



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 4<sup>th</sup> September 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 Meeting.

**2. Public Session**

**3. Donkey Derby Field Booking Applications – report attached**

**4. Report on Ongoing Issues – report attached**

**5. The Mercury: Update – verbal update**

**6. Dinghy Park Report – report attached**

**7. Burial Ground Report – report attached**

**8. Foreshore Landscaping – verbal update**

**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.

**9. G E Aviation - Folland Cricket Club**

**10. Personal Injury Insurance Claim**

**11. Leases**

**Dated:**

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

Amanda Jobling,  
Clerk to Hamble Parish Council

## HAMBLE PARISH COUNCIL

**MEETING** ASSET MANAGEMENT COMMITTEE MINUTES  
**VENUE** Roy Underdown Pavilion, Hamble  
**DATE** Tuesday 03.07 2018  
**TIME** 8.30am

**PRESENT** Councillors: Schofield (Chair), Cross, and Dajka  
Clerk and Head of Grounds and Assets  
Members of the public: 0

1. **Apologies for absence**  
Cllrs Cohen and Thompson
2. **Declarations of Interest in items on the agenda**  
None were declared
3. **Requests for dispensations**  
None were required
4. **Minutes of Asset Management Committee 05.06.2018, 30.10.2017 and 19.06.2017**

Proposed: Cllr Dajka                      Seconded: Cllr Cross

**RESOLVED:** that the minutes of the meetings were approved and signed by the Chair.

5. **Public Participation**  
None

6. **Meeting with Hamble Village Memorial Hall Trustees**

Trustees were welcomed to the meeting and the Chair invited the Clerk to introduce the paper that was circulated prior to the meeting. The discussion focused initially on the timing and outcome of discussions between HPC and HVMH Trustees on a variety of issues over the last year. They then focused on the key points in the paper as follows:

- Car Park - HPC would look to reissue a license for the car park (area known as Parcel 5) this would include the provision for users and volunteers of the Mercury to use the space.
- Portakabin – ownership of the structure is not clear but HPC would look to confirm it had no interest in the building and had removed its items from there. The license for the Car Park would need to reflect the Portakabins.
- License for the Office – Previous discussions had taken place and some terms agreed. Needs to be confirmed and issued.
- Rental subsidy – Both parties recognised that the rent reflected the contribution that HPC had made to the build contract and that the rent was not subsidised.
- Committee Room – It was agreed that HPC could use the upstairs room. Current arrangement for not invoicing for use of other facilities (AGM at HVMH and the use of RUP) would cease and we would invoice on a use basis.
- Utility costs – Agreed to maintain status quo for the moment as calculation was based on a 3 year cycle and costs might be recovered by HVMH over the remainder of the term.

- Events – that there needed to be improved communication between parties and as a minimum a copy of the events schedule would be provided to the Parish Office. The previous advice stood that HPC should NOT admit hirers or users unless requested to do so, due to insurance issues.
- Customer enquiries – HPC agreed to continue to deal with people coming into the building but wanted it recorded that the current arrangement offered a poor service to people which reflected badly on HPC as the party on site and managing the situation.
- Parish Office signage – Agreed to work together to improve signage at the Hall.

Meeting concluded with the Clerk highlighting the feasibility work to be carried out as part of the redevelopment of Mount Pleasant which would look at creating a new building with the potential to include a number of facilities. HPC saw the trustees as important stakeholders in this process. Also agreed that both parties were motivated to work on behalf of the local community and this was a common objective.

**7. Donkey Derby Deposit – River Hamble Games**

The Committee talked through the need to maintain the policy on hirers managing the security of the DDF but recognised that the over staying in the field on this occasion was beyond the reasonable control of the organisers. Notwithstanding this the Council would retain the deposit but invite a grant application from the River Hamble Games Management Committee towards the cost of the games.

Proposed: Cllr Cross      Seconded: Cllr Schofield

**RESOLVED:** to retain the deposit for the breach of the DDF conditions

**8. Terms of Reference - Asset Management Committee**

Agreed subject to the change in membership numbers and reference to incorporating the former Burial Committee.

Proposed: Cllr Schofield Seconded: Cllr Dajka

**RECOMMENDATION TO COUNCIL:** to approve the amended terms of reference for the Asset Management Committee.

**9. Bartletts Field PID**

The revised PID was welcomed and the timescales noted. Progress against key milestones will be reported back at future meetings.

Proposed: Cllr Dajka      Seconded: Cllr Cross

**RESOLVED:** to approve the PID for Bartletts Field play area replacement.

**10. Insurance Schedule**

Clerk confirmed that a meeting had taken place with the Insurance Relationship Manager and that work was pending to update the schedule. When completed it would report back to the Committee.

**11. Your Park Activities**

Members noted the dates for the activities due to take place at Mount Pleasant over the summer as part of the Your Park activities programme.

**12. Burial Working Group Minutes**

Members were appraised that a Review Panel meeting was due on 5<sup>th</sup> July 2018 regarding a recent case. The minutes were not available and will come to the next

meeting.

**13. Items for Sale**

A bid was opened by the Chair for the Tower. The offer of £60 was substantially below what was expected. Agreed to notify the individual that we would market for a further 2 weeks and if no further bid came in we would sell at that price. The values of other items were agreed as per the schedule for publication on local sites.

Proposed: Cllr Schofield Seconded: Cllr Dajka

**RESOLVED:** To advertise the list of items for sale including the Tower on local sites. If no improved offer is received for the Tower to accept the £60 bid. Clerk to be delegated the authority to negotiate with potential purchasers up to a 10% reduction on the values agreed.

**14. Schedule of items for future meetings**

Agreed

**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 or Part 1, of Schedule 12A of the Act.

Proposed: Cllr Cross Seconded: Cllr Schofield

**RESOLVED:** that in view of the confidential nature of the business to be discussed the public and press be excluded.

**15. The matter to be discussed was as follows: Leases**

02 AUG 2018

HAMBLE-LE-RICE PARISH COUNCIL



Parish Council Office  
Memorial Hall  
2 High Street  
Hamble-Le-Rice  
Southampton SO31 4JE  
E-mail: clerk@hamblepc.org.uk

Telephone: 02380 453422

APPLICATION FORM FOR USE OF THE COUNCILS FORESHORE INCLUDING THE PAY AND  
DISPLAY FORESHORE CAR PARK AND THE DONKEY DERBY FIELD

Name of Organisation/Event Host:

ROYAL AIRFORCE YACHT CLUB

What facility are you wanting to use:

Foreshore

☐

Foreshore Car Park

☐

Donkey Derby Field

☒

02380 452208  
(OFFICE)

Type of Event(s).....

REGATTA

Organiser/ Responsible  
person:.....

Mobile phone  
number:.....

Email or  
address:.....

bar@RAFYL.CO.UK

Date(s) required	15 <sup>TH</sup> - 16 <sup>TH</sup> SEPTEMBER 2018
What is the event?	BATTLE OF BRITAIN REGATTA
Where is the event based?	HAMBLE

(eg Yacht Club/Sailing Club/Marina etc)	YACHT CLUB
How many visitors are expected	250
How many vehicles are expected?	100
How will the event and use of the Councils facilities be managed?	BY A MEMBER OF STAFF
Who will hold the public liability cover for the event? (Please attach a copy of the certificate)	RAF4C
What alternative parking solutions been explored? Please specify	WE HAVE OUR OWN CAR PARK JUST WONT HAVE ENOUGH SPACE
How many traders or stall holders will be operating on the Foreshore?	0
If food is being sold who is responsible for food hygiene compliance?	NO food
Times of opening/closing	10am - 5pm
How does the event benefit the wider Hamble community?	MORE PEOPLE VISITING THE VILLAGE

At least six weeks before the event you should send an event management plan to the Parish Council to include:

First Aid provision

Safeguarding Policy (if children or vulnerable people will be taking part or attending the event)

Provision of extra toilet facilities

Sustainable litter separation – recyclable glass, plastic, paper & other rubbish

Litter pick after the event

Removal of rubbish from the site

UPDATE ON ONGOING ISSUES

<b>Review of leases</b>	<p>No work has been done to appoint someone to look and review our leases. As part of the work being done on specific leases some key themes are arising which need further consideration. Please also see attached report in exempt business.</p> <p>Decision: To allocate funds of up to £5,000 for district valuer's work</p>
<b>Insurance update</b>	<p>A significant number of changes have been made to the Insurance schedule to reflect current arrangements. Although we are in a 3 year agreement the discussion has highlighted that the council is under insured in a number of areas. Work is still needed on the buildings themselves and when this is complete the final picture will come back to the Committee. It should be noted that we have received a personal liability claim from a member of the public dating back to Feb 2018 relating to a trip injury at the Foreshore. The individual was walking behind the rear of the Lifeboat building. Allegedly the matter was reported to HCC. We have referred the Claim to our insurers and will update members as it progresses.</p>
<b>Event management and use of facilities – Event plans etc</b>	<p>The Council currently has in place a process to require people to submit information about events being carried out on the Foreshore linked to the use of the DDF. During the course of this year two issues have cropped up as follows:</p> <p>Not all events that take place use the DDF. Examples include parties that are held on the outside space at RU, sailing events that use the Dinghy Park or Southern Quay or in the public car park. Our insurers view is that we should seek basic information when activities are taking place on our land when we are made aware of them. As a minimum we should understand what is happening, who is involved, what measures are in place to conduct the activity safely and ensure that public liability insurance is in place (if appropriate). Members are asked if they want to adopt this approach and if so the events they want to capture. The second issue is that the use of the DDF is normally</p> <p><b>Foreshore events for 2019/20</b></p> <p>The We R Hamble survey highlighted the need to promote more events and use of the Foreshore area. We currently have the following that apply each year for consent to use the car park:</p> <p>River Hamble Games (alternate years)  River Raid  Hampshire Food Fayre  Farmers Market.</p> <p>The French Market has withdrawn and the Italian Market have not come back with a proposition. Craft and antique/flea markets remain an option alongside the use of the foreshore for more temporary stall holders and activities.</p> <p>Are we content with this spread of use? Do we want to restrict any of the existing events, if we want to promote more usage how should that happen and are we prepared to reduce the use of the DDF to increase wider community use?</p> <p><b>Donkey Derby Field Terms and Conditions</b></p> <p>To be reviewed in light of decision made.</p>



<b>Friends of Westfield Common</b>	Cllr Cross has arranged a site visit with volunteers and is in the process of bidding for a grant from EBC for equipment to support the work of the volunteers. The Management Agreement and annual plan still needs to be signed off.
<b>Benches and signage</b>	This project has not progressed due to the pressures of work. The project was to include benches at the Foreshore and those at College Playing Field. In the light of the potential to provide facilities to additional teams should GE Aviation's application proceed, it would be worth deferring the RUP work until there is greater clarity on the situation. A PID for the Southern Quay seats will be prepared. <b>Can members confirm they are willing to separate out the two sites?</b>
<b>Fees and charges for 2019/20</b>	It is suggested that the Resources working group are asked to initially set the criteria for fees and charges and that these are then considered at the October Asset Management Committee meeting.
<b>Footpaths and Cycleways Working Group – report and ToR</b>	This is reporting to Planning Committee but issues related to land ownership/maintenance will need to come via AMC. The Committee will receive the report of the Working Party in due course.
<b>Additional car park machine at the Foreshore</b>	The failure of the pay and display machine at the start of the holidays has promoted action to bring forward the plans to add an additional machine. 12k was set aside as an earmarked reserve in the budget and work has progressed to replace the current and provide a secondary machine within that allowance. The work to prepare the electricity supply will be completed ready for the installation. We are awaiting a secondary quote from the supplier for a different configuration of machines which will provide a saving as we will be able to update the existing machine rather than replacing it. When finished there will be two machines to be able to take payment by cash, card, contactless card and ringo. This will greatly reduce the amount of cash handling carried out by the council saving time and reducing the risk of handling large cash amounts. There is a five week lead time for the machines.
<b>Bartlett's Fields</b>	The tender for the replacement play area has now been posted on contract finder with the deadlines set for various stages. By the 1 <sup>st</sup> September we will know the final number of companies placing a tender as the deadline for acknowledgement will have passed
<b>Update on community payback team</b>	The community payback team has undertaken two days of decoration at Mount Pleasant pavilion. The work carried out has been well done and we are now putting together a work programme with the team for one day a month for them to carry out work at the foreshore (September + December, clearing leaves moss etc. from around the dinghy park and grass cutting), Barnaby's field (October, strimming the area of long grass and raking up assisting in the clearing of brambles) and the Heather gardens (November + January, Bamboo clearance and general tidying of the area).
<b>Foreshore quay ladders</b>	Due to an act of vandalism shortly after the installation of the ladders on the southern quay the extended handles were removed. The ladders on the both of the quays are now being installed with extra strengthening brackets and thicker steel parts to reduce the chance of continuing vandalism, the ladders will now be fitted and finished after the school holidays have finished to avoid conflict with users and to reduce the chance of vandalism to the works.
<b>Football</b>	To enable the youth football to go ahead we need a smaller set of goals, three quotes have been sought, GB sports £596.99, Stadia sports £494, Mark Harrod £540. To be ready for the start of the season the cheapest quote was accepted by the clerk, To help with this purchase a grant

	<p>application has been submitted to the football foundation with a decision due late in September.</p> <p>White line marking paint;- To be able to fulfil the seasons commitments we will need to order more white line paint three quotes have been sought, Fleet linemarkers £326+vat, Pitchmark £330+vat, Tudor environmental £310+vat all have a £60 delivery charge. I have contacted Hound Parish council to see if they require any paint, if we are able to enlarge the order then there is free delivery which will save both council's money.</p> <p>Decision : to accept the lowest quote from Tudor environmental for the purchase of marking paint.</p>
<b>Memorial planting</b>	<p>Planting costs for the memorial planting in the beds on Hamble foreshore,</p> <p>A potted crab apple tree- £59/ £69 one for each bed</p> <p>Hebe/ euonymus for complimentary planting £4.50 a plant and 20 per bed would be needed. This would give a total of £318 for both beds one of which would be the memorial bed.</p> <p>We will also be able to plant some bulbs later in the year when we extend the bulb planting that has happened around the village over the last couple of years.</p> <p>A memorial plaque mounted on a post will then be able to be erected on the memorial bed.</p> <p>Decision: To agree to the purchase of plants from Hilliers trade landscape collection.</p>
<b>Items for sale</b>	<p>We have now sold two chainsaws, one hedgecutter, two brushcutters, the tower and one bike.</p> <p>This leaves one hedgecutter, one bike, the blower, the sailboard, three mowers, two chainsaws and the safety fencing to be sold</p>
<b>Community orchard</b>	<p>The orchard is now ready for phase two to commence with phase one having had twelve months to settle in and take root. Bearing in mind the possible future use and improvement of the field extending the orchard in the current location would be the best option.</p> <p>Costings below from the same suppliers as used last year.</p> <p>Trees £30 bare root, Stakes £3.10ea (need 4 for each tree), Netting, £113.05 roll.</p> <p>Each tree would cost £42.40 each plus a roll of netting if needed depending on the number of trees planted ( we have some left over from last year)</p> <p>Decision: A, Do we carry on with phase two this autumn taking into account the possible improvements with the follard CC proposal.</p> <p>B, to set a budget for phase two</p>

### Use of Donkey Derby Field

User	No of days 2018	Frequency	Foreshore car park
HRSC – Sailing events	10	Annual	No
Hampshire Farmers Market	1	Annual	Yes
Hamble River Raid	2	Annual	Yes
River Hamble Games	2 (3)	Bi-annual	Yes
RSYC* – Regatta	3	Annual	No
Britannia Events - Parking for Round the Island Race	3	Annual	No
RAF Yacht Club –Regatta	2	(first application)	No
Hamble Valley Festival of Food	1	Annual	Yes
RSYC Christmas Fayre	1	Annual	No
	25 (26)		

Use is strictly limited by covenant to 28 days per year.

HPC usually retain 4 – 6 days for community events and to allow a contingency for overstay incidents. This year two cars parked in the DDF during the River Hamble Games which were not connected to the event and were not actually removed until the third day because of the contingency allowance this did not affect any other planned events/users.

Whilst not all events use the car park area some use other areas of the Foreshore such as the Dinghy Park, slipways and grass at the quay.

Usually RSYC request more dates but a further 2018 application was not approved by the Council because the application was submitted after the closing date despite several reminders.

The RAF Yacht Club has recently submitted an application for the first time and indicated it is likely to apply annually.

The current charge for use of the car park is £150 based on 2017 average income.

Feedback from the We are Hamble survey indicated residents would prefer to see more craft, maker and flea markets taking place.

Date: 4.09.2018

Asset Management Committee

Agenda item:

1. Accept Dinghy Park Working Group Minutes for 14<sup>th</sup> March and 2<sup>nd</sup> May 2018.
  2. Review of dinghy park & mudland mooring fees and charges.
  3. Form a task and finish group to ensure mudland mooring trots in correct location and useable condition.
  4. Form a task and finish group to investigate better utilisation of the 'sin bin' area.
  5. Consider proposed amendments to Terms and Conditions.
  6. Receive dinghy park inspection report of 31<sup>st</sup> July 2018
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## **INTRODUCTION**

The dinghy park fees were last increased in 2017, the current fee is £288 including vat with a 50% discount for parishioners on the electoral roll.

## **CONTENT**

Many of the issues highlighted or facilities requested via the survey consultations have been delivered:

- Regular slipway cleaning by Tucker and Munday at a cost of £900 to date
- New foreshore notice board
- User representatives joined Dinghy Park Working Group
- Regular dinghy park inspections involving user reps
- Stickers on rails to more clearly mark the space locations
- New safety ladders
- Removal of obsolete or unnecessary signage across foreshore area

The dinghy park tap has been repaired twice.

An autumn clean-up of the dinghy park and foreshore area with the help of the community pay back team is planned.

The Harbour Master has been contacted and asked to replace the rusty noticeboard next to the public slipway/car park.

The Working Group is also looking into:

- Provision of boat washing facilities
- Improving the current water supply
- Provision of boat racks
- A long term vision for the whole foreshore area.

## **Annual charges**

Checks have to be carried out during the annual application and allocation process due to persistent and complicated attempts at misrepresentation in order to obtain permits at the discounted rate by non-parishioners or discounted rate for second spaces. Investigating misrepresentation is very time consuming and also involves reports to Committees or Council. Officers are frequently verbally abused by applicants where misrepresentation has been uncovered.

Flat rate charging will allow as many users as possible reasonably priced access the water. More non-parishioner users may be attracted ensuring full occupation of spaces however, priority during the allocation process can still be given to residents appearing on the electoral roll.

Many improvements have been made to the application process over the last two years: email invitations, forms available via the website, payment by bank transfer. Reducing the resident priority allocation period to two weeks will further reduce the administration involved in the allocation process and streamline the process further.

#### Recommendations:

1. Implement a standard fee across the board for residents, non-residents and multiple permits, Current income details and examples for your consideration attached.
2. Remove the maximum limit of 2 permits per household.
3. Offer temporary storage for weekend events in sin bin area or vacant spaces at a rate below the £50 contravention fine.

#### Pro-rata charging and Refunds

Currently pro-rata refunds are given or pro-rata fees charged which is quite complicated and disproportionately time consuming to administer. Shortly after the 2018 allocation process several applicants either sold their boats advised they no longer required a permit and received either a full refund or a small deduction which did not reflect the cost of the administration work involved. Recently there has been an increase of applications over the summer months indicating some boats are perhaps being stored on driveways or in garages during the winter months.

#### Recommendations:

1. Adopt a no refund policy or limit refund payable
2. Apply full charge no matter when permit purchased or apply 6 month a minimum charge

#### Hamble River Sailing Club

Historically the club has been allowed to store up to 40 dinghies but charged for 26 spaces at the local rate. This represents a discount of £2,016 based on the current permit fee and bespoke permit stickers were specially commissioned denoting HRSC.

At the beginning of the 2018 allocation process HRSC were asked to provide full details of the boats stored at the dinghy park and were invoiced on the basis of the spreadsheet provided. However, when further permit stickers were requested it came to light that the boats stored on the optimist racks had not been fully accounted for. Up to 18 optimists are stored on the racks, the racks cover 8 dinghy park spaces

You are asked to consider:

1. Fees for the optimists stored on the rack: standard fee per boat or reduced to reflect the actual number of spaces occupied?

2. If the standard fee is applied to all 18 optimists should HRSC be invited to apply for a grant as these boats are predominately used by children?

### **Mudland Moorings**

Mudland moorings are currently charged at the same rate as dinghy park spaces and all but three are rented to Hamble/Warshash Ferry. The 3 mooring retained by the Parish Council have not been let for several years as there are concerns that the trots are suitable or laid in the correct location.

The remaining 15 moorings are let to the Hamble Ferry for the same fee as resident dinghy park spaces, currently £144 including vat plus the Crown Estate fee and then advertised at a considerable markup.

Recommendations:

1. Suitably knowledgeable members form a task and finish group to ensure the trots are relocated to the correct position and in a usage state to be advertised and let.
2. Fees are reviewed in line with those charged by the Harbour Master (details attached)

### **Additional Income Opportunities**

The sin bin area is currently under-utilised, the herras fencing has been put up for sale. Further income could be generated by utilising the sin bin area for storage of boats on racks such as optimists or vertical racks for other small craft such as kayaks, canoes and sailboards. Alternatively this area could be offered as short term storage for regattas and other sailing events.

Recommendation:

1. A Task and finish group to investigate better utilisation of sin bin area and prepare recommendations for consideration by the Asset Management Committee.

### **Terms and Conditions**

During an inspect in July, report attached, several unauthorised boat was found in the dinghy park, one with the trailer and the boat secured to the rail by a heavy duty locking mechanism. The Groundsmen had to cut the rail with an angle grinder to take the boat to the sin bin.

Unauthorised boats or serious repeat offenders are moved to the sin bin and subject to the contravention process set out in the terms and conditions. (£50 fine per week or part week). However this does not seem to act as a deterrent as the same small group of users breach conditions each year and sometimes there is a significant delay removing boats after the fine has been settled.

Adding a further sanction, in addition to the fine, that at the following year's allocation sin bin offenders will only be offered spaces after all other applicants, including non-residents, would probably act as a stronger deterrent.

### **Appendices**

River Hamble Harbour Authority – Schedule of charges

Hamble Ferry – details of mooring fees

Dinghy Park Income table

Draft revised terms and conditions

Dinghy Park Inspection Report 31st July 2018

## Appendix

### Dinghy Park Income

Total Income 2018	£26,325	Included 26 non residents £3744 extra income	5 spaces held vacant/out of use in-front of lifeboat building. Potential income £720 Approx. 20 vacant spaces at beginning of year HRSC spaces 131 – 156
Potential 2019 income	£27,114.75	If 3% increase applied to 2018 income figure Not all spaces occupied for 12 months	(£288 x 3% = £296.64 £144 x 3% = £ 148.32)
	Flat permit fee	£150 per permit = £30,900 £155 per permit = £31,930 £160 per permit = £33,960	Based on 206 spaces occupied for full 12 months

## **Minutes of Dinghy Park Working Group Meeting** **14<sup>th</sup> March 2018**

### **PRESENT:**

Councillors: Cohen and Underdown

Reps from Dinghy Park users: Mr. K Munro, Mr. T Foster and Mr. N O'Donnell

Assistant Clerk

Apologies for absence were received from Councillor Cross and Cllr Phillips

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### 01. Long Term Vision

Agreed that Cllr Cohen and Mr. O'Donnell will work together on a plan for the Foreshore area. This will take into account the work already underway by the Foreshore Group (Cllrs Underdown, Phillips and Rolfe) A draft will be produced and brought to the next meeting. Cllr Cohen will liaise with other Council groups working on overlapping projects

### 02. Short Term Priorities

Slipways	Cleaning – already in process of obtaining quotations from contractors for regular programme of cleaning Lifeboat slipway – In urgent need of cleaning and maintenance (Lifeboat Trust responsibility)
Water	Temporary solution in place for Warming Pan Event Cllr Underdown and Mr. Munro to investigate coin operated supply
SP bay numbers	Stickers – delivered will be affixed shortly.
Signage	Safety signage

### Longer Terms Projects

Slipway	Concrete breaking up – estimates for remedial works Extend with a concrete apron
Space Numbers	Source new number discs
Zoning	Consider grouping classes of boat together

Mr. O'Donnell and Mr. Munro suggested a permanent supply of water and electric at the top of the slipway to facilitate a jet washer. Recommending two actions:



1) contracting for the trench , pipe and cable to be installed : Parish Council to obtain quotes and seek to proceed with planning the works .( but not issuing a final PO) - so as to progress the practical aspect - i assume final quote and agreed program of delivery to be approved by main PC body.

2 ) Ken/ Ian to assess the final delivery options for hoses , jet wash etc , and appropriate control mechanisms, of which token / coin may be one .. these to be presented back to dinghy park working group .

### 03. Youth Development

Mr. Munro reported Flag Staff Trust has very limited funds available and unable to provide subsidies for group and school visits.

HRSC have approached Eastleigh Borough Council for funding under the Park Sport initiative.

The Harbour Master will be invited to attend the next meeting to discuss opportunities for funding of water based activities for young people, particularly during the summer holidays.

### 04. Plastics

Cllr Cohen reported feedback from many of the business in the village that they will re-fill water bottles.

Hamble River Valley Forum is currently investigating this issue and will report shortly. The Working Party will consider any recommendations coming from this report.

Mr. O'Donnell suggested litter bins at the Foreshore should be replaced to offer separation of recyclable items. (The Asset Management Committee has already got a plan in hand to renew the bins when the benches are replaced later in the year).

### 05. Dinghy Park Inspection

An inspection is normally scheduled after Easter to allow users plenty of time to affix new permit stickers to their boats.

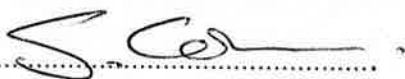
Future inspections will be completed by a Councillor and volunteer from the User Reps however, the initial inspection will be completed by Cllrs Underdown and Cross with support of Mr. Foster and Mr. Munro.

### 06. Any Other Business

Dinghy Park Terms and Conditions will be reviewed before next year's allocation process.

The Working Group agreed the next meeting will take place on 2<sup>nd</sup> May 2018 at 4.15

Signature of Chair.....



Date.....

25/7/2018

## **Minutes of Dinghy Park Working Group Meeting**

**2<sup>nd</sup> May 2018**

### **PRESENT:**

Councillors: Cohen (Chair), Cross and Underdown

Reps from Dinghy Park users: Mr. K Munro, Mr. T Foster and Mr. N O'Donnell

Assistant Clerk

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### **01. Minutes of Last Meeting**

Amendment agreed detailing the suggested actions in connection with the permanent supply of water and electricity at the top of the slipway.

### **02. Inspection Report**

The report compiled following the joint inspect of the Dinghy Park and the follow up actions were reviewed.

Availability: Whilst there are some vacant spaces there have been quite a few enquiries recently and advertisements placed in the Village Magazine. It is envisaged nearly all the spaces will be filled over the summer.

Trollies: Flat tyres are recognised as a real issue creating a negative impression and hindering maintenance. It was agreed that users should be contacted and asked to pump up or repair tyres.

Showers: Mr. Foster to provide details of payment/access system in place at Salcombe.

Unauthorised Optimist: Currently in the Sin Bin and the disposal process will begin shortly.

Feature Seat: Mr. Foster and three other volunteers are hoping to sand and refinish the seat over the next two weeks.

Another inspection will take place shortly.

### **03. Slipway Cleaning**

Tenders have been submitted and will be considered by the Asset Management Committee on 8<sup>th</sup> May 2018.

It was noted the slipway in front of the Hamble Life Boat building is also in need of cleaning and maintenance however, this is the responsibility of the Hamble Lifeboat Trust.

SC

## **Water Supply**

Coin operated supply: Cllr Underdown and Mr. Munro have investigated possible solutions and locations. They recommend the current standpipe location as there is an electricity supply close by, existing water supply and less likelihood of inconvenience to other Dinghy Park users. There are various coin or token operated machines available. The location at the top of the slipway was considered however there are many safety issues. After discussion it was agreed members of the group would visit the site to consider other locations and the possibility of taking spaces out of general use to facilitate a wash-down area.

Current Standpipe: The standpipe is out of commission and a replacement may be necessary. The DPWG had been given details of a suggested replacement which is an superior model. In view of the previous recommendations regarding the wash-down facility it was felt the replacement should be postponed until further investigations have been completed.

### 04. **Application issues**

The issues relating to an application were considered and it was agreed a permit should not be issued. Whilst it appears there have been several breaches of the Terms and Conditions it was agreed the matter should be referred to the Asset Management Committee to consider enforcement sanctions.

### 05. **Parish Council Initiatives possibly impacting Dinghy Park**

Plastics: The Council is actively looking at initiatives to reduce plastics and further updates will follow.

Grants: The Parish Council has awarded a grant to Friends of Hamble Primary School to fund sail training experiences for all year 5 children. The training will be provided by Hamble River Sailing Club.

### 06. **Plan for Foreshore area**

Carried forward to next meeting.

The Working Group agreed the next meeting will take place on 20<sup>th</sup> June 2018 at 4.15

Signature of Chair S. Coe

Date 25/7/2018

**RIVER HAMBLE HARBOUR AUTHORITY**

**SCHEDULE OF CHARGES FOR ANNUAL MOORING LICENSES 1st JANUARY 2018 to 31st DECEMBER 2018**

<b>MOORING SITES - DRYING</b>			
<b>Moorings to take</b>	<b>Annual Charge</b>	<b>VAT. 20%</b>	<b>Total Charge</b>
<b>Vessels up to 7.6m LOA</b>			
HARBOUR DUES	112.63	22.53	135.16
CROWN ESTATE	143.63	28.73	172.36
<b>TOTAL</b>	<b>256.26</b>	<b>51.26</b>	<b>307.52</b>
<b>Vessels up to 7.6m up to 9.1m LOA</b>			
HARBOUR DUES	134.86	29.67	161.83
CROWN ESTATE	172.37	34.47	206.84
<b>TOTAL</b>	<b>307.23</b>	<b>64.14</b>	<b>368.67</b>
<b>Vessels up to 9.1m up to 12.2m LOA</b>			
HARBOUR DUES	180.8	36.16	216.96
CROWN ESTATE	229.82	45.96	275.78
<b>TOTAL</b>	<b>410.62</b>	<b>82.12</b>	<b>492.74</b>
<b>Vessels up to 12.2m up to 15.2m LOA</b>			
HARBOUR DUES	225.26	45.06	270.32
CROWN ESTATE	287.29	57.46	344.75
<b>TOTAL</b>	<b>512.55</b>	<b>102.52</b>	<b>615.07</b>

**RIVER HAMBLE HARBOUR AUTHORITY**

**SCHEDULE OF CHARGES FOR ANNUAL MOORING LICENSES 1st JANUARY 2018 to 31st DECEMBER 2018**

<b>MOORING SITES - PILED MOORING</b>			
<b>Moorings' to take</b>	<b>Annual Charge</b>	<b>VAT. 20%</b>	<b>Total Charge</b>
Vessels up to 8m up to LOA			
HARBOUR DUES	118.52	23.71	142.27
CROWN ESTATE	408.89	81.78	490.67
<b>TOTAL</b>	<b>527.41</b>	<b>105.49</b>	<b>632.94</b>
Vessels up to 8m up to 9.8m LOA			
HARBOUR DUES	145.24	29.05	174.29
CROWN ESTATE	503.28	100.66	603.94
<b>TOTAL</b>	<b>648.52</b>	<b>129.71</b>	<b>778.23</b>
Vessels up to 9.8m up to 12.2m LOA			
HARBOUR DUES	180.8	36.16	216.96
CROWN ESTATE	629.08	125.82	754.9
<b>TOTAL</b>	<b>809.88</b>	<b>161.98</b>	<b>971.86</b>
Vessels up to 12.2m up to 15.2m LOA			
HARBOUR DUES	225.26	45.05	270.31
CROWN ESTATE	786.35	157.27	943.62
<b>TOTAL</b>	<b>1011.61</b>	<b>202.32</b>	<b>1213.93</b>
Vessels up to 15.2m up to 18.3m LOA			
HARBOUR DUES	271.21	54.24	325.45
CROWN ESTATE	943.63	188.73	1132.36
<b>TOTAL</b>	<b>1214.84</b>	<b>242.97</b>	<b>1457.81</b>
Vessels up to 18.3m up to 24.4m LOA			
HARBOUR DUES	361.61	72.32	433.93
CROWN ESTATE	1258.15	251.63	1509.77
<b>TOTAL</b>	<b>1619.76</b>	<b>323.95</b>	<b>1943.70</b>

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MOORINGS

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## Moorings

**MOORINGS AVAILABLE FROM £565 + VAT PER YEAR.**  
**CONTACT US FOR MORE DETAILS**



### Single Trot Moorings

Moorings available for vessels up to 31ft.

Drying sites start from £565 + VAT per year for vessels up to 26ft.

Deep water sites from £955.86 + VAT per year for vessels up to 26ft

Premium deep water sites from £1709.85 + VAT for vessels up to 31ft

### Pontoon Moorings

Pontoon Moorings available for vessels up to 36ft

Premium deep water sites from £1957.26 + VAT for vessels up to 36ft



### Mooring Holder Benefits Include:

- All Mooring ground tackle
- All Surface tackle including lines and buoys
- Tackle servicing and repairs
- Harbour Dues
- Discounted River Taxi travel to and from your boat (conditions apply)
- **20% Discount** on any work carried out by us on your boat, such as: Antifouling, Scrubbing, engine servicing etc
- We are here 364 days a year and keep a watchful eye on your boat, if there is an issue we will do our utmost to resolve it and inform you.



### Mooring Maintenance

Complete inspection and replacement of all ground tackle and mooring lines available.

Annual mooring inspection and certificate for the River Hamble Harbour Master & Insurance companies:

**£90.00 + VAT**

**This includes inspection report, certification and the relevant documentation is sent to the HRHM on your behalf.**

Bespoke mooring lines made to order. Prices start from **£49.99 + VAT**

© 2014 Hamble-Warsash Ferry





## **HAMBLE-LE-RICE PARISH COUNCIL**

### **Terms and conditions for the storage of small craft in the Dinghy Park, Hamble Foreshore**

The foreshore, including the dinghy park, is a valuable public open space and an asset belonging to the whole community. It enables parishioners and others to access the water and is much valued by all. It should be used in a manner which does not put at risk the safety of the public or the dinghy park users.

#### **General**

- 1.1 A plan of the dinghy park is available from the parish council offices or on the Parish Council website.
- 1.2 Only boats that have been authorised by the parish council or their agents may be placed in the dinghy park. All authorised boats will be issued with a numbered permit sticker.
- 1.3 The council accepts no responsibility for any loss and damage, which may be caused to the boat, or trailer however the loss or damage may occur.
- 1.4 No vehicles are allowed in to the Dinghy Park unless authorised by the Clerk.
- 1.5 Anyone wishing to collect or deliver a dinghy should contact the Parish Office on 02380 453422 for the key to unlock the barrier. The key will be issued on payment of a refundable deposit of £20 and must be returned within 48 hours of issue
- 1.6 The council reserves the right to move equipment to ensure the safe management of the dinghy park.

#### **Allocation of spaces**

- 2.1 Spaces are let on an annual basis starting on 1 March for single hull boats under 16ft (4.8m) length with a beam of no more than 6'3"(1.9m). Boats may not have a fixed keel, cabin or inboard engine.
- 2.2 Boat owners should apply for a permit to the Parish Council Office by 31 January using the relevant form (HPC/DP/1) which can be obtained from the Parish Office or downloaded from the parish council website.
- 2.3. Spaces are allocated in the following order:-
  - to boat owners who are resident in the parish and on the electoral register;
  - to non- resident applicants .
  - To owners or boats impounded due to contravention of the terms and conditions

## **Conditions of Use**

- 3.1 Boats, trailers and associated equipment must be placed in the space allocated by the parish council.
- 3.2 Boats must be clearly identified and the permit stickers must be displayed on the mast and transom. Permit stickers should be displayed in visible positions and not obscured by boat covers.
- 3.3 Permits are not transferable between boats or owners.
- 3.4 All boats must be insured by the permit holder for Public Liability.
- 3.5 Spaces must not be left unused for a period exceeding 28 consecutive days in a season without the permission of the parish council.
- 3.6 Boats, trailers and associated equipment must not obstruct Public Rights of Way, slipways, access to the lifeboat building or any adjoining driveways or grassed areas.
- 3.7 When not in use the boat should have its mast stepped and be immobilised by the removal of oars and drain plugs.
- 3.8 Trolley/trailer tyres, wheels and boat covers should be in a serviceable condition. Where a boat does not have a cover it should be regularly baled out.
- 3.9 Permit holders must keep their spaces clean, tidy and litter-free
- 3.10 Permit holders must ensure that the parish council has up-to-date emergency contact details.

## **Enforcement**

- 4.1 Unauthorised use of the Dinghy Park or contravention of the terms and conditions may result in enforcement proceedings.
- 4.2 If a boat is found to be placed in the dinghy park without prior authorisation from the parish council it will be removed a weekly storage fee of £50 per week or part of a week will be levied. If the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.
- 4.3 Boats and trailers will be subject to periodic inspections to ensure compliance with these terms and conditions.



4.4 If a permit holder is found to be in contravention of the conditions of use the following procedure will be enacted:-

- (i) the permit holder will be contacted by the parish office, informed of the contravention and given 14 days to rectify it;
- (ii) if the contravention is not rectified a fine of £50 will be levied. This is payable within 14 days and the contravention must be rectified;
- (iii) If no action has been taken the boat will be removed from the dinghy park and a weekly supplementary storage fee of £25 per week or part of week will be levied in addition to the unpaid fine;
- (iv) if the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.

4.5 If a boat is impounded because of a contravention it will only be allocated a space at the next annual allocation after all other applicants have been allocated spaces. See 2.3 above

4.6 If there are unpaid fines or a history of minor infringements of the conditions of use the council reserves the right not to issue a new permit.

## Dinghy Park Inspection

31st July 2018

The following are the main findings of the third dinghy park check of the season in the school summer holidays the busiest boating time of the year. The full checklist is available in the Parish Office.

- There are still 15 dinghy park spaces available.
- There were 14 dinghies still not displaying permit stickers.
- 13 boat trailers had flat tyres.

It was disappointing at this stage of the season there were a significant number of boats not displaying a current permit sticker. There were some unauthorised dinghies in the spaces not allocated.

It is obvious some boats are not being used e.g. a Skipper dinghy with rusty wheels, water in it and a torn cover on the ground as it has been since the start of the season.

It is suggested that with empty spaces available it maybe the opportunity to move some boats as there are a number of boats in inappropriate size spaces e.g. small dinghies in large size spaces and large dinghies sticking out in alleyways due to the small space in that area of the dinghy park. Otherwise this will need to be addressed in the allocation of permits next year.

It is also suggested when the permits are being allocated next year to request the Foxer Association to contact its members to ask that they display the permit sticker on the transom so it can be seen and not hidden under the cover.

*Tony Foster and Ian Underdown.*



*Unused dinghy with torn cover on ground as it has been all year.*



*Large dinghy sticking out in alleyway*



*How Foxer and other dinghies permit stickers should be displayed, not hidden under cover.*

Date: 4.09.2018  
Asset Management Committee  
Agenda item: Burial Ground Regulations

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### **Decisions:**

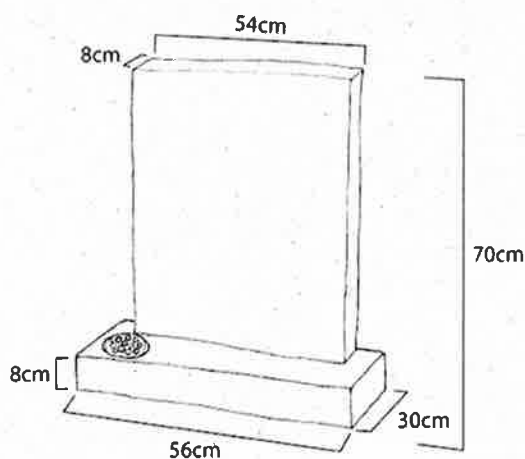
1. Whether to amend the maximum dimensions for new or replacement headstones at St Andrews cemetery.
2. Action regarding non-compliant headstone.
3. Amending regulation regarding interment requests relating to former parishioners who have moved to care homes.
4. Approve amendments to Regulations and fees table suggested by Burial Ground Working Group.

### **INTRODUCTION**

As part of its review of memorial headstones and tablets the Burial Ground Working Group (BGWG) amended the maximum dimensions. Historically some headstones have been made to the maximum allowable dimensions and these appear excessively large and over bearing against the other headstones creating a discordant effect. The dimensions were reduced to create an overall more uniform effect going forward.

### **CONTENT**

The BGGWG measured several headstones, consulted stone masons and representatives of the church regarding the average or standards sizes before deciding the new regulation dimensions.



As a result of an issue with a stone mason who misrepresented dimensions on an application form we have received evidence from two stone masons that the new regulation dimensions are smaller than the standard size headstone provided by wholesale suppliers. It seems that the majority of standard headstones are supplied in imperial measurements and imported from India or China. Therefore non-standard sizes will have to be specially ordered and take several weeks to deliver.

A brochure from a wholesale supplier recognises cemetery regulations vary and specific advice should be sought. Several attempts have been made to ascertain from the wholesaler the cost and delivery implications of the bespoke dimensions to comply with Hamble Parish Council's current regulations but so far no response has been received.

## **SPECIFIC ISSUES**

### **Headstone dimensions**

It seems that the majority of standard headstones are supplied in imperial measurements and imported from India or China. Therefore non-standard sizes will have to be specially ordered and take several weeks to deliver to the stonemason.

In addition it is highly likely there will be an additional cost to families for bespoke size headstones however; we have not been able to obtain any cost information from the wholesaler.

A headstone exceeding the current dimensions has been installed without approval and then subsequently it was found that the information on the application misrepresented the actual measurements. The deceased's family has not been notified as it was hoped the situation could be resolved with the Stonemason however, he has argued that the current regulations are unreasonable.

### **Regulations**

The current fee table regulation states that 'those recently moved to care home facilities' may be interred in the cemetery. An appeal was heard by the Review Committee in July where it was decided that use of a subjective term like 'recent' should be avoided.

The Committee is asked to consider whether:

- a specific timescale should replace 'recent' in relation to former parishioners who've moved to registered care facilities and how this can be evidenced?
- separate considerations will apply in cases where there is an issue of capacity forcing someone to move away from the parish?

The Committee is asked to approve amendments to the wording of the regulations for funeral directors and stone masons and the fee table shown in red proposed by the Burial Ground Working Group, subject to other items contained in this report.

## **Appendices**

Letter from W Cornish

Pages from Cotswold Collection brochure

Drawing from Botley Stonecraft

Review Panel Minutes from 5<sup>th</sup> July 2018

Regulations in respect of the interments and the placement of memorials in St Andrews cemetery, Hamble le Rice

Regulations for the erection of memorials and for work on an existing memorial in St Andrews Cemetery, Hamble le Rice

Fee table

# W. Cornish

Craftsmen in Marble, Stone and Granite

33a Bridge Road

Woolston

Southampton

SO19 7GP

02380 440430

vicky@wcornish.co.uk

Registered Number: 4454200

VAT Number: 8817431-06

Mrs Jeanette Symes  
Hamble le Rice Parish Council  
Memorial Hall  
High street  
Hamble le Rice  
Southampton  
SO31 4JE

30<sup>th</sup> July 2018

Dear Mrs Symes,

## Memorial for St Andrews Cemetery, Hamble le Rice.

I have just viewed the Regulations for memorials. The dimensions on the headstone and base are wrong the normal dimensions are for the headstone 54cm wide x 69cm high x 8cm thick (metric) 21" wide x 27" x high x 3" thick (imperial) the base is 61cm wide x 30cm back to front x 8cm high Or 24" x 12" x 3" This makes for an overall size of 77cm high x 61cm wide x 30cm back to front or 30" x 24" x 3". The above dimensions are the best value for money for our clients as many stones are prepared on a production line to these dimensions.

If you worded the dimensions as being maximum sizes of 30" wide x 30" high x 16" back to front this would provide an overall size for both designs to stay within. In my experience if you make the dimension one maximum dimension in all ways there no room for argument or misinterpretation. It would also allow for old fashioned headstones to be placed.

You could also ask that all memorials be fitted within NAMM guidelines.

I would also remove the mention of reconstituted stone as the only one I have viewed had metal reinforcement that blew the memorial apart after a very short time and it leaves the door open for fibre glass to be used.

You will see that a lot of the regulations in cemeteries such as yourselves come from the Winchester Diocese regulations. When the new area was designated a Cemetery as opposed to the Churchyard the regulations tended to be adapted. If you want you can look these up for guidance about twenty years ago we gave advise at several meetings.

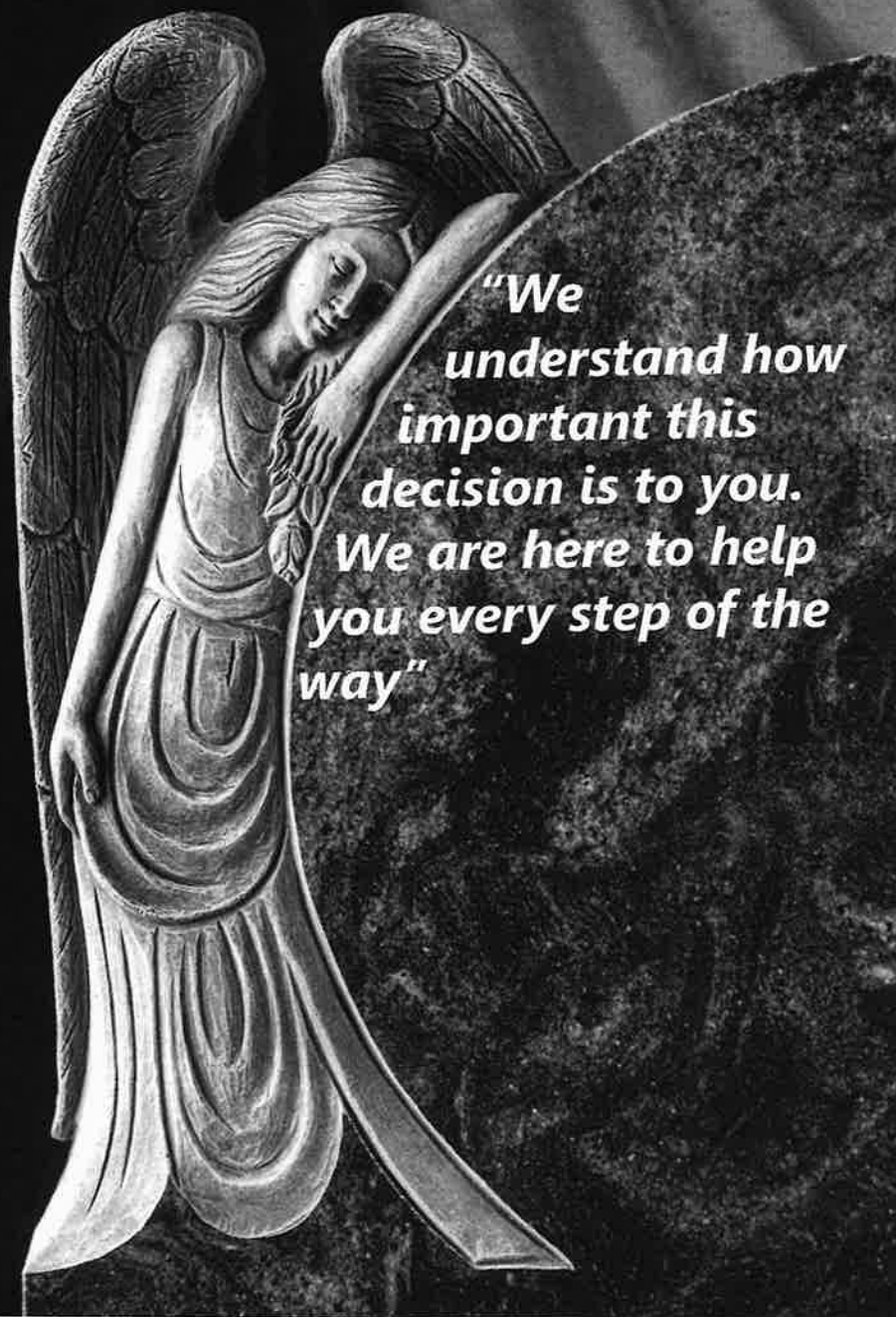
If you have any questions, please do not hesitate to contact us we are always at hand to discuss them.

Yours Sincerely

Trevor Wheble



# Cotswold Collection



***"We understand how important this decision is to you. We are here to help you every step of the way"***

*Some things to consider before making your choice:-*

## Regulations

Churchyards and cemeteries have regulations which govern the size of memorials as well as the materials and designs. Please do speak to us for advice on the specific regulations of your cemetery.

## Materials

This brochure gives examples of granites, marble and other natural stones. Each of these materials has individual characteristics which are important to know before making your choice. For example; Granite will weather better over time than sandstone, marble may stain easily especially in certain circumstances, some granites are more porous than others and will become darker when wet etc. We can offer guidance on all of these materials and their suitability to your needs.

## Lettering

You will see different examples of lettering as you read through the pages. The use of gold leaf for the inscription is common however painted letters, raised bronze letters and flush lead may also be considered in certain situations. Again our expert advice will ensure that you are fully informed on the choices available to you.

## Maintenance

Understanding the maintenance requirements of different materials may help you make the right choice at the beginning of the process as well as ensuring that your memorial stays in the best possible condition over the coming years. Please do ask us about this aspect of your memorial.

*Your needs are as unique as the person's life you are commemorating. Our expert advice and guidance will help you to make the choices that are right for you.*



## Cemetery Memorials

*For all of the memorials in this brochure; materials, designs and ornamentation can be interchangeable.*

### Memorial Sizes

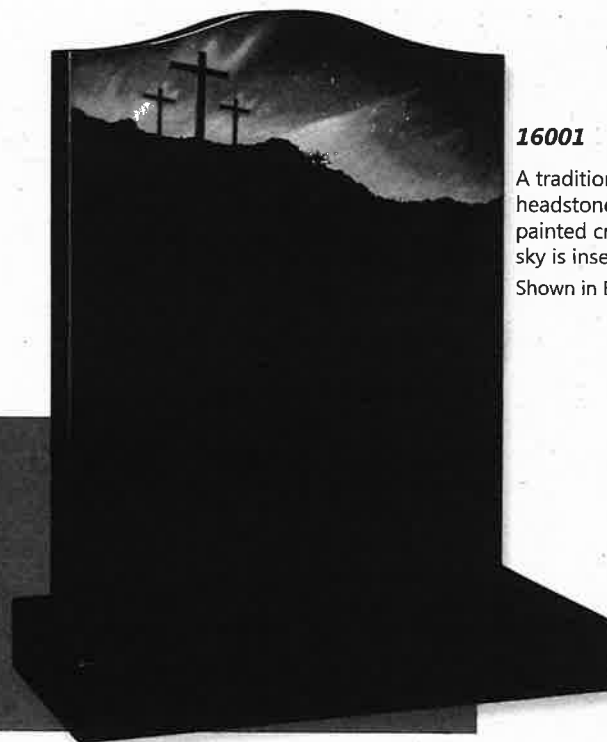
The memorial sizes shown are  
Headstone:

27" high x 21" wide x 3" deep

Base:

3" high x 24" wide x 12" deep

(unless otherwise stated)



**16001**

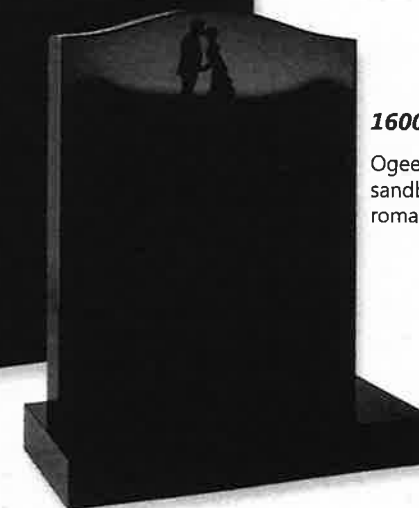
A traditional Ogee shaped headstone with a sandblast and painted crucifix scene. The night sky is inset with crystals.

Shown in Black Granite



**16006**

This Peon shaped headstone has a sandblast rose design and a serif cross.



**16003**

Ogee headstone with a sandblast and painted romantic silhouette scene.



**16004**

An oval top headstone with a sandblast and painted golf silhouette scene.

Shown in Black Granite



**3D**

Resin insert of The Last Supper, an alternative to the sandblasted and painted design



**16005**

An Oval headstone with a shadow punched and painted depiction of The Last Supper.  
Shown in Black Granite

# BOTLEY STONECRAFT

Unit 2G, Bury Farm Industrial Estate, Botley Road,  
Curbridge, Southampton, Hampshire

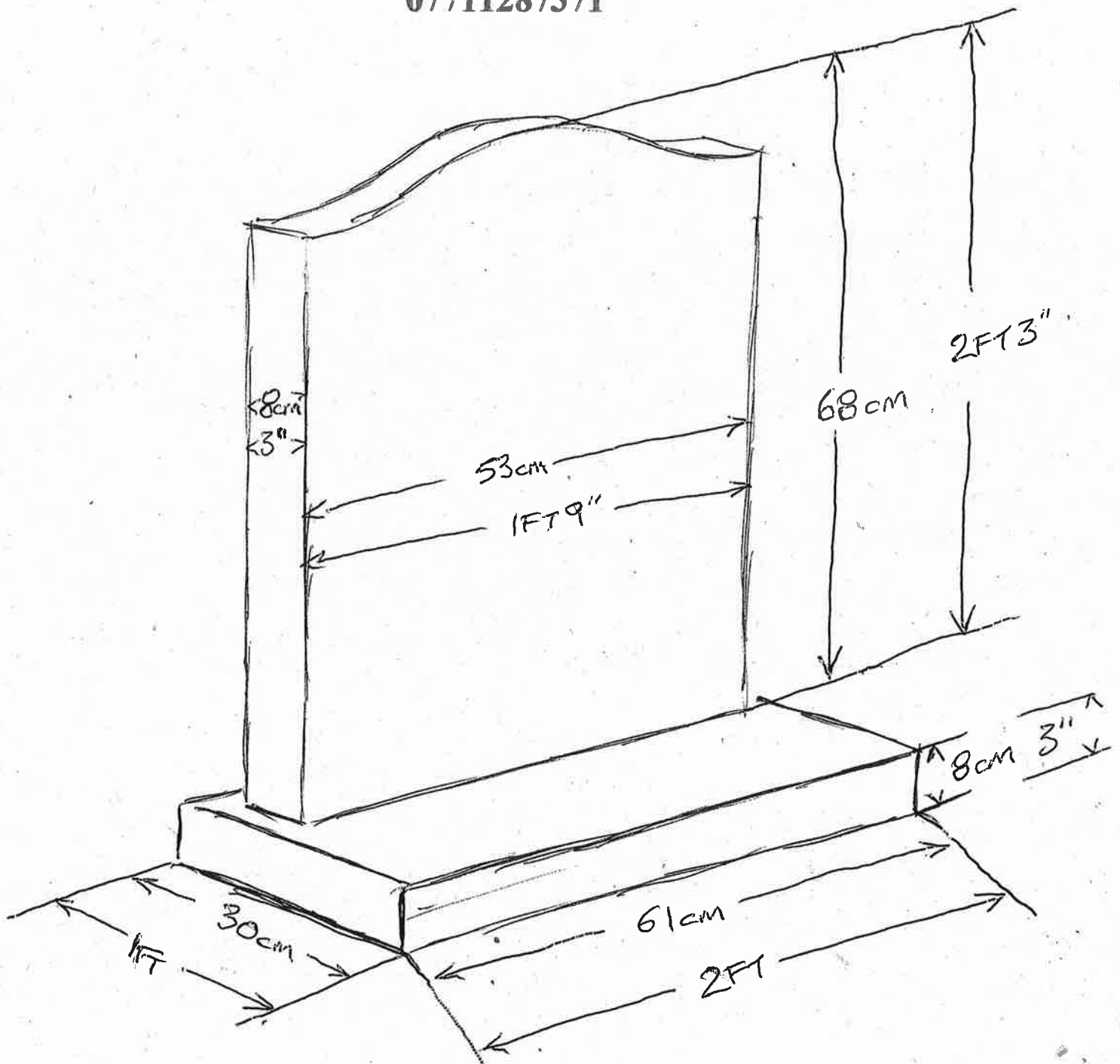
SO30 2HB

Botleystonecraft@gmail.com

Tel & Fax

01489 - 789555

07711287371



## HAMBLE-LE-RICE PARISH COUNCIL



### REGULATIONS IN RESPECT OF THE INTERMENTS **AND THE PLACEMENT OF MEMORIALS** 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 **normally** be interred in St Andrews Cemetery. **Please provide the Clerk with details if former parishioners wish to be interred. If, due to exceptional circumstances, permission is granted then double fee rates will apply (except in the case of parishioners moved to registered care facilities out of the area, when standard fees will apply)**

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 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.

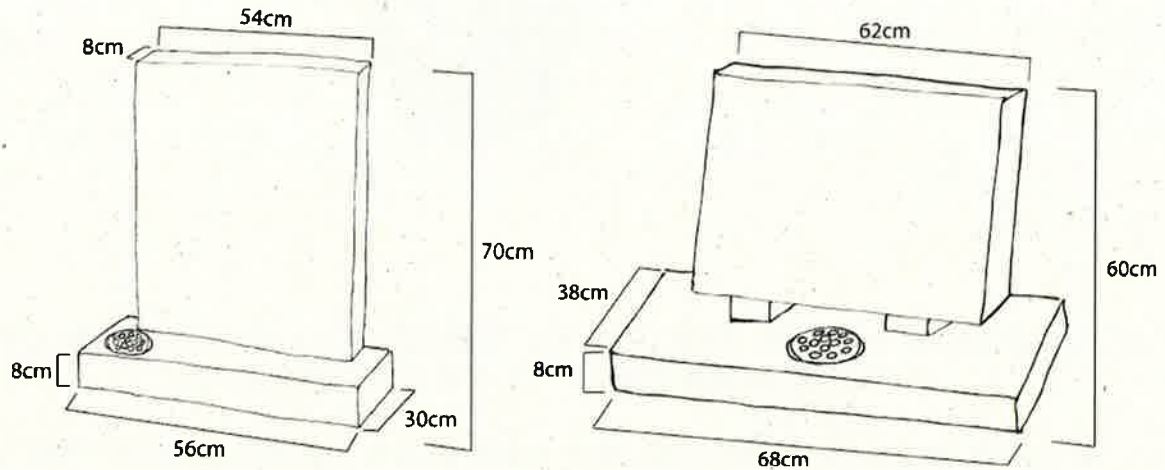
**16 Personal Effects** The cemetery is an area for quiet reflection for many persons and unusual adornments such as balloons, plastic attractions or personal effects placed upon the grave or cremation plot of a deceased person may cause upset or offence. Consequently, such items are discouraged and, 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.





## 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 be grey or black in colour, not white or very light grey.** 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 ? cm (suggest 3 or 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 and not mounted on a slab or another tablet.** 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 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.**



Amanda Jobling  
Clerk to the 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. **For former parishioners please give details to the Clerk of the Council. If, in exceptional circumstances permission is granted, double fee rate applies to all burial and memorial fees (save for those recently moved to a registered care home facility).**



## HAMBLE PARISH COUNCIL

**MEETING**     **REVIEW PANEL**  
**VENUE**     **Roy Underdown Pavilion, Hamble**  
**DATE**       **05.07.2018**  
**TIME**       **9.15am**

**PRESENT**    Councillors: Thompson (Chair), Rolfe and Woodall  
                 Councillor Schofield - Chair of Burial Working Group  
                 Amanda Jobling - Clerk  
                 Members of the public: 2

**1. Welcome**

- a. Apologies for absence  
None
- b. Declarations of Interest/requests for dispensations  
None were required/declared
- c. Inaugural meeting of the Review Panel therefore no minutes to approve.

**2. Confirm Terms of Reference**

Proposed: Cllr Rolfe                      Seconded: Cllr Woodall

**RECOMMEND TO COUNCIL:** Terms of reference for the Review Panel

**3. 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 or Part 1, of Schedule 12A of the Act.

Proposed: Cllr Woodall                      Seconded: Cllr Rolfe

**RESOLVED:** That in view of the confidential nature of the business to be discussed the public and press be excluded.

**Matter discussed:**

**Review of Decision Regarding the Internment of Ashes**

Double fees had been applied for the internment of ashes of a former resident given that they had left the village to be in a supported environment more than five years ago.

An appeal was lodged in relation to this.

The appellant contested the application of double fees for their relative given she had had a long residential connection with Hamble. They also said that there were inconsistencies within policies as the use of the word 'recent' was mentioned in the Fees but was not mentioned in the Regulations.

**The Review Panel concluded:**

To waive the double fee for the interment of the ashes because:

- The published information was not consistent about the need to meet the "recent" residential criteria.
- They also identified that the use of a subjective term like "recent" should be avoided and a specific timescale would be better.
- That where there is an issue of capacity that results in someone moving out of the parish this needs further consideration to ensure we are not inadvertently penalising people. We

should also be clear about the evidence that we will need in coming to a decision such as confirmation of the date when someone left their home and went into a care home.

The Panel asked that the AMC review the policy in the light of this and to publish our updated policy via our village magazine so that residents have a chance to comment on it. This will give us a mandate going forward.