



Hamble Parish Council, Memorial Hall, High Street, Hamble, Southampton SO31 4JE  
023 8045 3422, clerk@hamblepc.org.uk

**The next meeting of the ASSET MANAGEMENT COMMITTEE**

will be held at

**8.30am on Tuesday 3<sup>rd</sup> July 2018**

at

**The Roy Underdown Pavilion, Baron Road, Hamble**

**This meeting is open to members of the public.**

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**AGENDA**

**1. Welcome**

- a. Apologies for absence;
- b. Declaration of interest and approved dispensations; and
- c. To approve minutes of previous Asset Management Committee Meetings.

**2. Public Session**

**3. Meeting with the Hamble Village Memorial Hall Trustees**

**4. Donkey Derby Field Deposit** (verbal discussion)

**5. Revisit of the terms of reference for the Asset Management Committee**  
(report attached)

**6. Bartlett's Field PID** (report attached)

**7. Insurance schedule update** (verbal update)

**8. Your Park Activities** (verbal update)

**9. Burial Working Group Minutes** (attached)

**10. Items for Sale** (report attached)

**11. Programme for next meeting** (report attached)

Exempt Business **Exempt Business** - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

**12. Update and review of Hamble Parish Council leases and licenses** (*report attached*)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Amanda Jobling,  
Clerk to Hamble Parish Council

**Inaugural Asset Management Committee of the Parish Council will be held  
on Monday 19th June 2017 4.00pm  
MINUTES**

1. Apologies for absence – Cllr Mrs. Philips and Cllr S Hand
2. Declaration of interest and approved dispensations – Those published in the register.
3. Public Session – none
4. Terms of reference for the Asset Management Committee – Members considered the proposed terms of reference and accepted them with the revisions shown in the attached version.

**COUNCIL TO APPROVE**

5. Forward Plan and Working Groups/ Task and Finish – the following Members were appointed to the groups identified. Council would be invited to nominate other interested members.
  - Signage in the village – Brand identity group to feedback into the Signage Group. – Cllr Woodall, Hughes and Philips
  - Signage in the village – responsibility and replacement – Groundstaff to feedback their assessment + Cllr Underdown.
  - Foreshore Users Group – schedule a discussion for the next meeting on what the issues might be, stakeholders and interested parties and timescale.

**COUNCIL TO NOMINATE**

6. Schedule of leases – list of leases was considered and it was agreed that it needed updating. Would be updated

**CLERK.**

7. Asset Register –. Agreed that the list needed to be reviewed and update but was a useful source document.

**CLERK**

8. Storage shed next steps – The Committee considered the paper regarding the request for a fuel container to be installed in the new shed. The committee expression concern and reservations about the safety aspects and wanted a further dialogue with Hampshire Fire and Rescue, more detail on other types of design that would minimize the footprint of the tank and also to confirm the usage of fuel over a month to ensure the correct size tank is purchased.

**CLERK TO REPORT BACK**

9. Date of next meeting – TBA

# HAMBLE-LE-RICE PARISH COUNCIL

## MINUTES OF THE ASSET MANAGEMENT COMMITTEE MONDAY 30 OCTOBER 2017 Parish Office

### PRESENT:

Cllr M Cross– Chairman  
Cllr S Schofield  
Cllr S Hand  
Cllr I Underdown

### In Attendance

Mrs A Jobling – Clerk to the Council  
Mr Richard Clarke – Head Groundsman

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- 1a. Apologies for Absence  
Cllr G Woodall.
- 1b. Declaration of Interests  
None
- 1c. Minutes of the Council Meeting 29<sup>th</sup> August 2017 accepted.

### 2. Public session.

### 3. Hamble Football Club

Clerk presented the information provided from Hamble Football Club regarding consent for a further building on the site. The Clerk highlighted that the lease did not appear to benefit from a valuation which she would have expected. She asked the Committee to agree that future leases should normally be supported by the following: Business plan/financial information, valuation and legal advice.

Other leases would need to come back to the Committee for review. In this case HFC would be asked to submit a formal set of plans including the new structure, an explanation of the location and an idea about the plans for the site more generally. They would be invited to attend a meeting to explain the proposals

#### Clerk

### 4. Bins at Westfield Common

The Committee discussed the current bin arrangements including the history of the site and its transfer from EBC. It was agreed that the following should happen:

**That additional trade waste collection should be arranged with EBC for the summer period (May Bank Holiday – start of September) and that additional bins would be provided on the two sites at Westfield Common. If possible a bin for recyclables should be considered. This should happen this year subject to the branding group concluding its work.**

### 5. Update on leases – EE and Barclays

The Clerk confirmed that the EE lease was ready to sign but for a provision to ensure the commencement of works. This was the trigger for payment and needed to be resolved. Barclays Bank land transfer was subject to a public notice that would extend until the 14<sup>th</sup> November. The Clerk was asked to also update the Committee on HLB lease. She confirmed that there had been a recent discussion with them about sharing the water

rates. This was very beneficial in terms of cost as well as not having to pay to install new meters etc.

6. Renewals Programme

Members considered a paper regarding the use of renewal technology for the replacement of grounds maintenance Kit. The cost of renewal equipment was significantly higher than traditional fuel equipment but had lower in use costs and lower vibration rates which allowed longer work periods.

**Given the cost the Committee referred the matter to council for discussion. They also recommended the replacement of the sit on mower with a Kubota F3090 at a cost of £14,750.00 from Carters of Swanwick in this financial year.**

7. Budget setting for key premises

In the first stage of budget setting Members were asked to prioritise spending across a range of locations. This was completed and the table updated.

**It was agreed that the PPE for Grounds staff should be replaced immediately and a proper inventory of equipment maintained for the future.** Clerk

The meeting ended at 6.00pm

## HAMBLE PARISH COUNCIL

**MEETING** ASSET MANAGEMENT COMMITTEE  
**VENUE** Roy Underdown Pavilion, Hamble  
**DATE** Tuesday 05.06. 2018  
**TIME** 8.30 am

**PRESENT** Councillors; Schofield (Chair), Cohen, Cross, Dajka and Thompson (left at 9.20am)  
Clerk and Deputy Clerk plus Groundstaff for item 11 and 13  
Members of the public 0

**1 Apologies for absence**  
Head Groundsman

**2 Declarations of Interest in items on the agenda**  
None were declared

**3. Requests for dispensations**  
None were required

**4. Minutes of the Asset Management Committee 08.05. 2018**  
Proposed: Thompson Seconded: Cross  
**RESOLVED:** that the minutes of the meeting were approved and signed by the Chairman

**5. Public Participation**  
None

**6. The Mercury**  
Deputy Clerk updated the committee on yesterdays meeting. Highlighted that key requirements or furniture and layout had not been picked up. Utilities are being organized to enable the first fit of hard wiring.  
Also highlighted the need to extend the remit of our recruitment to attract a wider audience of volunteers.  
Website options need to be explored.  
Proposed: Councillor Seconded: Councillor  
**RESOLVED:** that progress with the project be noted

**7. HVMH**  
The Committee noted that HVMH Trustees had been invited to attend today meeting but had been unable to attend and that a further offer to meet on the 3<sup>rd</sup> July 2018 had been made to discuss a number of outstanding issues.  
Proposed: Councillor Cohen Seconded: Councillor Cross

**8. Friends of Westfield Common**  
FWC have met again and HCV attended and shared their constitution as a possible model for FWC. Agreed a letter would be sent to residents along the bottom of Westfield Common where the recent damage has occurred and approved in principle a prosecution if witness statements can be secured.  
Also discussed further the closing off of the parking areas at night and it was agreed at the moment to focus on options to narrow the access with trenches and dragons teeth as an overnight restriction would require a wider consultation exercise  
  
Proposed: Councillor Cross Seconded: Councillor Schofield  
**RESOLVED:** to write letters to residents about the recent damage to the trees on the Common with a view to identifying the individual.

9. **Project management**  
Cllr Thompson introduced the issue and the need for it. The approach and PID was agreed and welcomed as a more structured approach to Parish Council work. The Committee also stressed the importance of retaining expert advice on bigger projects.  
Proposed: Councillor Cohen      Seconded: Councillor Dajka  
**RECOMMEND: to adopt the approach set out in the paper to project management**
10. **Update on Hamble Lifeboat lease**  
Proposed: Councillor Dajka      Seconded: Councillor Cohen  
**RESOLVED: to note the issues currently being investigated linked to the lease.**
11. **Community Orchard**  
Accepted the proposal and to bring a more detailed paper back in September 2018 with more details around the community involvement aspects.  
Proposed: Councillor Thompson      Seconded: Councillor Cross  
**RESOLVED: to plan to plant the second stage of the orchard (subject to agreeing a detailed location/consultation) and to work on a programme of activities linked to wassailing.**
12. **Allotments**  
Proposed: Councillor Schofield      Seconded: Councillor Cohen  
**RESOLVED: to accept the proposals set out in the paper to support the allotment association through the use of the earmarked reserve.**
13. **Head Groundsman report**  
That EBC would be appointed to install 5 dog bins as set out in the report at a cost of £969.56 + vat with an associated increase in the base budget of £560.00 + vat. The costs to be met from the benchmark reserve for replacement street furniture including the additional collection cost for 2018/9.  
To appoint Tucker Munday to clean the slipway at the foreshore at a cost not exceeding £2500 up to October 2018. The cost of the slipway clearance would be split 50:50 with the DPWG and the normal Dinghy Park budget.  
Hamble Pink ferry should be retained to replace the two ladders on the Foreshore at a cost of £2850.  
That the former Cemetery Committee would reconvene as a working group to deal with a number of outstanding issues.  
Proposed: Councillor Thompson      Seconded: Councillor Dajka  
**RESOLVED:**
14. **Football teams 2018/9**  
Proposed: Councillor Cohen      Seconded: Councillor Dajks  
**RESOLVED: to accept the programme of football clubs for 2018/9 and note the increase income.**

Meeting closed at 10.20am

Signed  
Chairman

Date

**Recommendation**

**To agree an action plan to address matters outstanding.**

**Introduction**

HPC has been working with HVMH staff on a number of issues linked with the office and the Memorial Hall. Arranging a meeting to discuss the key points with Trustees was seen as a way to expedite business.

The last elections saw a change in the make-up of the Council with a stronger focus on improving customer services, better governance and greater efficiency. The Council has reviewed its hours of service, much of its support services and the way it does business all with the aim of providing better services and value for money. It has an ambitious plan for the future with a number of large projects and new and a small but busy team to deliver them.

In addition practice within the sector has undergone fundamental change in recent years with an emphasis on transparency and a set of regulations (Local government transparency code 2015) that spell this out! We are required to be clear about where we spend our money and time and to be more direct in how we do business. Indirect subsidies as an example are no longer acceptable. This change and context is important.

**Background**

HPC has worked constructively with HVMH over a long period of time to the mutual benefit of both parties and to the wider community. Last year the Chair of the HVMH approached the Parish Council to explore the possibility of a management agreement for the Memorial Hall. The Parish considered the matter and agreed to explore it further. Although there has never been formal confirmation the Council were told that the Trustees did not want to pursue it. At the time the motivation for the approach was understood to come from a desire to move the work of trustees to a more strategic approach and away from the day to day work of the Hall. This appears to have been a further theme at the recent AGM.

There was also recognition that the lack of onsite staff did create operational issues. These became more apparent when the Parish changed its hours of operating which meant that the office was not available to provide a front of house service to the callers for the Hall.

Earlier this year the Council presented a proposal to the Trustees to provide a reception area in the entrance area to enable a Disabled Discrimination Act compliant reception for all users coming to the hall. The current Parish Office reception is not compliant and the current access arrangements are not satisfactory. Although the principle of the physical works was agreed subject to detail, the idea of a shared reception was not.

In tandem council has been looking at a programme of renewal across its buildings and assets. Mount Pleasant has been subject to discussion for some time and as part of this year's budget round resources were set aside to start feasibility work on alternatives. The Council has recently visit the YMCA facility at Andover which is a community hub funded through large scale nursery provision. Although there undoubtedly are other models the Council is now considering what facilities it could look to re-provide on the site which may include the Parish Office. Thinking is



very much at the concept stage and it is recognised that there needs to be some meaningful consultation with the community and stakeholders about the potential for the site and the types of facilities provided there. It does provide an opportunity to have a discussion with the Trustees about the long term vision for the Hall and how Mount Pleasant can be positioned taking that vision into account. It would be useful to discuss how that could be arranged?

Not with standing that a number of issues remain unresolved and the AMC wants to agree a process for resolving outstanding issues. Discussions between the Hall Manager and the Clerk highlighted the following. The Clerk has summarised the information that she has been able to collate from a quick review of the archive. It would be helpful to work through the list and agree the accuracy of the detail and what actions to address them and an appropriate timescale.

### Consideration

Issue	detail	Action	Date
1. Car Park	HPC understand that they own the land to the west of the hall referred to as Parcel 5. Previously it was subject to a license which expired in 2005. The Council now wishes to reissue that license. Legal advice is to be sought.		
2. Car Park	With the opening of the library the council wants to offer space to volunteers and users within the area referred to as Parcel 5. The Planning conditions do not seem to prevent this.		
Portakabin	HPC believes that the Portakabins was not formally transferred to HVMH. Planning Applications were made in its name and it has maintained insurance cover for it.		
License for the office	Revised license terms have not been issued.		
Rental subsidy	The Councils rent reflects the capital contribution £30k that it made to the extension		
Committee Room	Do all users of the Hall pay for the use of the Committee Room?		
	The Council indirectly pays by accommodating the halls regular hirers when Hamble Players are using the hall. Should agree to invoice for charges directly.		
Utility costs	The Chair recommended that we move to a single payment		

	for rent and utilities. Costs might be above the norm this year due to the boiler failure and the need for an alternative heating source. Happy to be billed separately.		
Events	When events are planned can the PO be notified in advance and can the Hall ensure a management presence at these events.		
Customer enquiries	Hirers/tradesman to the Hall are often frustrated that we cannot assist them nor can we get hold of the manager (calls often revert to ansaphone). It presents both organisations in a poor light. This is compounded by the fact that both organisations use the same logo and it is therefore difficult to differentiate between us.		
Noise insulation	Despite agreement with Trustees in November that it would be investigated there has been no further action.		
Parish Office Signage	There is no adequate signage highlighting the location of the Parish Office from the outside. It would like to address this.		

## **HAMBLE-LE-RICE PARISH COUNCIL ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.**

### **INTRODUCTION**

1. The Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the councils many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff and to the cemetery. These are covered by other committees.
2. The group will also review projects on completion that take place within its remit and make recommendations for change to improve practice and learning across the council.
3. Where appropriate it will respond to issues raised by audit checks where they are related to assets.

### **MEMBERSHIP**

4. Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party (such as the foreshore) or a task and finish group that will look at specific issues (such as the fees and charges set for our various buildings with a view to the budget setting process).
5. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.
6. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.
7. A quorum of three members is required to transact business.

### **CONFIDENTIALITY**

8. All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **DELEGATED POWERS**

9. The AMC has no delegated powers. It will provide evidence, reports and recommendations for Council to consider and approve. Where possible it will seek approval from Council in advance of decisions needing to be made.

## **REMIT OF THE COMMITTEE**

The AMC will consider the following

- Issue, review and renewals of leases and requests for land disposals
- Undertake reviews and evaluations of capital projects with recommendation for learning
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Upkeep of the asset register
- Creation of a renewals programme for assets with costs identified for budgeting purposes
- Use of land assets to meet community needs and generate income for reinvestment. Reviewing draft leases and recommending their acceptance to the Council.
- Ensure that user groups are established linked to key council assets including: allotments, playing pitches and foreshore.
- Consider fees and charges for the use of council facilities and assets
- Project management for small building projects. For larger projects separate groups may be needed
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.

## **WAYS OF WORKING**

10. The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. It will produce regular updates to Council on progress on the delivery of the work programme.

## **RECORDING OF DECISIONS.**

11. All meetings will have proper minutes taken and other records kept, as required.

### **Amendment Record**

Version 1: Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

<b>Project Initiation Document</b>	
Project Name: Replacement Play Area at Bartlett's Field	
Project Objectives: To renovate Bartlett's Field play area with a view to providing safe, fit for purpose play equipment that is exciting and stimulating for children.	
Problem to be solved (or opportunity): Current equipment is dated and needs replacement along with perimeter fencing and the surface. The surface will be restored, skimmed to a new finish. Needs to be safe, exiting and stimulating for under 11 year olds and below.	
Project Deliverables: New play equipment principally for children under 11. Equipment should cater for development stages up to 11. Cater for those with physical sensory or learning needs as far as practical. Specification to be to a high quality, durable for a minimum of 15 years and meet relevant legislative standards and best practice. Should be capable of minimal maintenance and provide certainty about the availability of parts at a reasonable cost point.	Scope (inside/outside): Bartlett's Field play area
Assumptions:	Key Stakeholders: Nearby Residents, parents/carers and users, Hamble Primary School, Hamble Village Play School and the grounds staff
Project Sponsor: Asset Management Committee	Project Manager: Clerk/Cllr Thompson
Team Members: Richard Clarke	

<p><b>Key Milestones:</b></p> <p><b>Pre tender work</b>  PID sign off  Draft Specification and consult with stakeholders  Agree criteria for bid assessment</p> <p><b>Tender Process</b>  Advertise on Contract Manager  Invitation to tender, issue specification  Receive and open tenders in accordance with FR/SO  Assess bids against criteria, draw up shortlist and notify unsuccessful (including keeping a log)  shortlist (include site visit) and take references</p> <p><b>Consultation</b>  Recommendation back to AMC and agree shortlist  Public consultation on best 3 submissions</p> <p><b>Council decision</b></p> <p><b>Contracts</b>  Financial checks on final contractor  Appoint Contractor and agree terms  Instruct Solicitor and issue contract</p> <p><b>Preparation</b>  Agree Risk and Method statement with contractor  Initiate Issues Log  Agree communication channel with contractor (single point of contact on both sides) &amp; escalation procedure  Agree progress meeting schedule with contractor</p>	<p>Date:  August 2018</p> <p>August- September 2018</p> <p>Mid/late September</p> <p>November</p> <p>December / January</p>
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**Risks:**

Contractor doesn't perform – Payment with held  
Poor quality product/installation – retention on contract  
Play equipment isn't robust/fit for purpose – site visit  
Bad weather delays work – fix a contract period  
Cost overrun- contingency

**Budget, Resources or Constraints:**

£50,000 in total  
£14,000 from EBC

**Project Approval Date:**

**Signed:**

Schedule of site visit for quality checks  
Log of grounds for dismissing tender  
Risk log and update it  
Issues log  
Project Plan



Amanda Jobling  
Clerk to the Council

**Hamble-le-Rice Parish Council**  
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## **St Andrew's Cemetery INTERMENT FEES with effect from 1<sup>st</sup> JANUARY 2018**

### **1. Exclusive Right Of Burial Fee** For a period not exceeding 75 years:

	Burial Plot	Ashes plot
Child not exceeding 12 years	£150	£150
Body of person over 12 years	£250	£150

- The Exclusive Right is a one off fee charged for a new plot, not applicable to subsequent burials or interments in the same plot.
- No monument may be erected, nor tablet placed on an ashes plot, unless Exclusive Right of Burial has been granted.
- Ashes plots may only have memorial tablets placed. Headstones are not permitted on ashes plots.

### **2. Interment Fee**

			TOTAL inc. Exc. Right of Burial
Burials:	The body of a still-born child	No charge	£150
	The body of a child up to twelve years of age	No charge	£150
	The body of a person over twelve years	£150	£400
Cremated Remains:	Children up to twelve years of age	No charge	£150
	Persons over twelve years	£150	£300

### **3. Monuments, Tablets & Inscription Fees** for a period not exceeding 75 years:-

Headstone (burial plots only)	£125.00
Tablet (burial or ashes plot)	£100.00
Additional inscription	£25.00

- Replacement headstones or tablets will be charged at 50% of the above rates
- Please see the guidelines for monument dimensions

### **4. Miscellaneous Fees**

For the right to scatter ashes	No Charge
Exhumation	At cost

- Monuments may only be erected with prior permission of the Clerk to the Council and are subject to the published guidelines which may be obtained from the Clerk to the Council.
- The Funeral Director is responsible for arranging for the grave digger. All soil must be removed from the cemetery. Any soil left behind will incur a £50.00 fly tipping charge. Graves must be re-turfed following the interment.
- Where no Funeral Director is used, the applicant is responsible for arranging the grave digger. All soil must be removed from the cemetery. Any soil left behind will incur a £50.00 fly tipping charge. Graves must be re-turfed following the interment.
- Double-depth graves (& triple-depth) are permitted, but plots may not be purchased in advance.
- Up to four sets of ashes may be interred in an ashes plot, but plots may not be purchased in advance.
- Non-parishioners may not be interred in St Andrew's Cemetery. (save for those recently moved to a registered care home).





## REGULATIONS IN RESPECT OF THE INTERMENTS IN ST ANDREWS CEMETERY, HAMBLE LE RICE

The cemetery is a valued asset and the Council's management objectives are to provide a space for quiet contemplation, whilst supporting biodiversity as it occupies a key position for providing a green corridor for wildlife. The cemetery will be managed on as naturalistic a basis as possible, with grass mown infrequently. It is intended that St Andrew's Cemetery be a cemetery laid to grass as far as possible so should be kept free of anything that prevents the maintenance of an even surface or impedes the cutting of grass by a mower. This means that kerbs, railings, bird baths, chippings or ceramic photographs are not permitted on or around grave/cremation plots. Headstones and tablets must be made from natural materials

The right to burial in the cemetery is restricted to parishioners. Non-parishioners may not be interred in St Andrews Cemetery. These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

**Families / Next of Kin must be made aware of the potential to request a double / triple depth grave in which other members of the family may be buried, subject to Exclusive Right of Burial being purchased. The interment of up to 4 sets of ashes in any one cremation plot is encouraged, subject to Exclusive Right of Burial being purchased.**

**1 Times of Notice of Interment** Notice of interment shall be given at the Parish office at least seven (7) clear working days in advance of the day of interment, excluding weekends, Good Fridays, Christmas Day or Bank holidays. This regulation shall not apply upon production of a medical certificate stating that an early interment is necessary or when exceptional religious reasons exist.

**2 Fees and Charges for Interments** The fees and charges payable to the Parish Council in respect of interments in the Cemetery, or grave and plot spaces, or memorials or otherwise in connection with the Cemetery, shall be those detailed in the Table of Fees and Charges, which will be subject to review annually on the 1<sup>st</sup> April, or at any other time at the discretion of the Council. All fees and associated paperwork must be received by the Clerk at least seven (7) clear working days in advance of the day of interment, excluding weekends, Good Fridays, Christmas Day or Bank holidays.

**3 Selecting Grave or Cremation Plots** The pre-purchase of a grave or cremation plot is not permitted. Graves and plots will be allocated in sequence unless exceptional circumstances apply. In such cases, the decision of the Clerk on behalf of the Parish Council shall be final.

**4 Exclusive Right of Burial** No headstone shall be erected on a grave, nor tablet placed on an ashes plot, unless an Exclusive Right of Burial has been purchased. The Exclusive Right of

Burial in any grave or ashes plot shall be entered in the Register of Grants of Right kept by the Clerk. Until satisfactory proof of ownership is given the grave cannot be opened or interfered with, and no memorial, tablet or other article may be installed or work carried out on the existing memorial, including additional inscriptions. The Exclusive Right shall last for a period of 75 years.

**5 Production of Grant or Deed required before re-opening** No grave in which the Exclusive Right of Burial has been purchased can be re-opened without the production of the Grant and the written consent of the owner or their personal representative.

**6 Digging of Graves & Cremation Plots** All graves and cremation plots shall be dug and reinstated under arrangements made by the undertakers. Surplus spoil is to be removed from the Cemetery by the grave digger and no spoil is to be deposited on an adjacent grave or plot any time. Graves and plots must be re-turfed at the conclusion of the interment. Any mounds should be levelled after 12 months.

**7a Interment in Graves** In all graves there shall be at least 90 cm of earth between the surface of the ground and the top of the last coffin, and no coffin shall be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any coffin already placed and remaining in the grave by a layer of earth not less than 15 cm in thickness, and no human remains interred therein shall be disturbed nor shall any soil which is offensive be removed. The minimum depths for plots are to be 1.5m for single depth and 2m for double depth. Coffins shall be made of suitable biodegradable materials (excluding fittings) and no metal or other non-biodegradable coffins will be allowed.

**7b Interment of Ashes** In all cremation plots there shall be at least 30 cm of earth between the surface of the ground and the ashes or top of the container. Whilst it is preferred ashes are interred free of any casket or urns, should a casket or container be used these should be made of suitable biodegradable materials and no metal or other non-biodegradable caskets will be allowed.

**8 Certificate of Disposal** A legal certificate or the Registry of Death, or in the case of an inquest, the Coroner's order, must be delivered to the Clerk before the interment takes place.

**9 Burial of Bodies** All bodies should be respectfully covered with the name of the deceased indelibly fixed. In the case of still-born children, the names of the parents may also be indelibly fixed to the covering or coffin.

**10 Headstones and tablets** must comply with the Parish Council's Memorial Regulations which are available the Parish Council's website or from the Parish Council office.

**11 Death from Infectious diseases** In all cases of death from infectious diseases the body shall be taken direct from the hearse to the grave.

**12 Admission of Dogs** The admission of dogs, unless on a lead, is prohibited. Dogs must not be allowed to foul within the Cemetery.

**13 State of Repair** Every grave and memorial must be kept in good repair by the owner. On default by the owner, notice in writing will be sent to the registered owner at their registered address that the Council reserves the right to take over the maintenance of the grave or plot and have it, and any memorial on it, put in good and safe order at the expense of the grave or

cremation plot owner. If payment for work is not forthcoming, the debt will be attached to the grave or plot and no further burials or works will be allowed until the debt is cleared. Memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Parish Council.

**14 Grave/Cremation Plot Enclosures** The purchaser of any grave shall, when erecting any memorial, place such memorial in the position determined by the Parish Council. No form of grave/cremation plot enclosure is allowed and this includes railings, chains, wooden edging of any description, earth edging and glass wreath cases. The Council reserves the right to remove any such unauthorised items and hold them for collection by the owner within 14 days of notification and to dispose of the unauthorised items should they not be collected within the stated time.

**15 Trees, Shrubs, Plants and Flowers** The planting of dwarf trees, shrubs, plants and flowers is not permitted upon graves and cremation plots.

Wreaths and flowers may be laid directly on graves/cremation plots. Artificial flowers are not permitted, excepting Remembrance Day poppies and Christmas Wreaths, which must be removed after a period of no more than one (1) month. Those responsible for the day today maintenance of the cemetery may remove those that appear withered and may also remove flowers, wreaths or vases not complying with these regulations.

Persons tending graves/cremation plots shall be required to remove waste from the grave/plot and dispose of it. Bins are provided for this purpose.

If any tree, plant or shrub should be planted in any other part of the Cemetery without the prior permission of the Parish Council, the Council reserves the right to remove it.

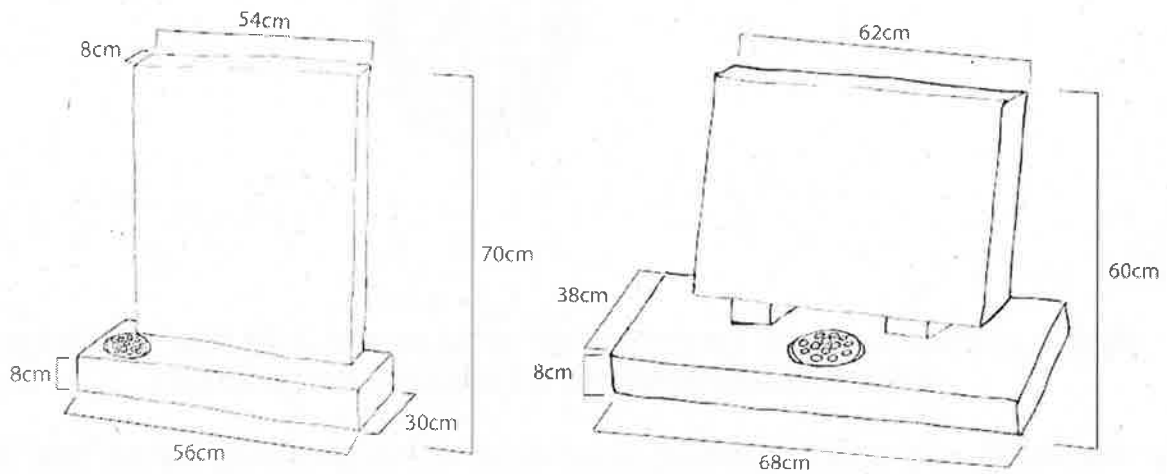
**16 Personal Effects** The cemetery is an area for quiet reflection for many persons and unusual adornments such as balloons, plastic attractions or personal effects placed upon the grave or cremation plot of a deceased person may cause upset or offence. Consequently, such items are discouraged and, after a period of 3 months from the date of burial, the Parish Council reserves the right to remove any items which, in its opinion, may cause offence or distress to others, in any way. Similarly, lighted candles including those within a glazed container, and any breakable items, particularly glass items, are not permitted due to possible fire risk and attendant safety dangers to grounds maintenance staff, others visiting the Cemetery, and to animals. Such items removed by the Parish Council will be and held for collection for 14 days and disposed of should they not be collected within the stated time.

## HAMBLE-LE-RICE PARISH COUNCIL



### **REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK ON AN EXISTING MEMORIAL IN ST ANDREWS CEMETERY**

1. Memorials may only be erected upon issue of the necessary permit from the Parish Council and with the written consent of the owner of the Grant of Exclusive Rights of Burial for the grave or plot concerned. Any work carried out on an existing memorial will also require a Parish Council permit and the written consent of the owner of the Grant of Exclusive rights of burial for the grave or plot concerned.
2. Headstones and tablets are permitted on grave plots. Headstones are not permitted on cremation plots
3. All new memorials and memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Parish Council. The memorial mason should mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name may be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height
4. All memorials shall be erected and remain the sole risk of the owner. A sketch of each proposed memorial giving full details and dimensions in millimetres, together with the owner's consent, is to be submitted to the Parish Council on the application form supplied by the Clerk. No memorial may be erected in the cemetery without the written consent of the Clerk. No memorial shall be removed or altered without the written consent of the owner and the Clerk except as otherwise provided (such as on health and safety grounds).
5. All memorials are to be of natural or reconstituted stone and no Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. Memorials must not be made from coloured stone. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness.
6. All monumental work shall be finished prior to the placement of any memorial, excepting the execution of a second inscription for which permission must be obtained. Inscriptions shall be gilded or leaded only
7. The Parish Council must be notified of the date prior to the placement of the memorial.
8. The maximum outside measurements for memorial tablets is 460mm X 380mm. Memorial tablets should be laid directly into the ground and should not exceed the current ground level by more than 5 cm.
9. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



10. All memorials are to be laid firm, level and square directly in to the ground. No rails, wooden edging, chains of any description or glass wreath cases will be allowed as part of any memorial.
11. No advertising boards, tablets or cards shall be placed on or around a memorial, nor shall any form of advertisement be displayed in any part of the cemetery.
12. Any memorial temporarily removed when a grave is opened for an interment shall be replaced and fixed within six months from the date of the re-opening of the grave.
13. Headstones and tablets will be inspected after installation and if it is found that the measurements do not comply with the authorised application form the stone mason must remove immediately and alter at their own expense.

**All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. All memorial masons undertaking work in the Cemetery shall be suitably qualified and licensed through BRAMM or the RQMF and hold £5,000,000 public liability insurance.**

**Asset Management Committee – 3<sup>rd</sup> July 2018**

**Programme of items for future meetings – Agenda item 11**

<b>Identify items for the next meeting.</b>
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**Review of leases**

**Foreshore events for 2019/20**

**Insurance update**

**Fees and charges for 2019/20**

**Event management and use of facilities – Event plans etc**

**Review Terms and conditions for the Donkey Derby Field**

**Leases update**

**Mount Pleasant – next steps**

**Friends of Westfield Common**

**Footpaths and Cycleways Working Group – report and ToR**

**Additional car park machine at the Foreshore**

**Bartletts Fields**

**Benches and signage**