



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 4th December 2018**
at **The Mercury Library & Community Hub, 1-3 St. Andrew's Buildings, High Street, Hamble**
This meeting is open to members of the public.

AGENDA

1. Welcome

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

2. Public Session

3. Donkey Derby Field & Foreshore Facilities Allocations

4. St. Andrew's Cemetery

5. Budgets

6. 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.

7. Approve the Exempt Minutes of previous Asset Management Committee Meeting

Dated: 27th November 2018

Signed: *Amanda Jobling*

Clerk to Hamble Parish Council

HAMBLE PARISH COUNCIL

MEETING ASSET MANAGEMENT COMMITTEE MINUTES
VENUE Roy Underdown Pavilion, Hamble
DATE Tuesday 06.11 2018
TIME 8.30am

PRESENT Councillors: Schofield (Chair), and Thompson
Cllr Dajka arrived at 9.00am.
Clerk, Head of Grounds and Assets and Deputy Clerk
Members of the public: 0

1a. Apologies for absence
Cllr Cohen

1b. Declarations of Interest in items on the agenda and dispensations
None

1c. Minutes of Asset Management Committee 04.09.2018

Proposed: Cllr Schofield Seconded: Cllr Thompson

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

2. Public Participation
None

3. Members were asked to consider if it an additional member should be added to the committee to ensure meetings are quorate. The Clerk suggested that this is added to the Agenda for next full council meeting enabling all members the opportunity to express an interest. The Committee agreed this would be a sensible step.

4. Donkey Derby Field

The Clerk reported that all users were invited to attend a meeting which took place recently. It was useful to discuss the issues and in particular the 28 day threshold and ramifications of overstaying allocated days. The organisations with good management procedures in place shared these with other organisations.

Changes to the allocation procedure were also discussed and the Clerk has amended the application form accordingly.

The deposit will be £100 per day plus and an additional £100 per booking.

In addition to the costs noted in the report a deposit of £30 will be payable for use of the electricity connector.

There was a discussion about the benefits to the whole community of some events and the problems that often arose. Where events only have a small number of vehicles to accommodate, event organisers have been asked to consider other facilities in order to free space up in the calendar for those that are unable to make alternative arrangements.

The RSYC and RAF yacht club have offered to assist HRSC with additional parking if needed.

5. Ladders at Southern Quay

The Clerk advised that a formal complaint has been received about the ladders:

- querying the decision to replace the ladder next to the pontoon as this encourages swimming in the restricted area
- commenting on the design and aesthetic of the uprights.

The Head Groundsman has been asked to contact the contractor to confirm the specification of the ladders supplied and details of the manufacturer to ensure that they are fit for purpose. Checks can then be undertaken to ensure the ladders are designed for marine use especially as one ladder has been damaged by a boat already.

Cllr Cross suggested the Maritime Agency may be able to offer guidance on appropriate standards if needed.

The Clerk advised that initial advice had been taken from the Harbour Master but the recommended contractor had a 12-week lead time which was felt to be too long. It was agreed that the Head Groundsman would report back.

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 they are 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 1 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.

Cllr Dajka proposed and Cllr Thompson seconded the Committee exempt business from 9.20am until 10.00am

Exempt business was concluded and Clerk left the meeting at 10.00am

6. Report from Head of Grounds and Assets

Bartletts Field

The head groundsman confirmed that the changes identified at Council had now been agreed and a revised quote received that kept the project within the £50,000 budget. The contract needed to be issued with the purchase order.

Pathway to Mercury Mound A formal approach from MDL is awaited following an 'in principle' discussion with the Head Groundsman regarding improved access. It was emphasised that the Council has no budget in place for any works.

The Deputy Clerk raised concerns regarding the close proximity to an SSI and particularly the risk of disturbance to over wintering birds. English Nature and other interested organisations should be consulted before any works are agreed.

Allotment Holders Meeting Options to improve attendance were discussed and the Head Groundsman was asked to make enquiries to establish a time most likely to generate attendance.

It was **RESOLVED**:

To give immediate notice to increase allotment fees by 50p per rod from Refunds on a pro rata basis will no longer be offered when allotment plots are relinquished.

A deposit of £20 to be collected for all new agreements subject to allotments being relinquished in a well maintained, immediately re lettable condition

Proposed by Cllr Dajka and seconded by Cllr Schofield

Foreshore Pay & Display machine The electricity supply is in place and the new machine will be stored by the Grounds Team ready for installation. The actual date of installation is awaited.

7. Dinghy Park Working Group Recommendations

It was **RESOLVED** to recommend the Council initially limit allocation to 3 permits per household. Any additional applications will be considered on a case by case basis

Proposed by Cllr Dajka Seconded Cllr Schofield

Provision of Boat Washing Facility The Parish Council is not in a position to take forward the suggestion for installation of boat washing facilities at this time due to budget and time constraints. This is likely this request will be picked up during the wider project to create a long term design vision for the Foreshore area. However, the Council would consider a detailed proposal from a user group subject to completion of a consultation of all users and funding sources.

There has been a history of under charging at the dinghy park when the permit fees did not reflect the true running costs of the facility, Installation of a boat washing facility is likely to increase water usage considerably and this will have to be reflected in the permit fees.

The Head Groundsman reported that the tap in the dinghy park is being dismantled regularly over weekends. It is thought this is probably to overcome the percussion mechanism regulating water usage. The Committee asked that he photograph the incidents to build a log.

User Meeting It was agreed that a dinghy park user meeting could be held early in 2019 to discuss the improvements made over the last 12 months. It is hoped more users will take up the invitation to attend.

8. Mercury Hub Update

The online training modules have been trialled by Cllrs Schofield, Cohen and the Deputy Clerk. They are all agreed that the Council should proceed with the purchase.

It was **RESOLVED** to approve the purchase of the online training package for volunteers.

Proposed by Cllr Cross Seconded by Cllr Dajka

The proposed book cataloguing and borrowing software has been rejected by Eastleigh Borough Council on GDPR grounds. Other options will now be researched but the final decision will rest with Eastleigh Borough Council who have been advised that this is critical to opening to the public.

The display case is too small for the model of the TS Mercury. It has been confirmed that the correct measurements were forwarded to EBC and they have been asked to seek a solution with the manufacturer.

The sapling trees have been planted in accordance with the landscape design but one of the trees is overshadowed by a large existing tree and close to the pathway so unlikely to thrive and this has been pointed out to EBC.

The wi-fi is not yet connected and as a consequence the Barclays Tea and Teach arranged for 14th November has had to be cancelled.

A community Christmas decoration workshop has been arranged for 1st December and it is hoped some Councillors will be available to support the event.

Several suppliers have been approached regarding high end hot drink provision but only one supplier has provided a quotation so far. Depending on the level of usage its possible this could generate a small amount of income. The Deputy Clerk was asked to make some further enquiries and look at the contract offered to see if there is a break clause.

The Parish Council's insurers have provided a quotation of £90.54 to cover liability for 30 volunteers at the Mercury. The Deputy Clerk was asked to obtain an alternative quotation for 50 volunteers and also look in to cover the personal effects of volunteers.

9. Cemetery Management

In view of the volume of information submitted and follow work required it was agreed to pass some of the recommendations with immediate effect with the remaining items being taken to the Task and Finish Group.

The application for Membership of the Institute of Cemetery and Crematorium Managers was noted.

It was **RESOLVED** to recommend to Council that with immediate effect it should:
Require Exclusive Right of Burial to be purchased when applications are received to re-open a grave or ashes plot.

Stipulate a minimum depth for all new graves of 7 feet (double depth)

Stipulate that only BRAMM registered stonemason may install
memorials at the cemetery.

Set up a Task & Finish Group to consider all the remaining recommendations

Consisting of Cllrs Cohen, Schofield and Cross with Cllr Thompson as reserve.

Proposed by Cllr Dajka Seconded Cllr Schofield

Donkey Derby Field and Foreshore Facilities Allocations 2019

Organisation	Event	No Days	Com Days	Other	FS	FS CP	DDF	DP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
AQ & Art Fairs	Brocant and Marine Memorabilia Market	2	2		X	X	X	X						1			28			
Britannia	Round the Island Race	3		3			X							28-30						
Hamble River Raid	Hamble River Raid	1	1		X	X	X						18							
Hampshire Farmers Markets	Hampshire Farmers Market	1	1			X	X						?							
HRSC	SUP For Cancer	1	1				X	X							7					
HRSC	Open Day	1	1				X	X					18							
HRSC	Centenary Regatta	3		3			X	X**						7-9						
HRSC	Founders Day	1		1			X									6				
HRSC	Hamble Warming Pan & JRN Warming Pan	3		3			X	X			9, 10, 23									
HRSC	Womens Open Keel Boat Champs	2		2			X							2-3						
Marketing Collective	Hamble Valley Festival of Food 2019	1	1		X	X	X	X									7			
RSYC Ladies Committee	Christmas Fayre	1	1				X												2	

20 8 12

HRSC	HYS Hamble Winter Series	4		4			X											6, 13, 20, 28		
RSYC	June Sailing Regatta	3		3		X*	X							14-16						
RSYC	Splash Week	2		2			X									25 & 31				
RSYC	Hamble Classics Sailing	3		3			X										20-22			
RSYC	J Cup	5		5	X		X								17-21					

17 0 17

*as an alternative option

**8th June Only

FS= Foreshore, FS CP= Foreshore Car Park, DDF= Donkey Derby Field, DP= Dinghy Park

HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Brocante and Marine Memorabilia Market		
Organisation	Art & Antiques Fairs www.biscuitmarketingpl.com		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input checked="" type="checkbox"/>	
	Foreshore Car Park	<input checked="" type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input checked="" type="checkbox"/>	
Date(s) required	Saturday 1st June 2019 Saturday 28th September 2019		
What is the event?	The event is an eclectic mix of antiques, vintage collectables from traders and enthusiasts together with marine memorabilia		
How many visitors are expected	600-800		
How many vehicles are expected?	250	people don't stay all day so will make room for other visitors	
Times of opening/closing the event and the DDF	Setting up	7am - 8am (in stages held at the top and filtered down)	
	Trading hours	9.30 - 3.30	
Would use of an alternative HPC site be suitable if the DDF is not available?	Ideally the Donkey field as contact between my marshalls and myself is required to manage the public and cars and this would ensure a quick response.		
Name	Jackie Edwards		
Contact Details	jackieedwardsmarketing@gmail.com		

By completing the application, you consent to the terms.

HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Round the Island Race
Organisation	Britannia/MDL/All Hamble sailing clubs/Boat owners participating in the race
Which facilities would you want to use	Donkey Derby Field
Date(s) required	Friday 28 th June to Sunday 30 th June 2019
What is the event?	The Round the Island race is the largest participant sailing event held in the UK. Annually on this weekend 1300 boats sail round the Isle of Wight.
How many visitors are expected	We expect between 60-100 guests, but many other clubs, sailors and local people use the field over the weekend.
How many vehicles are expected?	20 - 40 cars between Britannia, Fairview sailing & MDL, however many other vehicles use the field on this weekend as parking is almost non-existent in the village.
Times of opening/closing the event and the DDF	We will open from 7am on Friday 28 th June and Close at 8pm on 30 th .
Would use of an alternative HPC site be suitable if the DDF is not available?	It would depend on proximity to the village, many of the visiting yachtsmen will have to carry supplies, kit and yacht provisions, which are usually heavy and bulky items.
Name	Theresa Repton, Britannia Corporate events, Port Hamble Marina, Hamble.
Contact Details	02380 458900

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Hamble River Raid 18 th May 2019						
Organisation	Hamble River Raid						
Which facilities would you want to use	Foreshore (including Southern Quay) ✓ Foreshore Car Park ✓ Donkey Derby Field ✓ Dinghy Park (including slipway)	<table border="1"><tr><td>*</td></tr><tr><td>*</td></tr><tr><td>*</td></tr><tr><td> </td></tr></table>	*	*	*		
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Date(s) required	18 th May 2019						
What is the event?	Annual Charity Paddle/Rowing Race						
How many visitors are expected	499						
How many vehicles are expected?	100						
Times of opening/closing the event and the DDF	9am – 6pm						

Would use of an alternative HPC site be suitable if the DDF is not available?	Not easily as competitors will have boat trailers and boats to launch
Name	Ann Freeman
Contact Details	07742922974 / [REDACTED]

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	SUP FOR CANCER
Organisation	HAMBLE RIVER SC
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input checked="" type="checkbox"/>
Date(s) required	7 th July 2019
What is the event?	A Stand up paddle board event for charity
How many visitors are expected	60-100 approximately
How many vehicles are expected?	50 approximately
Times of opening/closing the event and the DDF	Opening - 10am Closing - 7pm
Would use of an alternative HPC site be suitable if the DDF is not available?	No
Name	Rich Thoroughgood
Contact Details	07971 352949

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Hamble Parish Council - Office

From: Training <training@hrsc.org.uk>
Sent: 30 November 2018 12:26
To: Hamble Parish Council - Office
Cc: Commodore@hrsc.org.uk; paddle@supforcancer.co.uk
Subject: RE: SUP Cancer

Good morning Jack,

Many thanks for your email.

The event is an open event, and will likely bring somewhere in the region of 60-100 paddlers (along with friends and family) to the village on the day.

All signage, cordoned areas etc would be set up on the morning of the event, and removed immediately after. The event and public areas required will primarily be for paddling with any other stall type arrangements hosted within Hamble River Sailing Club. I propose that boards (approximately 14ft x 30 inches) will be delivered by road and dropped at the barrier to the dinghy compound, with vehicles then driven to the Donkey Derby Field where they will be directed to the relevant vacant area. All boards would be stored on the grass area between the foreshore and the dinghy compound.

Launching would be from the public slipway and/or the shore line in the immediate vicinity. We would carry out all necessary risk assessments for both land and water activities, paying particular attention to the paddlers and the general public's safety.

I hope that I have provided sufficient information to enable you to submit this to the application committee. However please do ask if there is any further information required.

Kind regards,

Rich

Rich Thoroughgood
Sailing Manager/Chief Instructor
Hamble River Sailing Club
T: 023 8045 2070
E: training@hrsc.org.uk
Website: www.hrsc.org.uk
Facebook: <https://www.facebook.com/HambleRiverSailingClub>



From: Hamble Parish Council - Office [mailto:Office@hamblepc.org.uk]
Sent: 30 November 2018 12:10
To: training@hrsc.org.uk
Cc: Commodore@hrsc.org.uk
Subject: FW: SUP Cancer

HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	CENTENARY REGATTA, OPEN DAY & FOUNDER'S DAY
Organisation	HAMBLE RIVER SAILING CLUB
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input checked="" type="checkbox"/> 18th May + 8th June
Date(s) required	18th MAY 2014, 7/8/9 JUNE, 6th Aug. (5) OPEN DAY FOUNDER'S DAY
What is the event?	OPEN MEETING, CLUB OPEN DAYS
How many visitors are expected	60+
How many vehicles are expected?	
Times of opening/closing the event and the DDF	7AM - 7PM
Would use of an alternative HPC site be suitable if the DDF is not available?	FOR 7/8/9 possibly FOR 6th YES FOR 18th NO.
Name	GERMA PAYNE
Contact Details	02380452070 ADMIN@H2SC.ORG.UK

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event (s)	HAMBLE WARMING PAN & JRN WARMING PAN.		
Organisation	HAMBLE RIVER SAILING CLUB		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input checked="" type="checkbox"/>	
Date(s) required	9 TH 10 TH MARCH & 23 RD MARCH (3)		
What is the event?	SAILING OPEN MEETING		
How many visitors are expected	9 TH , 10 TH 50+ 23 RD 45		
How many vehicles are expected?	9 TH , 10 TH 35-40 23 RD 45		
Times of opening/closing the event and the DDF	7AM - 7PM		
Would use of an alternative HPC site be suitable if the DDF is not available?	No		
Name	GEMMA PAYNE		
Contact Details	ADMIN@HRLC.ORG.UK 02380452070		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	WOMENS OPEN KEEL BOAT CHAMPS		
Organisation	HAMBLE RIVER SAILING CLUB		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	2ND & 3RD JUNE 2019		
What is the event?	WOMENS RACING SERIES		
How many visitors are expected	100+		
How many vehicles are expected?	60+		
Times of opening/closing the event and the DDF	7am - 7pm		
Would use of an alternative HPC site be suitable if the DDF is not available?	No		
Name	Gemma Payne		
Contact Details	ADMIN@HRLC.OEG.UK 02380 452070		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Hamble Valley Festival of Food 2019		
Organisation	The Marketing Collective		
Which facilities would you want to use	Foreshore (including Southern Quay) Foreshore Car Park Donkey Derby Field Dinghy Park (including slipway)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Date(s) required	7.9.19		
What is the event?	A free family fun day with the Hampshire Farmers' Markets. Including kids activities.		
How many visitors are expected	Up to 5000.		
How many vehicles are expected?	Up to 500 estimate throughout the day to DDF		
Times of opening/closing the event and the DDF	DDF to be open 6am on 1.9.19 and closed 6pm 1.9.19		
Would use of an alternative HPC site be suitable if the DDF is not available?	possibly		
Name	Jo Andrews		
Contact Details	07591170720 / jo@themarketing-collective.com		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	CHRISTMAS FAYRE		
Organisation	ROYAL SOUTHERN YACHT CLUB, HAMBLE		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	SATURDAY 2 NOVEMBER 2019		
What is the event?	CHRISTMAS MARKET TYPE OF FAYRE HELD ANNUALLY TO RAISE FUNDS FOR CHARITIES		
How many visitors are expected	APPROX. 400		
How many vehicles are expected?	APPROX. 100		
Times of opening/closing the event and the DDF	EVENT	10am — 3pm	
	DDF	0700 — 6pm	
Would use of an alternative HPC site be suitable if the DDF is not available?	NO		
Name	JO WARD 37 MERCURY GARDENS, HAMBLE SO31 4PA		
Contact Details	02380 455895 jward007@btinternet.com		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	HYS HAMBLE HINTER SERIES		
Organisation	HAMBLE RIVER SAILING CLUB		
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>		
Date(s) required	6 TH , 13 TH , 20 TH , 28 TH OCTOBER (4)		
What is the event?	RACING SERIES		
How many visitors are expected	100+		
How many vehicles are expected?	30+		
Times of opening/closing the event and the DDF	7AM - 7PM		
Would use of an alternative HPC site be suitable if the DDF is not available?	NO		
Name	CECILIA PAYNE		
Contact Details	ADMIN@HRSCL.ORG.UK 02380452070.		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	June Sailing Regatta
Organisation	ROYAL SOUTHERN YACHT CLUB
Which facilities would you want to use	Foreshore (Including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input checked="" type="checkbox"/> Donkey Derby Field <input type="checkbox"/> Dinghy Park (Including slipway) <input type="checkbox"/>
Date(s) required	Fri 14 th June - Sun 16 th June 2019
What is the event?	Club summer series open racing regatta
How many visitors are expected	200
How many vehicles are expected?	100
Times of opening/closing the event and the DDF	Opening - Friday 5pm Closing - Sunday 9pm
Would use of an alternative HPC site be suitable if the DDF is not available?	Potentially Carshore
Name	EMILY ROBERTSON
Contact Details	sailing@royal-southern.co.uk 02380450302

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Splash Week		
Organisation	Royal Southern Yacht Club		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	Sunday 25th August 2019 + Saturday 31st August 2019		
What is the event?	Children come to have fun around water based activities & learn sailing.		
How many visitors are expected	150		
How many vehicles are expected?	100 - 150		
Times of opening/closing the event and the DDF	25th August at 9am - 31st August at 2pm.		
Would use of an alternative HPC site be suitable if the DDF is not available?	Yes. The foreshore carpark would help but would not help for all visitors.		
Name	Emily Robertson		
Contact Details	Sailing@royal-southern.co.uk 02380 450302		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	Hamble Classics Sailing		
Organisation	Royal Southern Yacht Club		
Which facilities would you want to use	Foreshore (including Southern Quay)	<input type="checkbox"/>	
	Foreshore Car Park	<input type="checkbox"/>	
	Donkey Derby Field	<input checked="" type="checkbox"/>	
	Dinghy Park (including slipway)	<input type="checkbox"/>	
Date(s) required	Friday 20th September 2019 - Sunday 22nd September 2019		
What is the event?	The Sailing of classic yachts & racing.		
How many visitors are expected	250		
How many vehicles are expected?	150		
Times of opening/closing the event and the DDF	9am on Friday 20th Sept. until Sunday 22nd Sept 2019 18.00		
Would use of an alternative HPC site be suitable if the DDF is not available?	No. Due to the volume of cars & kit that they need to carry down to their boats		
Name	Emily Robertson		
Contact Details	Sailing@royal-southern.co.uk		

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HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	J Cup
Organisation	ROYAL SOUTHERN YACHT CLUB
Which facilities would you want to use	Foreshore (including Southern Quay) <input checked="" type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input checked="" type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	WEDNESDAY 17 th July 2019 (Am) - SUNDAY 21 st July 2019 (pm)
What is the event?	International Sailing regatta.
How many visitors are expected	400
How many vehicles are expected?	150 Vehicles
Times of opening/closing the event and the DDF	8am on 17 th July 2019 / 21.00 on 21 st July 2019
Would use of an alternative HPC site be suitable if the DDF is not available?	No. As they have a large amount of Sailing kit to carry it would not be practical.
Name	Emily Robertson
Contact Details	Sailing@royal-southern.co.uk 02380 450302

By completing the application, you consent to the terms.

Decisions:

1. Approve draft Cemetery Regulations
2. Approve draft Memorial Regulations including dimension changes.
3. Approve draft Burial Policy
4. Approve draft Guidance for Families
5. Review fees to reflect the substantial level of oversight required
6. Implement Memorial Rights limited to 20 years

INTRODUCTION

Amendments to the Cemetery and Memorial Regulations are proposed to reflect the resolutions agreed by the Asset Management Committee on 6th November, changes suggested by the Burial Ground Working Group on 22nd June 2018, recent issues, appeal cases and to comply with legislation. A flow chart is attached detailing the oversight required to manage interments.

CONTENT

Much more oversight is necessary than has been previously been understood particularly regarding grave digging and grave ownership.

Grave depth and legal compliance must be checked by Officers and also the adequacy of arrangements to secure graves overnight. The two most recent graves have involved around 4 hours of Officer time purely on these aspects.

Managing Exclusive Right and ownership succession will be extremely time consuming. Currently the Parish Council offers 75 years at cost of £250, £3.33 per year. It is recommended this is reduced to 20 years and the cost is increased to reflect the administration involved and maintenance cost.

Some other Parish Councils charge an hourly fee of £20 per hour for administration work involved in advising families and completing paperwork for establishing ownership, transferring the Grant of Exclusive Right or assigning the Right.

Following a consultation involving local stonemason's who have supplied memorials to the cemetery over the last 12 months the BGWG agreed to reconsider the headstone dimensions to reflect the standard manufactured size of:

	High	Wide	Deep
Headstone	27	21	3
Base	3	24	12
Maximum	30 inches 78 cm*	25 inches 63.5cm	12 inches 31 cm*
Bookstyle			
Base		27 inches 69 cm*	15 inches 39 cm*

*Rounded up slightly

The tablet dimensions are to remain unchanged

It is recommended that the ICCM are asked to provide Cemetery Management training at the RUP for all the Grounds Team, the Administration Assistant and several Councillors to attend. This will cost £800 plus vat.

Provision of refreshments and lunch is not included.

Clerks and officers from other local parishes could be invited to attend the training to mitigate some of the cost

Appendices

Advice note – Exclusive Right of Burial

Draft Cemetery Regulations

Draft Memorial Regulations

Draft Burial Policy

Draft Guidance for Families

Fee review completed by Hound & Netley Parish Clerk

Draft fee table

Grave ownership and Deed Transferral

Ownership of a grave - what does this mean?

When buying a grave, it is important to understand that what you are actually buying is the Exclusive Rights of Burial in a grave for a specified period of time. At Hamble le Rice this is 75 years. You are not buying the grave freehold: it is more like purchasing a lease. Hamble le Rice Parish Council retains ownership of the land at all times.

As the owner of the Exclusive Rights, you have the right to:

- be buried in the grave or plot if space is available (includes cremated remains);
- authorise further burials in the grave where space is available or for the interment of cremated remains;
- place an inscribed memorial on the grave or give permission for an additional inscription to be added.

An owner is responsible for:

- ensuring the memorial is in a safe condition and pay for any repairs required.

What does the law say?

Burial Law (Local Authorities Cemeteries Order 1977) states that **no** burial may take place in a grave and **no** memorial may be placed on a grave without the written permission of the grave owner (during the period of the Exclusive Rights). The only exception to this is when the owner of the right is being buried.

Hamble le Rice Parish Council's Statutory Burial Registers contain the details of the registered grave owners. It is important that grave owners keep safe their **Deed of Grant or Certificate of Exclusive Rights** as this is a legal document containing the grave details. The Council issues this document when the grave is first purchased and it should be produced for each burial. *Possession of the Deed does not in itself signify ownership of the grave.*

Establishing ownership

Establishing ownership is the families' responsibility and it is necessary to transfer the rights to a living person as soon as possible following the death of the owner. **They are not automatically transferred to them on the death of the owner.**

A situation often arises where registered owner(s) are deceased and other family members want to arrange a further burial to take place in the grave, or for an additional inscription to be placed on the memorial. In order for the burial or memorial request to proceed, the exclusive right of burial needs to be transferred to the person(s) entitled to the rights. A transfer of ownership is also needed if an existing memorial needs replacing, renovating or cleaning.

The procedure for establishing grave ownership when the original owner has died depends upon whether there is a will. If the deceased grave owner has made a valid Will and left an estate of sufficient value to require the Grant of Probate to Executors, ownership of the grave can be transferred to the Executor on production of a sealed copy of the Grant of Probate.

If the estate is not of sufficient value, ownership may be transferred to the Executor named in the Will on production of a sealed copy of that Will. It is then the Executor's responsibility to identify the correct person who should take ownership of the grave, if it is not required by the Executor.

In the case of no Will or Letters of Administration and the husband or wife of the deceased owner is also deceased then ALL children have equal rights to claim ownership.

Family disputes

Where a family dispute results in a stalemate and relevant consents are withheld, the ownership cannot be transferred and no further burials will be allowed and the grave will remain untouched for the remainder of the period of the grant. The various next of kin can only resolve this by reaching an agreement between themselves.

Transfer of grave ownership

The grave owner can assign the Exclusive Rights of Burial, during their lifetime, to another individual on completion of an Assignment of Right of Burial form.

Deceased owner left a valid will

If the deceased grave owner has made a valid will and left an estate of sufficient value to require the Grant of Probate, ownership of the grave can be transferred by the executor. The executor must produce a sealed copy of the Grant of Probate and complete an Assignment of Right of Burial form if it is to be transferred on to another person(s).

If the estate is not of sufficient value to obtain a Grant of Probate, ownership may be transferred by the executor named in the will by Statutory Declaration and the production of the will. It is the executor's responsibility to identify the correct person for the transfer of ownership. The executor will then complete an Assignment of Right of Burial Form.

Grant of letters of administration have been obtained

If there is no will, or the will is not valid, and the estate is of sufficient value as to require a Grant of Letters of Administration, ownership of the grave can be transferred to the personal representative of the deceased.

The applicant must produce a sealed copy of the Grant of Letters of Administration Form. It is then the administrator's responsibility to identify the correct person for transfer of ownership and make the transfer by completing an Assignment of Right of Burial Form.

Deceased owner dies intestate

If there are no Executors or Letters of Administration have not been granted, the rules of intestacy apply as laid down in the Administration of Estate Act 1925. The applicant for transfer of ownership should complete a Statutory Declaration.

Statutory Declarations are legal documents and must be signed in the presence of a Magistrate or Commissioner for Oaths.

The Statutory Declaration should clearly set out the facts regarding the original purchase of the Exclusive Rights of Burial, the death of the registered owner, intestate or otherwise and the relationship of the applicant to the registered owner.

The original Deed of Grant and a certified copy of the owner's death certificate should accompany the Declaration. Where the Deed has been lost, suitable wording should be incorporated within the declaration to the effect.

It is essential that the written agreement of all the next of kin of the deceased owner to the transfer of ownership should also be obtained on a Form of Renunciation and attached to the Statutory Declaration.

Renunciation - what does this mean? Renunciation is when a registered owner or someone entitled to the Burial Rights does not wish to retain their 'rights'. A renunciation form needs to be completed.

Assigning Burial Rights from an Executor (appointed by Probate) of a Will to a Family Member

This will arise where the burial rights have vested in the executor of the deceased owner's will and the executor wishes to assign the rights to a family member.

You will need to provide evidence that the rights have been assigned to you by the executor.

Statutory Declaration

There will be situations where there is no acceptable evidence of assignment or where no grant of probate or grant of letters of administration is available. The council is legally obliged to conduct the fullest possible inquiries in order to establish that burial rights have been correctly assigned.

A Statutory Declaration is a legal document drawn up by a solicitor of your choice, setting out the reasons why you are saying you are the rightful owner. It must comply with the Statutory Declaration Act 1835 and must be witnessed by a Commissioner for Oaths (normally a practicing solicitor) or a Magistrate (who may charge for this service). A form of Indemnity is not acceptable.

You will have to provide the original copy of the statutory declaration.

Forms of transferring deeds ownership**Form of Assignment**

Used by a living owner to transfer or change the ownership of the exclusive Rights of Burial i.e. to transfer to new owner or add an additional owner.

Grant of Probate

Granted to the executor(s) of a Will once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court.

Letters of Administration

When a deceased person dies intestate then the next of kin can apply to the Courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor.

Form of Assent of Executor or Administrator

The form used to transfer ownership from an executor or administrator after ownership has been transferred into their name by production of Probate or Letters of Administration.

Statutory Declaration

The form used to transfer ownership from a deceased owner when no official documents have been issued. Declarations can be either based on a Will that did not go to probate, claiming ownership by the executor or by the Next of Kin if the deceased left no will.

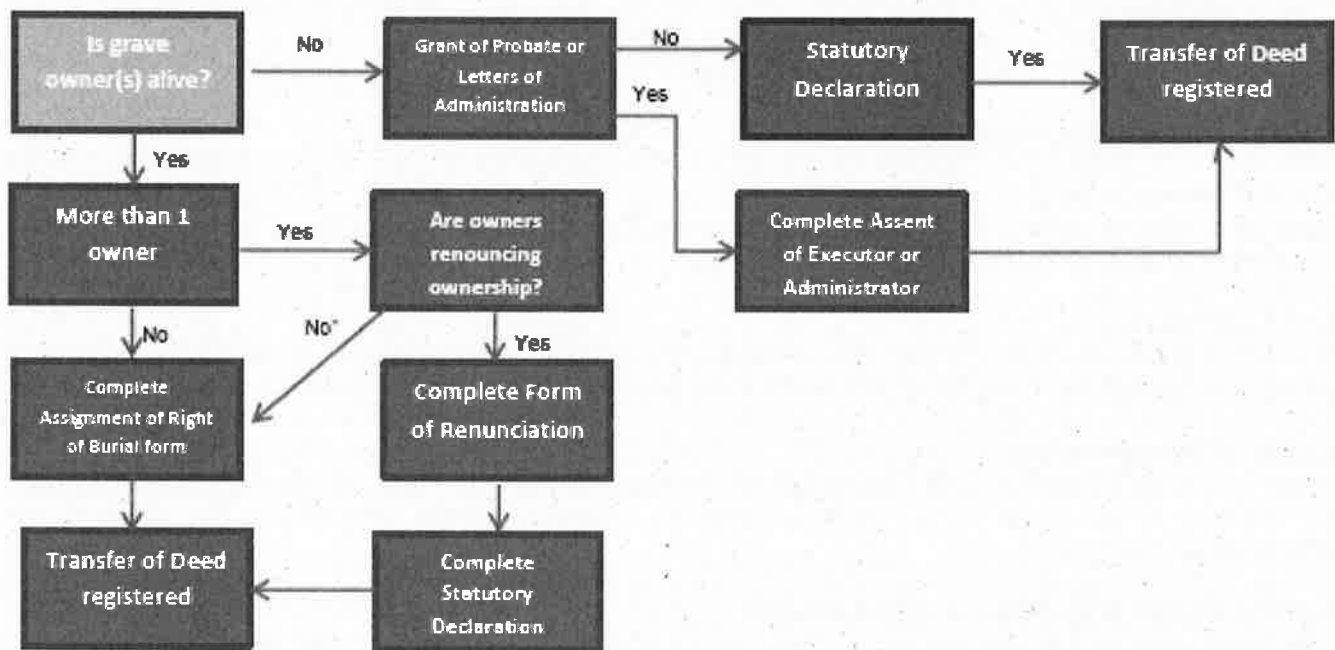
Form of Renunciation

Used together with a Statutory Declaration when grave is being claimed by more than one person i.e. the deceased may have three children and next-of-kin, and one or more of those children wishes to give up their Rights to the ownership.

Certificates

All certificates supplied with transfer applications must be originals or certified copies

Transferring grave deed ownership



* All owners to complete

Hamble le Rice Parish Council Cemetery and Burial Policy

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 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

Space at the cemetery is very limited and in order to ensure in future parishioners may be buried in the cemetery the Council has passed a resolution requiring all graves to be dug to at least double depth (seven feet) The Council reserves the right, which shall be exercised only with the utmost sensitivity and discretion, to permit further burials in the available space remaining in a grave where the Exclusive Right of Burial has not been purchased or has expired. This will be carried out with the agreement of the persons arranging an interment and the body to be buried will not be connected in any way with the previous interment.

The right to burial in the cemetery is restricted to parishioners listed on the electoral register at the time of death. Former parishioners who had to leave Hamble le Rice to move directly a registered care facility due to physical or mental incapacity may be eligible. Corroboration of information to support such applications will be required.

Non-parishioners may not be interred in St Andrews Cemetery, unless being interred in an existing grave with the permission of the holder of the Grant of Exclusive Right of Burial.

The Council can at its discretion in exceptional circumstances consider applications from former parishioners. Factors the Council can consider respect of exceptional applications from former parishioners are:

- Substantial, voluntary community service prior to leaving the village (at least 10 years)
- Remaining within a certain distance from Hamble (moved within Hound or Bursledon parishes) and remaining very active in the Hamble village community, despite being non-resident
- Immediate family members currently living in Hamble parish
- Re-opening existing burial/ashes plot

Applicants would need to satisfy more than one of the criteria. However, these factors will not be considered in isolation and there may be other exceptional circumstances attributable to specific individuals. Each application will be considered on its individual merits. Corroboration of information to support exceptional applications will be required.

If an application is approved for a former parishioner a multiplier of fee rates will apply to reflect that those being interred will not have contributed to the parish

council precept which contributes to the upkeep of cemetery. This applies to all fees including memorial fees and Grant of Exclusive Right of Burial.

The Parish Council has a statutory duty to ensure risks within the council's cemetery are properly managed and the Cemetery Regulations and Memorial Regulations are in place to ensure the safety of all those working and visiting the cemetery. Failure to adhere to the council's regulations may result in sanctions and the council reserves the right to exclude any person from the 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 fees and charges payable to the Parish Council contribute towards the upkeep and maintenance of the cemetery and regular inspections. In the longer term some funds will be set aside to contribute towards the cost of identifying and securing a new burial site.

Where an application to re-open a grave or install a memorial is submitted for an existing plot without a current valid Exclusive Right of Burial in place this must be purchased at the prevailing fee rate before any further interment, memorial installation or additional inscription can be approved. If the application for a re-opening relates to a former or non-parishioner the appropriate fee multiplier will be applied.

The Council will actively seek to identify and secure a suitable area of land to provide an additional burial facility.

Copies of the current Burial and Memorial Regulations can be found on the parish council's website at hambleparishcouncil.gov.uk

HAMBLE-LE-RICE PARISH COUNCIL

REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK ON AN EXISTING MEMORIAL AT 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 are not permitted on or around grave/cremation plots. Headstones and tablets must be made from natural materials

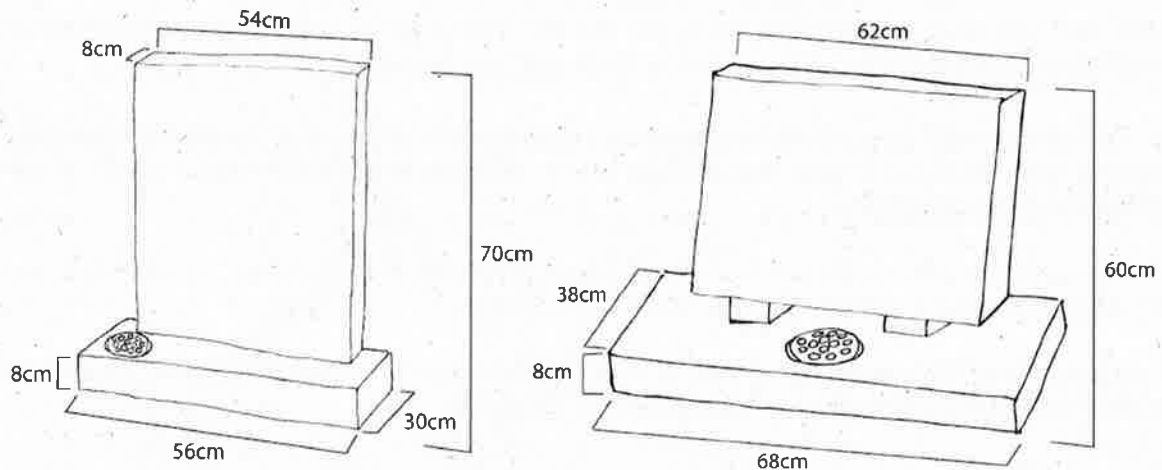
The Parish Council has a statutory duty to ensure risks within the Council's cemetery are properly managed and these regulations are in place to ensure the safety of all those working and visiting the cemetery.

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

All memorial masons undertaking work at St Andrews Cemetery shall be suitably qualified, registered with BRAMM and provide proof of public liability insurance.

1. No memorial may be erected or removed from the cemetery without the written consent of the Clerk. The Parish Council must be notified at least 2 working days in advance of placement or removal of a memorial.
2. Exclusive Right of Burial must be purchased for a burial or ashes plots before a memorial can be installed or replaced. This also applies to existing plots where EROB may not have been purchased at the time of the original burial or ashes interment
3. Memorials may only be erected or alterations carried out on an existing memorial upon issue of a 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.
4. Headstones and tablets are permitted on grave plots. Headstones are not permitted on cremation plots.
5. A sketch of each proposed memorial giving full details and dimensions in millimetres and inches, together with the grave owner's consent, is to be submitted to the Parish Council on the application form supplied by the Clerk.
6. All memorials are to be of natural or reconstituted stone and must not be made from coloured stone. No Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness.
7. Some older existing graves and ashes plots may have larger and different style memorials this is due to historical practice/regulations and does not set a precedent for new memorial applications.

8. 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.
9. The maximum outside measurements for memorial tablets is 460mm X 380mm Memorial tablets must be laid directly into the ground and not exceed current ground level by more than 5cm.
10. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



11. 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.
12. 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.
13. 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
14. Any memorial temporarily removed when a grave is opened for an interment shall be replaced and fixed within 12 months from the date of the re-opening of the grave.
15. Headstones and tablets will be inspected after installation. If the measurements or method of fixing do not comply with the authorised application form the stone mason must remove and alter at their own expense. Failure to remove non-compliant memorials or misrepresentation may mean a mason is refused access to St Andrews cemetery.
16. Carrying out or attempting to carry out unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.
17. Trees, shrubs and bushes must not be planted on a grave or ashes plot as these undermine memorials and make them unsafe.

3
All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard.

Hamble le Rice Parish Council

REGULATIONS IN RESPECT OF BURIALS AND INTERMENTS AT 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 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 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 listed on the electoral register at the time of death. Non-parishioners may not be interred in St Andrews Cemetery.

The Parish Council has a statutory duty to ensure risks within the Council's cemetery are properly managed and these regulations are in place to ensure the safety of all those working and visiting the 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.

Where an application to re-open a grave or install a memorial is submitted for an existing plot without a current valid Exclusive Right of Burial in place this must to be purchased or renewed at the prevailing rate before any further interment, memorial installation or additional inscription can be approved.

1 Applications for Interment Applications for burials and interment of ashes must be received 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.

Existing memorials must not be removed without prior agreement and written permission from the parish council.

Where an existing burial plot is to be re-opened the undertaker must make arrangements for the depth of the existing burial to be checked at least 5 working days before the proposed date of the re-opening to ensure there is sufficient legal depth for a second burial. There must be no less than 6 inches of soil separating the first and second interment and no less than 3 feet of soil between the top of a casket/coffin and the normal ground level. The Parish Council does not accept any responsibility for historic insufficient grave depth.

2 Fees and Charges for Interments The fees and charges payable to the Parish Council contribute towards the upkeep and maintenance of the cemetery and for regular inspections. The current Table of fees and charges is available from the Hamble Parish Council website hambleparishcouncil.gov.uk.

All fees must be paid by bank transfer and received by the Clerk at least five (5) clear working days in advance of the day of interment, excluding weekends, Good Fridays, Christmas Day or Bank holidays.

The fees are subject to review annually on the 1st April, or at any other time at the discretion of the Council.

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 by the parish office. All graves must be dug to double depth (7) feet and the specific position of ashes within a plot confirmed to the parish council for its records.

Hamble le Rice Parish Council

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 is in place and current. Until satisfactory proof of ownership is provided 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 20 years and may be extended for a further period of 20 years with the agreement of the Parish Council and upon payment of the prevailing fee at that time. Further helpful information regarding the Rights and legal processes applicable to Exclusive Right of Burial purchase and administration are available on the website at hambleparishcouncil.gov.uk

Where an application to re-open a grave or install a memorial is submitted for an existing plot without a current valid Exclusive Right of Burial in place this must be purchased at the prevailing fee rate before any further interment, memorial installation or additional inscription can be approved.

Due to the very limited space remaining at the cemetery for new burial and ashes plots the Council reserves the right, which shall be exercised only with the utmost sensitivity and discretion, to permit further burials in the available space remaining in a grave where the Exclusive Right of Burial has not been purchased or has expired. This will be carried out with the agreement of the persons arranging an interment and the body to be buried will not be connected in any way with the previous interment.

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. Grave diggers must not carry out any works until a date and time has been agreed with the parish council and proof of public and, if applicable employers liability, insurance emailed to the parish council.

Grave diggers must always use shoring and make the grave safe overnight using a metal cover securely staked into the ground. Grave depths must be checked and the overnight safety arrangements approved by the Parish Council before the grave digger leaves site.

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 For all graves there shall be at least 3 feet of earth between the surface of the surrounding 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 6 inches 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 double depth (7 feet). 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 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 at least five (5) days 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 Memorials Only BRAMM registered stone masons who have provided a copy of adequate public liability insurance can carry out works in the cemetery. Existing memorials must not be removed or new memorials installed at St Andrews cemetery without prior written permission from the parish office. Headstones and tablets must comply with the Parish Councils Memorial Regulations. The

Hamble le Rice Parish Council

Memorial Regulations and table of fees are available from the website hambleparishcouncil.gov.uk. Memorials will be inspected after installation and any memorial that does not comply with; the dimensions/design approved, the memorial regulations or cases of misrepresentation must be removed by the stonemason at their own cost and may result in further sanctions by the Parish Council.

Some older existing graves and ashes plots may have larger and different style memorials this is due to historical practice or regulations and does not set a precedent for new memorial applications.

Exclusive Right of Burial must be purchased for a burial or ashes plots before a memorial can be installed or replaced. This also applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.

Written permission of the holder of the Exclusive Right of Burial must be obtained before any memorial application can be approved by the Parish Council.

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 Exclusive Right of Burial holders have a duty to ensure the grave and memorial are kept in good repair and safe. Notice of an issue will be sent in writing to the registered owner at the address held in our records. However, if the necessary action is not taken 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 BRAMM registered 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, and Artificial Flowers The planting of dwarf trees, shrubs and bushes is not permitted upon graves and cremation plots as these undermine memorials and make them unsafe. 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. Litter bins and compost 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.

15 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 and safety risk 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
St Andrews Cemetery, Hamble le Rice

Guidance for families

It is probable that a funeral director will offer guidance and support with the burial or interment process however, these notes give a brief overview of some important information or answer frequently asked questions.

Please read these notes in conjunction with the full terms and conditions available from the parish council website.

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 graves 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 and chippings 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 listed on the electoral roll at the time of death.

Non-parishioners may not be interred in St Andrews Cemetery.

Exclusive Right of Burial

Exclusive right of Burial this is not purchasing the land but is similar to a lease for a grave or ashes plot and gives the owner certain rights and responsibilities.

The exclusive right must be purchased before any memorial can be installed on a grave or ashes plot.

There is further more detailed information in an advice note available on the parish council's website.

Due to the very limited space remaining at the cemetery for new burial and ashes plots the Council reserves the right, which shall be exercised only with the utmost sensitivity and discretion, to permit further burials in the available space remaining in a grave where the Exclusive Right of Burial has not been purchased or has expired. This will be carried out with the agreement of the persons arranging an interment and the body to be buried will not be connected in any way with the previous interment

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 by the parish office.

All graves must be dug to at least double depth (seven feet) and the specific location of ashes interred within a plot confirmed to the parish council for its records.

Applications for Interment

Applications for burials and interment of ashes must be received 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.

Existing memorials must not be removed without prior agreement and written permission from the parish council.

Where an existing burial plot is to be re-opened the undertaker must make arrangements for the depth of the existing burial to be checked at least 5 working days before the proposed date of the re-opening to ensure there is sufficient legal depth for a second burial.

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 at least five (5) days before the interment takes place

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.

Fees and Charges for Interments

The fees and charges payable to the Parish Council contribute towards the upkeep and maintenance of the cemetery and for regular inspections. The current Table of fees and charges is available from the Hamble Parish Council website hambleparishcouncil.gov.uk.

Memorials

Only BRAMM registered stone masons who have provided a copy of adequate public liability insurance can carry out works in the cemetery. Existing memorials must not be removed or new memorials installed at St Andrews cemetery without prior written permission from the parish office. Up to date memorial regulations and fees are available from the website hambleparishcouncil.gov.uk

Exclusive Right of Burial must be purchased for a burial or ashes plots before a memorial can be installed or replaced. This also applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.

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.

Some older existing graves and ashes plots may have larger and different style memorials this is due to historical practice or regulations and does not set a precedent for new memorial applications.

Exclusive Right of Burial holders have a duty to ensure the grave and memorials are kept in good repair and safe. Notice of an issue will be sent in writing to the registered owner at the address held in our records

Trees, Shrubs, Plants and Flowers The planting of dwarf trees, shrubs and bushes is not permitted upon graves and cremation plots as these undermine memorials and make them unsafe.

Wreaths and flowers may be laid directly on graves/cremation plots. Artificial flowers are not permitted, excepting Remembrance Day poppies and Christmas Wreaths,

	New Forest DC	Bishopstoke PC	Hedge End TC	West End PC	EBC	Hamble PC	Birstall PC	Long Melford PC	Fair Oak PC	Fareham Borough Council	Average cost	Current HPC charge	Proposed HPC charge	Increase / Decrease
Interment - Adult Parishioner (P)	£635.00	£350.00	£615.00	£150.00	£1,206.00	£150.00	£492.00	£550.00	£194.50	£785.00	£512.75	£164.00	£500.00	£336.00
Interment- Adult Non Parishioner (NP)	£1,270.00	£375.00	£1,890.00	£0.00	£2,412.00	£0.00	£1,476.00	£0.00	£0.00	£1,570.00	£899.30	£517.00	£1,500.00	£983.00
Interment - Child,	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£220.00	£185.00	£0.00	£0.00	£45.50	£0.00	£0.00	£0.00
Interment - Cremation P	£290.00	£150.00	£185.00	£120.00	£318.00	£150.00	£103.00	£0.00	£0.00	£345.00	£166.10	£72.00	£180.00	£108.00
Interment - Cremation NP	£580.00	£175.00	£790.00	£0.00	£636.00	£0.00	£309.00	£390.00	£131.00	£690.00	£370.10	£216.00	£540.00	£324.00
Exclusive Rights of Burial - Adult P	£775.00	£400.00	£200.00	£250.00	£824.00	£250.00	£256.00	£0.00	£0.00	£205.00	£316.00	£213.00	£450.00	£237.00
Exclusive Rights of Burial - Adult NP	£1,550.00	£800.00	£0.00	£0.00	£1,648.00	£0.00	£768.00	£450.00	£384.00	£410.00	£601.00	£639.00	£1,350.00	£711.00
Exclusive Rights of Burial - Child P	£100.00	£400.00	£95.00	£0.00	£0.00	£150.00	£256.00	£0.00	£0.00	£205.00	£120.60	£170.00	£200.00	£30.00
Exclusive Rights of Burial - Child NP	£200.00	£800.00	£0.00	£0.00	£0.00	£0.00	£768.00	£450.00	£191.50	£410.00	£281.95	£511.00	£600.00	£89.00
Exclusive Rights of Burial - Creamtion P	£310.00	£300.00	£110.00	£120.00	£336.00	£150.00	£256.00	£0.00	£0.00	£190.00	£177.20	£142.00	£200.00	£58.00
Exclusive Rights of Burial - Creamtion NP	£620.00	£600.00	£0.00	£0.00	£672.00	£0.00	£768.00	£390.00	£253.00	£380.00	£368.30	£425.00	£600.00	£175.00
Pre-purchase of EROB												x2 price above		
Memorial Application - New	£155.00	£175.00	£105.00	£120.00	£356.00	£125.00	£50.00	£380.00	£130.50	£168.00	£176.45	£0.00	£150.00	£150.00
Memorial Application - Replacement	£0.00	£30.00	£105.00	£120.00	£356.00	£125.00	£50.00	£380.00	£130.50	£25.00	£132.15	£0.00	£50.00	£50.00
Memorial Application - Additional Inscription	£0.00	£30.00	£48.00	£30.00	£81.00	£25.00	£50.00	£50.00	£0.00	£126.00	£44.00	£0.00	£45.00	£45.00
Re-issue of EROB	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00	£0.00	£0.00	£8.00	£0.00	£30.00	£30.00
Assignment/Transfer of EROB	£95.00	£30.00	£50.00	£0.00	£103.00	£0.00	£30.00	£0.00	£25.00	£58.00	£39.10	£0.00	£50.00	£50.00
Reservation Fee P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£105.00	£0.00	£105.00
Reservation Fee NP	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£308.00	£0.00	£308.00
Scatter Ashes												£30.00	£30.00	£0.00
Searches in Register												£0.00	£10.00	£10.00

	Purchase of EROB	Interment	Memorial Applicatio n	Estimated Total	Current Total	Differenc e
Full burial						
Parishioner	£237.00	£336.00	£150.00	£723.00	£377.00	£346.00
Non Parishioner	£711.00	£983.00	£150.00	£1,844.00	£1,156.00	£688.00

	Purchase of EROB	Interment	Memorial Applicatio n	Estimated Total	Current Total	Differenc e
Cremated burial						
Parishioner	£200.00	£180.00	£150.00	£530.00	£214.00	£316.00
Non Parishioner	£600.00	£540.00	£150.00	£1,290.00	£641.00	£649.00

Hamble le Rice Parish Council

St Andrew's Cemetery INTERMENT FEES with effect from

The fees and charges payable to the Parish Council contribute towards the upkeep and maintenance of the cemetery and for regular safety inspections.

1. Exclusive Right Of Burial Fee For a period not exceeding 75 **20** years:

	Burial Plot	Ashes plot
Child not exceeding 12 years	£150	£150
Body of person over 12 years	£250 £350	£150 £200

- **Exclusive Right of Burial must be purchased, if not already in force, when applications are received to re-open a grave or ashes plot.**
- No monument may be erected, nor tablet placed on an ashes plot, unless Exclusive Right of Burial has been granted. **(This applies to ashes plots or graves where historically Exclusive Right of Burial was not in place)**
- Ashes plots may only have memorial tablets. 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 £500	£400 £850
Cremated Remains:	Children up to twelve years of age	No charge	£150
	Persons over twelve years	£150 £300	£300 £500

3. Monuments, Tablets & Inscription Fees for a period not exceeding 75 **20** years:-

Headstone (burial plots only)	£125.00 £200
Tablet (burial or ashes plot)	£100.00 £150
Additional inscription	£25.00 £100

- 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
Duplicate of EROB	£30
Assignment/Transfer of EROB	£50
Searches in Burial Register	£20

- 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. Where an existing burial plot is to be re-opened the undertaker must make arrangements for the depth of the existing burial to be checked at least 5 working days before the proposed date of the re-opening to ensure there is sufficient legal depth for a second burial. There must be no less than 6 inches of soil separating the first and second interment and no less than 3 feet of soil between the top of a casket/coffin and the normal ground level. The Parish Council does not accept any responsibility for historic insufficient grave depth.
- 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.
- All graves must be at least double depth (7 feet)
- Up to four sets of ashes may be interred in an ashes plot, but plots may not be purchased in advance.

Hamble le Rice Parish Council Cemetery - St Andrews Church

Initial contact from funeral director:

Provisional date for interment pencilled in to calendar and advised to Grounds Team

Advise that any existing headstone or memorial must not be removed without permission

Check if Exclusive Right of Burial in place if deceased is grave owner burial can proceed If grave registered to another owner written permission will be required

Email application forms including memorial application to funeral director

Take photo of existing memorial

If re-opening an existing burial plot the funeral director must arrange for the depth to be checked at least 7 days before the proposed interment to ensure there is enough depth for a further interment.

Set a diary 10 days before interment to chase up

When application form received:

Check all details fully completed especially full names for Exclusive Right of Burial

If reopening an existing plot ensure the grave owner or holder of EROB has given written permission for the interment.

Ensure disposal certificate received

Request payment by bank transfer

Exclusive Right of Burial:

Enter in register and issue certificate

When grave digger on site arrange to check depth and security arrangements before they leave site

After interment:

Enter into Burial Register and file forms

Await Memorial Application which may be 12 months after interment