

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 Nicholas Coxon

Councillor Dennis Dannatt

Councillor Paul Hooton

Councillor James Plastow

Councillor Glenn Puxty (sub)

Councillor Nigel Bowler

Councillor Richard Craig

Councillor Caz Davies

Councillor Paul Key

Councillor Richard Thompson (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 15 July 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

PS26/012 Apologies for Absence

To note apologies for absence.

PS26/013 Declarations of Interest

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

PS26/014 Dispensation Requests

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

PS26/015 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.

PS26/016 Minutes of the Previous Meeting

To receive the minutes of the previous Property and Services Committee meeting and resolve to sign these as a true and accurate record.

Paper A Tuesday 13 May 2025 (pages 4 to 6)

PS26/017 Matters Arising Schedule

To note current position of previously agreed actions as at 1 July 2025.

Paper B (pages 7 to 16)

PS26/018 Communities Officer Report

To consider whether to allow the growth of Nicotiana on allotment gardens.

Exclusion of Public and Press recommended due to personal nature of discussion.

Paper C (pages 17 to 19)

PS26/019 Allotment Tenancy Breaches

To consider and approve termination of tenancies under the Tenancy Breach Policy.

Exclusion of Public and Press recommended due to personal nature of discussion.

Paper D (pages 20 to 25)

PS26/020 North Warren Allotment Structure Application

To consider application for structure.

Exclusion of Public and Press recommended due to personal nature of discussion.

Paper E (pages 26 to 28)

PS26/021 Motion from Councillor Dannatt

I, Councillor Dennis Dannatt call upon this Council to consider bringing back into use the spare plots at North Warren allotment site with other interested parties yet to be identified. These spare plots are allowed by law to be temporarily used for any purpose connected with agriculture or horticulture, so long as they can be returned to allotments if required to reduce any waiting list. Communities Officer to lead.

Seconded by Councillor Coxon

PS26/022 Event Application

To consider application to hold a Armed Forces Day event on Levellings Playing Field and any associated charges.

Paper F (pages 29 to 30)

PS26/023 Tree Management Strategy

To consider recommending to Full Council to adopt the Tree Management.

Paper G (pages 31 to 41)

PS26/024 General Cemetery Chapel Condition Survey

To consider condition survey report received in November 2023 and determine next steps.

Paper H (pages 42 to 95)

PS26/025 Memorial Mason Guidance

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

Paper I (pages 96 to 101)

PS26/026 Citizen of the Year Award

To consider and approve criteria and proposals for Citizen of the Year Award 2025.

Paper J (pages 102 to 108)

PS26/027 General Cemetery Extension

To consider communications from WLDC Team Manager Property & Assets and determine next steps.

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

Paper K (pages 109 to 133)

PS26/028 Richmond Park Outbuilding Structural Survey

To consider approval of CARE Structural Engineers Report of outbuildings and associated architect charges to submit a planning application for the demolition of the potting shed and boiler house.

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

Paper L (pages 134 to 137)

PS26/029 Items for Notification

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

- i. Fire Risk Assessment Remedials - Marshalls Main Pavilion
- ii. Fire Risk Assessment Remedials - Marshalls Bowls Pavilion
- iii. Utility Charge Review
- iv. Richmond House Conservatory Replacement
- v. Volunteer Recognition
- vi. General Cemetery potential carpark area

PS26/030 Time and Date of Next Meeting

To note the date and time of the next Property and Services Committee meeting is scheduled for Tuesday 9 September 2025 at 6:30pm.

Rachel Allbones
Town Clerk & RFO
Richmond House
Gainsborough

Thursday, 10 July 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 **Tuesday 13 May 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 Nicholas Coxon
Councillor Caz Davies
Councillor Paul Key

Councillor Nigel Bowler
Councillor Richard Craig
Councillor Paul Hooton
Councillor James Plastow

In Attendance:

Rachel Allbones
Sean Alcock

Town Clerk
Operations Manager

There were no questions or comments from members of the public.

PS26/001 Apologies for Absence

No apologies for absence were received.

PS26/002 Vice Chair

RESOLVED: to appoint Councillor Davies as Vice Chair for Property and Services Committee.

PS26/003 Declarations of Interest

No declarations of interest were received.

PS26/004 Dispensation Requests

No dispensation requests were received.

PS26/005 Items for Exclusion of Public and Press

RESOLVED: to exclude the public and press from items PS26/006 in accordance with the Public Bodies (Admissions to Meetings) Act 1960 1 (2) due to the confidential nature of the business to be discussed.

PS26/006 Minutes of the Previous Meeting (Paper A)

RESOLVED: that the minutes of the Property and Services Committee meeting held on Tuesday 8 April 2025 be approved as a true and accurate record and signed by the Chair.

Initialled:

Note: Councillor Bibb, Bowler and Coxon abstained from voting on the above resolution.

PS26/007 Exhumation Policy (Paper B)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Exhumation Policy.

PS26/008 Shallow Graves Policy (Paper C)

RESOLVED: to **RECOMMEND TO FULL COUNCIL** to adopt the Shallow Graves Policy.

PS26/009 Richmond Park Litter Bins (Paper D)

RESOLVED: purchase of 12 RP Litter Bin with Closing Flaps + GALV Liner - H783 x W520 x D520mm in Brown from NBB Recycled Furniture for Richmond Park.

PS26/010 Items for Notification

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

- i. Marshalls Boiler update
- 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 Chapel
- viii. General Cemetery Extension
- ix. General Cemetery potential carpark area

PS26/011 Time and Date of Next Meeting

RESOLVED: to **NOTE** the date and time of the next Property and Services Committee is scheduled for Tuesday 15 July 2025 at 6:30pm at Richmond House, Morton Terrace.

The meeting closed at 6:52pm.

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: 01/07/2025



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	~~Marshall's Sports Ground Main Pavilion Heating~~ To consider replacement of the building management system managed heating system and hot water system at Marshall's 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 Marshall's Pavilion. 2) That the Council set aside a contingency budget / reserve for the ongoing maintenance of the H&HWS at Marshall's 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. REMOVE DUE TO SYSTEM CURRENTLY WORKING FOLLOWING RECENT WORKS.		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. REMOVE DUE TO BEING ON THE AGENDA AGAIN.		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. REMOVE DUE TO EVENT BEING CANCELLED.	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.~~ REMOVE DUE TO NO COMMUNICATION WITH APPLICANT.	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	PS25/095	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.~~ ~~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.~~	Approved by Full Council, LBC and planning application being submitted to WLDC. Application deadline extended to 30 April 2025. WORKS CURRENTLY IN PROGRESS.	May 2025	TC/OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
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.		
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			OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			within Gainsborough Town Councils Cemeteries.			
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.~~	REMOVE DUE TO REMEDIALS UPDATE IN APRIL 2025.		OM
Complete	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 management guidance and replanting advice.~~	Tree Management Strategy on the agenda for approval.		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

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	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. • ~~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.		April 2025	OM

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
Complete	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
In Progress	PS25/156	Love Lane Allotment Drainage	RESOLVED: 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.	Awaiting contractor to attend site.	July 2025	OM
Complete	PS25/157	Foxby Hill Allotment Structure Application	~~RESOLVED: to decline the recently submitted retrospective structure permission form and to request the tenant remove the structure, within twenty eight days, from garden four. If the tenant does not comply, Council to issue a 'Notice to Quit'. In the event of this the cost incurred to clear garden four to be charged back to the tenant as per point 9.3 of the Allotment Tenancy Agreement. Further to this, to permit the Communities Officer to decline any~~	STRUCTURE REMOVED	April 2025	CO

Status	Agenda no	Agenda item title	Resolution – Action Required	Comment	Date Due	Allocated To
			~~further applications for structures of this, or similar, size (see report), including those who have not requested permission by submitting an application under the same terms.~~			
In progress	PS25/158	Fire Risk Assessment	RESOLVED: to note Fire Risk Assessment Report for and remedials complete for Richmond House.			OM
In progress	PS26/009	Richmond Park Litter Bins	RESOLVED: purchase of 12 RP Litter Bin with Closing Flaps + GALV Liner - H783 x W520 x D520mm in Brown from NBB Recycled Furniture for Richmond Park.	Litter bins on order.		

PAPER C

PAPER D

PAPER E

PAPER F



Gainsborough

TOWN COUNCIL

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

Email: townclerk@gainsborough-tc.gov.uk
Web: www.gainsborough-tc.gov.uk

Facilities Booking Form

Please complete and return this booking form to the details above.

Organiser Information

Organisation Name	GAINSBOROUGH ARMED FORCES & VETERANS BREAKFAST CLUB
Name	[REDACTED]
Address	[REDACTED]
Town	GAINSBOROUGH Lincs
Postcode	[REDACTED]
Telephone	[REDACTED]
Email	[REDACTED]

Function

Venue	LEVELLINGS
Date of Function	20 JUNE 26
Type of Function	ARMED FORCES DAY
Time In (including set up)	0630
Time Out (including clean up)	1830 - 1900
Number of Guests	500 +

Facilities required

(please tick all that apply)

Kitchen	☐	Toilets	☐	Changing rooms (details, please)	☐
Function Room	☐	Car Park	☐	Showers	☐
Pitches (details, please)	☐	Park (define area)	☐	Other (details, please)	☐

Please return this form to: - bookings@gainsborough-tc.gov.uk or to the above address

I agree to the Terms and Conditions of hire set out by Gainsborough Town Council (Attached)

Name (print) [REDACTED]

Signature [REDACTED]

Date

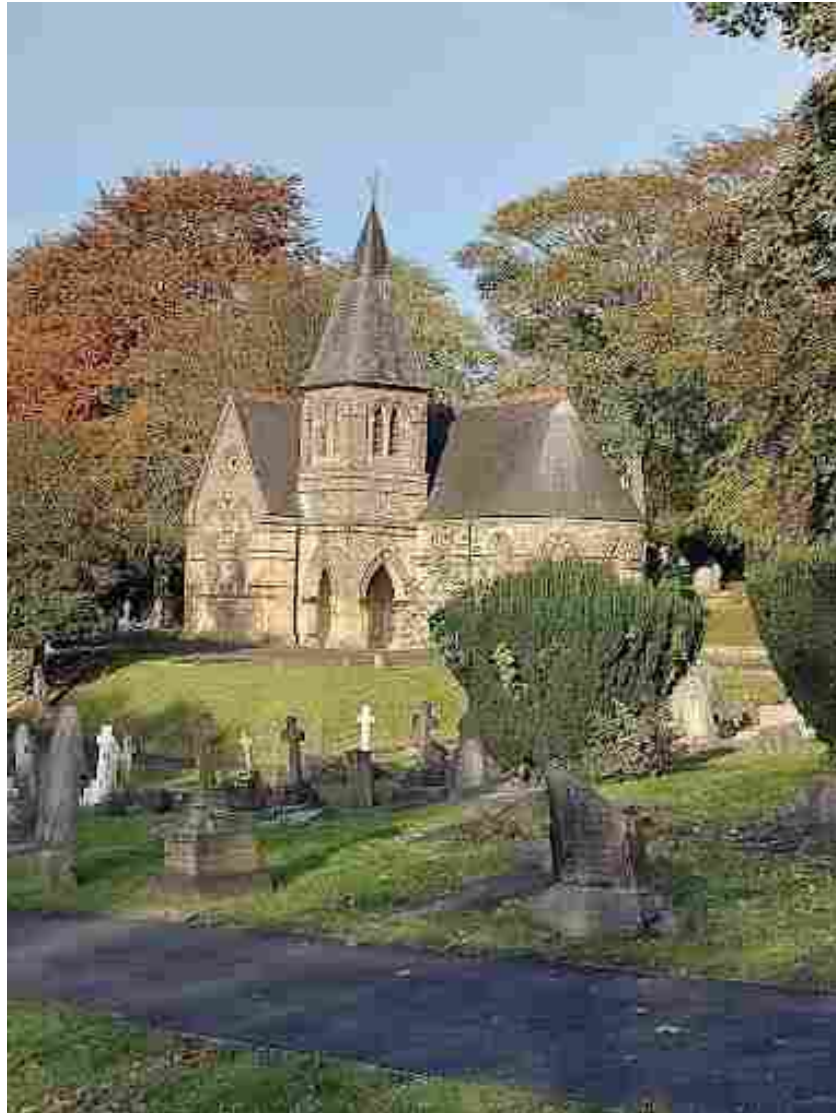
16/6/25

By signing this form you are confirming that you are consenting to Gainsborough Town Council holding and processing your personal data, please visit our website for our

Town Clerk – Rachel Allbones
Office Hours: Monday to Friday 9.00am – 3.00pm

PAPER G

Tree Management Strategy



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Document History

Adopted by Council – 15 July 2025

Reviewed & Adopted –

1. Introduction

Gainsborough Town Council has a statutory duty of care under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that members of the public and employees are not to be put at risk because of any failure by the Council to take all reasonable precautions to ensure their safety.

An assessment of risk is required under the Management of Health and Safety Regulations 1999, in relation to the Tree Management Strategy there is a need to inspect trees in or near public places, or adjacent to buildings or working areas to assess whether they represent a risk to life or property, and to take remedial action as appropriate.

Gainsborough Town Council, either in its capacity as owner or manager, is responsible for trees located on land for which it manages or has control over. As such, the Council has a statutory duty of care in relation to its trees. Compliance with the duty requires the operation of a reasonable systematic inspection of all trees.

This document sets out minimum standards of inspection, competence and record keeping that the Council will commit to and is in accordance with the industry guideline. This document also includes replanting guidance that supports sustainable urban and rural ecosystems. This strategy aligns with UK climate goals, biodiversity needs, and local government policies.

The Nature of Tree Failure Risks

Where land is constantly occupied by people or by valuable property, a moderately small tree might, by virtue of its position, represent a significant “Risk of Harm”. On the other hand, a large tree in an area of low access such as a remote woodland or country park will represent only a very low “Risk of Harm” even where its stability is substantially compromised.

In the latter scenario, access to a remote area will be considerably reduced during the high wind events that are most likely to result in failure of trees and as a result the risk from tree failure in these areas is further reduced.

The System

Gainsborough Town Council appoints a qualified arboriculturist to carry out 18 monthly safety surveys of all trees within its management.

Frequency of Inspections

Any recommended timetable for tree and woodland safety inspections will depend on tree numbers, age-spread and general health, the category of site and the extent of occupation. Inspection timings can sometimes also be determined by insurance companies’ specific requirements and may vary from annually to a three or five-year cycle. If there is a large or ageing tree population and a significant occupation, then the frequency should be increased.

It is recommended that the Council’s now regular inspection frequency of 16 to 20 months should be continued, this allows inspections to be carried out whilst observing changing seasonal and growth conditions.

2. Definitions

Hazard

A hazard is something with the potential to cause harm. A tree-failure hazard is present when a tree has potential to cause harm to people or property.

Risk

Risk is the likelihood of potential harm from a hazard being realised.

Probability

Statistical probability is a measure of the likelihood of something happening.

Acceptable Risks

Gainsborough Town Council is constantly exposed to risk and accepts or rejects risks of varying degrees.

When evaluating tree-failure hazards, two types of risk will be considered. Consideration is given to the person upon whom a risk is imposed. Each year between 5 and 6 people in the UK are killed when trees or branches fall on them. Around 3 people are killed each year by trees in public spaces. Thus, the risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in 10 million for those trees in or adjacent to areas of high public use). However, the low level of overall risk may not be perceived in this way by the public, particularly following an incident.

Reasonable Practicability

The term “so far as is reasonably practicable” refers to the degree of risk in a particular situation and should be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk.

The concept of “reasonable practicability” is a central tenet of English law, which is evident throughout the English Health and Safety legislation and guidance (e.g. Health and Safety at Work Act 1974), and in judgements of the higher courts in relation to tree failure.

Cost and Benefit

The benefits of trees are always under-estimated; they are essential to our well-being and generally enhance our built and natural environments. It is essential within our management principles to maintain a balance between the benefits of risk reduction and the cost of risk reduction; not only financially but also in terms of the lost amenity and other tree related benefits.

Tree Inspection Programme

It is the responsibility of the Council to ensure that tree safety inspection procedures are in place and that they are undertaken only by employees or others who meet the requirements of competence set out within the following sections.

The tree inspection programme has four stages:

1. An assessment of risk
2. An assessment of hazard
3. A prescription for remedial action
4. A plan for the recording and re-inspection process

Assessing the Level of Risk

This is undertaken by the appropriately qualified arboriculturist with sufficient local knowledge and with advice from relevant members of the ground's maintenance team. However due to the fact that over 80% of the trees that fall under the responsibility of the Council border pathways, roads and highways and also taking in to account that the areas in which the trees are situated are also well visited by employees, contractors and members of the public an inspection frequency between 16 – 20 months carried out by a competent and accredited person is advisable.

Assessing Hazards

This is undertaken by an appropriately qualified arboriculturist. It is the responsibility of the arboriculturist to ensure that the hazard is assessed to the best of their ability and is recorded accurately by themselves, and records kept by the Council's Operations Manager. Many trees are potentially hazardous but only the conditions most likely to lead to injury or damage to people or property can reasonably be addressed unless a more detailed individual inspection is recommended. In practice only, visible defects are likely to be identified during an initial survey.

Recording Information

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk. Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

3. Sustainability and Replanting



The Council recognise that the natural beauty of the Cemetery grounds is deeply enhanced by the presence of mature trees and green spaces. As Managers of Gainsborough's Cemeteries, the Council are committed to preserving and enhancing the landscape and natural habitats through responsible environmental practices.

Because of ongoing maintenance needs, age-related decline, or weather damage that may necessitate the removal of trees, we are dedicated to a proactive and sustainable replanting program. This program includes:

Replanting with Native and Resilient Species

We prioritise the selection of native, disease-resistant, and climate-resilient tree species that are well-suited to the local ecosystem. This supports biodiversity and ensures long-term ecological health.

Maintaining Canopy Coverage

For every tree removed, we aim to plant one or more replacements, ensuring the long-term preservation of tree canopy coverage across the Cemetery grounds.

Preserving Historic and Memorial Integrity

Tree planting and removal will be carefully planned in a way that respects the historic layout of the Cemetery and ensures the dignity of all individual burial plots.

Community and Environmental Partnership

Where appropriate, we will work in collaboration with local environmental groups, arborists, and the community to ensure that our practices align with best ecological standards and reflect shared values.

Through these efforts, we strive not only to preserve the Cemeteries tranquil atmosphere that visitors and families find comforting, but also to contribute meaningfully to environmental sustainability and legacy for future generations.

4. Poplar Tree Management Plan



Poplar trees are fast-growing, tall trees commonly found in parks, urban landscapes, and along roadsides or rivers. Due to their size, brittle wood, and susceptibility to disease and storm damage, poplar trees require structured management to ensure public safety and legal compliance.

Objectives

- Minimise risk to the public and property
- Ensure legal duty of care is met
- Maintain tree health and longevity where possible
- Maintain the Tree Safety Survey and a Tree Management Strategy

Legal Framework & Responsibilities

- **Occupiers' Liability Acts (1957 & 1984)** – Duty of care to Cemetery visitors
- **Health and Safety at Work Act 1974** – Protection for employees
- **Wildlife and Countryside Act 1981** – Protection of wildlife inhabiting trees
- **Tree Preservation Orders (TPOs)** – Ensure compliance before works
- **Local Authority Guidance** – Consult regularly with West Lindsey District Council Tree and Landscape Officer

Risk Assessment Framework

Tree Risk Zones

Categorise land into zones based on usage and risk

Zone	Description	Examples
High	Frequent public access	Roads, paths, playareas
Medium	Occasional access	Open parkland, car parks
Low	Rare access	Remote woodland

Risk Factors for Poplars

- Age and size (larger trees pose higher risks)
- Species (e.g. Lombardy poplar is prone to structural failure)
- Wood decay and fungal infection (e.g. *Ganoderma*, *Phellinus*)
- Limb drop
- Windthrow (especially after heavy rain)

Inspection Regime

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk.

Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

Record Keeping

Maintain a Tree Safety Survey that contains:

- Tree ID/Location
- Species and age estimate
- Date of inspection
- Risk rating
- Recommended actions
- Date of completed works

Maintenance and Risk Mitigation

Pruning

- Remove dead, dying, or dangerous limbs
- Reduce end-weight on long lateral branches
- Crown reduction for structurally weak trees

Felling and Removal

- Remove trees that pose immediate and unmanageable risk
- Consider replanting with safer, more durable species

Monitoring

- Use decay detection tools (e.g. Resistograph) for high-value or high-risk trees
- Monitor fungal fruiting bodies

Storm Damage

- Inspect all high-risk trees after storms or extreme weather
- Prioritise trees in high-use areas

Communication and Training

- Train grounds staff in basic tree risk recognition
- Display warning signage near hazardous areas if needed
- Engage qualified arboriculturists for detailed inspections

Contingency and Emergency Planning

- Maintain a list of emergency tree contractors
- Have a rapid response plan for dangerous tree failures
- Notify insurance providers of known risks and management actions

Review and Update

- Review plans every 2–3 years or following a reportable incident
- Update after major tree work

5. Beech Tree Management Plan



Beech trees (*Fagus sylvatica*) are magnificent but can become hazardous if not monitored properly due to their susceptibility to root and branch failure, especially as they age. Gainsborough Town Council have responsibility for several Beech trees throughout their parks and Cemeteries, and it has been identified that many of the Cemetery Beech trees are becoming very mature, and the virulent fungal decay agent *Meripilus giganteus* is known to be present. A number of large mature trees have already been removed due to disease, and it is recommended that the remaining Beech tree stock are closely managed to identify issues as early as possible.

Objectives

- Minimise risk to the public and property
- Ensure legal duty of care is met
- Maintain tree health and longevity where possible
- Maintain the Tree Safety Survey and a Tree Management Strategy

Legal Framework & Responsibilities

- **Occupiers' Liability Acts (1957 & 1984)** – Duty of care to Cemetery visitors
- **Health and Safety at Work Act 1974** – Protection for employees
- **Wildlife and Countryside Act 1981** – Protection of wildlife inhabiting trees
- **Tree Preservation Orders (TPOs)** – Ensure compliance before works
- **Local Authority Guidance** – Consult regularly with West Lindsey District Council Tree and Landscape Officer

Risk Assessment Framework

Tree Risk Zones

Categorise land into zones based on usage and risk

Zone	Description	Examples
High	Frequent public access	Roads, paths, playareas
Medium	Occasional access	Open parkland, car parks
Low	Rare access	Remote woodland

Risk Factors for Beech Trees

- Age and size (larger trees pose higher risks)
- Bark stripping by Grey Squirrels causing severe damage
- Fungal infection (e.g. Phytophthora root rot, Beech bark disease, Honey fungus, Meripilus, Ganoderma, Armillaria)
- Drought sensitivity due to shallow root systems
- Wind damage

Inspection Regime

A full Tree Safety Survey is carried out approximately every 18 months, this includes species, height, condition and age of all trees within Gainsborough Town Council's areas of responsibility. A Tree Safety Survey Report will be issued by the arboriculturist once collated, within the safety survey there will be an action plan of advised works included and an assigned category of risk.

Visual tree inspections are also carried out on a regular basis by the Grounds Maintenance Team, Communities Officer and Operations Manager who have all attended a Lantra Tree Inspection course. All findings are logged and reported on hard copy and are held within the Operation Manager's office. Currently all trees that are identified in-house as being in poor condition, be it signs of fungal fruiting bodies, substantial loss of bark/branches or failure to fully leaf in season are then inspected by external arboriculturist contractors.

Record Keeping

Maintain a Tree Safety Survey that contains:

- Tree ID/Location
- Species and age estimate
- Date of inspection
- Risk rating
- Recommended actions
- Date of completed works

Maintenance and Risk Mitigation

Pruning

- Remove dead, dying, or dangerous limbs
- Reduce end-weight on long lateral branches

- Crown reduction to reduce the tree's size and wind resistance

Felling and Removal

- Remove trees that pose immediate and unmanageable risk
- Consider replanting with species that are less susceptible to disease

Monitoring

- Inspect tree's regularly for signs of disease, pests, damage or weakness
- Pay close attention to crown health, trunk condition, and root stability

Storm Damage

- Inspect all high-risk trees after storms or extreme weather
- Prioritise trees in high-use areas

Communication and Training

- Train grounds staff in basic tree risk recognition
- Display warning signage near hazardous areas if needed
- Engage qualified arboriculturists for detailed inspections

Contingency and Emergency Planning

- Maintain a list of emergency tree contractors
- Have a rapid response plan for dangerous tree failures
- Notify insurance providers of known risks and management actions

Review and Update

- Review plans every 2–3 years or following a reportable incident
- Update after major tree work

PAPER H

Donald Insall Associates

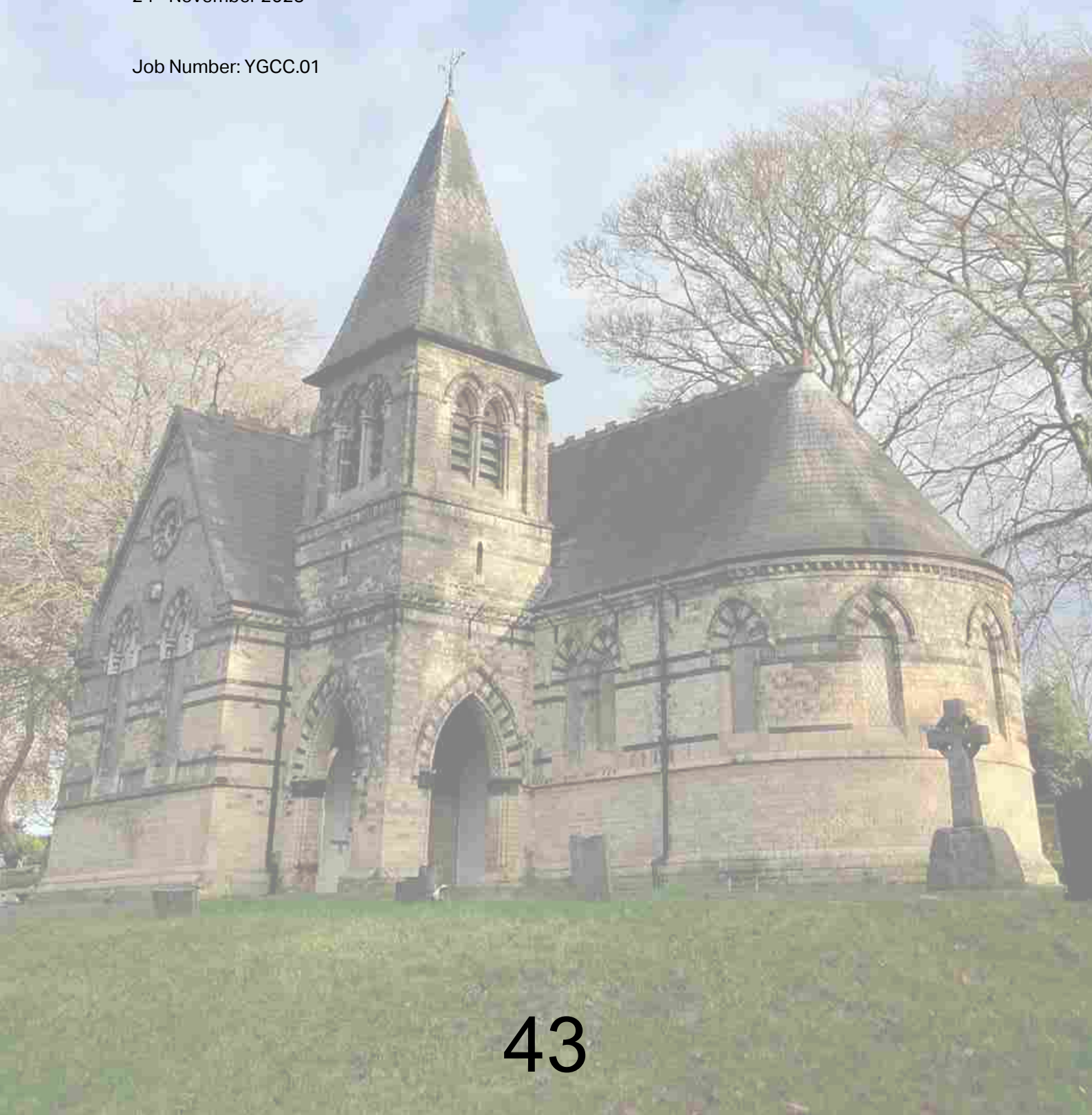
Chartered Architects and Historic Building Consultants

Gainsborough Cemetery Chapel

Condition Report

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

Job Number: YGCC.01



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Issue date: November 2023

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1.00 Introduction

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

1.02 Limitations Of The Report

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

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

1.03 Access

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

1.04 General Description

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

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

1.05 Listing Description

The building is not Listed.

1.06 Previous Works

Work carried out previously and since the last inspection-

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

1.07 Maintenance

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

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

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

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

1.08 *Fire Precautions*

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

At least one fire extinguisher of the right type should be provided; there should also be one additional extinguisher of the foam or CO² type where the heating apparatus is oil-fired. (There are three main types and it is essential to have the appropriate one in the appropriate place. Advice should be sought from the Local Authority Fire Prevention Officer).

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

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

1.09 *Electrical Installation*

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

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

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

1.10 *Heating Installation*

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

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

1.11 *Bells*

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

No information has been provided about the current bells.

1.12 *Accessibility*

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

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

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

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

1.13 *Asbestos*

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

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

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

No information regarding asbestos within the building has been provided.

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

2.00 Summary and Recommendations

2.01 *Commentary on Condition*

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

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

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

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

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

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

2.02 *Executive Summary*

The key issues for the Council to action include:-

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

2.03 *Priorities*

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

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

A Urgent requiring immediate action

B Requires attention within 12 months

C Requires attention within 12-24 months

D Requires attention within 5 years

E Desirable improvement with no time period

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

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

2.04 *Costings*

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

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

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

2.05 *Future Projects*

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

3.00 Inspection Report

3.1 Exterior

3.1.1 Roofs

B Tower (All Slopes) 1
Inspection of the Tower roof was undertaken through visual inspection from the ground. It would be beneficial to gain access into the bell tower to assess the condition of the roof from within.

E The finial appears to be in satisfactory condition although would benefit from redecoration when high level access is provided. 1

Obs No visual inspection was able to be undertaken on the East and North slopes.

Obs On the South and West slopes the slates appear in good condition, with no apparent slips or missing slates.

A It was not possible to determine but given the positioning, it is assumed that the gutters to the Tower require clearing of vegetation growth and debris. 1

B It is also assumed that the gutters from the Tower discharge into a downpipe on the North or East elevation. This arrangement should be checked when access is provided. 1

D North Chapel – North West Slope (Behind Tower) 2
Missing decorative ridge tiles should be replaced.

D Cracked and missing verge pointing should be removed and repointed in lime mortar. 2

D Cracked and missing ridge pointing should be removed and repointed in lime mortar. 2

Obs A number of isolated slates have been replaced. This could be indicative of nail fatigue and this should be reviewed quinquennially.

C North Chapel – North Slope 1
Slipped tile to the West at the ridge, which should be replaced or refixed.

D Similarly to the previous slope, missing decorative ridge tiles should be replaced. 2

D Cracked and missing verge pointing (to both verges) should be removed and repointed in lime mortar. 2

Priorities

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

Costings

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

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

Priorities

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

Costings

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

Obs Slates appear to be in good condition.

M The gutters appear to be functioning satisfactorily, although they should be regularly cleared out as a maintenance item.

D Missing decorative ridge tiles should be replaced. **2**

3.1.2 Walls, Windows + Doors

D *Tower – South Elevation* **1**
Belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.

D The timberwork to the louvres would benefit from decoration. **1**

E There is barbed wire and brackets which have been installed as a security measure, although their removal would be an aesthetic improvement. **1**

Obs There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.

Obs There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation.

D *Tower – West Elevation* **1**
Similarly to the South elevation, belfry louvres look to be unmeshed. It would be beneficial to install mesh to them to deter nesting birds.

D Area of opening jointing to the base of the archway wall, which should be repointed in lime mortar. **1**

D Failing area of asphalt to the entrance, which should be cut back from the base of the wall and infilled with a gravel margin or french drain. **1**

D Similarly to the South elevation, the timberwork to the louvres would benefit from decoration. **1**

E There is barbed wire and brackets which have been installed as a security measure which follows on from the South elevation - their removal would be an aesthetic improvement. **1**

Priorities

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

Costings

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

Obs There are some minor areas of stonework decay to the archway capitals, which can be kept under observation at present.

Obs There are widespread areas of cementitious mortar pointing, which ideally should be removed to prevent accelerated decay of the brickwork. However this is not causing damage at present and could be kept under observation.

Obs *Tower – North and East Elevations*
It was not possible to inspect these elevations due to them being obscured by other parts of the building, however it can be assumed that similar defects affecting the South and West elevations also apply to the North and East elevations. Allowances should be made for addressing these defects in any upcoming project.

C *North Chapel – West Elevation* **2**
Missing quarry to the round window. Allowance should be made for overhauling the leadwork.

C The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures. **2**

C There is an area of cementitious pointing, which is starting to cause decay to the brickwork, which should be removed and the area repointed in lime mortar. **1**

C *North Chapel – North Elevation* **1**
An area of the brick plinth requires rebuilding with missing brickwork infilled

C There are numerous areas of brick salting caused by the use of cementitious mortar, particularly below the string course. This mortar should be removed and the lower section of the elevation repointed fully in lime mortar. Allowance should be made for isolated brick replacements as part of these works. **1**

C The windows have been replaced with fibreglass security glazing, which is unsympathetic. The windows should be replaced with leaded quarried windows or alternatively a modern metal equivalent. Should security be an issue then this should be discussed with the architect on alternative measures. **2**

E The building has uPVC downpipes, which are unsympathetic to a building of this age and style. A desirable improvement would be to replace with cast iron or cast aluminium. **2**

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

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

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

Priorities

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

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5	£50,000-249,999
6	£250,000+

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

Priorities

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

Costings

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

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

Priorities

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

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

Priorities

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

Priorities

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C	Requires attention within 12-24 months
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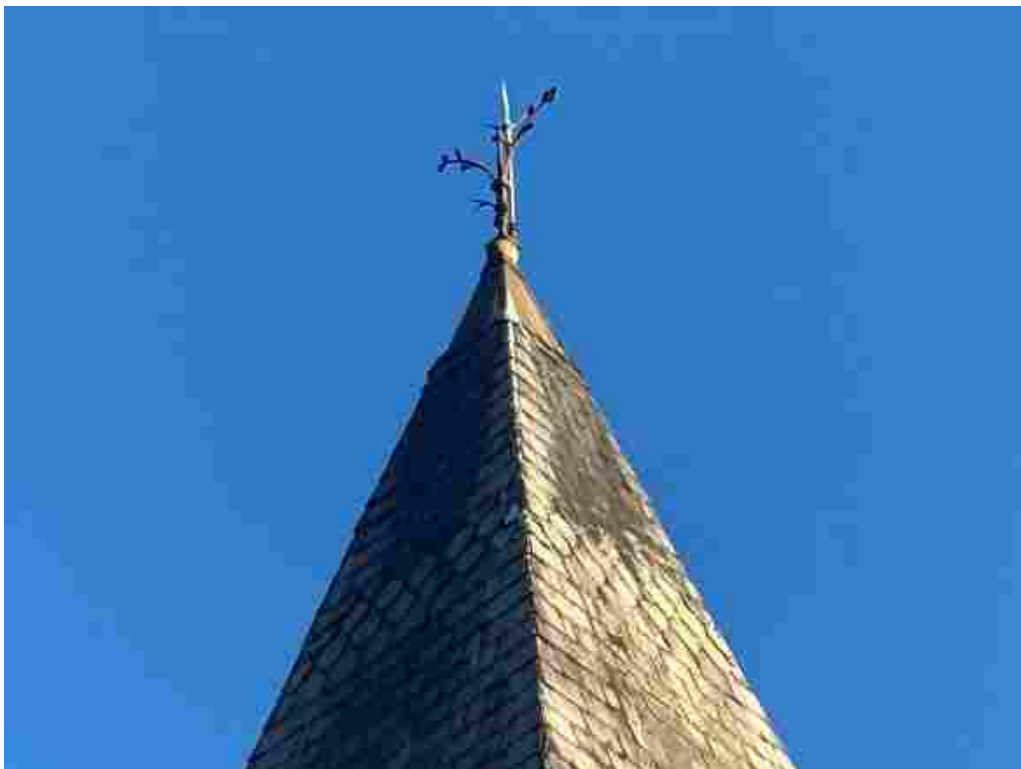
Costings

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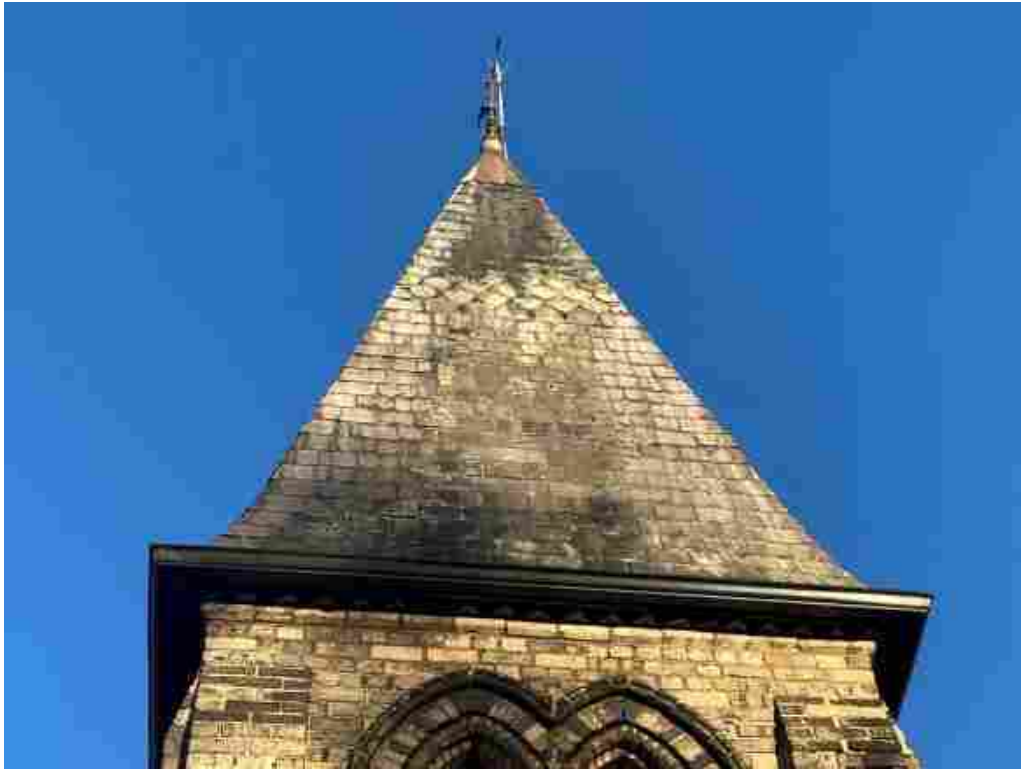
4.00 Photographs



General view of the Cemetery Chapel



Apex of the Tower.



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



Later repairs to Tower valley.



Missing verge pointing.



Loose slate and missing decorative ridge tiles.



Slating generally appears in satisfactory condition.



General view of North elevation.



Missing or cracked verge pointing.



Buildup of leaves to valley.



Missing decorative ridge tiles.



Moss buildup to Chapel should be cleared.



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



General view of Chapel from South East.



Area of later slates to Tower valley.



Open joints in cementitious mortar to Tower arch.



Belfry louvres could be meshed, repaired and redecorated.



Barbed wire could be removed for an aesthetic improvement.



Stone decay to column capital.



Failed section of asphalt.



Missing quarry to round window on West elevation.



Fibreglass windows should be replaced.



Cementitious pointing at low level should be removed and repointed.



Security panels should be removed.



Open joints to plinth.



Section of missing brickwork to be rebuilt.



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



uPVC downpipes should be replaced with a more sympathetic material.



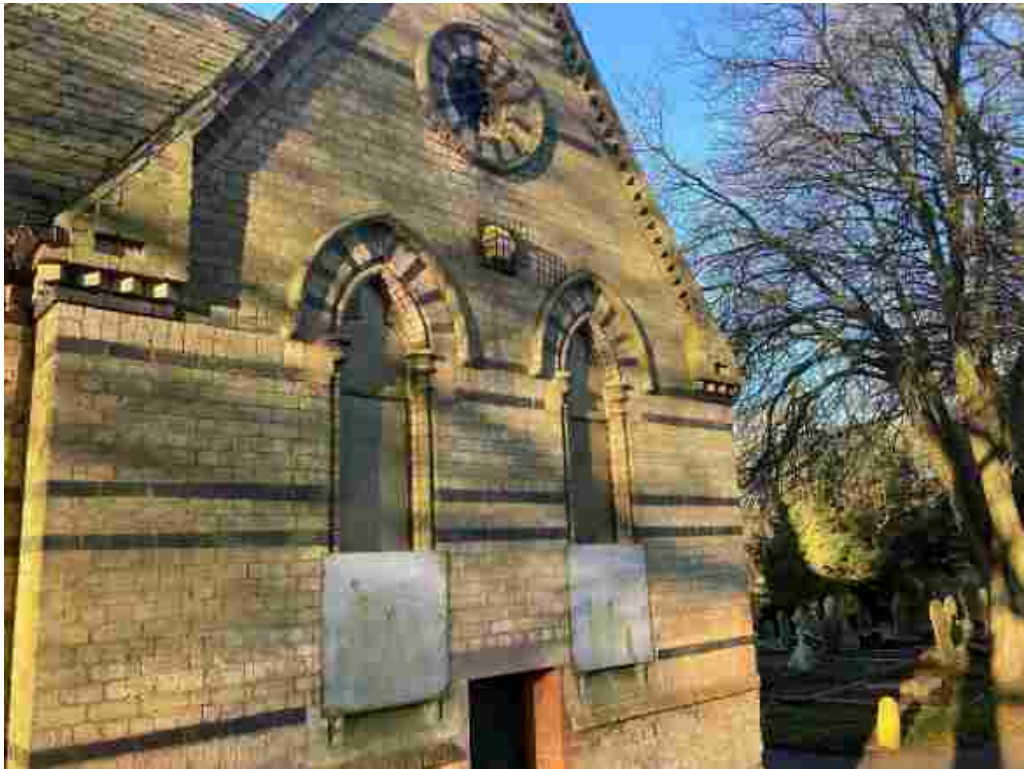
Later alteration of East elevation to introduce door.



General view of East elevation.



Broken round window on East elevation.



Algaeous growth to East elevation.



Open jointing to brickwork on East elevation.



Leaves to gulleys should be cleared regularly.



Open mortar joints to plinth.



Area of brickwork replacements and pointing required.



General view of Chapel West elevation.



Fibreglass windows should be replaced.



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



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



Area to be investigated.



Recessed joints to the Tower base.



Further access should be given to investigate Belfry condition.



Cementitious mortar to the compound column profile.



Missing mortar to doors/brickwork junction.



Decay and unevenness to quarry tiles.



General view of South Chapel interior.



Widespread mould growth and failing paintwork.



Infrared heating system to be replaced.



Cementitious render is causing widespread issues with damp.



Failing paint and plaster panels to the ceiling.



Decay to Chapel quarry tiles.



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



Severe decay and salting to quarry tiles in Meeting Room.



The North Chapel has been divided using partitioning.



Heavy mould growth and water ingress to suspended ceiling.



Cementitious render has also been used internally.



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



Fibreglass windows should be replaced.



Timber boarding between the North and South Chapels.



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



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



Heavy decay and damage to quarry tiles.



Concrete ramp to overcome change in levels.

5.00 Maintenance Checklist

Completed

Yr1 Yr2 Yr3 Yr4 Yr5

Continually – After Rainfall

Look at the gutters and roofs as you walk around the building, especially during or after rain, and see where water runs, leaks or overflows ☐ ☐ ☐ ☐ ☐

Inspect walls internally and externally for areas of saturation ☐ ☐ ☐ ☐ ☐

Act quickly to repair any leaks to prevent damage to walls and ceilings ☐ ☐ ☐ ☐ ☐

Seasonally – After Snowfall

Clear snow from vulnerable areas. ☐ ☐ ☐ ☐ ☐

Check any temperature discrepancies and correct operation of heating appliances. ☐ ☐ ☐ ☐ ☐

If the building is not in use for several days in frost conditions ensure that the frost thermostat is operating and that the heating is brought on at a low level and ventilation provided so that the structure does not become chilled with a risk of condensation. ☐ ☐ ☐ ☐ ☐

Biannually

After leaf fall, clean gutters again to ensure full capacity for Winter and snow drainage. ☐ ☐ ☐ ☐ ☐

Check for any bird entry or roosting and block or fit mesh to any opening at risk ☐ ☐ ☐ ☐ ☐

Annually

Remove any ivy, elder or sycamore saplings growing near walls and poison remaining roots. ☐ ☐ ☐ ☐ ☐

Spray around wall bases, steps and paving joints to discourage weed growth. ☐ ☐ ☐ ☐ ☐

Look out for any signs of beetle or worm infestation near exposed timbers, alerting cleaners to report any unusual piles of wood dust or clean holes on woodwork. ☐ ☐ ☐ ☐ ☐

Keep weed growth in check, clean out all gutters, adjust falls, and repair joints and brackets. ☐ ☐ ☐ ☐ ☐

After heating season arrange annual service, to be completed before the next heating season and leave tested and commissioned. ☐ ☐ ☐ ☐ ☐

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

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

Administrative

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

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

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

Check inventory and update Log Book ☐ ☐ ☐ ☐ ☐

Donald Insall Associates
Chartered Architects and Historic Building Consultants

PAPER I

Memorial Masons Guidance in the use of Gainsborough Town Council Cemeteries

Contents

1. Introduction 2

2. General 2

3. Memorial Rules 3

4. Choice 5

5. PROCESS FOR STONE MASONS WHEN INSTALLING IN ANY SECTION 5

Document History

Adopted by Council –
Reviewed & Adopted – 12 November 2024
Reviewed & Adopted – 15 July 2025

1. Introduction

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

2. General

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

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

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

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

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

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

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

2.8 When a second or further interment / burial is to be placed within a grave plot it is the responsibility of the owner of the Exclusive Right of Burial to have any memorial, kerb set, and any other items removed from the grave plot to allow for grave digging to be [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.

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

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

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

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

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

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

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

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

3. Memorial Rules

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

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

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

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

3.5 Memorial installation appointments and work details must be made and confirmed at least five (5) clear working days prior to the proposed installation with the 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.~~

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

3.7 ~~Following installation, the Memorial Mason must contact the Cemeteries Officer to meet on site to ensure any memorial is acceptable to the Council. Upon acceptance t~~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?](#)

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

3.9 Full burial for a small child or baby all grave spaces, as standard, are four (4) feet long by ~~two three~~ (23) feet wide (48" x ~~2436"~~) (~~1219mm x 914mm~~). The standard size of a memorial shall be no more than ~~two and a half three~~ (2.53) feet (~~30"3'—914mm~~) in height measured from the ground, ~~two and a half three~~ (2.53) feet (~~30"36"—914mm~~) in width and four (4) inches (4" ~~—102mm~~) thick. Any kerbs must be level and be contained within the grave plot. Kerbs must not be lower than the ground surrounding the grave plot. Kerbs must be cut into sloping ground.

3.10 All cremated remains grave spaces, as standard, are ~~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.

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

3.12 Holders of an Exclusive Right of Burial who wish to install a low-level basic kerb or dressing (less than 4" ~~—102mm~~) to a grave plot must seek formal approval from the [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.

3.13 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.

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

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

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

3.17 All memorials shall be inspected, as a minimum, once every five years, or as required. Any subsequent repairs identified from the inspection [are](#) to be carried out at the holder of the

Exclusive Right of Memorial's expense. [All repairs are to be carried out](#) 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 [the Council have the right to take appropriate action that ensures the safety of visitors to the Cemetery. it will be made safe immediately by the Cemeteries Officer by either cordoning off or laying down the memorial without notice](#). The Council has a legal duty of care to all members of the public, employees and contractors that visit the Cemetery under the Local Authorities Cemeteries Order 1977 and the Health and Safety at Work Act 1974. The Council will try to contact the holder of the Exclusive Right of Memorial before any remedial works take place. However, dangerous memorials will require immediate action, and the Council will try to contact the holder of the Exclusive Right of Memorial after the memorial is made safe.

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

4. Choice

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

5. PROCESS FOR STONE MASONS WHEN INSTALLING IN ANY SECTION

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

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

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

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

PAPER J

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

Report Author: Rachel Allbones

Report Date: 1 July 2025



Gainsborough
TOWN COUNCIL

Subject: Citizen of the Year Award 2025

1. Introduction

The Council appoint a Citizen of the Year on an annual basis. They attend the Civic Service and attend the switch on event to turn the Christmas lights on in the Town Centre.

2. Purpose

To approve proposed criteria as set out in Appendix A.

To approve proposed nomination form as set out in Appendix B.

To approve proposed press release as set out in Appendix C.

To approve the timelines as:

Advert live Wednesday 16 July (Facebook, Twitter, local paper, website), closing date Monday 1 September, Property and Services Committee decide Citizen of the Year on Tuesday 9 September, Citizen of the Year awarded at Full Council on Tuesday 7 October 2025.

3. History

Past award winners: -

2000 – Margaret Pocklington

2001 – Peter Fotheringham

2002 – Alice Atkinson

2003 – Paul Howitt-Cowan

2004 – Sheila Hawksworth

2005 – Derek Jackson

2006 – Paschal Moran

2007 – Trevor Halstead

2008 – Michael Wragg

2009 -

2010 – Ruth Page

2011 – Peter McDonnell

2012 – Fred Richardson

2013 – Nigel Webster

2014 – Shan Jaehrig

2015 – Susan Edlington

2016 -

2017 - Richard Kane

2018 - Michelle Page

2019 – Gillian Gray

2020 – Anne Cunningham

2021 –

2022 –

2023 – Claire Moore

2024 – John Lydon

4. Options

To agree the timetable and press release as presented or otherwise.

5. Factors Affecting

N/A

6. Financial Implications and risk

None.

The Citizen of the Year is awarded a medal (which is already purchased) and a certificate.

7. Recommendation

- i. Approve Citizen of the Year award criteria.
- ii. Approve nomination form.
- iii. Approve the press release.
- iv. Approve the timeline as set out.

Gainsborough Town Council

Richmond House, Richmond Park, Morton Terrace

Gainsborough, Lincolnshire, DN21 2RJ

Tel: 01427 811573

townclerk@gainsborough-tc.gov.uk

Website: gainsborough-tc.gov.uk



Gainsborough Citizen of the Year Award Criteria

- A Candidates must be a resident within the Parish of Gainsborough.
- B The award can be given to any individual &/or group that carry out their activities/services in the community in recognition of their services to the town of Gainsborough and its people. It should be open to a wide range of activities, from keeping the town tidy to running a cultural organisation.
- C Possible candidates can be nominated by anyone. Standing Councillors cannot be nominated.
- D People who are eligible for consideration for an award must have either carried out special or sterling service to the community or achieved something special for the community in the Parish of Gainsborough on a voluntary basis. It cannot be awarded to anyone for works undertaken as part of their paid duties.
- E Nominations can be made by one person and no further endorsement is necessary by others.
- F Nominations should be made on a nomination form made available from Gainsborough Town Council office, and via forms available on Gainsborough Town Council's website or Facebook page. Nominations will close on Monday 1 September 2025.
- G The award will be made annually. If no nominations are received, the Town Council can make a decision on the award.
- H Candidates cannot win the award in any two consecutive years.
- I Candidates who were nominated but did not win the award in any given year can be nominated each year thereafter until or unless they win the award. Then Rule H applies.
- J Candidates who win the Award can be re-nominated after more than one year has elapsed since the year they won the Award.
- K A notification of the award to the winning person should appear in the local press, and Gainsborough Town Council's website, Facebook and Twitter.
- L The nominated persons will be notified of their nomination and their agreement should be requested.

- M The decision about a recipient should be made by a Property and Services Committee meeting. There should be a vote with the Chair having the casting voting in the event of a tie.
- N This decision should be kept private until the announcement.
- O There should be a public ceremony to commemorate the award as part of Gainsborough Town Civic Service in September/October of each year, or other suitable occasion, depending on the timing.
- P The award is to be called “Gainsborough Citizen of the Year Award” for an individual award and “Gainsborough Group of the Year Award” for a group award.

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Gainsborough Citizen of the Year Award

Nomination Form

The Gainsborough Town Council invites individual nominations of person(s) for the 'Gainsborough Good Citizen' award.

Nominees must be:

1. A resident within the Parish of Gainsborough
2. Of good repute and be regarded as having given outstanding community service within the parish.
3. The public service given must have been voluntary for the benefit of other(s) or the community over a long period of time.
4. No age limit will apply.

Candidate Details

Name:

Address:.....

.....

Reasons for nominating this candidate:

Nominee Details:

Name:

Address:.....

.....

This form should be returned to:

Town Clerk, Gainsborough Town Council, Richmond House,

Richmond Park, Morton Terrace, Gainsborough, DN21 2RJ by **Monday 1 September 2025.**



Citizen of the Year 2025

16.07.2025

Gainsborough's Citizen of the Year award is back for 2025!

Now is your chance to nominate someone who has made a real difference.

The Town Council is looking for people who are a resident within the Parish of Gainsborough, of good repute and considered to have repeatedly, by their own voluntary actions, given outstanding service to the parish of Gainsborough.

If you know someone who:

- Volunteers their time to make the town a better place,
- Works hard to improve the lives of residents,
- Or just constantly goes above and beyond,

Then now is the time to make your nomination!

Send your nomination by e-mail to townclerk@gainsborough-tc.gov.uk or by letter to:

Town Clerk, Gainsborough Town Council, Richmond House, Richmond Park, Morton Terrace, Gainsborough, Lincolnshire, DN21 2RJ.

Your nomination should state the **name, address, and contact information** of the person you are nominating and a statement setting out the reason for their nomination.

Closing date for nominations is **Monday 1 September 2025.**

The Citizen of the Year award will be presented at Full Council on Tuesday 7 October 2025.

If you know someone that works hard to make Gainsborough a better place, help them be recognised. For queries please call **01427 811573**.

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