



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 17 MARCH 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Bradley, L Bradley, C Head, T Needham, and C Parry.

Clerk to the Council: S Youngman.

75 APOLOGIES

Apologies for absence were received from Councillors N Berry, M Jackson, L Monks, E North, M Walton, C Hughes (Sports and Recreation Officer) and L Pedley (Clean up Champion).

RESOLVED: To approve the reasons for absence.

76 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

77 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

78 MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2026

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

79 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report. Council members expressed compliments towards the new youth club facilities.

80 COMMUNITY CLEAN UP CHAMPION

Council members were provided with the latest newsletter and asked to provide funding for the provision of prizes towards the Great British Spring Clean events.

RESOLVED: To approve a budget of £50.00.

81 EVENTS COMMITTEE RECOMMENDATIONS

Council members were provided with a list of payments to approve on behalf of the Events committee.

RESOLVED: To approve the following payments:

1. £600.00 to TSSL of Doncaster for the provision of security services at the firework event.
2. £804.16 to UK Tents for the provision of a 3m x 6m gazebo.
3. £750.00 to Kettlewells (Retford) Ltd for the provision of a coach for the Bridlington trip.

82 POLICIES

**a. Health and Safety**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

**b. Fire Safety Policy and Procedures**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

CORRESPONDENCE

**a. Email received from 32<sup>nd</sup> Doncaster (Armthorpe) Scouts.**

Council members were provided with a copy of the email requesting permission to plant trees and a hedgerow along the boundary of the land leased on Cow House Lane

RESOLVED: To approve the request for planting.

83 ARMTHORPE COMMUNITY CENTRE MATTERS

**a. Access Audit Report**

Council members were provided with a report on the maintenance budget for 2026-2027 along with committed spend to date and expected servicing costs for the building.

RESOLVED: To allocate £9,500.00 towards the accessibility improvements.

**b. Solar Panels**

Council members were provided with a revised proposal for the installation of solar panels. The Clerk explained that the proposal had been amended to enable the project to be delivered without needing to apply for full planning permission.

RESOLVED: To approve the proposal at a cost of £30,000.00.

**c. Automatic Door Servicing**

Council members were provided with a quote from Smart Door Solutions.

RESOLVED: For the quote to be approved at a cost of £260.00 plus VAT.

**d. Request for space**

Council members were provided with a copy of the request for a space to provide free sound bath and creative workshops.

RESOLVED: To invite the applicant to a meeting to provide further information.

**e. Repairs to doors**

Council members were provided with a quote to repair the main hall and lounge doors.

RESOLVED: To approve the quote from G Charlesworth at a cost of £170.00

**f. Legionella Survey**

Council members were provided with two quotes to provide a Legionella Survey.

RESOLVED: To Approve the quote received from The Testing Lab at a cost of £350.00 plus VAT.

84 NEXT MEETING DATE

RESOLVED: To meet on Tuesday 21<sup>st</sup> April 2026 at 7pm.

DRAFT

# **Report of the Sports and Recreation Officer to a meeting of the Council's Community Centre and General Purposes Committee, to be held on 21st April 2026**

## **1. Introduction**

The purpose of this report is to update Members of the Committee about (amongst other things) activities undertaken in the previous month since its last meeting.

## **2. Rounders**

I have recently begun delivering rounders practice sessions, preparing children for fixtures during the summer term. The programme has attracted both boys and girls of all abilities; however, those with strong hand-eye coordination have particularly excelled in the sessions so far.

Rounders continues to be a popular non-contact activity, with children thoroughly enjoying the programme. Participants will also have the opportunity to represent their school teams in upcoming sports competition fixtures.

### **Scoring Rules:**

- 2 points awarded for reaching second base
- 4 points awarded for reaching fourth base
- Minus 1 point if a player is out by a catch or stump

## **3. Easter Holiday Programme**

The HAF Easter holiday programme has been a tremendous success at Armthorpe Parish Council's new youth club facilities, offering young people from the Armthorpe community the chance to take part in a diverse range of activities during the half-term break.

The programme featured a variety of engaging options, including inflatable fun, outdoor sports, indoor team games, air hockey, 8-ball pool, bingo, arts and crafts, and PS5 gaming.

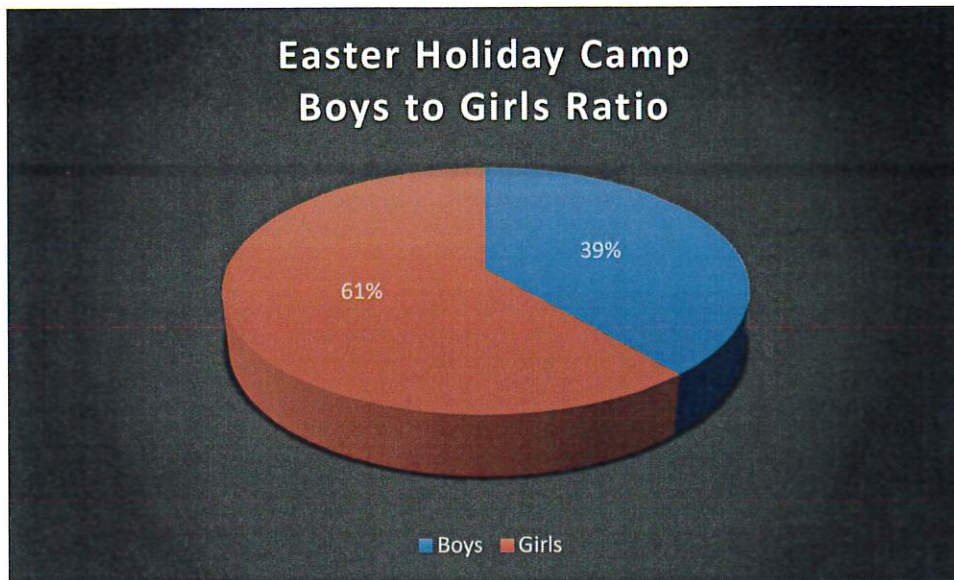
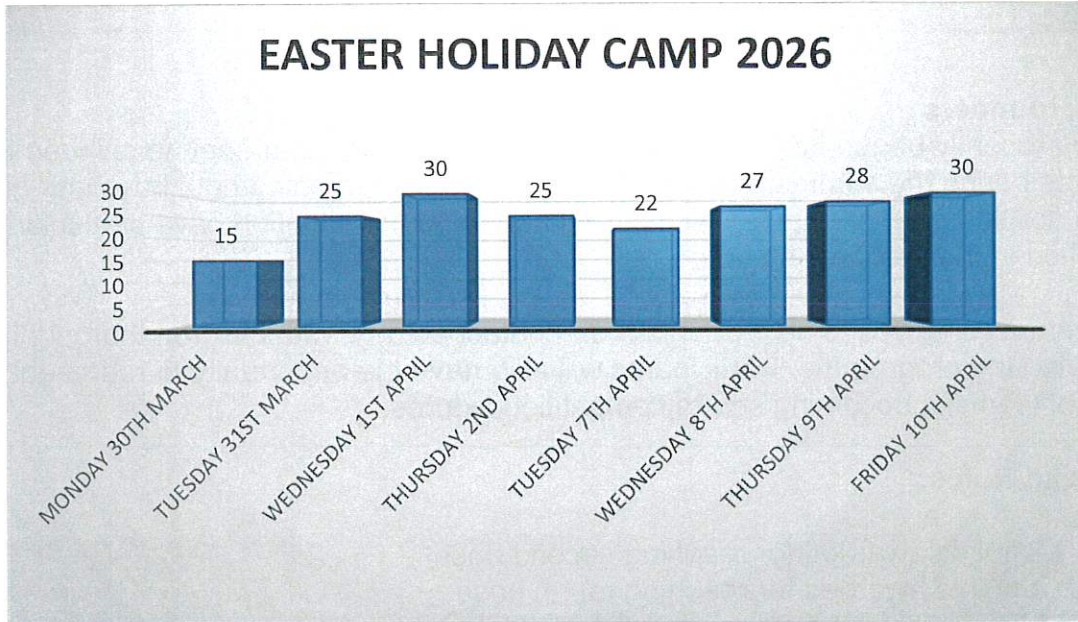
With such a wide selection of activities, the camp ensured there was something for everyone, and children thoroughly enjoyed all aspects of the experience.

### **Attendance**

<b>Monday 30<sup>th</sup> March</b>	<b>Tuesday 31<sup>st</sup> April</b>	<b>Wednesday 1<sup>st</sup> April</b>	<b>Thursday 2<sup>nd</sup> April</b>
15	25	30	25
<b>Tuesday 7<sup>th</sup> April</b>	<b>Wednesday 8<sup>th</sup> April</b>	<b>Thursday 9<sup>th</sup> April</b>	<b>Friday 10<sup>th</sup> April</b>
22	27	28	30

## Easter Holiday Programme Results

- 54 different children attended the APC Easter Holiday Programme
- An average of 25 children attended per day
- 21 boys participated in the programme
- 33 girls participated in the programme





#### 4. Youth Club Facility Launch

Armthorpe Parish Council formally opened its new youth club facilities on Monday 16 March at Armthorpe Community Centre.

The investment in the youth club has significantly enhanced the space, creating a welcoming and well-equipped environment to support youth engagement and development.

The opening event provided an excellent opportunity to showcase the new facilities to residents, partners, and community groups, highlighting the positive impact of the funding and the Council's ongoing commitment to youth services. Light refreshments were provided, and the event was well attended.



## **5. Challenge Football Games**

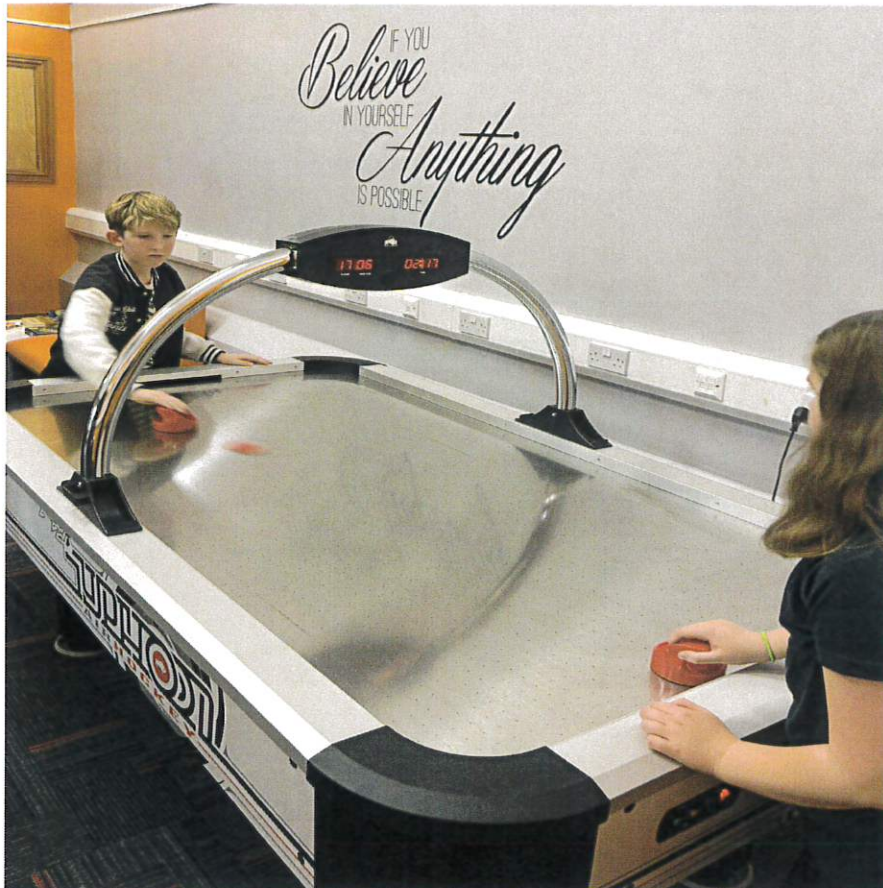
Challenge football fixtures will be held on Thursday 28th May between Armthorpe Academy Year 7 students and Tranmoor Primary Year 6 pupils, with both boys' and girls' matches taking place.

This provides a valuable opportunity for younger players to test themselves against older, more experienced opponents, helping to build confidence, resilience, and gain valuable match experience. Separate challenge games will be organised for both boys and girls to ensure inclusive participation.

## 6. Youth Club

I am really pleased with the new Armthorpe Youth Club facilities, as participation from both boys and girls has increased significantly. Young people have responded very positively and have thoroughly enjoyed the sessions on offer.

We are also introducing sessions led by a local band, providing exciting new opportunities for young people to engage with music. In addition, a member of staff from Doncaster Council will be supporting the programme by providing workbooks for any children who wish to take part and develop new skills and knowledge.



## 7. Youth Offer Partnership Event

Following the success of the Armthorpe Youth Club project, I have been invited to attend a Youth Offer Partnership Event on 22 April 2026. The event will be attended by representatives from a range of organisations, including Club Doncaster, Caged Steel, Music Services, and Active Fusion. This presents a valuable opportunity to network with professionals in the sector, share ideas, and explore potential collaborative approaches to youth engagement.

**Carl Hughes**  
Sports and Recreation Officer

## **Report to Community Centre Members and the General-Purpose Committee: Ponds on Allotment Plots.**

### **Executive Summary**

A tenant has constructed a pond on their allotment plot without the Councils knowledge or consent, in breach of the tenancy agreement. This report sets out: (1) The legal liability position for both Council and tenant; (2) The safety risks the pond presents. (3) A recommended course of action, including the option of regularising the pond under agreed safety conditions rather than requiring its removal.

**Key finding:** The tenant holds primary liability as the creator of an unauthorised structure. However, the Council faces secondary exposure once aware of the pond and must act promptly to protect their legal position.

### **1. Background & Context**

Allotment tenancies in England and Wales are governed by a combination of statute (principally the Allotments Acts 1922 and 1950) and the individual tenancy agreement between the landlord and tenant. The tenancy agreement sets out the precise rights and obligations of each party and typically prohibits tenants from making structural alterations to the plot, including the construction of ponds, without the landlord's prior written consent.

In this case, a tenant has created a pond on their plot. The landlord was unaware of this until after the fact. The pond constitutes a potential safety hazard and may also raise insurance, environmental, and planning considerations.

### **2. Legal Liability Analysis**

#### **2.1 The Tenant's Position: Primary Liability**

The tenant who constructed the pond is the primary liable party on several grounds:

- **Breach of tenancy:** Breach of tenancy agreement. Standard allotment agreements define a 'structure' to include ponds and require written consent from the landlord before any structure is erected. Construction without consent is a clear breach of contract.
- **Occupiers' liability:** Occupiers' liability. Under the Occupiers' Liability Acts 1957 and 1984, an 'occupier' is any person in control of land (*Wheat v Lacon* [1966]). As the day-to-day controller of their plot, the tenant is treated as occupier and owes a duty of care to lawful visitors (1957 Act) and, to a lesser degree, to trespassers (1984 Act).
- **Indemnity clause:** Indemnity obligation. Most tenancy agreements include an indemnity clause requiring the tenant to hold the landlord harmless from all claims arising from the tenant's use of the allotment. This would apply to any injury claim arising from the pond. The current agreement for Mercel Avenue allotment site does not include an indemnity clause, this needs to be added.
- **General negligence:** Negligence. Having created a foreseeable hazard, the tenant has a duty in the tort of negligence to take reasonable steps to ensure it does not harm others.

#### **2.2 The Landlord's Exposure: Secondary Liability**

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Despite being unaware of the pond, the landlord cannot fully deny liability:

- **Site-wide control:** Co-occupier status. Courts have held that both a landlord and tenant may simultaneously be 'occupiers' of different parts of a site. The landlord retains control over the wider allotment site and could be regarded as a co-occupier.
- **Failure to inspect:** Duty to inspect. A landlord responsible for general site upkeep is expected to carry out reasonable inspections. If such inspections would have revealed the pond, failure to detect it could itself amount to a breach of duty.
- **Knowledge triggers duty:** Once aware, duty to act. From the moment the landlord becomes aware of the pond, they acquire a fresh duty to take reasonable steps to address the risk. Inaction after knowledge is the most significant exposure.
- **Insurance:** Public liability insurance. The landlord should hold public liability insurance for the site. The insurer must be notified promptly of the pond's existence, as failure to do so could invalidate cover.

### 3. Safety Risks Presented by the Pond

Ponds present a recognised drowning risk, particularly to young children. Relevant safety data indicates:

#### Key safety statistics

- Drowning incidents can occur in as little as 100–300 mm of water.
- Children aged 1–2 are at particular risk; a 500 mm deep pond is proportionally equivalent to an adult falling into 1,800 mm of water.
- 111 children under five drowned in England between 1993 and 2003, many in garden ponds.
- Inadequate supervision is the most commonly cited factor in near-drowning incidents.

#### Additional risks include:

- Slips, trips and falls at the pond edge, particularly on wet or uneven ground.
- Water-borne disease risks (e.g. Weil's disease / leptospirosis).
- Electrical hazards if a pump or lighting has been installed.
- Environmental concerns if the pond affects drainage or introduces invasive species.

### 4. Options Available to the Council

Upon discovery of the unauthorised pond, the Council has three principal options:

#### Option A: Require removal of the pond.

The Council issues a formal breach notice requiring the tenant to fill in and restore the plot to its original condition within a specified period.

- **Advantages:** Eliminates the hazard entirely; simplest enforcement position.
- **Disadvantages:** May damage landlord/tenant relationship; may raise environmental considerations; tenant may resist, requiring escalation.

#### Option B: Regularise the pond with safety conditions (recommended)

The Council grants retrospective consent for the pond subject to a written addendum to the tenancy agreement, requiring the tenant to comply with specific safety standards. This approach is suitable where the pond does not create an insurmountable risk and the tenant is willing to cooperate.

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- Advantages: Resolves breach; protects landlord through formal documentation; preserves relationship; allows pond to remain if made safe.
- Disadvantages: Requires ongoing monitoring; introduces an ongoing liability management obligation.

### Option C: Terminate the tenancy.

Where the tenant refuses to remove the pond or comply with safety conditions, the Council may terminate the tenancy by serving one month's notice for breach of the tenancy agreement (Allotments Act 1922, as amended).

- Advantages: Last-resort enforcement mechanism; removes the problem entirely.
- Disadvantages: Disproportionate as a first step; may invite legal challenge if procedures are not followed; creates vacancy on the site.

## 5. Recommended Safety Standards (Option B)

If the Council elects to regularise the pond (Option B), the following minimum safety standards should be incorporated into a written tenancy addendum. These are drawn from guidance issued by the Royal Society for the Prevention of Accidents (RoSPA), the Health & Safety Executive, South Yorkshire Fire & Rescue, and published pond safety literature.

### 5.1 Depth

Requirement	Details
Maximum accessible depth	No more than 300 mm in any area accessible without barriers, to minimise risk to young children.
Deeper sections	Permitted only if separated from accessible edges by compliant fencing or dense planting margins.
Recommended maximum	600 mm overall depth for a general-purpose allotment pond. Deeper ponds require enhanced fencing.
Shallowing option	Existing over-deep ponds can be made safer by laying large flat stones or gravel on the base to reduce depth.

### 5.2 Fencing & Physical Barriers

- Fencing minimum height of 1.1 m where the pond is accessible to the public or to children.
- Vertical bars spaced no more than 100 mm apart, or steel mesh with an aperture of no more than 25 mm x 25 mm (insufficient to allow a child's head to pass through).
- Chicken wire is not acceptable as it sags under weight and can be moved aside by children.
- Gates must be self-closing, with a child-proof latch and the facility to be locked shut.
- For smaller ponds, a rigid steel safety grid fixed just below or at the water surface (capable of supporting the weight of an adult) is an acceptable alternative to full fencing.

### 5.3 Warning Signage

- Clear, weather-resistant signage must be posted at the pond warning of the presence of water.
- Signage must supplement not replace physical barriers.

### 5.4 Electrical Installations

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- Any pump, lighting or other electrical equipment must be installed by a qualified electrician and comply with Part P of the Building Regulations and relevant British Standards.
- Evidence of installation by a competent person must be provided to the landlord.

### 5.5 Disease & Hygiene

- Tenants should be aware of the risk of Weil's disease (leptospirosis) from water in contact with rodent urine, which is a recognised risk on allotment sites.
- Cuts and grazes must be covered before pond maintenance; hands must be washed after contact with pond water.

### 5.6 Environmental Considerations

- The tenant must not introduce non-native or invasive plant or aquatic species (an offence under the Wildlife and Countryside Act 1981).
- The pond must not interfere with the drainage of adjoining plots or site infrastructure.
- Any overflow or drainage must be managed to avoid waterlogging neighbouring plots.

## 6. Recommended Action Plan

The following steps should be taken in sequence:

Step	Action	Timescale
1	Notify public liability insurer of the pond's existence. Do not delay as failure to notify may prejudice insurance cover.	<i>Immediately</i>
2	Inspect the pond and document its current condition with photographs and measurements.	<i>Within 7 days</i>
3	Issue a formal written breach notice to the tenant, referencing the relevant clause of the tenancy agreement. The notice should state clearly that the pond was constructed without consent.	<i>Within 14 days</i>
4	Write to the tenant offering to regularise the pond by written addendum, subject to compliance with the safety standards set out in Section 5 of this report. Set a deadline of 28 days for the tenant to respond.	<i>Within 14 days</i>
5	If the tenant agrees, prepare a written addendum to the tenancy agreement. The addendum should specify all safety requirements, a completion deadline, a right for the landlord to inspect, and an enhanced indemnity from the tenant.	<i>Within 28 days of agreement</i>
6	Inspect to verify compliance with the agreed safety standards once the tenant certifies the works are complete.	<i>On completion</i>
7	If the tenant refuses to cooperate or fails to meet the deadline, consider whether to require removal (Option A) or terminate the tenancy (Option C). Seek legal advice before proceeding.	<i>As required</i>

## Pond plot 35 Armthorpe

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From

Date Thu 09/04/2026 17:15

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

 3 attachments (1 MB)

image0.jpeg; image1.jpeg; image2.jpeg;

Hi I'm sorry I did not realise ponds were not allowed on my plot an I wouldn't call it a pond it's more or a wildlife water hole. I have attached some pics of the water feature with the depth it is at the far back of my plot and out of the way an is in front of an L shape planter, it is not deep at all it features a ramp so any animals, if they got into it can get themselves out of it.

If I need to remove it that is also not a problem and I'm sorry about not asking for permission before if I'd have known I would have but other people on the allotment have them an they never told me about needing permission if you need anymore information please ask

Thank you

Lisa

Plot number 35 Armthorpe allotment







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**Re: Allotment Tenancy Agreement - Ponds**

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From Sarah :

Date Thu 09/04/2026 13:49

To deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>;  
clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Good Afternoon,

I have discussed this at length with other plots holders after your previous email and we can see nowhere on the tenancy agreement that it states we cannot have a wildlife pond? I have either been an allotment tenant or family member of a tenant my entire life, originally on Rands Lane and then as soon as the site was moved to Mercel Avenue and such thing has never been heard of, people have always had them, usually most people use a child's old sandpit or something similar, as it is a well known fact that wildlife ponds are extremely beneficial to allotments.

My pond has been there over a year, most have been there much much longer and is home to so much wildlife already, currently mine houses around 200 plus tadpoles and a large variety of other insects, its also such a benefit to other wildlife who crucially need a water source especially over the Spring and Summer months.

My wildlife pond at its deepest I believe is around 12cm which I am intending on making potentially shallower still by adding some logs, plants and stones to benefit the wildlife's home.

My plot is fully secure with fencing and a gate, any child going onto the plot (which is only my 9 year old daughter) is fully supervised at all times.

Now I am also facing the guilt of this as this is only happening following my Facebook post about the wildlife pond, and other allotment holders know this is the case, so I will be the one to blame for the upset caused, and I'm not sure how I can handle that, its left me feeling so sad. I have poured my absolute heart and soul into the plot for the last year, there is only me and my husband and our daughters, we work tirelessly to keep things afloat alongside full time jobs, as I explained when I came to see Sarah I really struggle with my anxieties after losing my parents in horrific circumstances and suffering PTSD on the back of what I went through, this little wildlife pond was part of creating a memory of my childhood growing up on those very allotments along with the vast amount of benefits it brings to the allotments, it has been a huge part of my recovery having the allotment, I battle almost daily with my mental health and the allotment is my happy place which is now being turned into a nightmare over this and the winds which caused so much damage for many plot holders.

If you google the benefits it will bring up the below as well as 100's of other benefits.

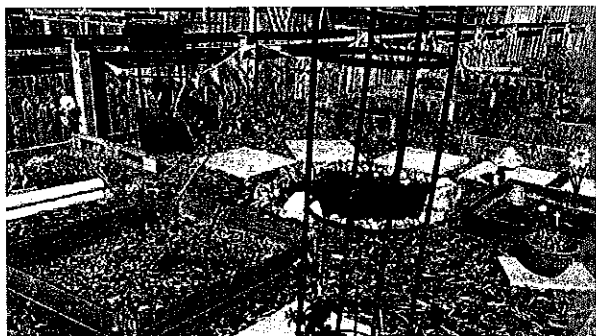
### **Benefits of a wildlife pond on a allotment UK**

A wildlife pond on an allotment in the UK offers a multitude of benefits, including:

- **Biodiversity:** Ponds create habitats for various wildlife, such as frogs, toads, and newts, contributing to the local ecosystem.
- **Pest Control:** The presence of frogs and other wildlife helps manage slug and snail populations, protecting your plants.

- **Water Storage:** Ponds serve as a natural water storage solution, especially useful during hosepipe bans.
- **Nutrient Supply:** The pond water can contain trace nutrients that benefit your crops when used sparingly.
- **Air Temperature Regulation:** Water bodies help moderate surrounding air temperatures and humidity, easing environmental stress during heatwaves.
- **Relaxation:** The sight and sound of water create a peaceful, contemplative space, perfect for relaxation and enjoyment.

By incorporating a wildlife pond into your allotment, you not only enhance the beauty of your garden but also contribute to the health of the local environment and the well-being of your plants



In a world that is not always kind, with awful things happening every day, and where life and the future is so uncertain, an allotment can mean so much more to someone than just growing plants and vegetables, its about being part of a community, being outdoors, exercise, connecting with nature, benefiting stress relief and well being, giving someone a sense of belonging with the benefit of fresh veg and flowers on top!

Kind Regards  
Sarah Kent

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**From:** deputyclerk@armthorpeparishcouncil.gov.uk <deputyclerk@armthorpeparishcouncil.gov.uk>  
**Sent:** Thursday, April 09, 2026 11:22  
**Subject:** Allotment Tenancy Agreement - Ponds

Dear Allotment Tenant,

Please find attached a letter relating to compliance with your allotment tenancy agreement and more so in relation to ponds on plots.

Many thanks

Bev Walton  
 Deputy Clerk  
 Armthorpe Parish Council  
 Tel: 01302 830543

DAVID

, HATFIELD LANE

ARMTHORPE

PLOT No 1.

MERCEL AVENUE

ALLOTMENTS.

13 APRIL 2026.

daywatson1948@bt  
internet.com.

Dear Clerk of the Council,

Regards your e-mail concerning  
Ponds on the allotment. I am requesting permission to  
keep mine. It is really just a small child's sand  
tray and is in no way dangerous. It is very  
shallow and buried at the side of my shed. It  
contains plants in pots and as a small frog  
community to keep at bay slugs and snails that  
last year devastated a lot of my crops.  
It is surrounded by slabs and virtually  
impossible to fall into, with just enough room for  
frogs to climb in and out of. Hope to hear  
from you soon David Watson  
D Watson



# Armthorpe Cemetery Management Policy, Regulations and Fees

## Introduction

This policy sets out the practices, procedures, and fees for Rands Lane Cemetery. The document will be made available to members of the public, both individually when required, and collectively on the Parish Council website: [www.armthorpeparishcouncil.co.uk](http://www.armthorpeparishcouncil.co.uk).

The purpose of this document is to:

- i. provide clear and unambiguous information to all users and visitors to the cemetery,
- ii. set out appropriate rules and regulations for the effective implementation of health and safety requirements,
- iii. ensure a safe and aesthetically pleasing appearance of the cemetery at all times, to all users,
- iv. provide for the efficient use of burial space for the future.

All aspects of this policy shall apply equally to all persons having appropriate business in the cemetery i.e.

- Members and Staff of Armthorpe Parish Council
- Visitors
- Relatives
- Bereaved Persons
- Clergy
- Funeral Directors and Staff
- Monumental Masons and Staff
- All contractors

This information has been prepared in accordance with relevant legislation and recommended codes of conduct as prescribed and practiced by the National Professional Bodies, engaged in the management of cemeteries. The policy will be reviewed and updated periodically in accordance with such legislative changes as may be appropriate from time to time.

It is recommended that all persons wishing to be interred or have their relatives interred in Armthorpe Cemetery read this policy in full to alleviate any future concerns.

## **1. Responsibility and Management**

Rands Lane Cemetery is owned and managed by Armthorpe Parish Council on behalf of the residents of Armthorpe Parish.

In managing the Cemetery, Armthorpe Parish Council will:

- Provide a sensitive and respectful service to the bereaved,
- Ensure that sympathetic, supportive, and confidential advice on funeral arrangements is given to the recently bereaved,
- Maintain the cemetery to a high standard within the budget of Armthorpe Parish Council,
- Ensure the proper respect of Rands Lane Cemetery with fair rules and fees which are explained to the bereaved and cemetery visitors,
- Undertake fair and sensitive enforcement where rules are not followed.

As the burial authority, the Parish Council as owner of the site, has a duty under Health and Safety Regulations to do all that is reasonably practical to protect the health and safety of persons who enter the site.

To identify potential hazards and risks, a periodic informal site inspection will be conducted by, or on behalf of, the Parish Council and any required action taken.

A copy of the statutory registers and records in relation to burials conducted at the cemetery shall be kept by the Parish Council. The registers and records are open for inspection, by prior appointment with the Burial Clerk to the Council. An administrative fee will apply (see appendix 1). These fees will be reviewed periodically.

## **2. Cemetery Rules**

- 2.1 The cemetery will be open for pedestrian access at varying times throughout the year (a notice of opening times is on the Burial Ground Notice Board), although the Parish Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety.
- 2.2 The dignity and calm of the cemetery must be respected at all times and, to preserve the respectfulness of the site dogs are allowed if on a lead.
- 2.3 The Parish Council will regularly maintain the cemetery grounds. A large bin is provided for the disposal of wreaths and other grave items. Dog waste is not to be placed in this bin.
- 2.4 No burial shall take place, no cremated remains scattered and no memorial shall be placed, or inscription added without the permission of the Burial Clerk as appointed by Armthorpe Parish Council.
- 2.5 All floral tributes must be placed on the headstone base and not on surrounding grassed areas except in the case of new interments. The Parish Council reserves the right to remove and dispose of any floral tributes after 4 weeks from being placed on the grave in order to accommodate appropriate ground maintenance. Christmas tributes will be removed after the end of the following January.
- 2.6 No trees, shrubs or flowers shall be planted on the grave or elsewhere in the cemetery, except that authorised and agreed with the Parish Council (see 7.4). The Parish Council

reserves the right to prune or remove any planted material already existing if, in the opinion of the Parish Council, it has become unsightly, overgrown, or is deemed to have an adverse impact upon any grave space or interferes with the general maintenance.

### **3. Location, Layout and Designations of Cemetery**

The cemetery is located at Rands Lane, Armthorpe. It is divided into 2 areas:

- The burial area to the south of the site
- The cremation area to the southeast of the site

There are currently ten Parish Council owned benches inside the cemetery and a pergola.

The Parish Council provides a water supply in the cemetery and provides watering cans for use by residents.

### **4. Interments – Fees, Payments and Exclusive Rights of Burial**

- 4.1 **Fees** - Fees are set out in the table at appendix 1. The Burial clerk will notify the Undertaker of the appropriate fee payable. Fees to be paid to Armthorpe Parish Council via BACS or cheque prior to the burial taking place.
- 4.2 Residents of Armthorpe Parish, have a right to be buried in the Cemetery subject to payment of the appropriate fee.
- 4.3 Non-residents may also be buried in Rands Lane Cemetery subject to payment of the appropriate fee and provided, in the opinion of the Burial Clerk, there is space available to accommodate them.
- 4.4 The Burial Clerk will determine which grave should be allocated in liaison with a designated member of the Parish Council, but the wishes of the applicant(s) shall be met as far as is practicable.
- 4.5 Double Burial -Two full interments may take place in one grave space providing when the grave is opened no persons shall disturb remains already buried, and the coffin already interned be separated by no less than 15cm (6 inches) of earth from the new burial.
- 4.6 **Exclusive Right of Burial** - Armthorpe Parish Council may at any time grant the Exclusive Right to bury remains in a grave, within 100 years of the date of the deed, subject to the appropriate fee. This time can be extended on application to the Burial Clerk. The purchase of Exclusive Burial Rights does not confer title to the land and therefore the grave or cremation plot remains the property of the Parish Council.
- 4.7 Records of Exclusive Rights to Burial will be maintained by the Parish Council in a designated system and the owner of the Exclusive Rights shall be given a copy of the deed.
- 4.8 The Grant for the Exclusive Right of Burial shall be considered as the personal estate of the grantee and as such may be assigned in their lifetime or bequeathed by Will. Every such assignment or Probate of Will etc. should be produced to the Council, together with the appropriate fee, for the transfer to be duly registered.

- 4.9 If the owner of the Exclusive Rights dies, it is assumed that they gave permission to have themselves interred in the grave. After this, the Rights become part of their estate and may be left in a will or assigned by their executors to someone else. If the Rights are not specifically mentioned in the will, they will form part of the 'residue' of the will, usually willed as 'and all my other worldly goods' at the end of the will.
- 4.10 Exclusive Rights may be transferred to another person on application to the Burial Clerk and on payment of the appropriate fee. The transfer will be treated as if it is a new purchase but will not alter the expiry date of the deed unless requested and the appropriate fee paid. All transfers must have taken place before interment.
- 4.11 Exclusive Rights may be surrendered at any time, without refund of the purchase fee, on return of the deed to the Burial Clerk. If the owner of Exclusive Rights fails to notify the Burial Clerk of a change of address and cannot be contacted subsequently, the deed will be deemed to have been surrendered. Before terminating the deed, the Burial Clerk will write to the last known address of the owner of the Exclusive Rights, and a notice shall be posted in the Cemetery. If no response is received within four weeks of the date of the letter or notice the Burial Clerk will contact any known relatives who are resident in the Parish to ask them to contact the owner of the Exclusive Rights. If no contact can be made within twelve weeks of the original letter or notice to the owner of the Exclusive Rights the deed will be terminated. If contact is made after this time the deed may be restored, on its original terms, at the discretion of the Burial Clerk.
- 4.12 By proper application and payment of the appropriate fees, the owner of an Exclusive Right to Burial will be able to:
- place and maintain an approved memorial on the grave space to which the Exclusive Right to Burial corresponds.
  - put an additional inscription on the memorial.

## **5. Interment and Burial Arrangements**

- 5.1 No interment shall take place without the express permission of the Parish Council via the Burial Clerk. Requests for interment must be made at least three working days prior to the interment to the Burial Clerk. NB. Access to the cemetery to undertake work can only be gained via the Burial Clerk.
- 5.2 After notice of interment has been given, any alteration required in the arrangements will be subject to the consent of the Burial Clerk. An additional charge might be imposed if such alteration is likely to involve the Parish Council in any additional expense.
- 5.3 Interment form – Funeral Directors must complete an interment form containing the following information and submit to the Burial Clerk prior to interment being agreed.
- a. Full name of the deceased
  - b. Name of the parents if the deceased is under 18 years of age
  - c. Last permanent residence of the deceased
  - d. Deceased's occupation
  - e. Age of the deceased to be interred
  - f. Date and place of death
  - g. Day, date and time of intended burial

- h. Grave number if known
- i. Details of any Exclusive Rights if known
- j. Manner of the interment (Full burial or ashes)
- k. Name, address and phone number of the next of kin of the deceased who will become the grave rights owner and owner of any grave memorial or vase.

The interment form is Rands Lane Cemetery version of Appendix 2 and is available from the Burial Clerk.

- 5.4 The registrar's certificate of disposal (green or white form) or Coroner's certificate, where applicable, must be sent to the Burial Clerk prior to the interment taking place.
- 5.5 The hours of interment shall generally be between 9.30am and 4.00pm, Monday to Friday. Interments will not normally take place at weekends or on public holidays, although Saturday interments will be permitted in special circumstances. The Parish Council will consider sympathetically any reasonable application for interment outside normal hours, where such application is made on religious grounds.

## **6. Graves and Grave Digging**

- 6.1 Graves - Burials must take place in the grave space allocated by the Burial Clerk.
- 6.2 The size of grave plots will not exceed 2.7 meters (9 ft) by 1.2meters (4 ft) for full burial and 75cm (2 ft 6 inches) by 75cm (2 ft 6 inches) for interment of ashes.
- 6.3 Proposals to use a coffin exceeding the present standard coffin sizes for graves of 1.8 meters (6 ft 11 inches) long and 75cm (2 ft 6 inches) wide should be referred to the Burial Clerk for individual advice.
- 6.4 Earthen graves should be no less than 2.1 meters (6 ft 9inches) in depth in order to accommodate a double burial.
- 6.5 Earthen graves will be of traditional lawn style. No kerbed graves will be permitted.
- 6.6 Interment of cremated remains will only be permitted in accordance with the following: -
  - i. In a designated area of the Cemetery as directed by The Parish Council
  - ii. In an existing family grave where full internments have been completed
- 6.7 Grave digging - Armthorpe Parish Council do not employ grave diggers and it is the responsibility of the funeral director to employ a grave digger.
- 6.8 No vehicles or machinery are allowed in the cemetery with the exception of grass mowing equipment and relevant grave digging machinery. The undertaker must hold the appropriate public liability insurance which should be supplied to the Burial Clerk on a yearly basis. All graves must be excavated and prepared in line with safe working practices and the grave digger must install appropriate shoring to support the ground and prevent collapse.
- 6.9 The cemetery and its surroundings are to be left neat and tidy and all surplus soil, debris and turf to be removed to the designated area (Appendix 3).

- 6.10 On back filling the grave it is required that the soil be compacted every six inches in depth by treading. This is to prevent excessive reinstatements.
- 6.11 Rands Lane Cemetery is classed as a 'lawn type' cemetery and, for the ease of maintenance, no grave mounds are allowed. All graves must be levelled after interment after a suitable period has elapsed. This is the responsibility of the undertakers carrying out the interment.
- 6.12 If, after the excavation of a grave, it is to be left unattended for any period of time a temporary barrier must be erected around the grave, or it be securely covered to prevent accidental falls.

## **7. Monuments, Headstones, Vases, Tablets and Inscriptions**

- 7.1 Memorials may only be placed on graves where Exclusive Right of burial has been purchased. A period of 6 months must have elapsed between the date of interment and the date of erection of a memorial. This is due to the nature of the soils within the cemetery and is to prevent movement of the memorial and subsequent cost and distress to the owner.
- 7.2 Permission to erect a memorial or headstone in Rands Lane Cemetery or to add an additional inscription shall be sought from Armthorpe Parish Council. A permit to erect and maintain a memorial should be purchased from the Council and a Memorial Application form completed and returned to the Burial Clerk (Appendix 4). The permit will be granted for a period of 25 years. This is to ensure the ownership is updated and contact details maintained.
- 7.3 **Dimensions and Specifications** - All memorials, vases, tablets, plaques, inscriptions, and plantings are to have Parish Council approval and must be within the dimensions below. Any item sited without prior approval may be re-sited and a charge will be made.
- Headstones should not exceed 3 ft in height above ground level, 2 ft 6 inches in width and 3 inches in thickness. Any deviation from this is at the discretion of Armthorpe Parish Council.
  - Cremation headstone should not exceed 2ft 6inches in height, 1ft9inches in width and no more than 1ft 6inches in depth and not less than 2 inches thick.
  - Cremation headstones will be mounted on a terrazzo or concrete base, minimum depth 3 inches, which is to then be mounted on a 2-inch reinforced concrete slab capable of withstanding the weight and stress of the stone. The concrete slab is to be 3ft long and 2ft wide.
  - Open book memorials will be 2 ft wide but still follow the above rules.

In addition to the container incorporated into the headstone, only one freestanding container, no more than 10 inches x 8 inches x 8 inches may be placed on the grave. Anything other than the above will be at the Parish Council's discretion and agreement.

- 7.4 The planting of shrubs, plants, flowers etc. in any part of the burial ground is not permitted. The Parish council reserves the right to remove any plants.
- 7.5 The responsibility for the condition and safety of any memorial placed on a grave remains with the owner of the memorial or their heirs. The owner has a duty of care to ensure the memorial does not present a safety hazard to other users of the cemetery. If the owner has any

concern over the condition of their memorial they should contact the original stonemason or the National Association of Memorial Masons.

- 7.6 The Council requires that all Masons undertaking erection of memorials in Rands Lane Cemetery to be entered on either the British Register of Accredited Memorial Masons or a member of the National Association of Memorial Masons (NAMM) and carry adequate public liability insurance, a copy of which should be given to Armthorpe Parish Council on an annual basis. The Mason should provide a written company guarantee which provides a stability and safety guarantee for a period of 10 years or a certificate of compliance for work carried out to BS8415. It is the responsibility of the memorial owner to ensure this is in place.
- 7.7 When seeking to erect a memorial, the Monumental Mason must complete a memorial application form which includes details of the purchaser (Appendix 4). The named purchaser will be regarded as the owner of the memorial and any relevant change of detail should be notified to the Burial Clerk in writing as soon as possible.
- 7.8 Following the granting of Erection of a Memorial, the Monumental Mason must give at least 3 working days' notice prior to erection. This must be done on application to the Burial Clerk.
- 7.9 It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of any memorial becoming dangerous or defective, the Parish Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities Cemetery Order 1977, give notice to the owner requiring them to repair or remove the memorial.
- 7.10 The owner will be given a reasonable timescale to commission the necessary remedial work, having regard to the level of risk posed by the memorial. If, after the expiration of the notice period given by the Parish Council, the owner has failed to repair or to remove the memorial or if the Council has been unable to trace the owner after it has taken such reasonable steps as it may consider necessary for that purpose, the Council reserves the right to take appropriate action to make the Cemetery safe.
- 7.11 Armthorpe Parish Council takes no responsibility for any damage caused to memorials and recommends that owners take out appropriate insurance in respect of all future maintenance of, or damage to, their memorials.

**Dated:** 27<sup>th</sup> October 2025  
**Approved:** 21<sup>st</sup> April 2026  
**Review due:** April 2029

# Appendix 1

## Schedule of Fees

Armthorpe Burial Charges- April 1 <sup>st</sup> , 2025		
Purchase of Burial plot	Parishioners	£160.00
	Non-Parishioners	£3320.00
Purchase of Cremation Plot	Parishioners	£160.00
	Non-Parishioners	£1710.00
First interment- Burial	Parishioners	Included in Purchase
	Non-Parishioners	Included in Purchase
First interment- Cremation	Parishioners	Included in Purchase
	Non-Parishioners	Included in Purchase
Re-Opening of grave	Parishioners	£70.00
	Non-Parishioners	£1432.00 (Burial) £830.00 (Cremation)
Memorial Permit Fees for Burial	Parishioners	£70
	Non-Parishioners	£70
Memorial Permit Fees for Cremation	Parishioners	£70
	Non-Parishioners	£70
Transfer of Exclusive Rights of Burial Fees	Parishioners	£50
	Non-Parishioners	£50

# Appendix 2

## Notice of Interment

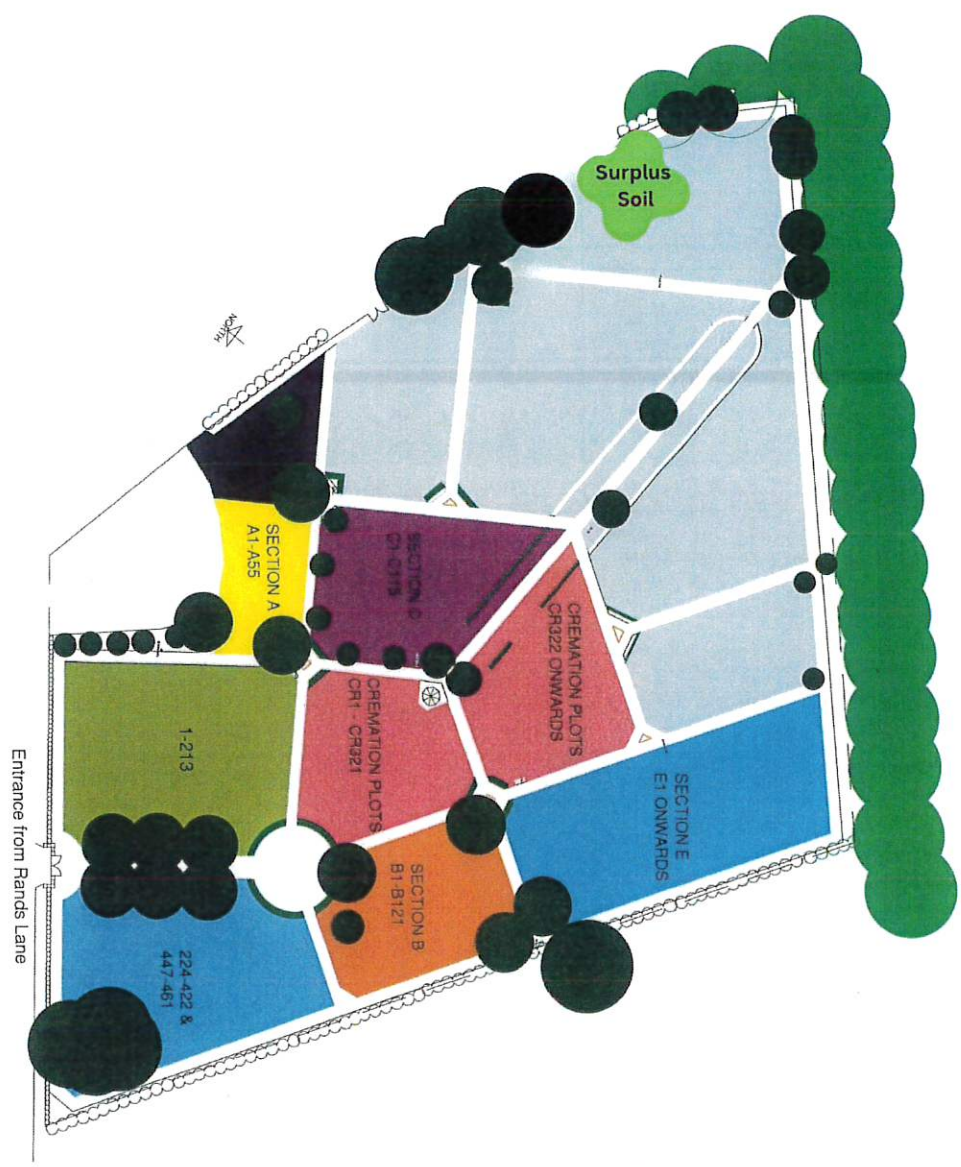
### NOTICE OF INTERMENT - RANDS LANE BURIAL GROUND, ARMTHORPE

<b>Day, date, and time of proposed interment</b>	Date:	
	Time:	
<b>Full name of deceased</b>		
<b>Description/Occupation</b>		<b>Age</b>
<b>Permanent address of deceased</b>		
<b>Place death occurred</b>		
<b>Date of Death</b>		
<b>Minister &amp; Denomination</b>		
<b>Name and Address of Purchaser or Owner of Grave Space</b>		
<i>(Please state relationship to deceased)</i>		
<b>New or Re-open Grave</b> <i>(if re-open, please state name of dedicatee)</i>	<b>NEW GRAVE FOR ONE/TWO</b> <b>RE-OPEN GRAVE</b>	
<b>Grave No.</b>		
<b>Size of Coffin</b>	<b>Length</b>	<b>Width</b>
<b>Cremated Remains*</b>	<b>YES/NO</b>	
<b>Name and Address of Funeral Director</b>		
<b>Fees</b>		

# Appendix 3

## Designated Surplus Soil, Turf and Debris Area

Client: ARMTHORPE PARISH COUNCIL Site: RANDS LANE BURIAL GROUND ARMTHORPE, DONCASTER Title: SITE LAYOUT 1 Scale: NTS Date: August 2020 DRG No: 20-05-C-C-01



# Appendix 4

## Memorial Application Form

Armthorpe Parish Council	<b>FOR OFFICE USE ONLY</b>
<b>Memorial Permit Application</b>	Permit No:
A permit is required for all memorial work within Rands Lane Burial Ground.	Permit Fee:
	Invoice No:
	Date Received:

### SECTION 1: DETAILS OF GRAVE

Cemetery	Section	Grave Number	

### SECTION 2: DETAILS OF APPLICANT

Full name of applicant:	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Mr <input type="checkbox"/>	Other:
Address:					
Postcode:		Email:			
Telephone:					

### DECLARATION BY APPLICANT (Tick as appropriate)

- A. I AM the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant and hereby apply for a memorial permit to be issued subject to the regulations of Armthorpe Parish Council.
- B. I AM NOT the registered owner of the Exclusive Rights of Burial as recorded on the Deed of Grant. I am a relative of the person buried in the grave, but it is impractical for me to trace the rightful owner, and I hereby apply for a memorial permit to be issued to place and maintain or add an inscription on a memorial on the grave. I further declare that should the rightful owner be traced I agree to remove the memorial at my expense if requested.

I understand that I am responsible for the maintenance of the memorial and that the council may take any action they deem necessary should the memorial become unsafe or dilapidated. I also understand that the memorial may be removed temporarily to allow burials in adjacent graves of this grave.

Signature:	Date:
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**SECTION 3: DETAILS OF MEMORIAL MASON**

<b>Name of Memorial Mason</b>	
<b>Full address including postcode:</b>	
	<b>Email:</b>
	<b>NAMM/BRAMM Registration Number:</b>
<b>Telephone:</b>	
<b>Signature</b>	<b>Date</b>

By countersigning this application, the mason agrees to guarantee the stability of the memorial for at least 5 years from the date of installation (with the exception of malicious damage or storm subsidence).

**SECTION 4: DETAILS OF MEMORIAL WORKS**

1. **MEMORIAL PERMIT TYPE** (Tick as appropriate)

NEW HEADSTONE (Grave) <input type="checkbox"/>	NEW HEADSTONE (Cremation Plot) <input type="checkbox"/>	EXISTING MEMORIAL (modification or inscription) <input type="checkbox"/>
--	---	--

2. **MEMORIAL DETAILS**

**Nature of works and materials used**

**INSCRIPTION (if addition please highlight additional text in red)**

**MEMORIAL DRAWING**

**3. MEMORIAL DIMENSIONS**

	Height	Width	Depth
MEMORIAL			
MEMORIAL BASE			
KERBS			
FOUNDATION			

Return form by email [burials@armthorpeparishcouncil.gov.uk](mailto:burials@armthorpeparishcouncil.gov.uk) or by post to Armthorpe Parish Council, Armthorpe Community Centre, Church Street, Armthorpe, Doncaster, DN3 3AG

Telephone: 01302 830543

## Appendix 2

### Standard Conditions of Hire

All hirers are required to read this document in full prior to confirming any booking. By signing this document, the hirer acknowledges that they understand and agree to comply with all terms and conditions set out within this document. A signed copy of this document must be returned to the Parish Council before the commencement of the hire period. Failure to do so may result in the booking being cancelled.

Armthorpe Community Centre (“The Premises”)

1. The hirer will, during the period of the hiring, accept responsibility for supervision of the premises, the fabric and contents, their care, safety from damage, however slight or change of any sort.
2. The hirer will be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the adjoining highway.
3. The hirer will be responsible for the behaviour of all persons using the outdoor play area. Adult supervision of children is necessary. If there is no supervision the premises supervisor will have no alternative than to close the park. All litter must be cleared from the park after the event by the hirer
4. The hirer shall ensure that any music or entertainment shall accord with the limit set on the premises noise limiter and shall not cause or permit such equipment to be bypassed. Failure to do so shall result in the premises supervisor closing the event.
5. The hirer will ensure that the kitchen is left in a clean and tidy condition, failing this an additional charge of £100.00 will be imposed to cover cleaning costs.
6. The hirer shall comply with all conditions and regulation made in respect of the premises by Armthorpe Parish Council, South Yorkshire Fire Authority and City of Doncaster Council otherwise, particularly in connection with any event which includes public dancing, music, or any similar public entertainment or stage production.

7. Any provisional bookings will be held for 14 days. If they are not confirmed and paid for within this period they will be removed from the booking system and offered to other clients.
8. At the end of the period of hire, the hire shall be responsible for leaving the premises and surroundings in a clean and tidy condition, and any contents temporarily removed from their usual positions must be reinstated, otherwise Armthorpe Parish Council shall be at liberty to make an additional charge. Any rubbish should be placed in the correct bins. Red Top- General Rubbish    Green Top- Cardboard & Recycling
9. In the event of a fire on the premises, the hirer shall be responsible for ensuring that all attended are evacuated from the premises.
10. The hirer shall not use the premises or allow the premises to be used for any unlawful purpose.
11. The hirer shall not allow any alcohol of any description to be brought onto the premises or drunk in the car park. All alcohol must be purchased behind the bar unless an agreement has been made for corkage. Corkage only applies to Champagne, Prosecco & Wine.
12. Anyone found to be on the premises with alcohol will be asked to leave and will not be permitted to re-enter. If they refuse to leave, then Armthorpe Parish Council will have no alternative than to stop the event. If the bar is not hired, then only water, non-alcoholic beverages and soft drinks are permitted.
13. Facilities at the Community Centre are available for use between the hours of 9am and Midnight.
14. If the bar is hired the bar will close 1 hour prior to the event. If an extension for the bar is required, permission for this will be at the discretion of the Bar Manager and needs to be arranged at least one month before the event.
15. The hirer shall not bring on to the premises any helium balloons, balloons containing confetti or glitter, confetti or table confetti smaller than a 1p coin, glow sticks & party poppers. Any balloons and balloon arches which are to be disposed of must be removed from the hall and popped by the hirer. If the balloons are

discharged or sprayed with High Shine, the hirer will be charged £100.00 for floor cleaning.

16. Candles, naked flames (excluding birthday cake candles) & smoke machines are not permitted in any part of the building.
17. Armthorpe Community Centre does not allow birthday parties for people between the ages of ~~16-13~~ and 21 years.
18. For children's parties, only one bouncy castle/inflatable insurance cost will be incurred by the hirer regardless of the number of inflatables in use.
19. The hirer shall pay the booking fee in full upon making a booking, if more than one month's notice is provided to cancel the booking a refund of 50% will be provided.
20. Should the hirer exceed the allocated booking time, an additional fee of £50.00 per hour shall be incurred.
21. The hirer shall leave the premises at the end of the specified session, this also applies to any guests and outside hires such as DJ's, caterers, entertainers, etc.
22. Hirers must provide one month's notice to cancel the booking.
23. In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, Armthorpe Parish Council shall not be liable to the hirer for any resulting consequential loss and/or damage whatsoever.
24. Vehicles may be left in the car park overnight at the owner's risk.

#### **HIRER AGREEMENT & SIGNATURE**

I confirm that I have read, understood, and agree to abide by the Terms and Conditions set out in this document.

Name of Hirer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Armthorpe Community Centre Accessibility Consultation Questionnaire

## Purpose:

We recently carried out an accessibility audit of the Community Centre. We are consulting with users to understand whether there are any accessibility requirements or barriers that affect your ability to use the building. Your feedback will help us prioritise improvements.

All responses are confidential and will only be used to help improve accessibility.

## 1. About You

1. Are you responding as:

- A regular Centre user
- A group organiser
- An occasional visitor
- A volunteer
- Other (please specify): \_\_\_\_\_

2. How often do you use the Centre?

- Weekly
- Monthly
- A few times a year
- Rarely
- First-time user

3. Do you or members of your group have accessibility needs related to:  
(Please tick all that apply)

- Mobility (wheelchair, walking aid, difficulty with steps)
- Visual impairment
- Hearing impairment
- Neurodiversity or sensory sensitivity
- Long-term health condition
- Learning disability
- Temporary mobility issue (injury, pregnancy, etc.)
- None
- Prefer not to say
- Other: \_\_\_\_\_

## 2. Getting to the Centre

4. Is it easy for you or members of your group to get to the Centre entrance?

- Very easy
- Fairly easy
- Difficult
- Very difficult

If difficult, please explain:

5. Are there any problems with parking or drop-off near the Centre?

- No problems
- Sometimes difficult
- Often difficult

Please describe:

6. Would any of the following improvements help you?

- Accessible parking spaces
- Better lighting outside
- Clearer signage to the entrance
- Smoother pathways
- Handrails
- Seating on the route to the entrance
- Other: \_\_\_\_\_

## 4. Entering the Building

7. Is the main entrance easy to access?

- Yes
- Mostly
- No

If not, what difficulties do you experience?

- Steps
- Heavy doors
- Narrow doorway
- Threshold/step
- Finding the entrance
- Other: \_\_\_\_\_

8. Would automatic or easier-to-open doors improve access?

- Yes
- No
- Not sure

## 5. Moving Around Inside

9. Is it easy to move around inside the building?

- Yes
- Mostly
- Sometimes difficult
- Difficult

Please describe any issues:

10. Are any of the following difficult to use?

- Corridors
- Internal doors
- Stairs
- Lift/platform lift
- Flooring or thresholds
- Lighting levels
- Bar
- None

Comments:

## 5. Toilets

11. Are the toilet facilities suitable for your needs?

- Yes
- Mostly
- No
- Not sure

12. Have you or members of your group used the accessible toilet?

- Yes
- No
- Not aware there is one

13. Are there any improvements that would help?

- More space
- Grab rails
- Clearer signage
- Emergency alarm
- Changing facilities
- Tonal contrasts
- Other: \_\_\_\_\_

## 6. Activities and Facilities

14. Are any of the following difficult to use?

- Kitchen facilities
- Bar area
- Hall/Meeting rooms
- Seating arrangements
- Tables
- Storage areas
- Play park/external seating

Please describe:

15. Would any of these help your group?

- Hearing loop or sound support
- Better lighting
- Quiet/sensory-friendly space
- Adjustable seating/tables
- Step-free access to all areas
- Other: \_\_\_\_\_

## 7. Safety and Emergencies

16. Would you feel confident leaving the building in an emergency?

- Yes
- Not sure
- No

17. Do you think additional support may be needed for evacuation for people with disabilities?

- Yes
- No
- Not sure

If yes, please explain:

## 8. Your Suggestions

18. What one improvement would make the biggest difference to accessibility at the Centre?

19. Are there any barriers we may not be aware of?

20. Any other comments or suggestions?

If you are happy to be contacted to discuss accessibility improvements:

Name: \_\_\_\_\_

Organisation (if relevant): \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Please return completed questionnaires to the Parish Council Office by no later than **Thursday 9<sup>th</sup> April 2026 at 4pm.**

# Accessibility Analysis Report – Armthorpe Community Centre

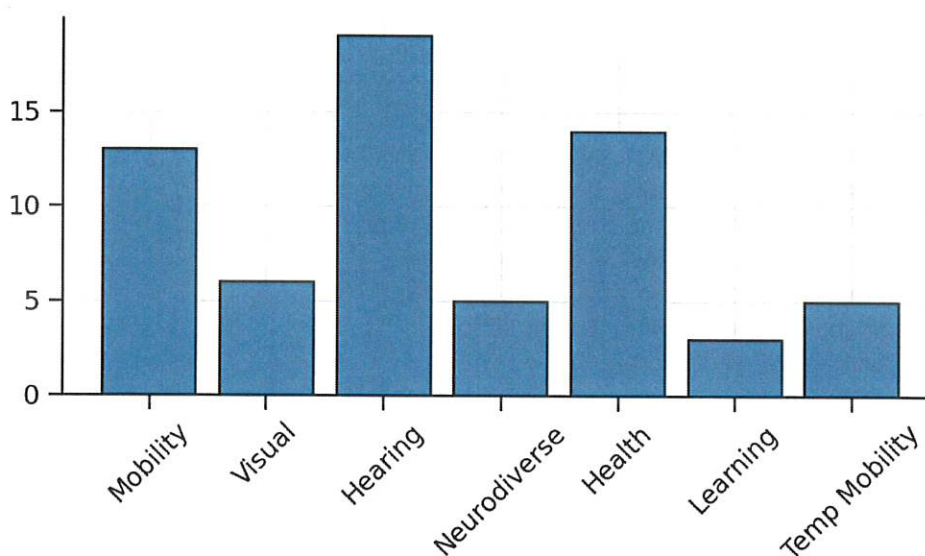
## 13<sup>th</sup> April 2026

This report summarises the key findings from the Armthorpe Community Centre accessibility questionnaire. A total of 55 responses were received from regular attendees (80%), occasional visitors, volunteers, and group organisers (20% combined). The findings highlight several positive aspects of accessibility while also identifying key priority areas for improvement.

### Accessibility Needs Summary:

The most commonly reported needs include Hearing, Health-related, and Mobility requirements. These needs represent the primary demographic of accessibility challenges among centre users.

### Reported Accessibility Needs



Accessibility Need	Count
Mobility	13
Visual	6
Hearing	19
Neurodiverse	5
Health	14
Learning	3
Temp Mobility	5

## **Access Experience:**

Most users reported that the centre is generally easy to access (65%); however, recurring issues were noted around parking, pathway conditions, and building entrance. Comments frequently mentioned insufficient parking spaces, difficulty navigating uneven pathways, the need for handrails on steps and the need for improved external lighting.

## **Internal Facilities:**

Several respondents noted challenges related to internal movement, door weight, and toilet accessibility. Grab rails, clearer signage, and improvements to emergency evacuation equipment were common recommendations.

## **Safety and Emergency Preparedness:**

Emergency confidence was notably low, with many respondents unsure about procedures or equipment availability. A visible and accessible evac chair or slide was highlighted as a key need, along with better staff training.

## **Suggested Improvements:**

- Increase accessible parking spaces and improve lighting.
- Install/upgrade handrails, especially near steps from car parks.
- Smooth and widen footpaths for wheelchair or stick use.
- Add clearer, high-contrast signage (including Braille).
- Enhance toilet access (more grab rails, level access).
- Provide sensory-friendly areas and hearing loops.
- Provide an evac chair or slide upstairs.

## **Positive Feedback Highlights**

- Many respondents described the Centre as "great," "accessible," and "easy to use."
- Some praised staff support and welcoming atmosphere.

## **Recommendations for Committee Action**

### **Short-term priorities**

- Lighting upgrades in parking and pathway areas.
- Handrails for external steps and smoother surfacing.
- Improved signage and clearer evacuation routes.

### **Medium-term priorities**

- Increase accessible bays and install automatic entrance doors.
- Consider additional seating and sensory-friendly zones.

### **Long-term priorities**

- Integrated accessibility review across toilets, lift, and interior routes.
- Ongoing community feedback mechanism for accessibility monitoring.
-

## **Conclusion**

The findings indicate that the Centre performs well overall but would benefit from incremental investment in outdoor access, signage, and inclusive design measures to better serve a diverse user base.

Armthorpe Parish Council - Accessibility Questionnaire Analysis relating to Armthorpe Community Centre - March 2026

Key: Use 2 = selected / Yes  
Use 0 = not selected / No

ID	User Type	Frequency	Mobility	Visual	Hearing	Neurodiverse	Health	Learning	Temp Mobility	None	Prefer Not	Other Needs	Access Ease	Parking Issue	Entrance Ease	Auto Doors	Internal Movement	Toilet Suitability	Used Accessible Toilet	Emergency Confidence	Evac Support Needed	Additional Comments/Recommended Improvements
1	Group Organiser	Weekly	1	0	0	0	1	0	0	0	0	0	Fairly easy	Often difficult	Mostly	0	1	1	0	1	0	Not enough parking spaces. Poor access in and out of parking bays and leaving the parking area especially with larger vehicles Better lighting outside Handrails on steps from car parks
2	Regular	Weekly	0	1	0	0	0	0	0	0	0	0	Very easy	No problems	1	1	1	1	0	1	1	Better lighting outside Handrails on steps from car parks Grab rails 1 Step free access to all areas Accessible parking spaces Better lighting outside Grab rails Not sure Accessible parking spaces 0 Queer/sensory-friendly space 1 In my opinion all is good
3	Regular	Weekly	1	0	1	0	0	0	0	0	0	0	Fairly easy	Often difficult	Mostly	1	1	1	1	Not sure	Not sure	Smooother pathways Improve the steps from first car park Handrails on steps Bigger car park
4	Regular	Weekly	0	0	0	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	Not sure	Smooother pathways Strong Spring on toilet door Accessible parking spaces Seating arrangements Quiet/sensory-friendly space Accessible parking spaces
5	Occasional	Weekly	0	1	0	0	0	0	0	0	0	0	Very easy	No problems	0	Not sure	1	1	0	1	Not sure	Wider pathways Handrails seating on the route to the entrance 0 Grab rails
6	Regular	Weekly	0	0	0	1	0	0	0	0	0	0	Fairly easy	No problems	1	Not sure	1	1	0	1	Not sure	Paths and paving uneven Not enough accessible spaces Need bigger car park as often have to use the overspill Seating en route to entrance Grab rails Clearer signage Tonal contrasts Emergency door level to outside 1 Kitchen not accessible Smooother pathways Handrails We think this centre is great on all 1 levels
7	Occasional	Weekly	0	0	0	1	0	0	0	0	0	0	Very easy	Sometimes difficult	1	Not sure	1	1	0	1	Not sure	Better lighting Quiet/sensory-friendly space Step
8	Regular	Weekly	0	0	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	Not sure	Emergency Alarm Hearing Loop Accessible parking spaces
9	Regular	Weekly	0	0	0	1	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	Not sure	Hearing loop
10	Regular	Weekly	0	0	0	0	0	0	0	0	0	0	Very easy	Sometimes difficult	1	Not sure	1	1	0	Not sure	1	Better signage for overflow car park Updated lift Remove bushes in the car park Elderly/Disabled would need help getting downstairs if lift not working/in case of fire
11	Regular	Weekly	1	0	0	0	0	0	1	0	0	0	Very easy	Sometimes difficult	1	Not sure	1	1	0	Not sure	1	Handrails Seating en route to entrance 1 Cleaner signage to events Hearing Loop
12	Regular	Weekly	0	0	1	0	1	0	0	0	0	0	Fairly easy	No problems	1	Not sure	1	1	1	1	0	
13	Regular	Weekly	1	0	1	0	1	0	1	0	0	0	Fairly easy	Sometimes difficult	1	Not sure	1	1	0	1	1	
14	Regular	Weekly	1	0	1	0	0	0	0	0	0	0	Fairly easy	Sometimes difficult	1	Not sure	1	1	1	1	1	
15	Group Organiser	Weekly	0	0	1	1	0	0	1	0	0	0	Fairly easy	Sometimes difficult	1	Not sure	1	1	1	1	Not sure	
16	Regular	Weekly	1	0	1	0	1	0	0	0	0	0	Fairly easy	Sometimes difficult	1	Not sure	1	1	1	1	Not sure	
17	Regular	Weekly	0	0	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	Not sure	
18	Regular	Weekly	0	0	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	1	1	Not sure	
19	Volunteer	Weekly	0	0	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	Not sure	1	
20	Regular	Weekly	1	1	1	1	1	1	1	0	0	0	Very easy	Sometimes difficult	1	Not sure	1	1	1	1	Not sure	
21	Regular	Weekly	1	1	1	1	1	1	1	0	0	0	Very easy	No problems	1	Not sure	1	1	1	1	Not sure	
22	Regular	Weekly	0	1	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	0	
23	Regular	Weekly	1	0	0	0	1	0	0	0	0	1	Very easy	No problems	1	Not sure	1	1	1	1	Not sure	
24	Regular	Weekly	0	0	1	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	1	1	Not sure	
25	Regular	Weekly	0	0	0	0	0	0	0	0	0	0	Very easy	No problems	1	Not sure	1	1	0	1	Not sure	



**Armthorpe Rovers JFC**

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**From**

**Date** Tue 07/04/2026 09:31

**To** clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Hi Sarah

Following our recent conversation.

As you know our U13s team train on the Brier Road field.

Our manager has spoken to the Horse and Groom manager who stated that they "may not" require the senior pitch next season.

If this is the case could we respectfully ask for first refusal to use the field for our U14s to set a pitch up on there.

We would purchase the correct size goals and maintain the markings.

We currently hire the Armthorpe academy pitch from a third party at £72 per game which is poorly maintained and infrequently marked up.

This would be a great help for us in the future.

Regards John Hemingfield (Armthorpe Rovers club secretary )

Sent from AOL on Android