

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

Website: gainsborough-tc.gov.uk



PROPERTY AND SERVICES COMMITTEE AGENDA

To: Committee members:

Councillor Sheila Bibb

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor James Plastow

Councillor Mark Binns (sub)

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor Kenneth Woolley

Councillor James Ward (sub)

NOTICE IS HEREBY GIVEN and Members are summoned to attend a meeting of the Property and Services Committee of the Council to be held on **Tuesday 8 April 2025 at 6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum when members of the public may speak on any item set out in the agenda for the meeting. A maximum of two individuals to address the Committee for a maximum of 3 minutes each.

AGENDA

PS25/149 Apologies for Absence

To note apologies for absence.

PS25/150 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.

PS25/151 Declarations of Interest

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

PS25/152 Dispensation Requests

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

PS25/153 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.

PS25/154 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 Wednesday 12 March 2025 (pages 4 to 6)

PS25/155 Matters Arising Schedule

To note current position of previously agreed actions as at 3 April 2025.

Paper B (pages 7 to 15)

PS25/156 Love Lane Allotment Drainage

To consider update report on Love Lane allotment drainage.

Paper C (pages 16 to 19)

PS25/157 Foxby Hill Allotment Structure Application

To consider application for structure.

Paper D (pages 20 to 24)

Exclusion of public and press recommended due to personal nature.

PS25/158 Fire Risk Assessment

To note Fire Risk Assessment Report for and remedials complete for Richmond House.

Paper E (pages 25 to 33)

PS25/159 Children's Cricket Sessions

To consider request from Gainsborough Cricket Club to use the cricket field free of charge.

Paper F (pages 34 to 36)

PS25/160 The Wind In The Willows - The Musical

To consider request from WLDC to hold a musical at Richmond Park.

Paper G (pages 37 to 38)

PS25/161 Gainsborough in Bloom

To note update of Gainsborough in Bloom progress.

Paper H (pages 39 to 46)

PS25/162 Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries

To review and adopt the revised Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.

Paper I (pages 47 to 68)

PS25/163 Memorial Application

To consider inscription on memorial application.

Paper J (pages 69 to 70)

Exclusion of public and press recommended due to personal nature.

PS25/164 Items for Notification

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

- i. Marshalls Boiler
- ii. Pride event review of event plan
- iii. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- iv. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- v. Volunteer Recognition
- vi. Richmond House Conservatory Replacement
- vii. General Cemetery Extension
- viii. General Cemetery potential carpark area
- ix. General Cemetery Chapel

PS25/165 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 13 May 2025 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 03 April 2025

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 **Wednesday 12 March 2025** at **6:30pm** in the meeting room, Richmond House, Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ.

Councillors Present: Councillor Dennis Dannatt (Chair)

Councillor Sheila Bibb
Councillor Paul Hooton
Councillor James Plastow

Councillor Richard Craig
Councillor Paul Key

In Attendance:

Rachel Allbones

Town Clerk

PS25/140 Apologies for Absence

Apologies for absence were received from Councillors C Davies, K Woolley.

PS25/141 Public Participation Period

No public in attendance.

PS25/142 Declarations of Interest

No declarations of interest were received.

PS25/143 Dispensation Requests

No dispensation requests were received.

PS24/144 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS25/146 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS25/145 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 11 February 2025 be approved as a as a true and accurate record and signed by the Chair.

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

PS25/146 Marshalls Shutters (Paper B)

RESOLVED:

- i. Under Financial Regulation 18.2 suspend Financial Regulation 11.1h due to historically companies contacted and visited site have not quoted for the repairs.
- ii. That the Committee appoint 365 Security Concepts to carry out the works as quoted in 4. at a cost of £7,905.00 +VAT.
- iii. That the Committee request Finance and Strategy Committee to replace the £8,000 in EMR at Year End.

PS25/147 Items for Notification

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

- i. Matters Arising Schedule – April
- ii. Love Lane Allotment Drainage - April
- iii. Fire Risk Assessment review of progress (Richmond House) – April
- iv. Fire Risk Assessment review of progress (Marshalls) - April
- v. Pride Event review of event plan – April
- vi. Marshalls Boiler
- vii. Volunteer Recognition
- viii. Richmond House Conservatory Replacement
- ix. General Cemetery Extension
- x. General Cemetery potential carpark area
- xi. General Cemetery Chapel

PS25/148 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 8 April 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:38pm.

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

PAPER B

Officer Report to the Property and Services Committee

Report Author: Rachel Allbones

Report Date: 03/04/2025



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

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

Matters Arising Schedule

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS22/037	Richmond House To consider the Richmond House condition report undertaken by an independent assessor and identify mitigating action to be carried out.	The committee resolved for Town Clerk to carry out mitigation work for first priority issues as identified and initiate works demanding immediate attention.	Ongoing, Liaising with conservation officer Fire doors installed in FF offices		TC/OM
In progress	PS24/085	Richmond House Windows To consider quotations received for the repair and maintenance of 18 upstairs windows at Richmond House and approve the expenditure and chose a supplier.	RESOLVED: a) That contractor A be appointed as soon as possible to undertake the works to repair the windows to the first floor (£13,920 plus VAT) as soon as the weather and their work schedule permits. b) That contractor A be appointed as soon as possible to undertake the works to paint the first floor and ground floor windows and doors (i.e., the entire house), (£10,060 plus VAT) as soon as the weather and their work schedule permits. c) That a 10% discretion (£2,398) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. d) That the necessary funds come from the Richmond House Reserve.	Repair works have begun. Repair works complete. Awaiting decorator to attend. Majority of windows have now been painted, front entrance waiting on rectification of the dry rot.	Spring	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			e) The budget be adjusted accordingly.			
In progress	PS24/124	Marshalls Sports Ground Main Pavilion Heating To consider replacement of the building management system managed heating system and hot water system at Marshalls Pavilion.	RESOLVED: 1) That the Operations Manager, in consultation with the Interim Town Clerk and Leader of the Council, liaise and discuss with WLDC regarding the replacement of the BMS managed H&HWS at Marshalls Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshalls Pavilion. This to be a minimum of £8,500. 3) That the Operations Manager, in consultation with the Interim Town Clerk, update the Committee at a future date.	OM and ITC attended a meeting with WLDC Officers and plans and specs are being drawn up for ways forward to meet all needs. An audit has been carried out. Awaiting for prices for proposals.		OM
In Progress	PS24/142	General Cemetery Chapel Condition Survey	RESOLVED: to obtain quotes for all outstanding priorities A (urgent requiring immediate action) and B (requires attention within 12 months) and report back.	OM and team carrying out some recommendations in house.		OM
In progress	PS25/078	Event Application	RESOLVED: to approve the application in principle to hold a Community Family Fun Day on Levellings Playing Field on 5 July 2025 subject to: - 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.	Documents to be submitted in due course.	June 25	AC

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS25/079	Event Application	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.	Documents to be submitted in due course.	March 25	AC
In progress	PS25/080	Tree Felling	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	Operations Manager to liaise with WLDC in due course.		OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			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.			
Complete	PS25/081	General Cemetery Extension – Old Nursery Site	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.	Approved at Full Council and letter sent in November, no response to date.		TC
In progress	PS25/095	Richmond House Survey	RESOLVED: to RECOMMEND TO FULL COUNCIL to: i. Subject to the following, that the specialist contractor, Timberwise, be appointed as soon as possible to undertake the works to repair and undertake reinstatement to the dry rot affected areas (£16,290.51 plus VAT) as soon as their work schedule permits. ii. That as soon as a response is received from the Building Conservation Officer stating the specification of works is acceptable the specialist contractor, Timberwise, is instructed to undertake the necessary works. iii. That should a response be received from the Building Conservation Officer requiring additional matters to be included in the specification of works the specialist contractor, Timberwise, is requested to quote for the additional works and to undertake the necessary works.	Approved by Full Council, LBC and planning application being submitted to WLDC. Application deadline extended to 30 April 2025.	May 2025	TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			iv. That a 20% discretion (£3,258 ex VAT) be given to the Operations Manager to allow for any price fluctuations or unforeseen works. v. That the necessary funds come from the General Reserve. vi. The budget be adjusted accordingly.			
Complete	PS25/106	Communities Officer Report (Allotments)	RESOLVED to rod the drains on Love Lane Allotments prior to engaging a contractor to carry out a CCTV survey.	Grounds Team are working with the Communities Officer to undertake the works.		CO
In progress	PS25/110	Bus Shelters	RESOLVED: i. Part A. That contractor B be appointed to undertake the cleaning of the Council's bus shelters for a 12-month period. ii. Part B. If complaints are received, consider undertaking a public / user consultation to see if there is need / demand for benches / seats and that another quotation / estimate be obtained from a second contractor. iii. Part C. That the Committee agrees to formally add the bus shelter on Morton Terrace, near the White Cottage, opposite Thonock to the Council's asset register. iv. Part D. That the Operations Manager undertake the necessary research with regard to relocating / installing a new bus shelter, as appropriate. v. Part E. Not to allow advertising within bus shelters at the current time but contact advertising companies to investigate potentially installing small billboards within bus shelters.	LCC have confirmed the dropped kerb is not logged on their records and that a formal application will need to be submitted from the resident. The Town Council can not further this until any application is submitted and approved.		

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
In progress	PS25/111	General Cemetery Memorial Tributes	RESOLVED: i. That the report is noted. ii. That the Operations Manager continue the dialogue with the widow until full compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries is achieved. iii. That any application for a permanent memorial be conditional on absolute compliance with the Guidance Notes on Practices and Regulations within Gainsborough Town Councils Cemeteries.			OM
In progress	PS25/122	Fire Risk Assessment	Members NOTED the Fire Risk Assessment Report for Richmond House. A review of progress of matters that require attention to taken place in 3 months' time.			
In progress	PS25/124	Trees Safety Report	RESOLVED: i. That the tree report and actions to date are noted. ii. That the Operations Manager, in conjunction with an Elected Member, determine the level of works required to Chestnut (T217) within the North Warren Cemetery, due to the severity of consequences from any possible failure. iii. There are numerous references within the report regarding tree strategies and replacement schemes and it is recommended that the Operations Manager, in conjunction with the Councils appointed Arboriculturist, produce a strategy containing proactive tree			OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			management guidance and replanting advice.			
Complete	PS25/134	Love Lane Allotment Dyke / Drainage	RESOLVED: to purchase additional rods to complete the resolution from PS25/106.			OM
In progress	PS25/135	Fire Risk Assessment	Members NOTED the Fire Risk Assessment Report for Marshalls Sports Ground Main and Bowls pavilions. A review of progress of matters that require attention to taken place in 2 months' time.		May 2025 for review	OM
In progress	PS25/136	Tree Management and Hedge Reduction	RESOLVED: i. That the Committee appoint Foxstone Forestry to undertake the tree management works as quoted in 3i, 3iii and 3iv of the report. • T458 – Italian Alder – General Cemetery – Fell – £250.00+vat • Horse Chestnut Trees – North Warren Cemetery – Re-pollard – £1,800.00+vat • T217 - Horse Chestnut - North Warren Cemetery – Fell - £1,800+vat <i>If a crane is required, an additional £1,600.00+ VAT will be attached. I'm hoping this won't be the case. Looking at the tree, as long as we can have access through the dentist surgery, we might be able to lower off a neighbouring tree</i> ii. That the Committee appoint B&B Tree Services to undertake the tree management works as quoted in 3ii, 3v, 3vi and 3vii of the report.		April 2025	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			- Conifer Hedge – General Cemetery – Reduce to 8ft - £1,050.00+vat - T11 – Ash – Richmond Park – Re-pollard/Remove Ivy - £550.00+vat - Approximately 90m of conifer hedge – Richmond Park – Reduce to 8ft - £1,200.00+vat iii. That a 10% discretion be afforded to the Operations Manager to allow for any price fluctuations or unforeseen works.			
In progress	PS25/146	Marshall's Shutters	RESOLVED: i. Under Financial Regulation 18.2 suspend Financial Regulation 11.1h due to historically companies contacted and visited site have not quoted for the repairs. ii. That the Committee appoint 365 Security Concepts to carry out the works as quoted in 4. at a cost of £7,905.00 +VAT. iii. That the Committee request Finance and Strategy Committee to replace the £8,000 in EMR at Year End	Works to be complete week commencing 21 April.	April 2025	OM

PAPER C

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

Report Author: Amanda Clarke and Sean Alcock
Report Date: 2 April 2025



Gainsborough
TOWN COUNCIL

Subject: Love Lane Allotment Drainage

1. Summary

This report is being prepared for the Property and Services Committee members as an update on Love Lane Allotment drainage concerns and works undertaken to date as directed by the Property and Services Committee members.

2. Background

Property and Services Committee reports / recommendations, resolutions and works undertaken. to be noted.

10/09/2024

Recommendations: For the Committee members to agree to instruct Retford Memorials to undertake the work at Love Lane Allotments (Cut back overgrowth and dredge the dyke)

Resolution: For the Grounds Team to clear the vegetation from the dyke and the committee to assess if a survey is needed.

Works undertaken to date.

08/10/2024 - GTC Grounds Team completed cutting back the foliage and briars in the dyke and surrounding area.

03/12/2024 - Contractor commenced works to dredge the dyke, following on from Property and Services Committee Chair agreement for the instructions of the works.

10/12/2024

Recommendations: For the Council to approve the Communities Officer to source contractors to quote for CCTV drainage survey on Love Lane allotments.

Resolution: For the Grounds Team to rod the drains on Love Lane Allotments prior to engaging a contractor to carry out CCTV.

The Grounds Team have undertaken rodding of the drains as directed by the committee. The Grounds Team Leader has reported, 'two operatives rodded the drains from the dyke through two visible outlet pipes. Unfortunately, due to the equipment available to the operatives the rods were not long enough to rod the drain in its entirety'.

The Grounds Team have attempted to expose the pipe running into the drain located to the right of garden 16. The works had to be aborted due to the hole filling with surface water. It has been agreed for this to work to be revisited in dryer weather.

02/02/2025 Update

The Operation Manager, Communities Officer, Grounds Maintenance Team Leader and Leader of the Council visited the site on Friday 28th February 2025.

The drains were rodded from the dyke and reached approximately 35m, which was beyond the unused well sited to the back of allotment garden 23, before meeting an obstruction.

The Operations Manager, Team Leader and Grounds Maintenance Operative again visited the site on Tuesday 25th March.

Total length of drain measured at 46m approximately.

Drain rods inserted from drainage ditch reached to 35m approximately before meeting with an obstruction.

Drain rods inserted from drain that was upgraded by Croft Drainage in 2022, only 5m reached before meeting with an obstruction.

It is suggested that an obstruction or collapse is located between 35m & 41m approximately.

It was also identified during the drainage investigations that the drainage ditch was holding between 12" – 18" of water with no flow. Further investigations of drains that run along the Southern side of the allotment site found that these drains were also holding water, and it is suggested that due to these running off into the large Severn Trent drains that there is an issue within their area of responsibility.

Email sent to Croft Drainage on 3rd March to clarify upgraded drain mechanics and possible schematic, but no response received.

3. Costs

To be confirmed.

4. Recommendation

- 1) To source and appoint a drain clearance contractor to inspect and jet clear if deemed necessary.
- 2) For the Town Clerk and Operations Manager to authorise the associated costs of an appointed contractor if falls within their authorisation threshold.

Gainsborough Town Council

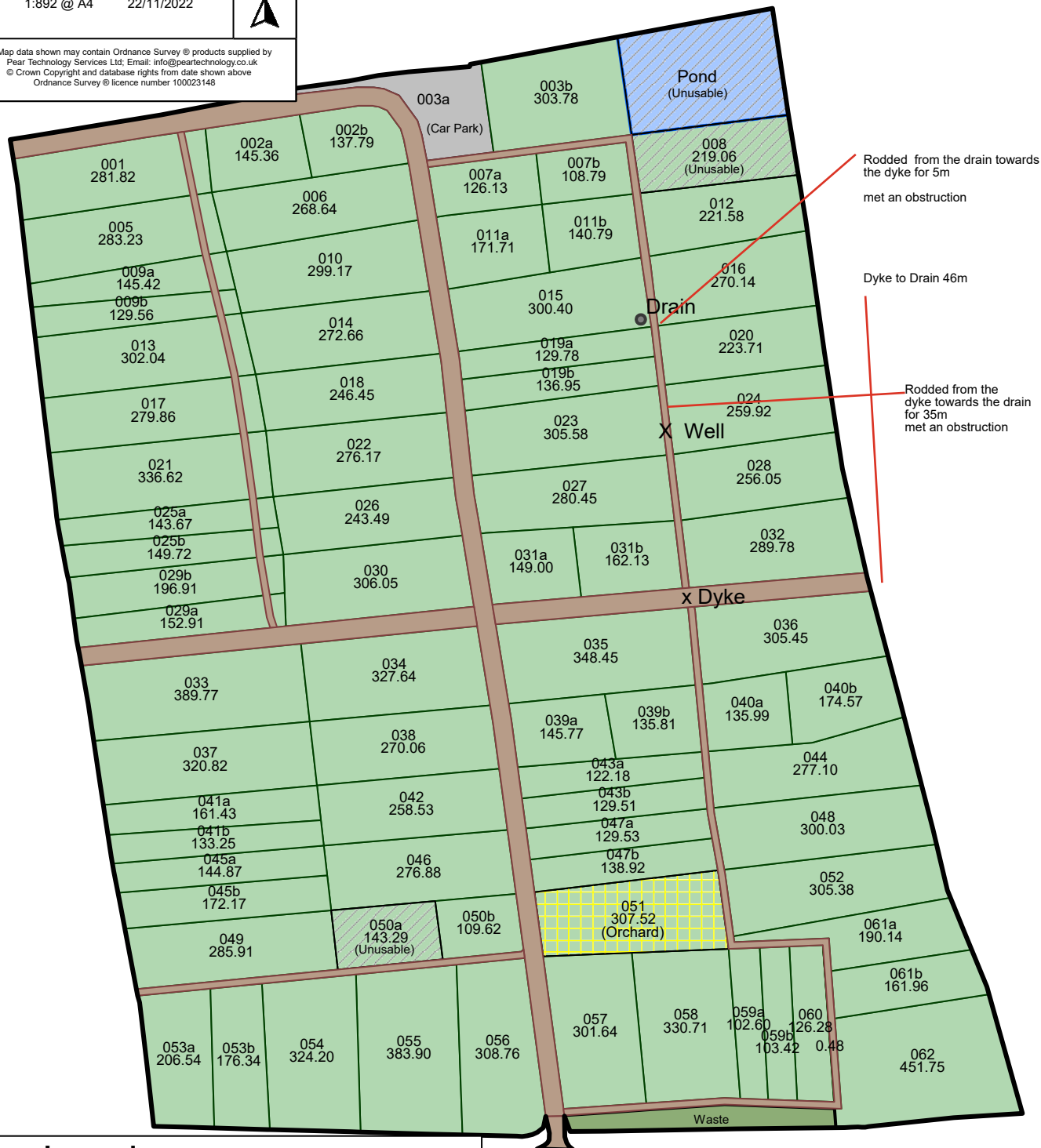
Richmond House, Richmond Park
Morton Terrace, Gainsborough,
Lincolnshire DN21 2RJ
Tel: 01427 811573

Love Lane Allotments with Areas (m2)

1:892 @ A4 22/11/2022



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PAPER D

PAPER E

FIRST CALL FIRE RISK ASSESSMENTS

Hollyside, Manor Lane – Broadholme – Lincoln – LN1 2NA

Telephone: 01522703196 – Mobile: 07724620085

Fire Risk Assessment

As required by

The Regulatory Reform (Fire Safety) Order 2005 – Risk Assessment Report

PRIORITY LEVEL		NUMBER OF PRIORITY FINDINGS WITH THIS GRADING	
HIGH		3	
MEDIUM		16	
LOW		2	
Recommendation		1	
Review		1	
Whilst all matters should be attended to as soon as possible, the method of grading should assist in determining which items require the most urgent attention			
HIGH: Immediate/urgent attention required	MEDIUM: action required within 3 months		LOW: Up to 6 months to rectify issue(s)
Recommendation	Recommendation: in the assessor’s opinion would further enhance fire safety precautions		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
11	Recommendation	Recommend: Introduce Policy. Employees whom bring chargers on site for use with their own personal equipment (for example a laptop/mobile phone) should be encouraged not to leave these on or near combustibles, to unplug from the power source at end of the day - preferably remove from site. Only purchase high quality, branded replacement electrical chargers for use with devices on site.	Operations Manager	
		Action: Create Policy and adopt.		
15	MEDIUM	The frequency of the servicing of the gas equipment should be checked to ensure that it is serviced in accordance with gas regulations.	Gainsborough Gas & Plumbing	14/11/2024
		Action: All appliances serviced by Gainsborough Gas & Plumbing on 14/11/2024.		
19	MEDIUM	All contractors should be provided with fire safety information.	Operations Manager	
		Action: Will be working on contractor induction and related documents.		
29	MEDIUM	The Responsible Persons should familiarise themselves with the safety risks associated with lithium-ion batteries		
		Action: Include in Environmental Policy.		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
31	MEDIUM	The existing fire alarm system should be extended in accordance with BS5839 Part 1 2017 to include smoke detection in the areas referred to above and conform to L2 standard.	Operations Manager	
		Action: Awaiting quotation from CHUBB.		
36	MEDIUM	1 - It is recommended to remove all storage from the first-floor. See also item 47 – upgrade of doors on the first floor.	Operations Manager	Removal of items by 05/2025
		Action: Move all items to old Clerk & Deputy Clerks office and install appropriate fire-resistant doors (quotes being sought).		
38	MEDIUM	The cupboard noted should be surrounded by a 30-minute fire resisting structure including the door.	Operations Manager	
		Action: Install appropriate fire-resistant door (quotes being sought).		
44	URGENT	<i>The conservatory exit from the ceremony room is out of use, as such the room will have a restriction of an occupancy of <u>60 persons</u>.</i>	Operations Manager	LCC informed 01/2025
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
47	MEDIUM	The existing doors noted should be replaced/upgraded by doors that will withstand a fire for a minimum period of thirty minutes, when tested in accordance with the requirements of British Standard 476 pt 1 or an equivalent acceptable standard.	Operations Manager	
		Action: Install appropriate fire-resistant doors (quotes being sought).		
48	MEDIUM	The doors noted should be adjusted to cause them to close fully into the door frames under the action of the self-closing devices.	Team Leader	02/2025
		Action: Adjustments made		
49	MEDIUM	The doors noted should be adjusted/repaired/replaced to reduce the gap to a minimum. A consequent gap between the door and the doorframe should not exceed 3mm.	Team Leader	02/2025
		Action: Awaiting advice		
55	MEDIUM	All storage and the electrical equipment should be removed from the means of escape route and the area kept clear thereafter. An alternative would be to construct a 30-minute fire resisting store cupboard with a smoke detector provided at the base of the staircase.	Operations Manager	02/2025
		Action: Awaiting quotes		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
62	LOW	A notice bearing the words FIRE DOOR KEEP LOCKED/SHUT that complies with the Health & Safety (Safety Signs and Signals) Regulations 1996 should be fixed to the doors noted.	Team Leader	02/2025
		Action: Completed		
71	HIGH	Further information required from the Lincolnshire County Council (Weddings).	Operations Manager	
		Action: Arrange meeting with LCC to clarify evacuation procedures prior to return to building.		
74	MEDIUM	The fire alarm system should be tested by using a different break glass point on each occasion at weekly intervals and the findings recorded in the Fire Logbook.	Caretaker	Weekly
		Action: Completed		
75	MEDIUM	A suitably qualified engineer should service the fire alarm system every six months and details recorded in the Fire Logbook.	CHUBB	03/2025 then every 6 months
		Action:		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
76	MEDIUM	The emergency lighting system should be tested in accordance with the requirements of British Standard 5266 Pt1 2016 on a monthly basis and the findings recorded in the Fire Logbook.	Caretaker	Monthly
		Action: Completed		
78	LOW	Monthly checks to ensure that the fire- fighting equipment is in its allocated position, is unobstructed and has not been tampered with should be carried out and recorded in the Fire Logbook.	Caretaker	Monthly
		Action: Completed		
82	HIGH	Policy review in progress – liaison between both occupiers required.	Operations Manager	
		Action: Arrange meeting with LCC to clarify evacuation procedures prior to return to building.		
83	HIGH	Policy review in progress – liaison between both occupiers required.	Operations Manager	
		Action: Completed		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
93	MEDIUM	Evacuation drills should be carried out in order for the occupants to rehearse the correct fire procedures. The drills would also provide an opportunity to reassess and improve the fire procedures with details recorded in the Fire Logbook.	Operations Manager/Caretaker	04/03/2025 then every 6 months
		Action: Completed		
94	MEDIUM	See item number 93: Part time, shift and Saturday workers should take part in evacuation drills	Operations Manager/Caretaker	
		Action: Discuss at a meeting with LCC prior to the return of the Registrar.		
95	MEDIUM	Following an evacuation of the building, key personnel should attend a debriefing session to discuss the outcome with details recorded in the Fire Logbook.	Operations Manager/Clerk	04/03/2025
		Action: Completed		

Fire Risk Assessment for Richmond House, Gainsborough

Defect Progress Chart

Brief overview of issue[s], see main body of report for full findings

(this section is for client completion)

ITEM NO	PRIORITY LEVEL	ACTION TAKEN	WHO BY	DATE RECTIFIED
108	REVIEW	<i>A further review is required once information from the Lincolnshire County Council for management matters regarding procedures, fire safety training, checks, etc has been received to reflect their response to issues raised and any issues this may highlight.</i> Further Action Required: This Fire Risk Assessment should be reviewed in approximately twelve months in order to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and Section 156 of the Building Safety Act 2022 or earlier in certain circumstances.	Operations Manager	
		Action:		

PAPER F

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

Report Author: Rachel Allbones

Report Date: 3 April 2025



Gainsborough
TOWN COUNCIL

Subject: Childrens Cricket Sessions

1. Summary

To consider providing Marshalls Sports Ground free of charge for children's cricket sessions.

2. Background

The Council have supported children's cricket session at Marshalls Sports Ground for the last 3 years.

12 July 2022

The Committee **resolved** to approve Gainsborough Cricket Club to use the field for approx. 6 weeks free of charge to run free fun cricket session for 5-11 year olds through the school holidays.

13 June 2023

The Committee **resolved** to allow the children's cricket sessions (5-11yo) to be held at Marshalls again in 2023 and provide use of the ground for this venture free of charge.

12 March 2024

The Committee **resolved** to approve Gainsborough Cricket Club to use the cricket field free of charge for children's cricket session for 8 weeks starting Tuesday 4th June from 5:00pm - 5:45pm and 6:00pm - 7:00pm.

2025

Hi Rachel,

I hope you're well.

Over the last few years we've run an All Stars and Dynamo's cricket programme for juniors during the summer holidays at Marshalls. You/the town council has kindly let us run these programmes at Marshalls free of charge, in support of the cricket clubs mission to give back to the community and to support kids with getting into cricket.

We intend to run the All Stars and Dynamo's programme again this summer. Provisionally we are looking at Weds evenings (5-7pm) in two 4 weeks blocks; 4th June - 2nd July, 1 week gap, 16th July - 6th August.

Please can I ask if the town council would again support us in holding these sessions for free of charge at Marshalls?

Please let me know or if I can provide any further details.

Kind Regards

*John Tittley - Vice Chairman
Gainsborough Cricket Club*

3. Cost

The Grounds Team do not provide any extra work to accommodate the children's sessions.

4. Recommendation

To consider providing the cricket pitch free of charge for children cricket sessions.

PAPER G

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

Report Author: Rachel Allbones

Report Date: 3 April 2025



Gainsborough
TOWN COUNCIL

Subject: The Wind In The Willows - The Musical

1. Summary

To consider request to use Richmond Park to hold a musical.

2. Background

The Council have received a request from West Lindsey District Council to hold The Wind in the Willows – The Musical at Richmond Park on Saturday 14 June 2025 as an extension of the GO Festival.

Hi Rachel,

I've got an outdoor show that is available to perform on Saturday, 14 June. It's an outdoor musical spectacular for families called Wind In The Willows. The same company performed Peter Pan in Market Rasen last year.

I'm emailing to ask if the Town Council have a suitable outdoor space that this production could be staged in as an extension to GO Festival. The Theatre Company will be wanting to sell tickets to the performance, so the location would have to be somewhere isolated from roaming public view. At first glance, Richmond Park would probably be really suitable as it's close to the town centre. It would be great if we could make this happen.

Kind regards,

Craig Sanders

Trinity Arts Centre Manager

The performance would require access to a power supply. The Caretaker works weekends and can provide access.

3. Recommendation

To consider granting permission to hold The Wind in the Willows – The Musical at Richmond Park on Saturday 14 June 2025.

PAPER H

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

Report Author: Rachel Allbones

Report Date: 3 April 2025



Gainsborough
TOWN COUNCIL

Subject: Gainsborough in Bloom

1. Summary

To note the progress for the Gainsborough in Bloom competition in July 2025.

2. Background

In 2024 Gainsborough in Bloom won a Silver Award. Judges Report is at Appendix A.

The results were as follows:

Large Town: Silver

Score: Horticulture 27/40, Environment 19/30, Community 18/30

Total 64/100

Marshalls Yard were awarded a Silver Gilt award with a score of 83/100.

In Bloom Score out of 100: Overall Medal Awarded: Medal Guide:

Gold, Excellent 85-100 Points;

Silver Gilt, Very Good 75-84 Points;

Silver, Good 60-74 Points;

Bronze, Satisfactory 50-59 Points.

49 Points and below – certificate of participation.

The core pillars are: Community Participation, Environmental Responsibility, Gardening Achievement.

Looking forward to the 2025 competition.

Showstopper

The Town Council have purchased a boat from Covenham Sailability in anticipation to site it on the Thorndike Way roundabout. The Town Council agreed to plant and maintain the boat.





LCC are reluctant to give consent to the installation of the boat on Thorndyke Roundabout as they consider the risks of installation impracticality, obstruction of drivers vision, third party risks of debris on the carriageway will far outweigh any real benefits to the wider community.

Further discussions to consider alternative sites will be had at the next GiB meeting.

Barrier Baskets

The Town Council agreed to purchase, plant and maintain barrier baskets at the bottom of Spital Terrace / North Street roundabout.

LCC have approved the flower bed installation onto roadside railings at the bottom of Spital Terrace / North Street as this poses a far less risk to road users and pedestrians, as long as advice from the HO is followed in regard to the width afforded to the footway for pedestrian access.



geViews Barrier Basket

Pagoda Barrier Baskets

Our self-watering Pagoda Barrier Baskets are an easy solution to soften and brighten hard steel barriers, bringing a flurry of colour to town centres. Once installed, there is no need to remove them from the streetscene. By using our removable and reusable basket liners, you can quickly change plants for the new season. The built-in self-watering reservoir makes these baskets safer and more cost effective, as the plants no longer need daily watering.

The Pagoda Barrier Baskets also include adjustable stainless steel fixing brackets so are designed to fix most barriers and railings.

geViews Barrier Basket	
Size (mm):	1300 x 405 x 305 (LWH)
Capacity:	29l water, 49l compost

Available in all our colours. See page 4.

geViews Basket Liner (Single)	
Size (mm):	600 x 300 x 170 (LWH)

Each Barrier Basket requires two liners.

Benefits:

- Brightens up a safety barrier or fence
- Easily accessible water point
- Finger points on every liner for quick removal
- 100% recyclable





The Council have ordered 9 of the above barrier baskets at a cost of £1,259.06.

Richmond Park

The Operations Manager is working with the grounds team and is visiting nurseries next week to obtain quotations.

In 2024 the Council purchased 1,840 petunias in red, white and blue in 10cm individual pots at a cost of £1,012 +VAT.



It is envisaged Richmond Park will planting will be similar again this year, with the raised bed as the union jack, the flat bed marked with VE 80 and the trough and 4 planters.

The Council have purchased 4 IBC's to minimise use of tap water and harvest rainwater.

The Communities Officer will look to recycle plastic pots from the purchased plants to allotment holders.

The Communities Officer has been in communications with Gainsborough Nursery Schools regarding taking over the old Aegir School flowerbed to maintain school involvement on the site.

The Communities Officer is creating a Bio-diversity garden on the old aviary site, but this may not be complete for the judging in July.

Allotments

The Communities Officer is working with Spital Hill Allotments for them to be included in the judging.

GIB will be having a meeting in April either the week before or after Easter to put the finishing touches to the judging route etc and catch up. The Town Council are to host the meeting at Richmond House.

3. Recommendation

To note the update.



Large Town

Gainsborough in Bloom
2024

Judged on 12th of July

Judges Malcolm Fisher and Liz Fairfield

Award **Silver**

Judges award:

To Darren for his enthusiasm and knowledge of wildflower meadows and planting, and for passing on those skills to the volunteer groups who assist him.

Introduction

The judges were met by John, Vaughan, Anna, Julie, and Jill together with representatives from both district and town councils at Gainsborough Old Hall.

Vaughan gave a presentation and showed the judges a copy of their portfolio. Vaughan quickly outlined the basic activities that the group have been carrying out and explained the main targets of the group. Of particular interest was the Green Trail which is a bio-diversity corridor across and through Gainsborough. It was pleasing to see the support of local government that the Gainsborough in Bloom team received.

Section A Horticulture

The judges were shown several planted areas and of particular interest were the gardens around the Old Hall. Here English heritage have provided gardening expertise in order to ensure the planting is period correct. Although the hall was built in the mediaeval period, there are links to Henry the Eighth and so the planting palette has been extended up to this period. Recent activity has included the reduction of the perimeter box hedging and some new planting which includes Inula, verbascum, leucanthemum and achillea.

The beds at the side of the hall included some old Rosa Gallica. Impact was good and it was pleasing to see the use of such old varieties and the accompanying increase in biodiversity that this has brought.

The Rose beds by the Paris Church need some attention and the beds nearby planted with Lobelia and begonia semperflorens were tidy but still immature.

There were three raised beds nicely planted with petunias and geraniums opposite the Methodist Church and these were complete with sponsorship boards.

The planters maintained by the Bloom group were looking good if a little immature for the time of year.

The judges were pleased to be taken around Marshall's Yard, a local shopping centre, who had invested in a number of colourful displays. The planting here is mainly perennial supplemented by some annuals. Around the site local traders manage their own displays where appropriate. There is also a colourful display of 36 hanging baskets. The overall effect is attractive, and maintenance is good. Marshall's Yard has an appreciation of the need to manage their displays environmentally and follow sound practices here.

We were shown around the premises of one of the group's sponsors Cliff Bradley who had a number of flowerbeds of mixed planting. Of note were the spectacular large Koi carp.

We also visited Hickman Hill Hotel which has a nicely designed garden with some good box hedging and a mixture of planting. It was disappointing to note there were three dead Bay Trees in the garden. Is this a possibility for a future entry in the best Pub/Hotel category?

The beds at Richmond Park had been planted with a union jack and RAF logo design in honour of D.Day. However, these were disappointing as they were badly in need of deadheading although they had been weeded prior to our arrival.

Section B Environment

A major future development will be the construction of the Green Trail across the town and the judges look forward to seeing the results of this development in the future. It is pleasing that the group is taking a pragmatic approach to this development: tackling some easier achievements early while waiting for permissions for later trickier work.

Gainsborough has an interesting history, and it is obvious that there is pride in this within the Bloom group and in the town. The Old Hall is of particular interest and is well maintained. Most of the areas of the town we were shown are tidy although there are some areas where improvement could be made. There is an amount of weed growth around pavements and other areas that we understand is treated with weedkiller regularly. The maintenance of street furniture is fair but there were again areas where improvement could be made.

It was good to see both Theaker Nature reserve and Pitt Hills Woods which are excellent areas of wildflower meadows which encourage a degree of biodiversity. This is monitored by the Bloom group. There are over 70 varieties of wildflower at Theaker Reserve and the wildlife populations are measured and recorded, particularly the presence of moths [a burnett moth had recently been recorded] and butterflies. Wildlife including Foxes, Muntjac and Roe Deer were also noted in Pitt Hill Woods. The judges were impressed by the knowledge and enthusiasm of Darren who is charged with managing the site and actively shares his knowledge with the volunteers who assist him including training in hedge laying.

There is an understanding within the group of the need to move to more sustainable styles of planting and this is noticeable in some of the areas that we visited, particularly Marshall's Yard. There is also an acceptance of the need to move to peat free planting and again at Marshall's Yard it was good to see the use of organic fertilisers such as blood fish and bone.

There is still some use by both council and private contractors of the weedkiller glyphosate. We are not aware of any plans to phase this out although this is currently restricted to spraying hard landscaping.

We did not see evidence of attempts to minimise water usage, and it was not clear what processes are in place to recycle plastic pots, etcetera.

Section C Community

There is some evidence of forward planning, particularly the hoped for green corridor.

The Bloom group seems to be active throughout the year and their portfolio identified a number of tasks that they carried out including planting up 17 tubs/ planters.

Gainsborough litter pickers have cleaned up the Thorndyke conservation site. The judges were pleased to see the attendance of the chair of West Lindsey District Council and the Mayor of Gainsborough. Relationships here are obviously good and it would be good to see this backed up by an increase in funding for the Bloom group, which works hard to make a difference in difficult circumstances.

It would have been good to see the local allotments and hopefully this can be included in future years tours

It was a pleasure to meet the Hastings group which is a special needs support group with some facilities including a poly tunnel at Richmond Park. It was good to meet participants from this group and see their horticultural activities and the pleasure they derive from them.

The judges were not informed of direct involvement with schools and this should be considered for the future.

The judges, however, were pleased to see a more focused and pragmatic approach to their projects taken this year.

Areas for development

Section A Horticulture

Try to include a wider and more diverse number of areas to demonstrate the blooms group's horticultural activities. It was a pity that the town centre and some allotments were not included in the tour particularly as an allotments officer has recently been appointed

It would be good to see a move to more diverse/perennial planting styles in some areas.

Maintenance could be better in certain areas particularly the Rose beds which we were shown and the bedding at Richmond Park which needed deadheading.

Section B Environment

Progress on the Green Trail will be eagerly awaited.

Try to minimise the use of chemical treatments where feasible and look at ways to minimise the use of mains water. Are some forms of water harvesting possible?

We heard little about re-use or recycling schemes for plastics etc.

Is it possible to consider an incremental renewal programme for street furniture to refresh them for future years?

Section C Community

Although Gainsborough has a rich heritage little was seen in the way of signage in order to inform both residents and visitors of this.

Would it be possible to forge links with schools or colleges to bring younger people into the bloom activities.

Could you broaden the scope of the group to include representation from allotment societies and gardening societies for example

Scores a 27. B 19. C 18 total 64.

Award Silver.

PAPER I

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

Report Author: Sean Alcock

Report Date: 3 April 2025



Gainsborough
TOWN COUNCIL

Subject: Revision of Cemetery Guidance & Regulations

1. Summary

During a review of the Council's Cemetery Guidance & Regulations it was identified that some amendments were required.

2. Background

The Council most recently reviewed and adopted the Cemetery Guidance & Regulations on 8th October 2024.

3. Factors to Consider

The Cemetery Guidance & Regulations is an extremely important document, and all information should be reviewed regularly to ensure that it remains compliant with law and it remains fit for the purpose intended. Although there is significantly more information within the current document, some of the information is untrue, unnecessary or could be considered insensitive.

4. Options

1. Review and adopt document including proposed changes.
2. Do not accept proposed changes.

5. Financial Implications

One of the proposed changes would see the Council only offering a maximum 50-year lease term for full grave plots, this is reduced by almost half from the previous 99-year maximum term that was offered. Although the 99-year lease is rarely purchased there is a possibility that the Council could see a small reduction in Cemetery revenue as a result.

6. Recommendations

- 1) Committee to consider all amendments to the Cemetery Guidance & Regulations document and to adopt the document including proposed changes.
- 2) Committee to agree to create a Shallow Grave Policy due to frequency of occurrence.
- 3) Committee reestablish an Exhumation Policy.
- 4) Committee review the Memorial Mason Guidance.

Guidance and Regulations within Gainsborough Town Councils Cemeteries

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Document History

Original Policies / Regulations etc. adopted – 2016

Reviewed & Adopted – 11 August 2021

Updated and Adopted: 10 January 2023

Reviewed & Adopted – 8 October 2024

Council contact information

Gainsborough Town Council Website: www.gainsborough-tc.gov.uk
Richmond House,
Richmond Park,
Morton Terrace,
Gainsborough,
Lincolnshire,
DN21 2RJ

Telephone 01427 811573 Email: cemeteries@gainsborough-tc.gov.uk

Monday to Friday: 09:00hrs to 15:00hrs.
Closed Saturday, Sunday, and Bank Holidays.

These Regulations are subject to alteration by the Council from time to time as may be considered necessary.

These Rules and Regulations shall come into force on the 9 October 2024 and shall have effect to cancel all previous Rules and Regulations made by the Council.

1. Introduction

1.1 Gainsborough Town Council understands that at such a distressing time as losing a loved one ~~or friend~~, rules and regulations are very far from your mind, but we believe that this information and guidance will be of assistance to you now and in the future and ask that you keep this document with your grave deed / Exclusive Right of Burial for future reference.

1.2 Gainsborough Town Council has made Regulations for Cemeteries under the provisions of the Local Authorities Cemeteries Order 1977.

1.3 The Council reserves the right to alter, add to or amend this guidance and the Cemetery Regulations when necessary.

1.4 ~~Funeral Directors should refrain from choosing / allocating graves with families as new graves will be allocated on a next in line basis by the Cemeteries Officer and are not available for selection, which has been done in the past.~~

1.5 ~~Families with disabilities will also be taken into consideration by allocating an end grave, although this may not always be possible.~~

1.6 Requests will be taken into consideration should a family wish to be close to a deceased relative, although this may not always be possible.

2. Definitions

Throughout this document the following words and expressions shall have the meaning hereinafter assigned to them:

- **'Burial Authority'** means Gainsborough Town Council.
- **'The Council'** Gainsborough Town Council
- **'The Cemeteries'** Gainsborough General Cemetery (Cox's Hill) and North Warren Cemetery (Ropery Road).
- ~~'Cemeteries Officer' means the Officer appointed by the Council or the person for the time being carrying out the duties and any person acting for them at the Cemetery in their absence – typically the Operations Manager or Town Clerk.~~
- **'The Cemetery'** means the cemeteries controlled by the Council.
- **'Grave'** or **'grave space'** or **'plot'** means a burial place formed in the ground by excavation, without any internal wall of brickwork, stonework, or artificial lining.

- **'Vault'** includes underground burial places of every description except grave to which the word 'grave' interpreted above, applies.'
- **'Purchased grave'** means a **'grave'** or **'grave space'** or **'plot'** in respect of which the Exclusive Right of Burial has been granted by the Council, and references to the purchase, grant, owner, or ownership of a grave shall be construed as the purchase, grant, owner or ownership of such right. The Council grant in respect of any grave is not to be construed as extending farther than a grant or exclusive right of burial therein.
- **'Unpurchased grave'** means a **'grave'** or **'grave space'** or **'plot'** wherein such exclusive right of burial has not been granted.
- **'Natural burial'** is a **'grave'** or **'grave space'** or **'plot'** for a single full burial only in the allocated section of the Cemetery.
- **'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. Such persons must be BRAMM or NAMM registered.
- **'Memorial'** means any permanently fixed monument, headstone, cross, scroll, book, kerb, or any permanent memorial of any description whatsoever placed in the Cemetery having received written consent / Exclusive Right of Memorial from the Council.
- **'Tribute'** means any non-permanent / unfixed item or items within or adjacent to any **'grave'** or **'grave space'** or **'plot'** and includes such things as a floral display, A-frame, sculpture, vase, ornament, windmill, wind chime, soft toy, battery / solar powered lights, plastic / wood fence etc. Such items will not have written consent / Exclusive Right of Memorial from the Council.
- ~~**'Burial'** is the process of burying a person's non-cremated body.~~
- ~~**'Interment'** is the process of placing a person's cremated remains in a permanent resting place.~~
- ~~**'Coffin'** is a funerary box used for keeping a corpse, either for burial or cremation. They are tapered at the head and feet and are wider at the shoulders.~~
- ~~**'Casket'** is a funerary box used for keeping a corpse, either for burial or cremation. They are rectangular in shape and have four sides.~~
- **'Funeral'** or **'grave side ceremony'** includes the lowering of a coffin, casket, or urn into a grave with attendant observances which may include a member of the clergy, a lay person, family and friends.
- **'Owner'** means the person who has purchased the Exclusive Right of Burial to a grave.
- **'NAMM'** means the National Association of Memorial Masons.
- **'RQMF'** means the Register of Qualified Memorial Fixers.
- **'BRAMM'** means the British Register of Accredited Memorial Masons.

3. Grave, grave space, plot

3.1 Graves are available in the cemeteries, which consist of consecrated and un-consecrated sections. Due to the lack of space within the cemeteries the selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.

3.2 Due to the lack of space within the cemeteries the Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.

3.3 The types of graves available in the cemeteries are Traditional Graves, Cremated Remains Graves, Children's Graves and Natural Burial graves. Traditional Graves can accommodate a traditional headstone including kerb set. Cremated Remains Graves are for the burial of

cremated remains and can accommodate a traditional headstone including kerb set. Children's Graves are reserved for the burial of small children and babies and can accommodate a traditional headstone with kerb set. Guidance and regulations regarding Natural Burial graves is covered later in this document on page 16.

3.4 Memorials will only be permitted on purchased graves that have a burial or interment within. Memorials must conform to the regulations covered later in this document on page 13.

3.5 Following any burial or interment the Council will level the grave using spoil from the grave plot.

3.6 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~~). A maximum of two (2) full burials may be accommodated with up to a maximum of ~~four~~ three (4) 3 ashes interments – if space allows. This must be agreed at the time of purchase of the grave as it will affect future burials or interments.

3.7 Full burial for a small child or baby all grave spaces, as standard, are four (4) feet long by ~~three (3)~~ two (2) feet wide (48" x ~~36 24"~~) (~~1219mm x 914mm~~). Only one full burial may be accommodated.

3.8 All cremated remains grave spaces, as standard, are two (2) ~~four (4)~~ feet long by two (2) ~~three (3)~~ feet wide (~~2448" x 2436"~~) (~~1219mm x 914mm~~). A maximum of two (2) cremated remains interments may be accommodated.

3.9 If a full burial adult coffin or casket is over 74" (~~1880 mm~~) long, or over 28" (~~711mm~~) wide, then two or more graves, ~~as required~~, may be required to be purchased so as to accommodate grave shoring and to allow a wider wall of earth (mid-feather) either side of the coffin / casket. Each burial application is considered individually based upon the plots available and ground conditions. However, oversized 'American style caskets' may not always be accommodated due to the layout and plot sizes available in the cemeteries.

4. Coffins, caskets, urns and shrouds

4.1 All burial or interment vessels including fixtures, fittings and liners must be of biodegradable construction, these include coffins made of wicker, bamboo, softwood, recycled paper (papier-mâché) and recycled board. Shrouds, ideally in natural fibres, are acceptable. These requirements were initially written with the intention of being used solely within the Natural Burial regulations. Is it the Councils ambition to eradicate the use of hardwoods such as pine, oak etc.

4.2 Burial or interment vessels made of veneered chipboard or MDF are permitted as are those made from tropical hardwoods, even those from assumed sustainable sources. As above

4.3 Cremated remains should be contained in a suitable urn or vessel. Upon written request permission may be given to pour cremated remains directly into a specified plot. ~~Cremated remains may not be scattered on the surface at the Cemetery.~~ Stated in 17.29

4.4 Wedding rings and similar objects may be interred with burials or interments.

4.5 All coffins / caskets must be marked with a non-perishable plaque / name plate. This must show the name, age, and date of death of the deceased.

4.6 Where the remains of more than one person are placed within a coffin, such as ashes placed within a coffin, both the names of those contained therein shall be included in the non-perishable plaque / name plate.

4.7 In the case of a stillborn child no age will be recorded.

4.8 Only 100% biodegradable coffins or shrouds may be employed in the Natural burial area. ~~Willow is an incredibly sustainable and eco-friendly choice.~~

5. Grave digging / interments

5.1 All graves will be excavated and prepared by the Council or appointed contractor(s). No other person(s) or contractor will be allowed to undertake any excavation within the Cemetery except with the express written consent of the Town Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

5.2 Graves may be excavated by hand or by machine dependent on safe access and egress to the grave plot.

5.3 When a grave is being opened, the excavated soil is placed to the side of the grave. It may be necessary, when opening a grave amongst existing graves, for the soil to be placed on one or more adjacent graves. The graves in question will have any fixed memorials protected and will be covered with boards so that the soil does not lie directly on any grave. This practice / method is common practice in cemeteries throughout the country. This will unfortunately interfere with access to some graves for a short period of time. After the funeral has taken place, the area will be left neat and tidy.

5.4 Where a memorial has been installed in close proximity to the grave to be excavated this may need to be removed for safety and / or for excavation access purposes. The Council will contact the holder of the Exclusive Right of Burial for the memorial regarding the removal of the memorial and its re-instatement after the burial has taken place.

5.5 It is normal for graves to sink / subside during the first year, especially after periods of heavy rainfall. The [Council Cemeteries Officer](#) will periodically check graves and re-instate them to level where necessary. Graves will also be reinstated to level when reported to the Council. However, the Council will not undertake works to any memorial or kerb set as these are the responsibility of the grave owner.

6. Funeral or grave side ceremony

6.1 All funerals at the Cemetery are under the control and direction of the Cemeteries Officer. Funeral Directors are responsible for the physical interment.

6.2 The time appointed for burials, interments, and funerals must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another burial or interment.

6.3 All burials, interments, and funerals will be subject to the control of the Council's [Cemeteries Officer, who will meet the cortege and direct it to the grave.](#)

6.4 The [Council Cemeteries Officer](#), or any person acting on their behalf, ~~or in their absence,~~ may at their own discretion, exclude from the Cemetery, at any time, all or any persons not being members of the family or relatives of the deceased whose funeral is taking place therein, or not having any duty or service in connection with such funeral.

6.5 Before any burial or interment vessel may be taken to the grave the Council's [representative Cemeteries Officer](#) must be offered the opportunity to read the name plate on the coffin, casket or urn.

6.6 No Funeral Director or other person shall be permitted to remove coffin / casket lids or slides from any coffin / casket at any interment within the Cemetery.

6.7 It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral, if one is required.

6.8 Any floral or other tributes from the funeral may be placed on top of the grave following backfilling and will remain in situ for a maximum of 28 days before being cleared by the [Council Cemeteries Officer](#) (unless family have already removed them).

7. Burial records and Cemetery plans

7.1 Grave spaces are carefully recorded on plans and registered by law.

7.2 A plan of each Cemetery showing the position and number of each grave is available on-line via the Council's website <https://gainsborough-tc.gov.uk/council-services/cemeteries/>.

7.3 ~~Burial Registers are kept by the Council at Richmond House. As the registers are old and fragile we no longer allow members of the public to look through them. However, we~~ The Council can search [for additional burial information the register](#) for you, although charges are now made as contained in the Cemetery Fees and Charges Schedule.

8. Purchasing a Grave / Exclusive Right of Burial

8.1 Anyone who is over 18 years old can purchase a grave. However, it must be noted that there is an additional cost for people who live outside the Council area.

8.2 The purchase of a grave space beyond the current burial area will not be permitted.

8.3 Purchasing the Exclusive Right of Burial authorises the grave owner to make applications affecting that space for a period of up to ~~50?~~ 99 years (dependant on terms of purchase) and once the appropriate fee has been paid and permission granted, the right to erect a permanent memorial on that grave.

8.4 The ground itself, however, remains in the ownership of the Council, which is empowered to make Cemetery Regulations under the provisions of the Local Authorities Cemeteries Order 1977.

8.5 An Exclusive Right of Burial can be purchased for ~~either 25, 50 or 99~~ Years for a Full Plot or 25 years for a Cremation Plot. The fees for the current year can be found contained in the Cemetery Fees and Charges Schedule.

8.6 The Exclusive Right of Burial can be, upon application, topped up whenever the owner wishes to as ~~long as the rights do not exceed 99 years~~ as contained in the Cemetery Fees & Charges Schedule.

8.7 The law can be complex, and it is strongly advised applicants for Exclusive Right of Burial consult a Solicitor to establish ownership. Only one person can hold the Exclusive Right of Burial, it cannot be held jointly by family members.

8.8 Exclusive Right of Burial allows the owner:

- To be buried in that grave, where space permits.
- Authorise further burials in that grave, or the interment of cremated remains in the grave, where space permits.
- Place a memorial on that grave, subject to the Council's Regulations relating to memorials.
- Have inscriptions or additional inscriptions on a memorial on that grave subject to the Council's Regulations relating to memorials.

8.9 Possessing a Deed of Exclusive Right of Burial does not necessarily give the person ownership of Exclusive Right of Burial, when the owner is deceased subsequent ownership depends upon whether or not the deceased person left a valid will.

8.10 It is against the law to open a grave for burial, including a burial of cremated remains, without the written permission of the registered owner or lawful cause.

8.11 Should a pre-purchased grave become unwanted before being used the Council may, at their discretion buy back a grave. The grave must not have been used for burial or cremated

remains. The original Deed must be accompanied by a letter from the original grave owner stating that they wish the Council to buy back the grave. The Council will only give back the original price paid for the grave.

8.12 IMPORTANT: You must keep both the Exclusive Right of Burial and the Exclusive Right of Memorial deeds safe as these will need to be presented to support any application to the Council. During the period of grave rights being granted any change of address or transfer of rights must be notified to the Council in writing within 21 days. Failure to do so will result in the Council not being able to accept any applications or communicate with relevant persons.

8.13 Once the owner of the Exclusive Right of Burial is themselves deceased it is important that an official transfer of these rights is undertaken so that the Council's records show who the owner of the rights belong to. Failure to do so will result in the Council not being able to accept any applications or communicate with relevant persons.

8.14 It is the interests of any family to resolve ownership issues as soon as possible rather than wait until the need to arrange a funeral, as the process may take some time.

8.15 Ownership is the families' responsibility, and the Council cannot accept a funeral booking or authorise a memorial application until ownership has been obtained.

9. Transfer of Exclusive Right of Burial

9.1 The Council understands there will be occasions when a grave owner would like to pass the Exclusive Right of Burial over to someone else. Any transfer of the Exclusive Right of Burial will not be deemed valid unless such transfer has been approved by the Council.

9.2 When the current grave owner is still alive and wishes to transfer ownership to another person, an Assignment of Exclusive Right of Burial form must be properly completed, signed and authorised by the Council. This form can be found on the Council website or through the Council Office.

10. Transfer of Exclusive Right of Burial when the owner is deceased

10.1 It is important to have a living owner responsible for any grave. As grave owner, there is an automatic right to be buried in the grave, should space allow.

10.2 Following the burial of a deceased grave owner, the applicant for the burial shall begin the process of transferring the Exclusive Right of Burial to the rightful living owner.

10.3 For a transfer of the Exclusive Right of Burial to take place when the owner is deceased, the Council will require one of the following two documents in relation to the deceased's estate:

- Grant of Probate – the original, court sealed document.
- Letters of Administration – original document.

10.4 Alternatively, if there was no legal necessity or requirement to obtain either of the above documents then a Statutory Declaration would need to be used and signed by the next of kin. The Council will provide the Statutory Declaration using information provided by the perspective which would then need to be signed before a Magistrate or Commissioner for Oaths (Solicitor).

11. Burials and Interments

11.1 Burials and interments may be arranged either through a Funeral Director or directly with the Council.

11.2 When organising a burial and interment directly with the Council a Notice of Interment form must be completed. This form can be found on the Council website or through the Council Office.

11.3 When using a Funeral Director, they will go through the application process with you.

11.4 The Funeral Director or person arranging the funeral is responsible for providing sufficient bearers to convey the coffin reverently from the hearse to the graveside. Cemetery Staff are not allowed to assist with bearing.

11.5 Arrangements for Priests, Ministers, or other persons to officiate at the service are the responsibility of the Funeral Director or the person arranging the burial.

12. Notice of Burial or Interment

12.1 The Council welcomes and encourages communications / dialogue prior to booking / confirming a date and time for a burial or interment. However, a Notice for a Burial or Interment must be given a minimum of seven (7) clear working days prior to the requested burial date, or the burial may be delayed. This will allow for the Council to arrange for the necessary grave digging arrangements to be made.

12.2 Where a funeral is of a person who has died from an infectious disease the Notice of Interment must contain a statement to this effect.

12.3 The Council will not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Any verbal communication must be confirmed in writing. Neither will the Council accept responsibility for any documents lost or delayed by the Post Office / Courier.

13. Certificates of Disposal for Burial

13.1 No burial or interment will be allowed to take place unless a certificate, as mentioned below, accompanies the Notice for a Burial or Interment.

- In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act, 1953.
- In the case of a death reported to the Coroner, the Coroner's Order.
- In any other case, the Certificate for Disposal issued by the Registrar of Births.

13.2 If any certificate is mislaid or lost a declaration to the satisfaction of the [Council Cemeteries Officer](#) must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths, or the Coroner, must be produced to the [Council Cemeteries Officer](#) within 24 hours following the signing of any declaration.

14. Certificates of Disposal for Cremated Remains

14.1 Before the [Council Cemeteries Officer](#) can authorise the interment of cremated remains of any person in the Cemetery a certificate must be produced from the appropriate officer of the Crematorium that the Certificate for Disposal has been produced to the Medical Referee of that Crematorium and that notification of the disposal has been delivered to the appropriate Registrar of Births and Deaths.

15. Payment of Fees

15.1 The fees and charges for any burial or interment must be paid at the time of giving notice of booking and all other fees paid before the work to which they relate is commenced.

15.2 All fees and charges must be paid at Richmond House as contained in the Cemetery Fees and Charges Schedule. These requirements do not apply to those who pay by account.

15.3 The fees charged include everything connected with the specified items in respect of which an official receipt is given. No one employed by, or on behalf of the Council is allowed to receive any gratuity.

15.4 Charges are in accordance with the Council's Cemetery Fees and Charges Schedule, which may change each year.

16. Hours of Burial or Interment

16.1 The hours for burials / funerals for all denominations are:

Summer (1st April - 30th September, Monday to Friday).

DAYS – 09:00hrs to 15:00hrs

Winter (1st October - 31st March, Monday to Friday).

DAYS 10:00hrs to 14:30hrs

16.2 Only in exceptional circumstances will burials or interments outside of the above hours, or on a Saturday, be considered and will be subject to an additional fee. No interments shall take place on Sundays, Christmas Day, Boxing Day, Good Friday or any other Public, Bank or official holiday.

17. General Rules & Regulations

17.1 All burials and interments shall take place in accordance with the statutory requirements laid down in the Local Authorities Cemeteries' Order 1977, and any other subsequent legislation that comes into force.

17.2 No body shall be buried, or cremated human remains interred / scattered in any grave or any part of the Cemetery without the consent in writing of the Council and the owner of the Exclusive Right of Burial.

17.3 All excavations for the interment of human remains shall only be undertaken by Council staff or the Council's approved contractor.

17.4 All human remains shall be interred in urns or caskets of a suitable and approved construction and design.

17.5 Grave owners, family members and friends of the deceased are required to give consideration and respect to other bereaved families where memorials and tributes of any kind are concerned.

17.6 A marker or name plate to be placed on a grave at the time of burial. The marker / name plate will remain until it is replaced with a headstone or other approved permanent memorial.

17.7 Raised mounds or turfed banks will not be permitted on any grave, apart from after a burial where the earth is mounded on the grave to allow for initial settlement.

17.8 No grave shall be raised by turfing or any other manner, above the level of the ground immediately adjoining.

17.9 After the burial has taken place, any floral and other tributes from the burial may remain on and within the grave plot for a maximum of 28 days after which they may be removed by the [Council Cemeteries Officer](#).

17.10 No floral or other tribute may be placed outside of the allocated grave plot. Anything placed outside of the grave plot will be removed by the [Council Cemeteries Officer](#).

17.11 No perennial plant, tree or shrub may be planted on any grave or within the Cemetery without prior written permission being granted by the Council.

17.12 No lights, whether solar powered or battery powered, may be placed on any grave or within the Cemetery without prior written permission being granted by the Council.

17.13 No device capable of playing amplified sound, whether solar powered or battery powered, may be placed on any grave or within the Cemetery without prior written permission being granted by the Council.

17.14 No band, or music, or persons carrying banners will be allowed in the Cemetery except at a military funeral. Any special requests, such as the forgoing, must be made in writing, via the Funeral Director, to the Council Office at the time of giving notice of the interment.

17.15 The erection of a gazebo(s) or other structure, laying carpet, erecting seats, or barriers, playing music at the graveside interment / funeral is prohibited. Any special requests, such as the forgoing must be made in writing, via the Funeral Director, to the Council Office at the time of giving notice of the interment.

17.16 No cameras (still or motion) or audio recording equipment, whether solar powered or battery powered, may be placed on any grave or within the Cemetery without prior written permission being granted by the Council.

17.17 No artificial grass / matting, resin surface, flower holders, jars, vases, stones, memorials, railings, fencing, kerbs, gravel, toys, windmills, chimes or other items or structures installed / erected by grave owners and / or family and friends of the deceased to enclose a grave may be placed outside of the grave plot on the grassed areas. The Council will remove any item placed on or near a grave that does not conform to these Regulations, without prior notice or right of appeal.

17.18 The Council has the right to, and will, remove from any grave plot, or any other part of the Cemetery, any items that are considered to contravene these rules and regulations or that may interfere with the safety and management of the Cemetery. Notice will be served on the registered grave owner advising of any contraventions of the Cemetery rules and regulations and of any items removed.

NOTE: ~~the Council employs strimmer's to cut grass in the Cemetery and The Council asks that all~~ articles such as stone chippings, glass containers, plastic fencing etc. ~~can, and will, occasionally accidentally be hit and possibly become dangerous projectiles. This is why ALL articles / items MUST be kept within your the grave plot please, this reduces the risks of damage to items whilst grounds maintenance is being carried out in the Cemetery.~~ The Council accepts no responsibility to any damage caused to items outside of a grave plot.

17.19 Items removed from any grave plot, or any other part of the Cemetery, of monetary value (planters, photograph frames, lights etc.) will be retained for 28 days. If these items remain uncollected, or it proves necessary to remove the items on more than one occasion, the Council reserves the right to retain and dispose of these items at its discretion without further notice being served on the grave owner.

17.20 Christmas wreaths, floral tributes and any other Christmas items placed on any grave plot, or any other part of the Cemetery that may hinder grounds maintenance, will be removed from 1st February. after twelfth night.

17.21 No item(s) may be nailed to, affixed to, or hung howsoever to any tree in the Cemetery, without the permission of the Council. ~~other than bird feeders approved by the RSPB / RSPCA. The Council reserves the right to remove and dispose of any items other than RSPB / RSPCA approved bird feeders at its discretion without further notice.~~

17.22 Vehicles driven by visitors in the Cemetery, and those accompanying funerals, must travel and park on the tarmacadam car park or road surfaces provided. No vehicle is allowed to travel on any other tarmacadam surface, such as paths, or any grassed area without the consent of the Council. Cemeteries Officer. There are many grassed areas containing unmarked graves and we ask that all vehicle users be respectful. vehicle MUST keep off all grassed areas.

17.23 Vehicles must adhere to the Cemetery speed limit which is indicated by signs at regular intervals.

17.24 No heavy goods vehicles, light goods vehicles or horse drawn vehicles may enter the Cemetery unless authorised by the [Council Cemetery Officer](#). If the authorisation is in relation to an interment / funeral a request must be made in writing, via the Funeral Director, to the Council Office at the time of giving notice of the interment.

NOTE: There are no welfare facilities in the Cemetery for any horse(s) employed to draw a hearse. The horse driver / handler must remove any droppings.

17.25 Grave owners may tend to / cut / manicure the grass within the immediate vicinity of their grave plot if they so wish. However, they must not interfere with any other grave plot or activities of the Council in the management of the Cemetery. The Council reserves the right to cut the grass / maintain the Cemetery for the benefit of all to ensure safe access and egress etc. including around all grave plots.

17.26 There must be no large gatherings of any kind, demonstrations of any kind, or religious services other than the service at the time of interment without the prior written permission of the [Council Cemeteries Officer](#).

17.27 No music is allowed except as an integral part of a funeral service or an event approved in advance by the Cemeteries Officer.

17.28 Smoking shall not take place at or near a funeral service, procession, interment or in the Cemetery Chapel.

17.29 Scattering ashes in or anywhere around the Cemetery is prohibited, even on family graves. It is against the law to scatter someone's ashes without the landowner's (the Council) permission.

17.30 Pet ashes are not allowed in the Council's cemeteries. Unless a human Cemetery or crematorium is separately licensed by the Environment Agency as a pet Cemetery, they cannot allow the scattering or burial of pets on their land.

17.31 All memorials, permanent or otherwise, shall be kept in good repair and in a safe condition at the expense of the owner of the grave. The Council reserves the right to inspect all memorials and lay flat, [cordon off](#) or remove any monument, which in their opinion has become unsafe, dilapidated, or unsightly, or not kept in good repair.

17.32 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.

17.33 All litter and discarded items, including decaying floral tributes etc., must be placed in the appropriate litter bin in the Cemetery. Nothing shall be deposited on the ground adjacent to any litter bin. Larger floral tributes and other items must be taken home for disposal so as to ensure that the appearance of the Cemetery is maintained, and fly-tipping is not encouraged.

17.34 The self-closing non-concussive standpipe taps must not be held open by force as this will damage the tap and waste water. The Council reserve the right to isolate any or all taps for maintenance reasons and during the winter months / periods of frost.

17.35 All persons within the Cemeteries must conduct themselves in a quiet and orderly way. The Council reserves the right to exclude anyone showing the effects of excess alcohol or drug abuse from the Cemetery and the Police will be called if necessary.

Under the Local Authorities Cemeteries Order 1977, it is an offence for anyone to wilfully:

- Create any disturbance in a Cemetery.
- Commit any nuisance in a Cemetery.

- Interfere with any burial taking place in a Cemetery.
- Interfere with any grave, tombstone or any other memorial, any flowers, or plants in any such manner.
- Play any games or sport in a Cemetery.
- Enter or remain in a Cemetery when it is closed to the public, unless authorised by the Council to do.
- People contravening these provisions are liable, if convicted, to a fine not exceeding £100.

17.36 ~~Visitors, not attending a funeral, should not walk on the grass, must keep to tarmacadam or other paths, touch or interfere with floral tributes, plants or memorials.~~

17.37 Dogs are allowed in the Cemetery. They must be always kept on a lead and under proper control. Any fouling must be removed immediately.

17.38 During adverse weather conditions the Council will, at ~~their the Cemeteries Officer's~~ discretion, and without prior notice, close the Cemetery for the safety of the public and Council employees. The Council will endeavour to re-open the Cemetery as soon as possible.

17.39 The use of fireworks, sky lanterns, confetti, streamers, or any other source of airborne litter is strictly prohibited in the Cemetery.

17.40 Whilst visitors may wish to sit by a grave plot in a folding or plastic chair such items may not be left in the cemetery adjacent to a grave plot or anywhere else. All chairs, unless an authorised memorial bench, must be taken away after each visit.

17.41 Watering cans and other methods of containing water (glass, metal, plastic or other forms of bottle / container) may not be left in the cemetery adjacent to a grave plot or anywhere else. All water containers must be taken away after each visit.

18. Memorials

18.1 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.~~

18.2 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 in Cemetery notice boards.

18.3 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.

18.4 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.

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

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

18.7 It is advised that 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.

18.8 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 carried out safely ~~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.

18.9 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.

18.10 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.

18.11 Fees for Exclusive Right of Memorial can be found in the Cemetery Fees and Charges Schedule.

18.12 The Council strongly recommends you take out an insurance policy on your 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).

18.13 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.

19. Memorial Rules

19.1 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.

19.2 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.

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

19.4 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.

19.5 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 Council 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.~~

19.6 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.

19.7 ~~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). Is this a new practice? Do we require copies of guarantees as we do not own the Memorials?

19.8 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.

19.9 Full burial for a small child or baby all grave spaces, as standard, are four (4) feet long by ~~two three (23)~~ feet wide (48" x ~~2436"~~) ~~(1219mm x 914mm)~~. The standard size of a memorial shall be no more than ~~two three (23)~~ feet ~~(24")3' — 914mm)~~ in height measured from the ground, ~~two three (23)~~ feet ~~(24")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.

19.10 All cremated remains grave spaces, as standard, are ~~two four (24)~~ feet long by ~~two three (23)~~ feet wide (~~2448" x 2436"~~) ~~(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, ~~two three (23)~~ feet ~~(24") (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.

19.11 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.

19.12 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 Council 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.

19.13 Any person carrying out memorial safety inspections, be it the Council 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.

19.14 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.

19.15 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.

19.16 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.

19.17 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.

19.18 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.

20. Natural Burial Area

20.1 Natural burial areas, also known as green burial grounds, are an increasingly popular way to give back to the earth by minimising the environmental impact and actually having a positive effect on the land. Being sustainable is the Council's aim, and that burials have minimal environmental impact due to the use of 100% biodegradable coffins or shrouds, as well as removing the embalming process which involves toxic chemicals.

20.2 The Council will carry out minimal maintenance within the natural burial area to allow local flora and fauna to thrive. In order to provide for a more natural environment, the natural burial area will be maintained at the discretion of the Council.

20.3 Because of the natural topography / sloping ground disabled access is limited. However, paths will be mowed allowing visitors access to the natural burial area and visitors should recognise that they need to take care on uneven and possibly muddy or slippery ground; suitable footwear ~~such as sturdy shoes, walking boots or wellington boots~~ is recommended.

20.4 A body that has been subject to embalming ~~or treated with formaldehyde~~ may not be interred in the natural burial area other than in exceptional circumstances, and then only with the express written permission of the Council.

20.5 Due to the natural topography / sloping ground and possible wet conditions Funeral Directors and families should ensure that they are able to safely gain access and egress to the grave plot at the time of burial and thereafter.

20.6 Persons who have had a notifiable disease at the time of death may not be interred at the natural burial area without further measures being taken under the Health Protection Regulations; in such cases, West Lindsey District Council or the Health Protection Agency will advise on the appropriate action.

20.7 Visitors may not plant bulbs, flowers, shrubs, or grasses on the plots. No seed may be scattered on the burial ground unless approved by the Council. Many seeds sold commercially as 'wild,' or 'woodland' have inappropriate species within the mixture.

20.8 No trees may be planted on the site without permission from the Council.

20.9 Picking of flowers, shrubs or grasses is prohibited and no naturally germinated seedlings apart from bramble, thistle and nettle may be weeded from the plots.

20.10 The gardening of burial plots and surrounding area is not permitted. This includes grass cutting or removal of turf on or around graves or trees. Construction or maintenance of "flower beds" is not permitted.

21. Flowers and other Memorials

21.1 Only fresh flowers may be left at the site and all wrappings must be taken away and disposed of. No containers, oasis floral foam or vases are permitted, except immediately after a funeral or service when floral arrangements are acceptable. The Council may remove floral arrangements when they deem it appropriate in the days following a funeral and only fresh flowers will be left in situ.

21.2 The owner of the Exclusive Right of Burial may mark the grave by a single tablet style memorial to a standard design and of which dimensions must not exceed eighteen (18) inches by twelve (12) inches ~~(450mm x 300mm)~~. The tablet style memorial must be laid flat and flush to the ground. Memorials must be installed by a BRAMM / RQMF registered Memorial Mason to ensure uniformity and this is the only form of grave marking permitted. Owners of memorials that do not comply with the aforementioned specifications will be notified and asked to remove the memorial immediately. Failure to do so may result in the Council removing said memorial at the cost of the grave owner.

21.3 Inappropriate items will be removed by the Council without notice. This will include, but not exclusive to, letters, numbers, and symbols whether religious or not, plastic flowers, containers, wind charms, toys, candles, lanterns etc.

22. Memorial Trees

22.1 An application must be made to the Council for permission for a memorial tree prior to planting / installation. The application form may be found on the Council website. Trees acquired by the owner of the Exclusive Right of Burial as a living memorial may only be planted in the allocated area of the General Cemetery. Responsibility of the tree remains with the owner of the Exclusive Right of Burial. In time it is hoped that a small woodland copse will begin to develop naturally. As some trees grow more vigorously than others, the Council encourages the owner of the Exclusive Right of Burial and family that have planted memorial trees to understand that the woodland as a whole is the lasting memorial of their loved one.

22.2 Below is a list of tree species that may be planted within the General Cemetery in Gainsborough. No other tree may be planted.

- Alder
- Birch (Silver or Downy)
- Field Maple
- Hazel
- Rowan
- Wild Cherry
- Whitebeam
- Holly
- Bird Cherry

22.3 An application must be made to the Council for permission for a tree plaque prior to installation. The application form may be found on the Council website. Tree plaques are allowed but must not exceed 150mm x 100 mm. Plaques should be of hard wood construction mounted on a hard wood stake and must be placed in the ground beneath the tree. All responsibility for the tree plaque remains with the owner of the Exclusive Right of Burial.

23. Memorial Benches

23.1 Only memorial benches with written consent from the Council may be installed in any Council cemetery. An application must be made to the Council for permission for a memorial bench prior to installation. The application form may be found on the Council website.

23.2 Memorial benches may only be installed in locations agreed by and given written consent by the Council. Benches must not be installed within grave spaces, on grave plots, or any other space or location not specifically allocated by the Council. The Council's decision on the positioning of a memorial bench is final. The Council has delegated this decision to the Cemeteries Officer.

23.3 ~~The Council does not own any memorial benches in its cemeteries and~~ All memorial benches remain in the ownership and the sole responsibility of the owner. However, all benches installed by an applicant / owner must be freely available to be used by all visitors to the cemetery, not just the applicant / owner and their family.

23.4 The owner must ensure that their memorial bench is installed to the agreed specification below, meets the Council's required design and build quality, and is kept in good order and repair at all times.

23.5 Any claims for injury or damaged caused by the applicant's bench will be directed to the memorial bench owner. The Council will not accept any liability.

23.6 The owner of a memorial bench is responsible for the maintenance and upkeep of their bench, so it does not present a hazard to visitors to the cemetery. The Council may, without notice, remove any unsafe bench or any bench installed without written consent. The bench will be stored for six (6) weeks for the owner to claim it. After this period the bench will be disposed of. The owner of the bench is responsible and liable for all expenditure incurred by the Council if it is found to be unsafe or in a dangerous condition.

23.7 The bench owner must keep the Council informed of any change of address and other contact details. Failure to do so may result in the bench's removal without notice. The bench will be stored for six (6) weeks for the owner to claim it. After this period the bench will be disposed of. The owner of the bench is responsible and liable for all expenditure incurred by the Council.

23.8 Memorial benches within the Council's Cemeteries remain in the ownership and the sole responsibility of the owner. However, they may be inspected by the Cemeteries Officer during their daily work on site and / or upon complaint / report of an issue. Any issues will be reported by the Council to the bench owner for their immediate attention / action. Refer to 23.6 and 23.7 above.

23.9 Bench Specifications - The following specification must be met when submitting an application to install a memorial bench within any of the Council's Cemeteries:

- a) Benches must be no more than 6 feet in length.
- b) Benches must be made of a suitable material i.e., wood, granite, metal, or recycled plastic (plastic wood) suitable for public use.
- c) Bench designs and / or colours must be in keeping with the cemetery location and surroundings.

- d) Bench plaques must be authorised by the Council before installation / fixing to ensure that any inscription(s) is acceptable.
- e) All benches must be structurally sound, fitted securely and not represent a risk of collapse or injury at any time.

23.10 Bench Fixing - the following fixing methods must be used when installing a bench within any of the Council's Cemeteries:

- a) Removable flagstones or paving slabs may be used to create a level base for a bench to be sited. No permanent concrete, tarmac or other material bases may be installed.
- b) Ground spikes, anchors or sockets may be used as an alternative to a flagstones or paving slab base.

NOTE: The Council is aware that memorial benches are a long-lasting tribute to their loved ones. The Council will attempt to inform bench owners of any identified issues and so it is extremely important that the contact details of bench owners are kept up to date and any changes should be communicated in writing to the Council as soon as possible.

24. Shallow Graves

~~24.1 The Local Authorities Cemeteries Order 1977 (LACO) requires that:~~

- ~~a) No body shall be buried in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave:~~
- ~~b) No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in a grave on a previous occasion by means of a layer of earth not less than six inches thick.~~
- ~~c) When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.~~

~~24.2 Generally, a shallow grave may be encountered at the time of reopening for a further interment. However, due to the experience and knowledge of the Cemeteries Officer, an occasional noncompliant grave, with regard to depth, may be suspected and so a 'test dig' will be required to determine that the grave is deep enough to accept a further interment. This may result in the delay of a planned funeral service by a number of days.~~

~~24.3 A 'test dig' will only be made with the written approval of the owner of the Exclusive Right of Burial. The dig will only be a partial excavation so as to determine the depth of the first interment and no human remains will be disturbed.~~

~~24.4 The desire to meet with the needs of the bereaved will not outweigh the Council's legal requirements to comply with burial law and under no circumstances will a burial be carried out in an earth grave if the foregoing (24.1 above) cannot be achieved.~~

~~24.5 In circumstances where compliance with LACO cannot be achieved for an earth burial (a shallow grave) the Council may offer a different grave plot, free of charge, to the owner of the Exclusive Right of Burial. The Council has delegated this decision to the Town Clerk.~~

~~24.6 Alternatively, where a shallow grave is found there is provision within burial law for the construction of a subterranean brick burial vault, as follows:~~

- ~~• Excavate to maximum depth achievable leaving 6" of soil above the last coffin buried.~~

- ~~Ensure that the length and width of the excavation are sufficient to allow the installation of adequate and sufficient shoring, the construction of the walls of a brick burial vault, and allow the coffin free passage at the committal.~~
- ~~Construct a solid foundation in the bottom of the grave by either the preparation of footings around the perimeter of the bottom of the grave or by inserting a pre-formed concrete foundation slab. Alternatively, a layer of dry mix concrete can be spread over the bottom of the grave.~~
- ~~Construct 4.5" brick walls around the inside the grave. If agreed in writing a proprietary preformed concrete sleeve may be employed.~~
- ~~Ensure that there are no gaps in the mortar between bricks, or concrete sleeve.~~
- ~~Carry out the interment with the coffin coming to rest within the brick vault or concrete sleeve compartment formed.~~
- ~~Seal the top of the vault or compartment by bedding concrete slabs of at least 2" in thickness onto mortar ensuring that no gaps exist.~~
- ~~Backfill remaining depth with soil.~~

~~24.7 In order to remain within the requirements of LACO the cell or compartment must be constructed in such a manner so as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.~~

~~24.8 The Council's decision as to whether or not it is feasible to construct a brick vault, or concrete sleeve compartment, will be based on the individual circumstances of the shallow grave, burial legislation, health and safety legislation and any relevant codes of practice etc. The Council's decision will be final. I would suggest that due to the regular occurrence of shallow graves we create a shallow grave policy using the information quoted above.~~

25. Exhumation Policy

~~25.1 Exhumation is the removal of human remains, or cremated remains, from a grave. Exhumations are rare in the Council's cemeteries and can be traumatic for the bereaved family involved.~~

~~25.2 It is an offence in law to disturb or remove any human remains, or cremated remains, without first obtaining the necessary lawful permission to exhume. The person requesting the permission should, in the first instance, contact a Funeral Director to assist them. For lawful permission to be obtained the relevant application to exhume must be completed by the owner of the Exclusive Right of Burial and next-of-kin and be submitted to the Council, as Burial Authority, for agreement.~~

~~25.3 The Council must agree to and support any application for an exhumation in any of its cemeteries.~~

~~25.4 Exhumation of buried human remains, and cremated remains, require the following legal permissions:~~

- ~~In none consecrated ground, a Home Office Licence issued by the Ministry of Justice must be obtained.~~
- ~~In ground consecrated in accordance with the canon law of the Church of England, a Bishop's Faculty must be obtained.~~

~~25.5 Exhumations can occur for a number of reasons, including, but not limited to:~~

- ~~Removal from the original grave site to a new grave acquired in the same cemetery.~~
- ~~Transfer from a public grave to a family grave.~~
- ~~Coroners' instruction that requires further forensic examination of the deceased.~~

d) ~~Removal for cremation.~~

e) ~~Removal for burial in another Cemetery.~~

~~25.6 On receipt of lawful permission to exhume human remains, or cremated remains, the Cemeteries Officer will manage / oversee the exhumation, re-burial, or removal of human remains, or cremated remains.~~

~~25.7 If the conditions of the licence or faculty cannot be met, or there are public health or decency concerns, the exhumation will not proceed. The Council has delegated this decision to the Cemeteries Officer.~~

~~25.8 On receipt of lawful permission to exhume human remains, or cremated remains, the Council will notify the Environmental Health Officer (EHO) so that they can be present at the exhumation. The EHO will assist the Cemeteries Officer in ensuring that respect for the deceased person is maintained and that public health, and health and safety legislation, are observed and protected.~~

I would suggest that persons are signposted to the Policies on the website rather than including the information within the Cemetery Guidance and regulations.

PAPER J