

East Lane Memorial

17/11/2025

**POLICY AND RESOURCES COMMITTEE
17 NOVEMBER 2025**

PART I

**EAST LANE MEMORIAL CLEANING
(ADE)**

1 Summary

- 1.1 The memorial markers at East Lane Cemetery, a heritage site, have become covered in moss and detritus over the years, making it difficult and, on many, impossible to read. A number of markers have also become detached from their plinths.
- 1.2 These markers require fixing and cleaning, so that the history of the site can be maintained in a respectful manner and people can be properly traced.
- 1.3 This work will be funded by the Management and Maintenance grant funding held in Reserves for Leavesden Country Park as part of the original Lottery Funded project.
- 1.4 An exemption form has been completed for this work, due to the specialist requirements, limited market and having only received one quote.

2 Recommendation

- 2.1 That the exemption form is noted.

Report prepared by: Jennie Probert, Environmental Strategy Manager

3 Details

- 3.1 The memorial markers at East Lane Cemetery, a heritage site, have become covered in moss and detritus over the years, making it difficult and, on many, impossible to read. An unknown number of markers have also become detached from their plinths.
- 3.2 A number of markers are broken and these will not be mended or replaced, however they will be fixed back to their plinths in pieces.
- 3.3 The cleaning works needed require the engagement of a specialist contractor using a specific steam-based stone cleaning system.
- 3.4 As there was little interest to carry out this work officers approached both the company who carried out the initial work at East Lane, as well as a specialist memorial safety company. Only one of the companies submitted a quote despite officers chasing
- 3.5 There is currently no date for the works to commence, however officers are working with the company to arrange a suitable date.
- 3.6 The Leavesden Hospital History Association will be notified of this work in advance.

3.7 This work will be funded by the Management and Maintenance grant funding held in Reserves for Leavesden Country Park as part of the original Lottery Funded project.

3.8 An exemption form has been completed for this work, due to the specialist requirements, limited market and only having received one quote. This exemption has been and signed off by the Chief Executive and Associate Director for Environment.

4 Options and Reasons for Recommendations

4.1 The recommendation is for Committee to note the report, as an exemption form has already been signed off, for the reasons outlined.

5 Policy/Budget Reference and Implications

5.1 The recommendations in this report are within the Council's agreed policy and budgets

6 Financial Implications

6.1 There are 515 markers to be cleaned at £20 each - £10,300 (inc VAT £12,360)

6.2 There is a maximum of 515 markers to be fixed back to their plinths, however the exact number is unknown until the company is on site. Therefore, this is a worst case quote at £25 each - £12,875 (inc VAT £15,450)

6.3 The most these works will cost will not exceed £23,175 (£27,810 inc VAT), which can be met from the Management and Maintenance grant funding held in Reserves for Leavesden Country Park as part of the original Lottery Funded project.

7 Legal Implications / Environmental Implications/Community Safety Implications / Public Health Implications/ Customer Service Implications

7.1 .None Specific

8 Equal Opportunities Implications

8.1 Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	No

8.2 Impact Assessment

These works positively impact on people with visual impairments and there are no impacts on people with any other protected characteristics.

8.3 A Sustainability Impact Assessment isn't required for this report, however it should be noted that by cleaning the markers this will extend the longevity of the markers.

9 Staffing Implications

- 9.1 The Bereavement Officer and Grounds Maintenance staff will be ensuring that the contractor carries out the work as per our specification, as well as ensuring that users of the cemetery are informed of the works.

10 Communications and Website Implications

- 10.1 In advance of the works the Leavesden Hospital History Association will be notified. The website will also be updated to explain why the works are necessary and appropriate signage will also be placed at the cemetery.

11 Risk and Health & Safety Implications

- 11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 11.2 The subject of this report is covered by the Waste & Environmental Services service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Markers are not cleaned or fixed	The heritage of the site is not maintained / the reputation of the Council could be damaged. If the markers are not fixed these could become trip hazards.	Cleaning and fixing of the markers	Treat – by carrying out the works, which won't then be required again for a good number of years	1

- 11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12

	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low -----> Unacceptable			

Impact Score

4 (Catastrophic)
3 (Critical)
2 (Significant)
1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))
3 (Likely (21-79%))
2 (Unlikely (6-20%))
1 (Remote (≤5%))

Data checked by:

Craig Thorpe, Waste & Environment Manager

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers

APPENDICES

Appendix A – copy of the Exemption form

