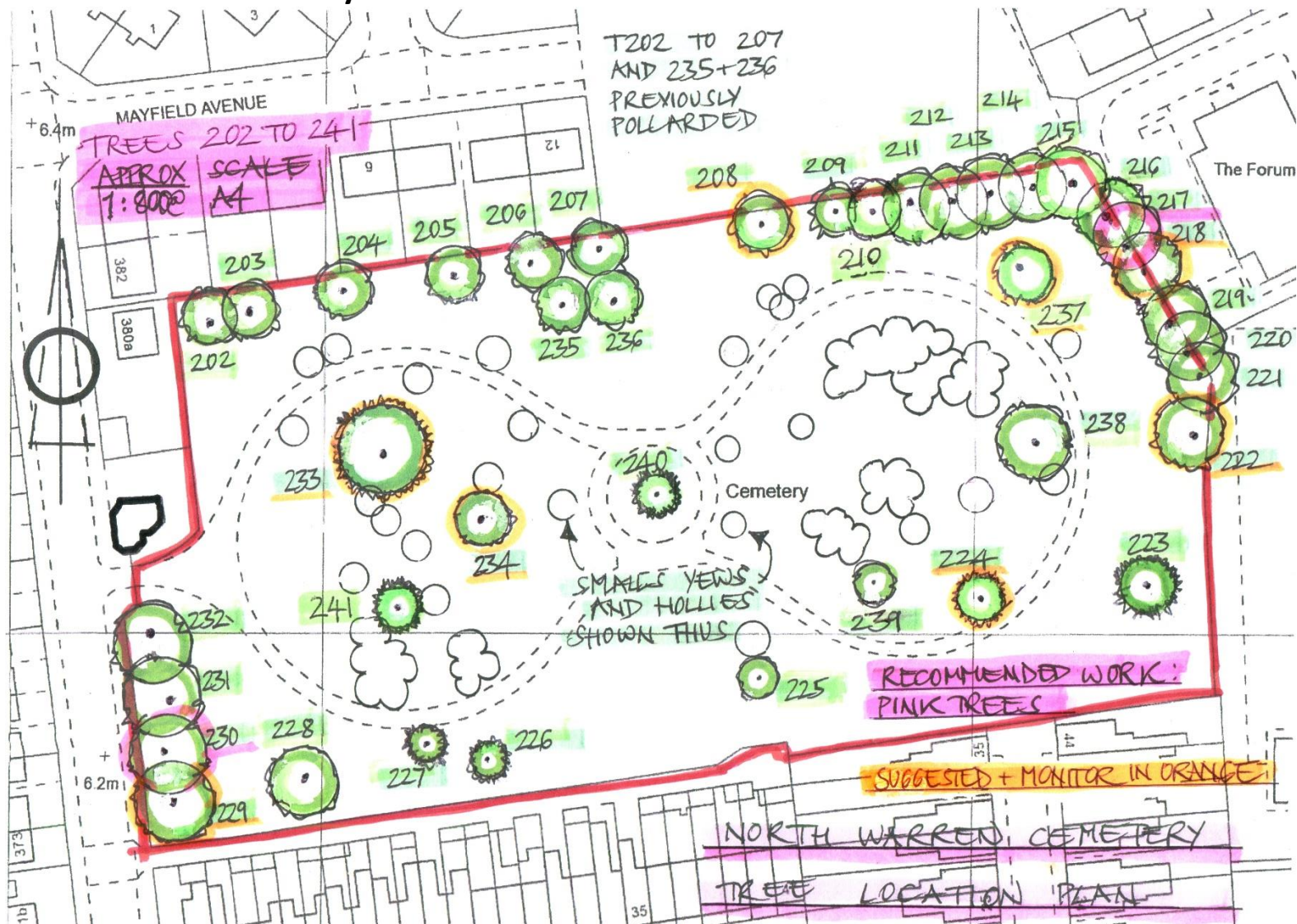
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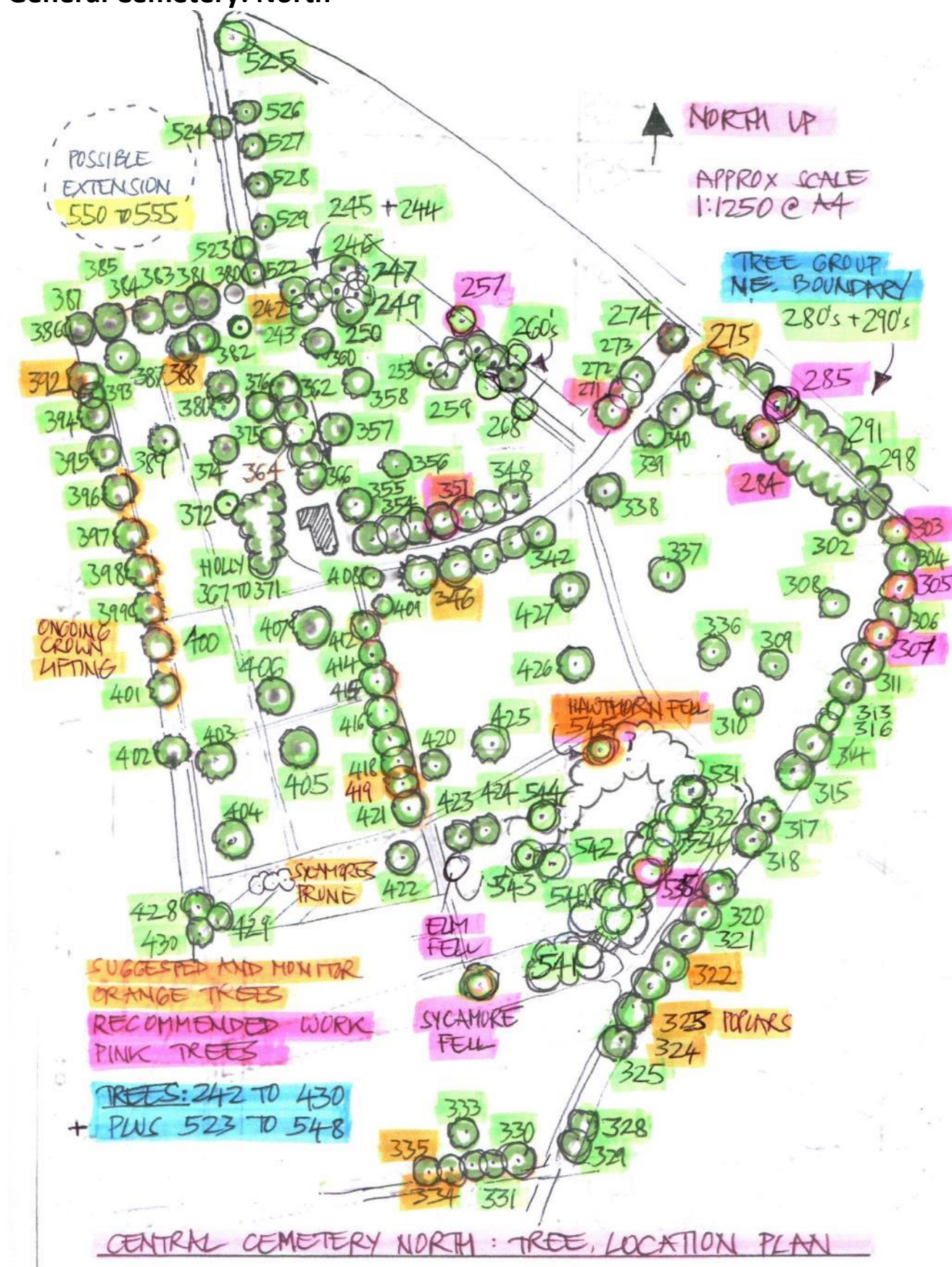
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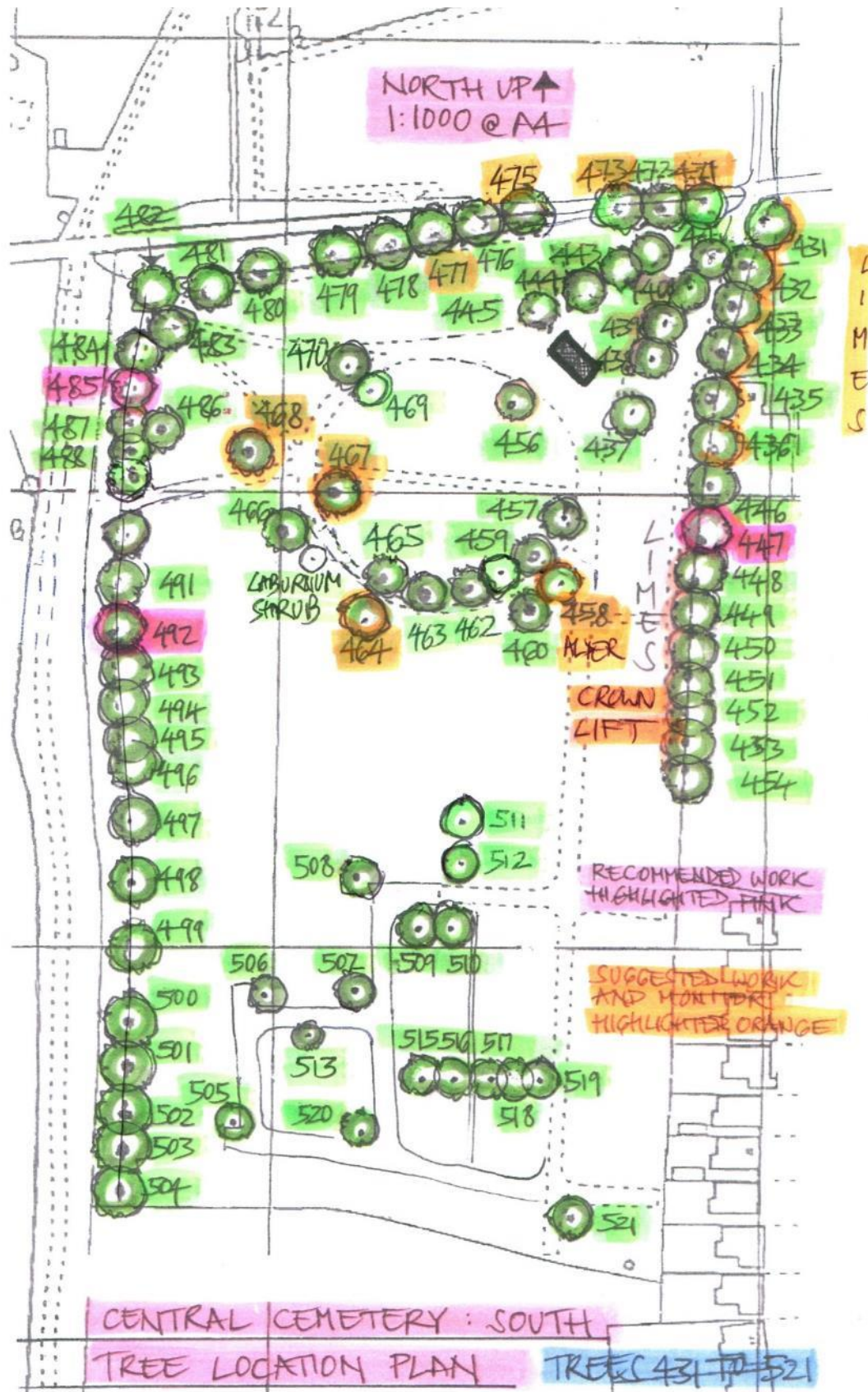
North Warren Cemetery



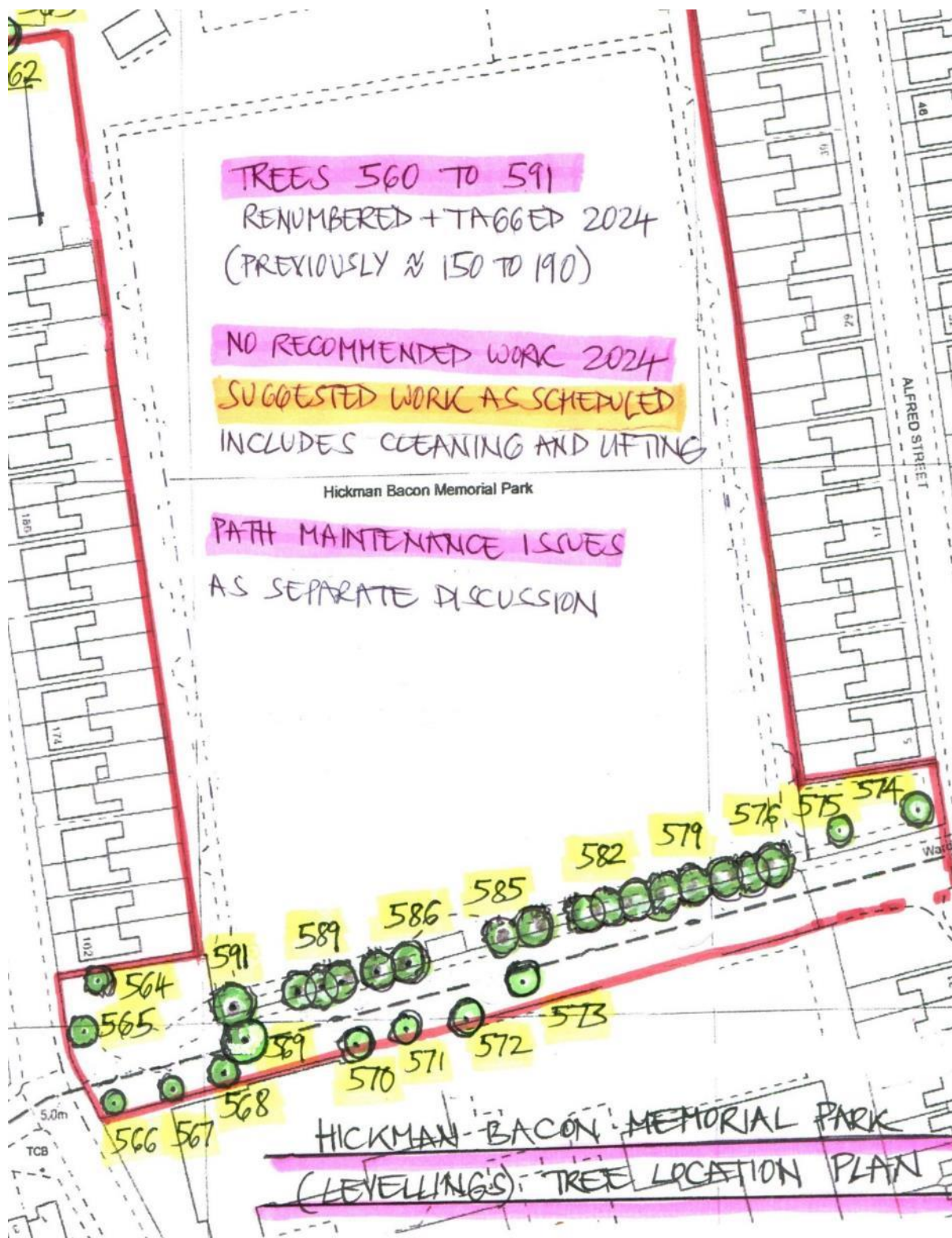
General Cemetery: North



General Cemetery: South



Hickman Bacon Memorial Park



No location plans included for War Memorial, Spital Hill Allotments and Marshalls Sports Ground

Richmond Park



Photo 1: Sycamore T10, to remove or prune



Photo 2: Ash T11, pruning recommended



Photo 3: Ash T22 RHS to fell, Oak T23 LHS



Photo 4: Fungal brackets on Ash T22



Photo 5: Decayed Willow T40, minimum recommendation is to re-pollard.



Photo 6: Dead Cherry (old T54) to be removed



Photo 7: Portuguese Laurel (old T70), very weak, removal suggested.



Photo 8: Cedar T71, crown cleaning suggested.



Photo 9: Bark splits on Cypress T79, tree to monitor



Photo 10: Cedar T81 crown cleaning to complete

North Warren Cemetery



Photo 11: Turkey Oak T207, option to prune back extensive overhang above private garden.



Photo 12: Northern Sycamore and Oak group, including cavity visible in Sycamore T215.



Photo 13: Horse Chestnut T217 centre, recommend re-pollarding (minimum). Sycamore T218 to RHS.



Photo 14: Lime T222 overhang to car park to east. Suggest ongoing regular reduction.



Photo 15: Lime T230 centre-left, low level reduction recommended, Horse Chestnut T229 RHS.



Photo 16: Cedar T234 crown cleaning and lifting to complete.

Main General Cemetery



Photo 17: Sycamore T271 to left, damaged branch to be reduced above driveway.



Photo 18: Beech T285 overhanging highway at high level, centre top, to be reduced.



Photo 19: Base of Poplar T305 with fungal bracket. Similar condition seen on Poplar T303 and T307.



Photo 20: Beech T351 recommend crown clean.



Photo 21: Stem of Horse Chestnut T392, monitor ongoing decline. Fell if desired.

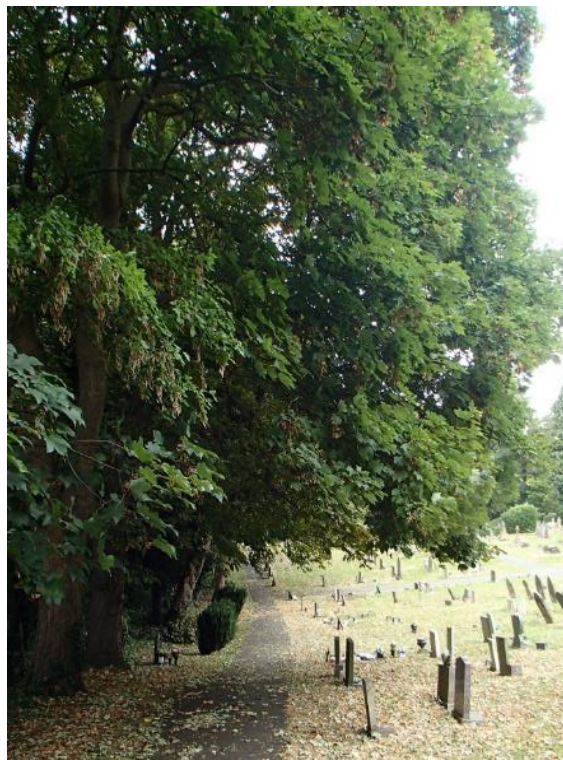


Photo 22: Western footpath with overhang. Ongoing crown reduction on T396 to T401 inclusive.



Photo 23: Sycamore T419 suggest crown clean and lifting. Include adjacent trees where required.



Photo 24: Typical overhang from Limes 431 to 436. Strongly suggest extensive reduction scheme for management reasons.



Photo 25: Lime T447 in centre of group, crown cleaning recommended.



Photo 26: Typical Lime overhang, T471, 473, 475 etc. Crown lifting suggested.



Photo 27: Typical view of Hybrid Poplars western boundary, recommend pruning on T485 and T492.



Photo 28: Northern approach drive, allow for crown lifting on all trees if desired, retaining character.



Photo 29: Sycamore T535, recommend branch reduction. (hanging branch already removed).



Photo 30: Dead/dying Hawthorn T545, recommend cut to ground level, allow for possible regrowth.



Photo 31: Broken Sycamore, recommend felling. (not numbered, located in ravine west of T541)



Photo 32: Dead Elm, recommend easy felling. (not numbered, located next to steps east of T422)

War Memorial, Marshalls Sports Ground, Hickman Bacon Park & Spital Hill Allotments: Minor Works Suggested



Photo 33: War Memorial Hollies - no works



Photo 34: Marshalls Sports Ground Poplars – no works



Photo 35: Ornamental Birch T560, suggest crown lift above pavement.



Photo 36: Bird Cherry T563, suggest removal (at least of limb in railings)



Photo 37: Birch T564, growing very close to property. Option to reduce.



Photo 38: Overhanging 571 Cherry on boundary, suggest crown reduction. Also includes T570 and similar trees/shrubs.



Photo 39: Trees 577 to 590, minor crown issues, path surface lifting.



Photo 40: Spital Hill Allotments, overhang. Regular reduction required.

PAPER E

PAPER F

Proposed Budget 2025 / 2026

07/11/2024

Code	GROUPS MAINTENANCE	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
3000	Vehicle Costs	16,880	22,609	13,675	18,200	-19.50	
3000/1	Ford Transit Tipper	4,214	1,509	1,509	0	-100.00	Lease agreement ended
3000/2	Ford Transit Custom Van	3,151	2,000	1,802	0	-100.00	Lease agreement ended
3000/3	Citroen Berlingo Van	2,766	2,000	1,564	0	-100.00	Lease agreement ended
3000/4	Renault Trafic Van x2	398	8,400	3,809	10,500	25.00	New 3 year lease taken out July 2024
3000/5	Vehicle Maintenance	421	300	299	300	0.00	Estimated maintenance costs
3000/6	Fuel	5,930	8,000	4,658	7,000	-12.50	Estimated fuel costs, no longer use red and increase fuel costs
3000/7	Trailer Maintenance	0	400	35	400	0.00	Estimated trailer service cost
3010	Grounds Maintenance - All Sites	27,482	37,750	20,449	47,400	25.56	
3010/1	Consumable stock	1,065	1,000	801	1,000	0.00	Tape, padlocks, cable ties, drill bits etc
3010/2	Equipment Service & Maintenance	8,845	10,000	7,134	10,000	0.00	Estimated maintenance and services costs for all equipment
3010/3	New Grounds Equipment	5,548	6,000	2,965	6,000	0.00	New equipment
3010/4	Footpath/Roadway Maintenance	5,000	5,000	0	10,000	100.00	Possible works for Levellings, plus £25,702 in earmarked reserves
3010/5	Tree Maintenance	285	1,000	800	5,000	400.00	plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
3010/6	Weed Killing (spraying)	218	750	65	400	-46.67	All site weed killing
3010/7	Green Waste Removal	0	0	0	0	#DIV/0!	£1,250 in ear marked reserves
3010/8	Hedge Cutting	0	0	0	0	#DIV/0!	Now carried out inhouse
3010/9	Grit	166	1,000	0	1,000	0.00	Winter grit purchase for all sites
3010/10	Tree Safety Survey	0	2,000	2,000	3,000	50.00	Annual tree inspection survey
3010/11	Health & Safety & First Aid	116	1,000	7	1,000	0.00	
3010/12	Highway Verge Cutting	6,241	10,000	6,677	10,000	0.00	Estimate for up to 10 cuts
3010/13	Wildflower Verges	0	0	0	0	#DIV/0!	
3020	Cleaning Products	1,471	1,700	797	1,700	0.00	
3020/1	Cleaning Products & Refuse Bags	1,471	1,700	797	1,700	0.00	For Marshalls, Richmond House, Levellings & Gen Cem
TOTAL EXPENDITURE		45,832	62,059	34,922	67,300	8.45	
INCOME							
	Vehicle Hire, Grass Verges and Sales	5,939	7,609	12,436	12,460	63.75	
300/1	Vehicle Hire	0	0	0	0	#DIV/0!	
300/2	LCC Contribution towards Highway Verge Cutting	5,814	7,509	12,360	12,360	64.60	
320	Sale of Grounds Equipment	0	0	0	0	#DIV/0!	
330	Scrap	125	100	76	100	0.00	
TOTAL INCOME		5,939	7,609	12,436	12,460	63.75	
NET EXPENDITURE		39,893	54,450	22,486	54,840	0.72	

Proposed Budget 2025 / 2026

07/11/2024

Code	RICHMOND HOUSE & PARK	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
4000	Richmond Park & House	48,850	55,813	22,025	48,025	-13.95	
4000/1	Rates	3,091	3,400	1,985	3,500	2.94	Estimated annual non-domestic rates bill
4000/2	House & Buildings Maintenance	17,000	15,000	5,638	15,000	0.00	plus £1,510 in earmarked reserves for window renovations, dry rot issue needs resolving
4000/3	Gas	2,703	4,000	1,140	3,500	-12.50	Estimated annual charge
4000/4	Electricity - Main House	2,430	4,000	881	3,500	-12.50	Estimated annual charge
4000/5	Electricity - Flat	1,108	1,500	935	1,500	0.00	Estimated annual charge
4000/6	Electricity - Greenhouse	1,255	1,300	613	1,300	0.00	Estimated annual charge
4000/7	Anglian Water	540	700	357	700	0.00	Estimated annual charge
4000/8	WaterPlus	443	600	489	600	0.00	Estimated annual charge
4000/9	PAT Testing	393	393	393	400	1.78	Estimated annual charge
4000/10	Fire Extinguisher & Emergency Light Service	714	2,000	1,007	1,500	-25.00	Estimated annual service costs
4000/11	Security / Fire Alarm Service & Maintenance	598	700	353	700	0.00	Annual service & maintenance costs
4000/12	Security / Fire Alarm Response	570	600	0	600	0.00	Annual charge plus potential contractor call out charges
4000/13	Alarm Phone Line	571	600	351	600	0.00	Estimated annual charge
4000/14	Legionella Monitoring	845	845	134	750	-11.24	Annual testing costs, no longer require tank clean
4000/15	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
4000/16	Boiler Service & Repairs	471	3,000	2,863	500	-83.33	Annual service costs
4000/17	Fixed Electrical Testing	1,300	0	0	0	#DIV/0!	Fixed electrical testing due 2028/29
4000/18	Ground Maintenance	2,480	2,000	425	2,000	0.00	For general ground repairs & maintenance £6,000 in ear marked reserves for compound fence
4000/19	Waste Management	3,479	2,300	1,613	2,500	8.70	WLDC charge for bin collections & occasional skips
4000/20	Bird Feeders	0	100	0	0	-100.00	No longer have birds in the aviary, bird feed for external bird feeders, £1,000 in EMR from sale
4000/21	Bedding Plants	67	1,500	1,012	1,600	6.67	Summer and winter bedding plants
4000/22	Outdoor Toilet Renovations & Maintenance	1,027	2,000	213	1,000	-50.00	£171.88 in earmarked reserves
4000/23	Tree/Hedge Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
4000/24	Footpath / Road Maintenance	4,750	0	0	0	#DIV/0!	None envisaged
4000/25	New / maintenance of Litter Bins	0	1,000	0	1,000	0.00	Replacement bins needed
4000/26	Fountain Maintenance & Repairs	0	250	0	250	0.00	For any repairs required
4000/27	Flag pole maintenance & repairs	34	120	120	120	0.00	For any repairs required
4000/28	New Grounds Furniture	0	0	0	2,000	#DIV/0!	New picnic benches will be require for 2025/26.
4000/29	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to code 7000
4000/30	Wet pour Repairs	0	0	0	0	#DIV/0!	Refer to code 7005
4000/31	CCTV, fibre broadband & line	2,568	2,600	365	2,600	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
4000/32	Replacement Conservatory	150	5,000	1,051	0	-100.00	£24,100 in earmarked reserves for remaining project and earmark unspent 24/25 budget
4000/33	First Aid & Defibrillator	83	125	88	125	0.00	WLDC Defibrillator scheme
4000/34	Cleaning Contractor	0	0	0	0	#DIV/0!	Temporary whilst didn't have a cleaner
TOTAL EXPENDITURE		48,850	55,813	22,025	48,025	-13.95	

Proposed Budget 2025 / 2026

07/11/2024

Code	RICHMOND HOUSE & PARK	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
	Richmond Park & House	14,316	14,035	8,751	8,535	#DIV/0!	
400/1	Office Hire (Registrar)	4,035	4,035	3,026	4,035	0.00	Current lease charge, to be renewed
400/2	Registrar Service Recharge	9,281	10,000	5,725	4,500	-55.00	Estimate service recharge
400/3	Room Hire	0	0	0	0	#DIV/0!	
400/4	Sale of Aviary	1,000	0	0	0	#DIV/0!	
	TOTAL INCOME	14,316	14,035	8,751	8,535	-39.19	
	NET EXPENDITURE	34,534	41,778	13,274	39,490	-5.48	

Proposed Budget 2025 / 2026

07/11/2024

Code	SPORTS GROUNDS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5010	Marshalls	38,319	49,291	25,355	57,309	16.27	
5010/1	Rates	11,228	12,164	6,548	12,400	1.94	Estimated annual non-domestic rates bill
5010/2	Main Pavilion Maintenance	1,073	1,200	1,223	5,000	316.67	Essential maintenance costs & possible decoration plus £8,995 in earmarked reserves for the boiler
5010/3	Bowls Pavilion / Outbuilding Maintenance	1,000	1,000	189	1,000	0.00	Maintenance
5010/4	Hygiene Services	227	235	121	235	0.00	phs service charge
5010/5	Gas - Main Pavilion	5,819	6,000	1,929	6,000	0.00	Estimated annual charge
5010/6	Gas - Bowls Pavilion	0	0	0	0	#DIV/0!	Estimated annual charge
5010/7	Electricity - Main Pavilion	4,206	4,500	2,222	5,000	11.11	Estimated annual charge
5010/8	Electricity - External Changing	497	1,000	357	1,000	0.00	Estimated annual charge
5010/9	Electricity - Bowls Pavilion	148	350	77	350	0.00	Estimated annual charge
5010/10	Anglian Water	467	500	296	500	0.00	Estimated annual charge
5010/11	WaterPlus	388	500	286	500	0.00	Estimated annual charge
5010/12	PAT Testing	25	25	25	25	0.00	Estimated annual charge
5010/13	Fire Extinguisher & Emergency Light Service	754	2,500	1,371	2,500	0.00	Estimated annual service & maintenance costs
5010/14	Security / Fire Alarm	524	645	644	645	0.00	Annual service & maintenance costs
5010/15	Legionella Monitoring	537	537	0	537	0.00	Estimated annual testing costs
5010/16	Premises Licence Fee	180	180	0	180	0.00	WLDC licence charge
5010/17	Boiler Service and Repairs	1,000	1,000	63	800	-20.00	Annual service costs
5010/18	Solar Panel Service & Repairs	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/19	Water Tank Service & Repair	0	0	0	0	#DIV/0!	Estimated annual maintenance costs
5010/20	Fixed Electrical Testing	1,025	0	0	0	#DIV/0!	Fixed electrical testing due 2028/29
5010/21	Ground Maintenance & Renovations - Cricket	1,968	2,000	548	2,200	10.00	Estimate for renovations
5010/22	Ground Maintenance & Renovations - Bowls	870	1,300	311	1,300	0.00	Estimate for renovations
5010/23	Ground Maintenance & Renovations - Football	2,703	4,311	4,311	4,300	-0.26	Deep tine aeration, apply selective herbicide and sow and seed goals mouths
5010/24	Ground Maintenance & Renovations - General	335	1,800	1,083	2,700	50.00	Line marking paint
5010/25	Tree & Hedge Maintenance	392	1,200	1,233	1,300	8.33	for roadside hedge see 3010/5 plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5010/26	Ditch Clearance	0	0	0	0	#DIV/0!	Cleared in 2024/25 £1,450 in ear marked reserves
5010/27	External Light Maintenance	0	500	618	500	0.00	Estimated annual maintenance costs
5010/28	Car Park Maintenance	0	500	500	500	0.00	Any essential repairs
5010/29	Waste Management	577	1,170	954	1,200	2.56	WLDC charge for bin collections
5010/30	CCTV Broadband & Phone line	2,055	2,200	359	2,200	0.00	WLDC charge for CCTV monitoring + phoneline & fibre
5010/31	First Aid & Defibrillator	83	200	88	200	0.00	Possible replacement first aid box and WLDC Defibrillator scheme
5010/32	AdvantEDGE Facilities	237	238	0	237	-0.42	Bookings software
5010/33	Drainage	0	1,536	0	4,000	160	To identify and locate leaks and drainage issues

Proposed Budget 2025 / 2026

07/11/2024

Code	SPORTS GROUNDS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
5020	Levellings	3,357	6,666	4,185	4,987	-25.19	
5020/1	Pavilion Maintenance	0	0	74	0	#DIV/0!	External works & internal decoration required, plus £2,217.17 in earmarked reserves
5020/2	Gas	274	350	196	350	0.00	Estimated annual charge
5020/3	Electricity	403	500	275	500	0.00	Estimated annual charge
5020/4	Anglian Water	107	150	61	150	0.00	Estimated annual charge
5020/5	WaterPlus	115	150	62	150	0.00	Estimated annual charge
5020/6	PAT Testing	0	0	0	0	#DIV/0!	No longer any electrical goods in side
5020/7	Fire Extinguisher & Emergency Light Service	60	200	171	200	0.00	Annual service costs
5020/8	Legionella Testing	537	537	0	537	0.00	Annual testing charges
5020/9	Boiler Service & Repair	63	150	63	250	66.67	Annual boiler service
5020/10	Fixed Electrical Testing	100	0	0	0	#DIV/0!	Fixed electrical testing due 2028/29
5020/11	Ground Maintenance & Renovations - Football	1,005	1,779	1,779	1,800	1.18	Deep tine aeration, apply selective herbicide and sow and seed goals mouths
5020/12	Ground Maintenance & Renovations - General	215	500	131	500	0.00	Line marking paint
5020/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
5020/14	Footpath Maintenance	279	0	0	0	#DIV/0!	See 3010/4, plus £25,702 in earmarked reserves , need to consider full resurface
5020/15	Fence Maintenance	200	500	379	500	0.00	Estimated maintenance costs
5020/16	First Aid & Defibrillator	0	50	0	50	0.00	Possible replacement first aid box, plus £400 in earmarked reserves for defibrillator
5020/17	Sports Equipment	0	1,800	994	0	-100.00	New football goals required
TOTAL EXPENDITURE		41,675	55,957	29,539	62,296	-9	
INCOME							
500	Roses	7,750	7,750	7,750	7,750	0.00	
500/9	Sinking Fund	7,750	7,750	7,750	7,750	0.00	
510	Marshalls	15,840	16,967	8,936	16,967	0.00	
510/1	Football	4,019	4,500	717	4,500	0.00	Estimated annual income
510/2	Cricket	943	950	0	950	0.00	Estimated annual income
510/3	Bowls	1,300	1,417	1,417	1,417	0.00	Estimated annual income
510/4	Room Hire	8,729	9,500	6,433	9,500	0.00	Estimated annual income
510/5	Training Pitch	799	600	318	600	0.00	Estimated annual income
510/6	Key Deposits	50	0	50	0	#DIV/0!	
520	Levellings	1,162	1,400	427	1,400	0.00	
520/1	Football	1,162	1,400	427	1,400	0.00	Estimated annual income
520/2	Key Deposit	0	0	0	0	#DIV/0!	
TOTAL INCOME		24,752	26,117	17,113	26,117	0.00	
NET EXPENDITURE		16,924	29,840	12,426	36,179	21.24	

Proposed Budget 2025 / 2026

07/11/2024

Code	CEMETERY	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
6000	General Cemetery	46,039	57,572	20,159	50,199	-12.81	
6000/1	Rates	6,680	7,348	4,288	7,500	2.07	Estimated annual non-domestic rates bill
6000/2	Chapel Maintenance	1,284	6,000	0	4,275	-28.75	Estimated maintenance plus £4,725 in ear marked reserves , ear mark unspent budget
6000/3	Electricity	147	200	74	200	0.00	Estimated annual charge
6000/4	Anglian Water	528	400	113	400	0.00	Estimated annual charge
6000/5	WaterPlus	407	400	118	400	0.00	Estimated annual charge
6000/6	Fire Extinguisher & Emergency Light Service	23	100	137	100	0.00	Annual service costs
6000/7	Burial Software	724	724	190	724	0.00	Annual hosting charge
6000/8	Fixed Electrical Testing	100	0	0	0	#DIV/0!	Fixed electrical testing due 2028/29
6000/9	Ground & Building Maintenance	389	2,000	1,535	2,000	0.00	Estimated maintenance costs
6000/10	Waste Management	7,560	1,900	1,221	2,200	15.79	WLDC charge for bin collections black refuse bins, plus £1,000 in ear marked reserves for the compound
6000/11	Grave Digging	15,090	18,000	5,798	18,000	0.00	External contractor grave digging charges
6000/12	Toilet Maintenance & service charges	0	600	380	400	-33.33	Estimated annual charge
6000/13	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6000/14	Boundary Fence Maintenance	2,500	2,500	0	2,500	0.00	Essential maintenance works plus £7,500 in earmarked reserves for codes 6000/14 & 60102 , ear mark unspent budget
6000/15	Footpath/Roadway Repairs	0	0	0	0	#DIV/0!	See 3010/4
6000/16	Produce woodland burial and memorial wall	0	0	0	0	#DIV/0!	
6000/17	Extension B Burial Land Sinking Fund	5,000	10,500	0	9,500	-9.52	Extension B sinking fund for future burial land plus £55,000 in earmarked reserves , ear mark unspent budget
6000/18	Drainage & standpipe repairs	1,170	3,800	3,206	1,000	-73.68	Water leak repairs
6000/19	Memorial Topple Testing	0	2,100	2,099	1,000	-52.38	Retest of memorials tested in 2020 on the old side.
6000/20	New / maintenance of Litter Bins	4,436	1,000	1,000	0	-100.00	x10 new bins installed in 2024
6010	North Warren Cemetery	865	1,451	556	1,500	3.38	
6010/1	Rates	865	951	556	1,000	5.15	Estimated annual non-domestic rates bill
6010/2	Boundary Fence Maintenance	0	500	0	500	0.00	Essential maintenance works plus £7,500 in earmarked reserves for codes 6000/14 & 60102 , ear mark unspent budget
6010/3	Tree Maintenance	0	0	0	0	#DIV/0!	see 3010/5 plus £29,100 in earmarked reserves for codes 4000/23, 5000/19, 5010/19, 5020/11, 6000/13, 6010/3
6010/4	Memorial Topple Testing	0	0	0	0	#DIV/0!	Carried out in house
6010/5	Ground Maintenance / Repairs	0	0	0	0	#DIV/0!	
6010/6	Grave Digging	0	0	0	0	#DIV/0!	
TOTAL EXPENDITURE		46,903	59,023	20,715	51,699	-12.41	

Code	CEMETERY	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	INCOME						
600	General Cemetery	47,411	41,880	22,749	43,000	2.67	
600/1	Burial - Full Interments	20,458	21,254	8,986	20,000	-5.90	Estimated income
600/2	Burial - Cremation Interments	6,086	6,656	6,656	9,000	35.22	Estimated income
600/3	Exclusive Right of Burial	13,562	7,970	3,989	8,000	0.37	Estimated income
600/4	Use of chapel	0	0	0	0	#DIV/0!	Estimated income
600/5	Memorial Applications	7,305	6,000	3,118	6,000	0.00	Estimated income
600/6	Exhumations	0	0	0	0	#DIV/0!	Estimated income
610	North Warren Cemetery	0	0	0	0	#DIV/0!	
610/1	Burial - Full Interments	0	0	0	0	#DIV/0!	Estimated income
610/2	Burial - Cremation Interments	0	0	0	0	#DIV/0!	Estimated income
610/3	Exclusive Right of Burial	0	0	0	0	#DIV/0!	Estimated income
610/4	Memorial Applications	0	0	0	0	#DIV/0!	Estimated income
	TOTAL INCOME	47,411	41,880	22,749	43,000	2.67	
	NET EXPENDITURE	-508	17,143	-2,034	8,699	-49.26	

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Code	PLAY AREAS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7000	All Site	506	3,000	2,516	6,000	100.00	
7000	Play Equipment Maintenance	506	2,000	2,000	5,000	150.00	For repairs of codes 7010 - 7080, plus £2,919.23 in earmarked reserves
7005	Wet pour Maintenance	0	1,000	516	1,000	0.00	Repair works carried out Nov 2022, start to build reserve For repairs of codes 7010 - 7080, plus £2,000 in earmarked reserves earmark any unspent budget
7010	Levellings	0	180	181	0	-100.00	
7010/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7010/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7010/3	Skate Park Maintenance	0	0	0	0	#DIV/0!	Skate park now removed
7010/4	Ground Surface Repairs	0	0	0	0	#DIV/0!	Need to consider full park resurfacing
7010/5	New Benches / Litter Bins & Maintenance	0	180	181	0	-100.00	Refer to 7000
7010/6	Dog Walk	0	0	0	0	#DIV/0!	Refer to 7000
7010/7	Future Development Project	0	0	0	0	#DIV/0!	
7020	Aisby Walk	948	4,400	2,413	2,000	-54.55	
7020/1	Playing Field	0	0	0	0	#DIV/0!	Refer to 7000
7020/2	New Play Equipment	0	0	0	0	#DIV/0!	Funding will not be released in 2024/25
7020/3	Play Equipment Maintenance	0	2,400	2,413	0	-100.00	Refer to 7000
7020/4	Skate Park Maintenance	948	2,000	0	2,000	0.00	For repair works
7020/5	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7020/6	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7020/7	Boundary & Tree Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030	Play Areas - Danes Road	20	0	0	0	#DIV/0!	
7030/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7030/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7030/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7030/5	Boundary Maintenance	20	0	0	0	#DIV/0!	Refer to 7000
7040	Play Areas - Mayflower Close	0	0	0	0	#DIV/0!	
7040/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7040/2	Play Equipment Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7040/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7040/5	Boundary Maintenance	0	0	0	0	#DIV/0!	
7080	Play Areas - St Georges	0	1,000	1,000	0	-100.00	
7080/1	New Play Equipment	0	0	0	0	#DIV/0!	Refer to 7000
7080/2	Play Equipment Maintenance	0	1,000	1,000	0	-100.00	Refer to 7000
7080/3	Ground Surface Repairs	0	0	0	0	#DIV/0!	Refer to 7000
7080/4	New Benches / Litter Bins & Maintenance	0	0	0	0	#DIV/0!	Refer to 7000
7080/5	Boundary Maintenance	0	0	0	0	#DIV/0!	Refer to 7000

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07/11/2024

Code	PLAY AREAS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
7090	External Play area Inspections	1,166	1,135	743	1,200	5.73	Plus AdvantEdge Playgrounds and InspectEdge
	TOTAL EXPENDITURE	2,640	9,715	6,853	9,200	#DIV/0!	
	INCOME						
700	Funding	8,000	0	0	0	#DIV/0!	
700/1	Levellings	8,000	0	0	0	#DIV/0!	
700/2	Aisby Walk	0	0	0	0	#DIV/0!	£134,792 S106 funding not to be released in 2024/25
	TOTAL INCOME	8,000	0	0	0	#DIV/0!	
	NET EXPENDITURE	-5,360	9,715	6,853	9,200	-5.30	

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07/11/2024

Code	ALLOTMENTS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
8000	Allotments - Foxby Hill	3,230	3,875	3,106	2,475	-36.13	
8000/1	Site Rent	938	1,000	1000	1,000	0.00	Annual site rent
8000/2	Skip Hire	417	625	417	625	0.00	Cost of x3 skips
8000/3	Water Charges	378	450	271	450	0.00	Estimate for one year supply
8000/4	Hedge Cutting	1,340	0	0	0	#DIV/0!	Now to be undertaken inhouse.
8000/5	Asbestos Management	0	750	750	0	-100.00	Refer to 8060/2
8000/6	Miscellaneous expenditure	157	400	19	400	0.00	
8000/7	Clearance	0	650	650	0	-100.00	Clearance under taken in 2024
8010	Allotments - Love Lane	7,683	8,625	5,301	3,025	-64.93	
8010/1	Site Rent	938	1,000	1,000	1,000	0.00	Annual site rent
8010/2	Skip Hire	417	625	417	625	0.00	Cost of x3 skips
8010/3	Hedge Cutting	360	0	0	0	#DIV/0!	Now to be undertaken inhouse.
8010/4	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8010/5	Miscellaneous expenditure	258	1,000	700	400	-60.00	
8010/6	Pond Management	5,711	3,500	3,185	500	-85.71	
8010/7	Drainage	0	2,500	0	500	-80.00	Dyke dredged in 2024.
8020	Allotments - North Warren	1,254	3,336	2,936	1,702	-48.98	
8020/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - Council owned site
8020/2	Skip Hire	0	625	417	625	0.00	Cost of x3 skips
8020/3	Boundary Maintenance	220	1,634	1,634	0	-100.00	
8020/4	Asbestos Management	1,000	0	0	0	#DIV/0!	Refer to 8060/2
8020/5	Japanese Knotweed Treatment	0	677	677	677	0.00	5 year programme started in 2024
8020/6	Miscellaneous expenditure	34	400	208	400	0.00	
8030	Allotments - Showfield	437	1,025	417	1,025	0.00	
8030/1	Site Rent	0	0	0	0	#DIV/0!	Annual site rent - not invoiced by LCC would take from EMR
8030/2	Skip Hire	417	625	417	625	0.00	Cost of x3 skips
8030/3	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8030/4	Wall Maintenance	0	0	0	0	#DIV/0!	Works complete
8030/5	Miscellaneous expenditure	20	400	0	400	0.00	
8040	Allotments - Spital Hill	2,079	1,664	691	1,690	1.56	
8040/1	Site Rent	250	250	250	250	0.00	Annual site rent
8040/2	Skip Hire	463	514	342	540	5.06	Monthly WLDC waste management collections
8040/3	Water Charges	386	500	98	500	0.00	Estimate for one year supply
8040/4	Hedge Cutting	980	0	0	0	#DIV/0!	Now to be undertaken inhouse.
8040/5	Asbestos Management	0	0	0	0	#DIV/0!	Refer to 8060/2
8040/6	Miscellaneous expenditure	0	400	0	400	0.00	
8050	Allotments - Love Lane Garages	0	200	0	200	0.00	
8050	Garage Lane Maintenance	0	200	0	200	0.00	For ground repairs

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Code	ALLOTMENTS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
8060	Allotments - All Sites	1,001	526	28	2,026	285.17	
8060/1	Edge IT Software	526	526	0	526	0.00	Allotments software and map maintenance
8060/2	Miscellaneous	475	0	28	1,500	#DIV/0!	Asbestos Management
	TOTAL EXPENDITURE	15,683	19,251	12,478	12,143	-36.92	
	INCOME						
800	Allotments	3,185	10,719	10,548	10,719	0.00	
800/1	Foxby Hill	1,465	4,800	4,678	4,800	0.00	Estimated Annual Income
800/2	Love Lane	398	1,870	1,904	1,870	0.00	Estimated Annual Income
800/3	North Warren	628	1,049	1,059	1,049	0.00	Estimated Annual Income
800/4	Showfields	252	1,200	1,168	1,200	0.00	Estimated Annual Income
800/5	Spital Hill	441	1,800	1,740	1,800	0.00	Estimated Annual Income
815	Garage Space Ropery Road	1,365	1,250	0	1,250	0.00	
	TOTAL INCOME	4,550	11,969	10,548	11,969	0.00	
	NET EXPENDITURE	11,134	7,282	1,929	174	-97.61	

Proposed Budget 2025 / 2026

07/11/2024

Code	PUBLIC REALM	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
9010	Street Furniture	3,134	7,280	1,114	4,700	-35.44	
9010/1	Notice Boards	0	0	0	0	#DIV/0!	
9010/2	Benches	0	1,000	0	1,000	0.00	Possible new or replacement benches
9010/3	Bus Shelters	1,555	4,680	840	2,100	-55.13	Cleaning costs £52.49 per bus shelter.
9010/4	Millennium Clock	1,579	1,600	274	1,600	0.00	Annual service & electricity costs
9010/5	Silver Street Sculpture	0	0	0	0	#DIV/0!	£1,000 in earmarked reserves
9010/6	Community Speed Watch Application	0	0	0	0	#DIV/0!	
9020	War Memorial	385	400	0	400	0.00	
9020/1	Maintenance	385	400	0	400	0.00	Memorial cleaning prior to Remembrance Sunday
9020/2	Future Project	0	0	0	0	#DIV/0!	Project complete
9030	Gainsborough in Bloom	0	0	0	3,000	#DIV/0!	
9030/1	Competition displays	0	0	0	3,000	#DIV/0!	Potential new displays
TOTAL EXPENDITURE		3,519	7,680	1,114	8,100	5.47	
INCOME							
910	War Memorial	0	0	0	0	#DIV/0!	
910	War Memorial Project	0	0	0	0	#DIV/0!	Project complete
920	Bus Shelters	0	0	0	0	#DIV/0!	
920	New shelters and renovations	0	0	0	0	#DIV/0!	
TOTAL INCOME		0	0	0	0	#DIV/0!	
NET EXPENDITURE		3,519	7,680	1,114	8,100	5.47	

Proposed Budget 2025 / 2026

07/11/2024

Code	EVENTS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
10010	Mayflower 400 (Illuminate)	1,000	1,000	0	1,000	0.00	Annual Illuminate event support run by WLDC.
10020	Community / Armed Forces Day	0	0	0	0	#DIV/0!	£2,500 in ear marked reserves for event support.
10040	Remembrance Sunday	170	300	0	300	0.00	
10050	Local Town Events Support	3,000	3,000	0	3,000	0.00	Support of WLDC events.
TOTAL EXPENDITURE		9,170	4,300	0	4,300	0.00	
	INCOME						
1005	Richmond Park	0	0	0	0	#DIV/0!	
1015	Marshalls	552	0	0	0	#DIV/0!	
1030	Levellings - Fair / Circus	1,000	1,000	1,000	1,000	0.00	
1040	Aisby Walk - Fair / Circus	500	500	500	1,000	100.00	
1050	Armed Forces & Community Day	0	0	0	0	#DIV/0!	
TOTAL INCOME		2,052	1,500	1,500	2,000	33.33	
NET EXPENDITURE		7,118	2,800	-1,500	2,300	-17.86	

Proposed Budget 2025 / 2026

07/11/2024

Code	CHRISTMAS LIGHTS	Actual Spend 2023/24	Revised Budget 2024/25	Net Expenditure to 07/11/24	Proposed Budget 2025/26	% Change	Explanatory / Justification Notes
		£	£	£	£	%	
	Christmas Lights	29,801	30,008	21,621	29,950	-0.19	
11000	Switch on event	5,143	5,000	5,000	8,000	60.00	Contribution to WLDC organising the event
11010	Anchor Point Testing	2,074	2,200	1,600	500	-77.27	Testing carried out in 2024, required every 3 years
11040	Market Place Christmas Tree	1,000	1,800	708	1,800	0.00	Tree purchase, transport and crane hire
11050	Blachere Contract	19,497	19,358	13,702	19,000	-1.85	Blachere contract, current contract ends following 2025 display
11055	Electrical Contractor for potential use of old lights	0	0	0	0	#DIV/0!	Potential use of old lights
11060	Trinity Street Electricity	1,471	1,000	610	0	-100.00	Meters now removed, refund on last 2 years imminent
11070	Lamp Post Electricity	616	650	0	650	0.00	Electricity charges
	TOTAL EXPENDITURE	29,801	30,008	21,621	29,950	-0.19	