

ASSET MANAGEMENT COMMITTEE

8.30am on Tuesday 3rd September 2019

Starting at The Mercury Library and Community Hub, High Street, Hamble SO31 4JE

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. (report)

2. Public Session

3. Officers Report, including:

- a. Pay and Display Machines: Upgrade and Installation
- b. Health and Safety Audit
- c. Mount Pleasant: County Council Lease
- d. Bulb Planting and Rewilding Across the Parish
- e. Roy Underdown Pavilion Maintenance
- f. Truck Replacement
- g. Alarm System Service Line
- h. Children's Signs
- i. Christmas Lights

4. Football Season and Training Issues

5. Cemetery Audit: Recommendations of Actions

6. Foreshore and Dinghy Storage Park Report, including

- a. Toilets
- b. Dinghy Storage Park:
 - i. Terms and Conditions
 - ii. Working Group Terms of Reference
 - iii. Work Programme
 - iv. Fees
 - v. Allocations
 - vi. Priority Spaces
- c. Footpath 15 & Barrier
- d. Beach Hut Bins
- e. Sin Bin and Hamble River Sailing Club Proposals
- f. Lifeboat Slipway
- g. Update on Bench Replacements at the Southern and Northern Quays
- ~~h. Beach Hut Bin Store (duplicate item)~~
- i. Landscaping in Area of Circular Bench

7. Events on Parish Council Premises: Working Group

EXEMPT BUSINESS

8. Approve Exempt Minutes

Dated: 28th August 2019

Signed: *Amanda Jobling* - Clerk to Hamble Parish Council

UPCOMING PARISH COUNCIL MEETINGS (subject to being agreed by Council on 13th May)

Full Council – Monday 9th September, 7pm at The Mercury

Planning Committee – Monday 23rd September, 7pm at The Mercury

Full Council – Monday 14th October, 7pm at The Mercury

Planning Committee – Monday 28th October, 7pm at The Mercury

Asset Management Committee – Tuesday 5th November, 8.30am at The Mercury

Full Council – Monday 11th November, 7pm at The Mercury

Planning Committee – Monday 25th November, 7pm at The Mercury

OTHER UPCOMING PUBLIC MEETINGS**Local Area Committee Meetings**

Thursday 26th September, 6pm at Hamble Primary School

HAMBLE PARISH COUNCIL

MEETING ASSET MANAGEMENT COMMITTEE MINUTES

VENUE The Mercury, Hamble

DATE Tuesday 2nd July 2019

TIME 8.30am

PRESENT Councillors: Schofield (Chair), Cross, Hand, Thompson and Underdown
Cllr Cohen arrived at 8.48am
Clerk, Deputy Clerk and Head of Grounds and Assets

Minute reference for the meeting: 02.07.19 + item number

1a. Apologies: Cllr Dajka

1b. Interests and dispensations: Föreshore and Dinghy Storage Park – Cllr Underdown and Dinghy Storage Park - Cllr Hand

1c. Minutes of the previous meeting

Proposed Cllr Underdown Seconded Cllr Thompson
IT WAS RESOLVED that the minutes of the 7th May 2019 be approved.

2. Public session: none

3. Terms of reference

The terms of reference were amended to increase membership by one following the Annual Council Meeting. Cllr Hand was welcomed to the Committee.

Proposed Cllr Schofield Seconded Cllr Cross
IT WAS RESOLVED that the membership of the Committee be increased by one.

4. Changes to the Donkey Derby Field Allocation

Members approved the addition of the Royal Southern Yacht Club (RSYC) and noted the issues linked to the use of the field by Britannia as part of the Round the Island race. There were concerns expressed about the field not being open to members of the public throughout the period. The Clerk fed back comments from Britannia about the need for a single application by all the local yacht clubs next year.

Proposed Cllr Schofield Seconded Cllr Cross

IT WAS RESOLVED that the RSYC be allocated the 19, 20 and 21st July 2019.

5. Feedback and Updates on:

- a. Sin Bin and Hamble River Sailing Club (HRSC) – the email from the Commodore was noted
- b. Details of the new bin store were pending from the Beach Hut Café.
- c. Landscaping of the Circular Bench – this was discussed but no further decision was reached.
- d. Footpath and barrier – highlighted the ongoing concerns and issues especially in the light of the recent accident. There were lengthy

discussions about the pros and cons of reinstating the barrier as well as alternative options. Key issues were as follows:

Speed of vehicles on the footpath were a concern

A blind spot exists as a result of the yew hedge next to the equipment store

Control measures to manage young people in and around the Oppie racks and crossing to the store

Lack of effective signage highlighting that it is a footway not a road

It was agreed before installing the barrier, signage would be put up alerting drivers to the risk, undertake a full risk assessment of the footway and HRSC would be asked for the method statement and risk assessment for the use of the DSP.

- e. Dinghy Storage Park Working Group – Terms of reference and work programme – these were agreed.

6. Working Group Updates

Earlier in the spring time Andy McIndoe came forward with a number of proposals for the foreshore alongside work that had already started on the renewal of street furniture.

A number of task and finish groups were established to look at key areas. This included:

- Bench replacement on Southern Quay
- Planting and landscaping around the circular bench
- Proposals from HRSC for the Sin Bin
- CCTV

A number of decisions are needed to take the projects forward. In particular the replacement benches and the works to the circular bench. Issues discussed but not concluded were as follows:

1. There are both short term and longer-term projects/objectives for the Foreshore. Should the short-term equipment replacement be held up pending this wider piece of work that will require extensive consultation.
2. There should be consultation about the replacement equipment – graphic information will be needed to do this. Suppliers are likely to provide some limited graphics.
3. Do we need to commission some indicative concept plans with our current proposals plus the option for wider projects?
4. Money set aside for the Planning for Real work could be used to include this site as well as or instead of advancing the work at Mount Pleasant.

Given the sensitivities of this site and the breadth of views it was felt appropriate to garner the views of Council.

Proposed Cllr Schofield

Seconded Cllr Cross

IT WAS RESOLVED to refer the issue to Council.

7. Christmas Lights – The Clerk highlighted the need to plan this this year's Christmas trees lights. It was agreed that the arrangements in the Square would remain as previous years, that any decorations at the Memorial hall would be within the Parish Office and that contact would be made with Eastleigh Borough Council (EBC) about the status of both the electric supply and the trees at Coronation Parade. Cllr Cross expressed concerns about potential issues that could stop decorations at Coronation parade this year, especially given the cost of the work to install the sockets. Agreed that a decision would be made once there was a response from EBC.
8. Leases Review – It was agreed to retain Hampshire County Council (HCC) to undertake work on the council's leases as set out in the paper.

Proposed: Cllr Underdown Seconded: Cllr Cohen

IT WAS RESOLVED To set aside Financial Regulations section 11.1ii for specialist services to secure legal advice from HCC at a rate of £80.00 per hour in order that the legal agreements set out in the report are reviewed and summarised.

9. Football Season 2019/20

The Head of Grounds and Assets set out his discussions with several clubs to use our playing pitches for 2019/20. Given the historic issues with payments and smaller clubs, all potential users for the next season have been asked to payment upfront. This would reduce our administration which is an expensive overhead.

The Committee were keen to see that we support a local club which provides opportunities for residents to play. Consideration was given to the Rugby Club proposal but it was felt that a local provision was preferred and that accommodating cricket and rugby on the same site could be difficult to achieve.

Proposed: Cllr Schofield Seconded: Cllr Thompson

IT WAS RESOLVED that Bursledon Youth Football Club should be chosen to use College Playing Fields for the 2019/20 season.

10. Project review and update

The Bartletts Field project has been reviewed and a number of changes made to the project template to improve our project management going forward. Some key issues were around the timing of tendering and the selection of contractor as well as the importance of providing a detailed specification to ensure that bids were comparable.

11. Insurance Schedule – This continues to need updating but has been paused while the issues with Hamble Lifeboat (HLB) are resolved. Under the lease, Hamble Parish Council should insure the building, with HLB refunding the cost to us. In the first year an alternative arrangement might be needed as the terms of their insurance are complicated with different policies covering different aspects of the organisation and building. It was agreed to bring it back to a further meeting.

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 Underdown Seconded: Cllr Thompson

It was resolved that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matters discussed were: (12.) Approve Exempt Minutes of 7th May 2019; and (13.) Football Season 2019/20

DRAFT

Recommendations

To enter into an annual contract with Flowbird to get access to Cale Web to allow auditing and error checking of both pay and display machines at a cost of £408+VAT for the year.

To note the interim issues identified as part of the Annual health and Safety visit.

To investigate the appointment of an out of hours lift breakdown service.

Proceed with the negotiations with HCC for the land adjoining Hamble Primary School including the payment of £625.00 in fees.

Indicate a preference for the upgrade to the showers and boilers at the Roy Underdown Pavilion.

Cancel the BT contact and instruct the alarm company to install the GSM service line for a one-off installation cost of £245+VAT and an annual cost of £120+VAT.

- a) Pay and Display Machines: Upgrade and Installation**
- b) Health and Safety Audit**
- c) Mount Pleasant: County Council Lease**
- d) Bulb Planting and Rewilding Across the Parish**
- e) Roy Underdown Pavilion Maintenance**
- f) Truck Replacement**
- g) Alarm System Service Line**
- h) Children's Signs**
- i) Christmas Lights**

a) Pay and Display Machines: Upgrade and Installation

There has been a litany of problems with this upgrade and renewal project, including:

- Additional installation works for Hamble Parish Council
- Delays in Cale/Flowbird installation
- Merchant account payments delayed as not set up correctly by payment provider
- Numerous software/hardware issues since installation, which includes:
 - Dirt from coins obscuring sensor, and machine not rejecting all coins being inserted
 - Coins jamming
 - Tariff: incorrect charging periods
 - Date formats and non-English language on tickets

We've escalated to head of operations in the UK and given a relationship manager to resolve problem. We've been told that the problems we're experiencing aren't unique to us, but are a result of a company change that we've got caught up in the middle of. We have put down a marker that we expect to discuss a compensation package, which might include offsetting the cost of future service and maintenance contracts against what we believe to be losses incurred through the commissioning period.

We started the process of getting the machines commissioned in April, to avoid the summer season, but the delays and complications delayed this significantly. The consequence is that we have lost a significant amount of officer time over the summer but we believe that we're

now nearing completion of the issues.

Overall, the Council has lost a significant amount of officer time and income as a result of failings on the contractor's side.

There have been issues with accessing back office software, including transfer of it from Eastleigh Borough Council to us. In doing this, we also identified some historic issues around tariff setting. To ensure we can fully audit and track errors on both machines, it would be advantageous to get the web office set up. To do so licences need to be activated for both the machines so they can be linked to the web portal allowing us access; at a cost of £17 per month, per machine (annually £408+VAT).

b) Health and Safety Audit

As part of the Ellis Whittam contract we have an annual inspection and report produced by their health and safety consultant. This year the inspection was carried out over two days. The report was due to be with us before the meeting but had not been received at the time of writing. The headlines of the report are as follows (but not exclusive):

The Mercury and management of the Volunteers – these were a cause of concern at the first inspection when the current situation was outlined. It was agreed that there would be no actions identified on the basis that the responsibility would be transferring to the provider.

Office accommodation: A number of items are required from the Landlord especially relating the fire management arrangements.

Footpath at the Foreshore: a specific risk assessment was not carried out although a number of issues of concerns were noted and a number of recommendations will follow.

Training – The head Groundsman should be offered further training. This is likely to be IOSH which is a 5-day accredited course. We are looking at local options to source this including another PC and/or HALC.

Use of the lift at RUP – currently we do not have arrangements in place to deal with emergencies with the lift out of hours. We have revised in the short-term advice to users to make sure that the lift is empty before the building is vacated. We don't however have an emergency call out procedure if there was an issue and someone was stuck in the lift outside of the groundsman's normal hours of work. This needs to be resolved. Out of hours service contracts are now being explored.

General – recognised that there were structured and detailed records now in place for most of our activities. Significant progress has been made but inevitably new issues arise and will need attending to. A full copy of the report will now go to Council for noting.

c) Mount Pleasant: County Council Lease and pavilion use

Hampshire County Council have confirmed that they will agree to a peppercorn rent for the small strip of land adjoining Mount Pleasant School and also to pick up half of the costs of drafting leaving the Council to fund £625.00. In consultation with the Chair of Committee and Council I accepted this although have asked that the term of the lease be extended.

This winter we have no bookings to be played at the recreation ground due to this we have put the pavilion into a mothball state to reduce expenditure to a bare minimum whilst still being able to get the building back into a usable state when we can reverse the decline in bookings. This has been done by cancelling the cleaning contract, legionella risk assessment and turning off the water supply to the building.

d) Bulb Planting and Rewilding Across the Parish

Over the course of the autumn the grounds staff, with the help of the community payback team,

will be preparing areas to plant bulbs and sow wildflower seeds; the community payback team are booked for the 15th October.

- There will be a poppy trail as part of the commemoration of the 75th anniversary of VE day (see plan). The specific commemorative red poppy seed will be purchased shortly at a cost of £98 for a 1KG bag.
- Grounds staff have also been collecting extra seed from around the village to start other areas of rewilding. This will include land mark on the plan off Spitfire Way.

Also, this autumn, we will again be planting more bulbs around the village. We will be focusing the planting with a different aim this year as we have planted bulbs on most sites owned by the Parish Council. Our aims in planting the bulbs will be to increase the period of flowering time and to soften the appearance of the planted areas by increasing the area size and planting in non-uniform patterns or drifts. Also, by using bulbs of differing sizes to give varying flower heights.

- Bulb planting in the cemetery (Snowdrops and Bluebells), drifts planting at the Foreshore (mini Narcissi) and Woodpecker Walk (Bluebells) We will look to spend £400 on bulbs from existing budgets

e) **Roy Underdown Pavilion Maintenance**

Following informal advice from the company carrying out the legionella prevention treatment of the pavilions water systems it would look likely that the showers will fail to meet current regulations. This combined with the knowledge that the two water heaters are towards the latter stages of their useful life gives the council the opportunity to review the whole hot water supply to the building. There are a number of possibilities open to the council.

Option 1	To keep the current system and upgrade the showers to meet the new regulations.
Benefit	Cheapest option
Drawback	Will only delay work needed, high maintenance cost
Option 2	To renew the water heaters and upgrade the showers.
Benefit	Entire new system meeting regulations, most of pipework in situ.
Drawback	High cost, high maintenance cost
Option 3	To replace the whole hot water system. Remove the water heaters, install new electric cold-water feed showers, replace current heating boiler with a new combi boiler to run heating and hot water for the toilet taps, install electric water heater for committee room.
Benefit	Entire new system meeting regulations, lower maintenance costs, free up building space, lower chance of legionella bacteria thriving
Drawback	High cost, most work involved in building

Given the other potential work required at RUP it is not anticipated to do this in isolation but as part of the wider refurbishment if possible.

f) **Truck Replacement**

The council truck will be due for replacement in August 2020, there are two options in replacement - purchase and lease. The current vehicle is on a lease from SHB Vehicle Hire. A quote for each option is attached to assist in the choice of procurement.

g) Alarm System Line

Currently we pay an average of £60.52+VAT per month for the service line for the alarm via BT as the communication is via a premium-rate number. The alarm company can set up a GSM (sim card) equivalent which would have an installation cost of £245+VAT and an annual total cost of £120+VAT with no additional costs for this service over the year. Using costs over the last 12 months, this would equate to an annual saving (including the installation) of £361.25 in the first year, and a saving of £606.25 in subsequent years.

Minimum contract term with the current provider is one year, our current maintenance contract is due for renewal in December this year. The company will require one months' notice if we wished to end this.

h) Children's Signage

The signs produced by the Hamble Primary School children have now been made up into signs for erection across the village. Initially the Grounds team have been asked to identify location that are suitable and where we have repeat problems. Cllr Ryan will be attending a school assembly to formally award a small gift to those children that were selected.

i) Christmas Lights

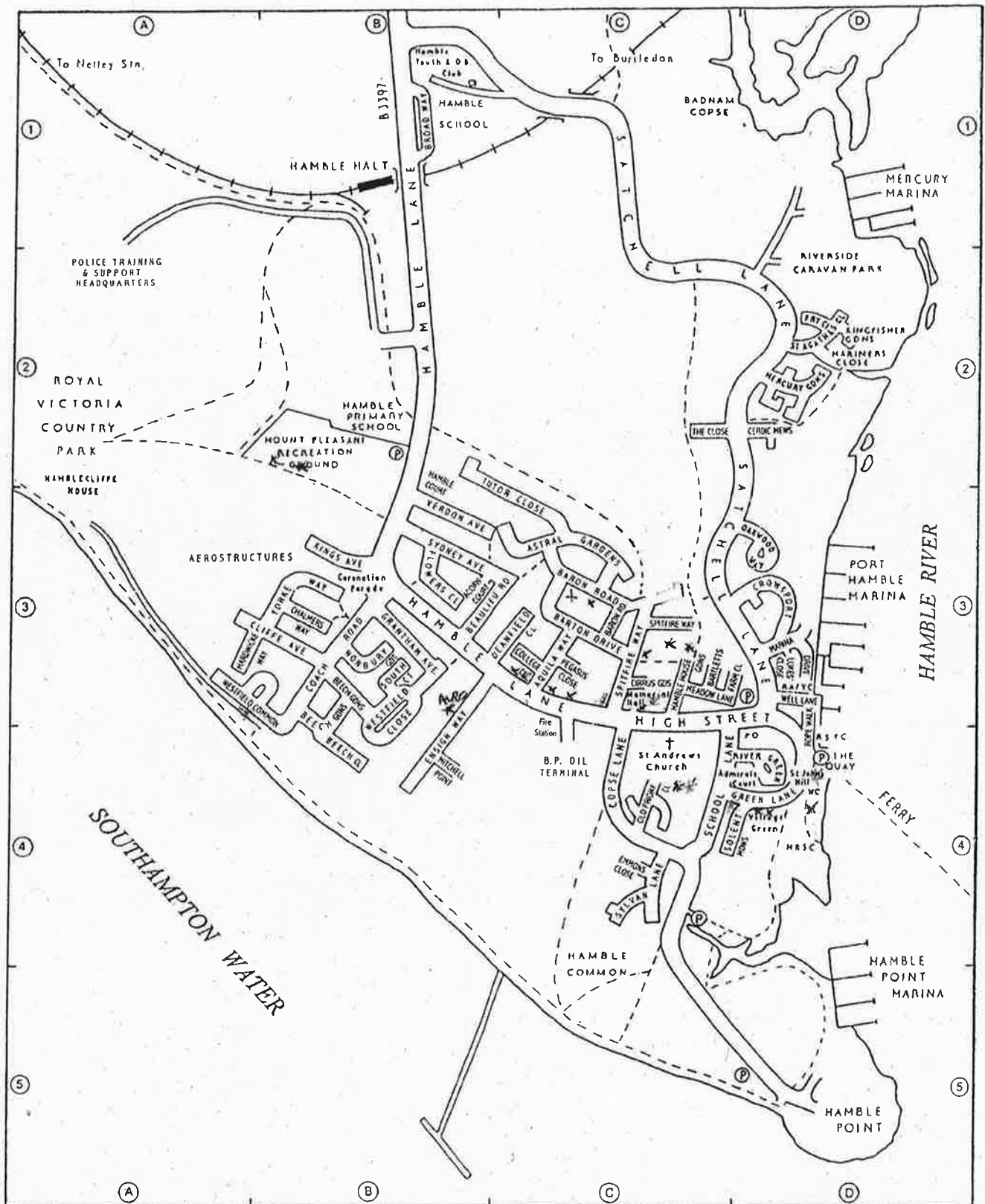
The Application for the street license for the Square will be submitted this month. EBC have been asked back in July to confirm the status of the trees at Coronation parade both in terms of the warranty and the lighting. Despite chasing several times there has been no formal response.

Appendices

- 1. Blub Planting and Rewilding Maps**
- 2. Truck Quote from Nissan: Purchase**
- 3. Truck Quote from Hampshire Transport Management: Lease**
- 4. Truck Project Initiation Document**

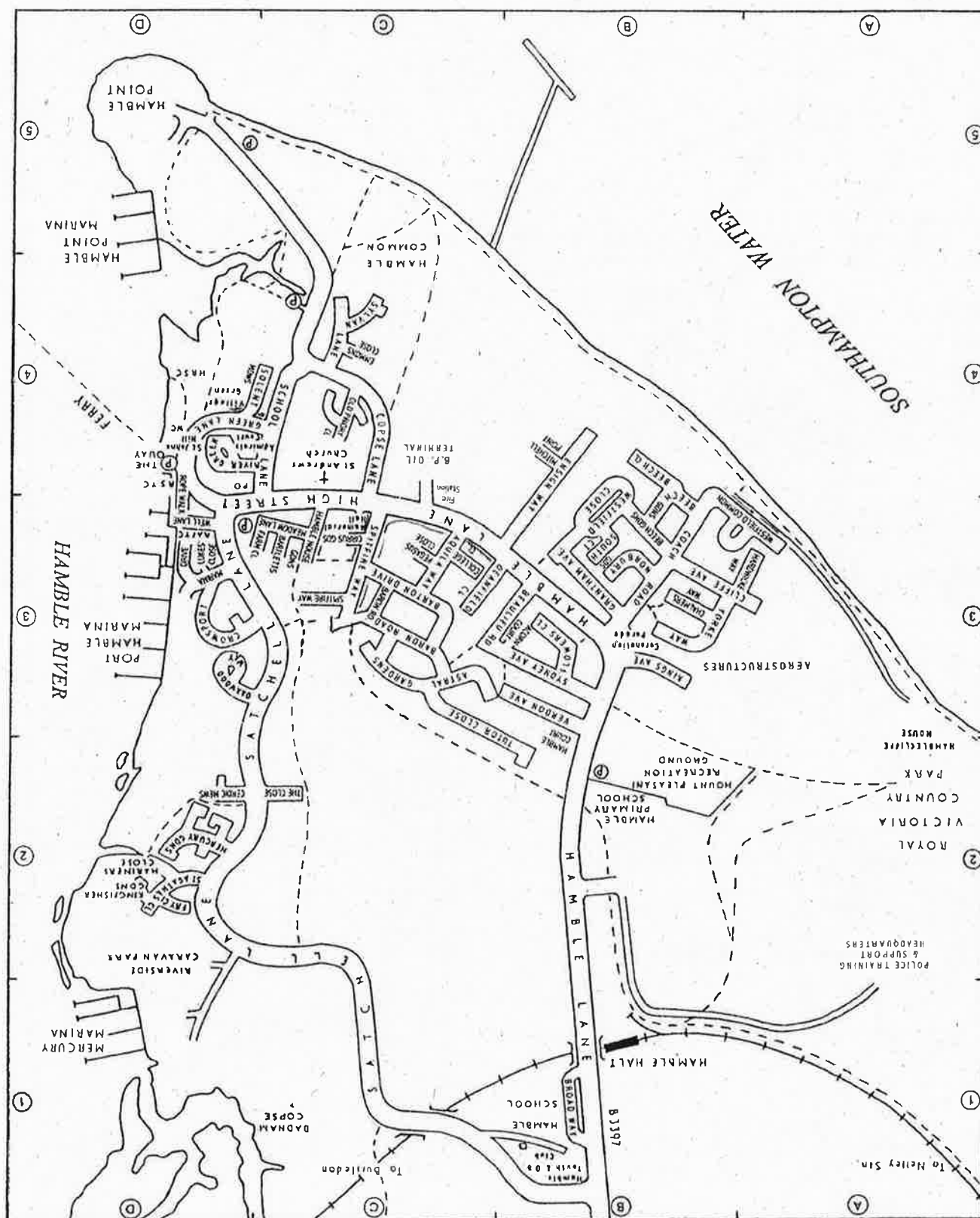
BULB PLANTING

Appendix 1 - Blub Planting and Rewilding Maps



- * 2016
- * 2017
- * 2018

— Populizail





West Way Nissan Southampton

Vehicle Quotation

Martin Sadler 07795 111404 / 07867 798680

Model Nissan Nv400 Tipper

Company Hamble Le Rice Parish Council
 Contact Richard Clark
 Tel No 7949160885
 Fax No
 Email
 End User
 Order No

Basic Price £ 24,110.00

Accessories (Factory Fit) £ -

Sub Total £ 24,110.00

Body Colour/Code White
 Trim Colour/Code Std grey cloth
 Engine cc 2300 Dci 130ps
 Transmission Manual
 Fuel Diesel

-£ 2,893.20

-£ 5,786.40

Sub Total £ 15,430.40

Factory Fitted Options Required

Accessories (Dealer Fit) £ 8,670.00

£ -

£ -

Dealer Fitted Options Required

CPD Tipper body	£	2,850.00
Pillar Tail lift	£	2,995.00
Lo level Beacon	£	225.00
Section 8 chevrons to rear	£	225.00
Tow bar and single 7 pin electrics	£	395.00
Mesh-master Sides to tipper	£	1,295.00
Transport	£	375.00
Reversing sensors	£	185.00
Reversing Alarm	£	125.00
Total	£	8,670.00

Sub Total £ 24,100.40

Vat @ 20% £ 4,820.08

Total Inc VAT £ 28,920.48

Road fund licence £ 260.00

1st reg fee £ 55.00

Part exchange

Total £ 29,235.48

Prepared by: Martin Sadler

Date 18/05/2019

Indicative pricing as at 18/5/2019

Valid For: 14 days

Notes

change and is charged at the prevailing rate of VAT

CONTRACT HIRE QUOTE



Quotation number: CH1690A-C

Date prepared: 09/05/2019

Valid until: 20/06/2019

Quotation prepared for:

Richard

Hamble-le-Rice Parish Council

SO31 4JE

Contract details: Full maintenance contract with breakdown and recovery provisions.

Vehicle make & model: Ford Transit 350 Tipper

Colour: White

Specification: Air conditioning, Tow bar, Tail lift, Cage Tipper Body.

Insurance: ☐ Included
☒ To be provided by the operator
☐ Included and with private use.

Annual mileage: 10,000

Monthly cost:

6 Year Term	7 Year Term	8 Year Term
£470.00	£441.00	£419.00

This quotation includes:

- ☒ Breakdown/recovery service
- ☒ Mobile tyre replacement
- ☒ Windscreen repair/replacement service
- ☒ Regular 72 point safety inspections
- ☒ Annual service
- ☒ MOT's (where applicable)
- ☒ Courtesy vehicle (subject to availability)
- ☒ Sign writing

Quotation prepared by: Andrew Ellis

Please be aware that there is a minimum lead time on delivery of new vehicles of 12 weeks from the date we received the signed SLA. If you have a requirement for a vehicle earlier than this, please let us know

Hampshire Transport Management, Building C, Bar End Industrial Estate, Bar End Road, Winchester SO23 9NR Tel: 01962 873932

HAMBLE PARISH COUNCIL

PROJECT MANAGEMENT

Project Initiation Document	
Project Name: Replacement truck	
Project Objectives: To agree and order replacement truck ready for delivery early August 2020	
Problem to be solved (or opportunity): Current lease deal expires August 2020	
Project Deliverables: to have new truck ready for delivery to coincide with existing trucks removal	Scope (inside/outside):
Assumptions:	Key Stakeholders: Groundstaff
Project Sponsor:	Project Manager: Head of grounds and assets
Team Members: R Clarke	
Key Milestones: To agree specification for truck Collect quotes and prices from suppliers To include in budget for 2020 Order Delivery	Date:
Risks: Supplier unable to deliver	
Budget, Resources or Constraints:	
Project Approval Date:	
Signed:	

Update on Bursledon Youth and Ladies FC

In discussions with this club the council was given the indication that they would be able to pay up front the full seasons bill, following the decision made at AMC in July for the sum of £3500 for the season.

After the offer was made the club asked for a further reduction in costs to £2750 which was agreed by the Council (again in July) on the understanding that the full bill would be paid. When the invoice was sent for the full cost the club said they could not afford to pay the whole amount. A concession was offered for two instalments but the club asked to pay on a per game basis for the whole season. This was refused as it would have been a high cost overhead to administer and was clearly at odds with the terms originally agreed. A letter was sent to the club outlining the income that HPC has lost as a result of this and the impact on other teams that were turned away.

2019/20 season

As a result of the above we only have Solent Vets and Hedge End Utd Youth team booked to play at College Playing Fields (CPFs) which will bring a projected income of £2,038.75. The estimate for the year including tournaments was £8,000. To avoid this next season, it is proposed that we advertise in an open way the facilities available and invite interest by the end of April. Any decisions will be needed during May and a deposit taken to confirm the arrangement. Any not paid will be re-opened for others to bid for.

Mount Pleasant

To reduce the overheads given the lack of income, Mount Pleasant has been moth-balled for the season (See item C in the officer's report.) If we are unlikely to secure bookings for use next year it might create an opportunity to consider reviewing the use of Mount Pleasant along the lines of a park/nature park with all competitive sport focused at CPFs. The decision on GE is needed before any further steps can be taken.

Unofficial use of the playing fields

Mount Pleasant continues to be used by a number of clubs for training without consent. Hamble Club Football have been asked not to train there but continue to do so and other clubs that are as yet unknown are using them. Legal advice has been sought from HCC under the Hampshire Association of Local Councils contract to establish what steps can be taken, if any, to prevent this and if we cannot restrict use what measures can be taken to avoid liability if an accident or incident takes place.

A principle concern is that clubs are using the area without access to toilet facilities which given the historic complaints about players urinating in public is unacceptable. An update will follow.

HAMBLE PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE – SEPTEMBER 2019
CEMETERY REPORT

RECOMMENDATIONS:

Memorial Regulations:

Consider if Regulations should be amended to allow RQMF to fix memorials and require a copy of the fixing certificate to be provided for each memorial including those already in place wherever possible.

Approve amendments to the Memorial Regulations.

Approve amendments to Memorial or Additional Inscription Application Form.

General:

Consider the Cemetery Audit report and recommendations

Approve Guidance for Families document

Approve amendments to Burial & Ashes Interment Regulations

Approve amendments to Burial Application form

Approve fee changes to reflect the Officer time, ongoing maintenance and upkeep costs.

Consider if Grounds Team should dig graves for ashes interments and fee (cemetery audit report)

Following an in-depth review of practices at the end of 2018 the Council changed its memorial regulations to stipulate that memorial masons carrying out work at its cemetery must be registered with BRAMM. This decision has been challenged by a stone mason and NAMM.

A comparison of the two organisations has been completed:

	NAMM	BRAMM
Supporting Organisations		ICCM SLCC Commonwealth War Graves Commission Federation of Burial and Cremation Authorities Ecclesiastical Judges Association Open College Network
	Voluntary regulation	
Board composition		ICCM corporate FBCA SLCC EJA CWGC 3 memorial masons
Access to register	NAMM – open to the public	Open to the public via website

HAMBLE PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE – SEPTEMBER 2019
CEMETERY REPORT

	<p>RQMF – access for burial authorities on application.</p> <p>Website members not available to funeral directors and public.</p>	
Oversight	<p>RQMF - one non-NAMM fixer, one Burial Authority representative and an independent City & Guilds regulator who will meet when required with the RQMF Administrator</p>	All supporting organisations.

Following the Cemetery Audit, health & safety audit and changes to our practices it is intended to invite funeral directors to a meeting to discuss the changes.

All funeral directors appointing contractors including grave diggers and stone masons will now be asked to read and acknowledge a copy of the HPC Health & Safety Handbook. The same will apply to any contracted directly by members of the public.

Appendices

NAMM & BRAMM Briefing

BRAMM's Aims & Objectives

NAMM Overview

About the RQMF

RQMF CPD & Register

REGULATIONS FOR MEMORIALS AND TABLETS AT ST ANDREW'S CEMETERY, HAMBLE LE RICE.

The Parish Council's Policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery will be managed on a naturalistic basis, with grass mown infrequently in some areas.

It is intended that St Andrew's Cemetery be a cemetery laid to grass as far as possible and should be kept free of anything that impedes the cutting of grass. This means that kerbs, railings, bird baths and stone chippings are not permitted on or around grave or cremation plots.

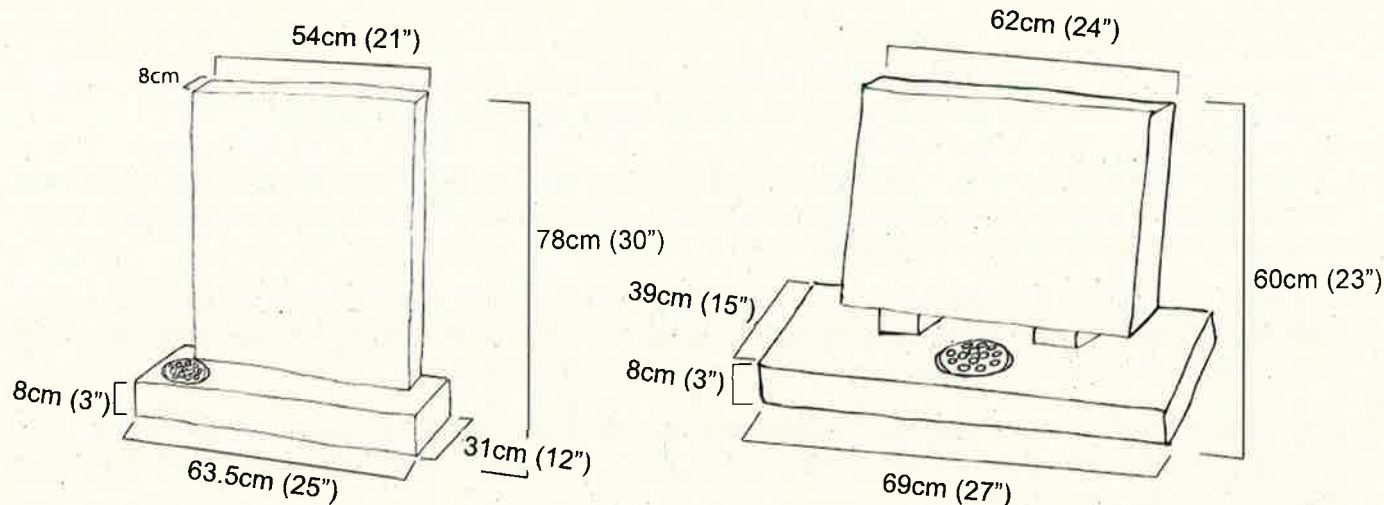
The Parish Council has a statutory duty to ensure risks within the Council's cemetery are properly managed and these regulations are in place to ensure the safety of all those working at and visiting the cemetery.

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 memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance.

All memorial masons undertaking work at St Andrew's Cemetery shall be suitably qualified, registered with BRAMM and provide:

- a. Health and Safety Policy and Risk Assessment relating to work in the cemetery including assessments for:
 - safe working with vehicles in public areas
 - safe fixing of structures.
 - b. Safe method of working statement specific to the job.
 - c. Public Liability Insurance and if applicable employers liability insurance
1. Application forms including a detailed sketch of each proposed memorial giving full details and dimensions in millimetres and inches, together with the grave owner's consent must be submitted to the parish office for approval. Forms are available on hambleparishcouncil.gov.uk
 2. Memorials and tablets may not be erected or removed from the cemetery without the written consent of the Clerk or Deputy Clerk and the written permission of the owner of the Grant of Exclusive Right of Burial. At least two working days notice must be given.
 3. Exclusive Right of Burial must be purchased for a burial or ashes plot before a memorial can be installed or replaced. This applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.
 4. All memorials are to be of natural stone and must not be coloured. 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.
 5. Only tablets are permitted on cremation plots. 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
 6. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



7. All memorials are to be laid firm, level and square. Foundations must be laid or fixed below ground-level in accordance with lawn memorial regulations. No rails, wooden edging, additional foundation slabs, chains of any description or glass wreath cases are allowed.
8. The memorial mason must 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 must be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height.
9. All monumental work shall be finished prior to the placement of any memorial, excepting the execution of a second inscription for which written permission must be obtained. Inscriptions shall be gilded or leaded only.
10. No advertising boards, tablets or cards can be placed on or around a memorial. No form of advertisement may be displayed in any part of the cemetery.
11. Memorials will be inspected before, during and after installation. If the measurements or method of fixing do not comply with those authorised or relevant standards the Stonemason must remove immediately and rectify at their own expense. Failure to remove non-compliant memorials or misrepresentation will mean a mason is refused access to St Andrew's Cemetery.
12. Carrying out, or attempting to carry out, unauthorised any 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.
13. Trees, shrubs and bushes must not be planted on grave or ashes plots as these undermine memorials and make them unsafe.

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

Applications forms and Burial Regulations are available at www.hambleparishcouncil.gov.uk

Hamble-le-Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice,

Southampton, SO31 4JE

Phone 023 80453422

email: Deputyclerk@hamblepc.org.uk

APPLICATION FOR PERMISSION TO ERECT A MEMORIAL OR ADDITIONAL INSCRIPTION IN ST ANDREW'S CEMETERY, HAMBLE-LE-RICE

Name: of deceased:

Burial Register No:

Grave/plot number:

Existing memorials must not be removed from the cemetery without permission of the Parish Council.
At least 2 working days notice must be given.

BRAMM registration No

Name & address of Stonemason

.....

Telephone No..... Email address.....

Name of grave owner.....

Email address Telephone No.....

A copy of the Grant of Exclusive Right must be attached and submitted with this form.

NEW MEMORIAL or ADDITIONAL INSCRIPTION* *delete as appropriate

Description of proposed Memorial (including material, colour & size in inches)

.....

.....

.....

The memorial mason or fixer must 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 must be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height

Foundations must be laid or fixed below ground-level in accordance with lawn memorial regulations.

Proposed method of installation/fixing

Details of dowels?

Details of foundation?

Type of ground anchor to be used?

Any other relevant installation or fixing information.....

Proposed inscription.....

.....

.....

Sketch of proposed Memorial

Signature of grave owner.....

Signature of stone mason or memorial fixer

(for office use)

Authorised by:

Date:

Please attach a copy of your current public liability insurance certificate.

Application forms together with fees must be received by the Parish Council Office for approval 7 working days prior to any works being carried out.

An invoice will be issued and payment by bank transfer requested prior to authorisation.

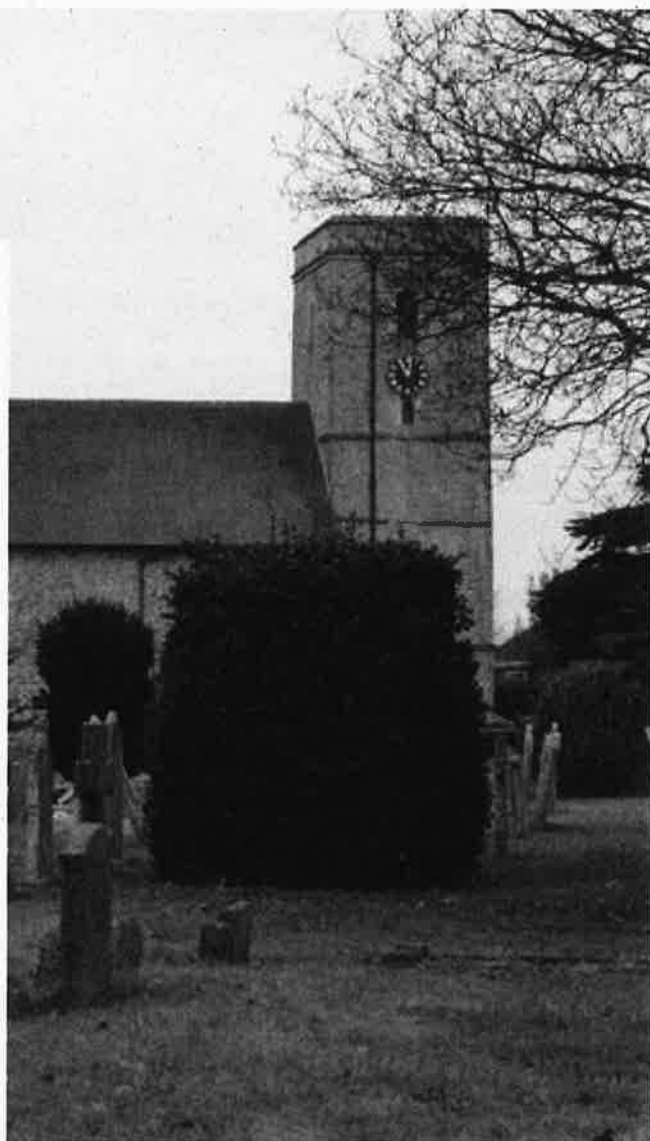
Hamble le Rice Parish Council

St Andrew's Cemetery Audit



AUGUST 2019

**Institute of Cemetery and Crematorium
Management**



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Introduction

In Spring 2019 the ICCM delivered Cemetery Management Training to Hamble le Rice Parish Council. The training identified some historic issues in terms of how administration was previously carried out. Hamble le Rice Parish Council subsequently asked the ICCM to conduct an audit of procedures and management of St Andrew's Cemetery, and for assistance in dealing with the historic issues.

The ICCM Chief Executive, Julie Dunk, visited Hamble le Rice Parish Council Offices and St Andrew's Cemetery on 18th July to conduct the audit. The audit consisted of inspecting records and registers, viewing the cemetery, and discussing procedures with the Clerk and Deputy Clerk.

This report details the findings of the audit and recommendations for the Hamble le Rice Parish Council to consider.

1. Administration

1.1 Burial bookings, ownership checks, grave depth checks

Procedure in Hamble le Rice – the Parish Council takes bookings for a burial by telephone to the Parish Council office. Bookings are normally taken from a funeral director, but if a family choose not to use a funeral director, the Council will take bookings directly from them. At the time of the initial telephone call, a firm date for the burial is not set. The funeral director (or family if a funeral director is not used) is sent an email explaining the Council's procedures and enclosing an interment application form. The Council request that the completed interment form and the Registrar's Certificate of Disposal (Green Form) or Coroner's Order for Burial is returned to them at least 7 days prior to the date of the burial. This timescale is to give the Council time to check the residency of the person being buried, and the ownership of the grave if the burial is to take place in an existing grave. The Council restrict the right of burial in St Andrew's Cemetery to parishioners listed on the electoral role at the time of their death (and in rare circumstances to non-parishioners where certain criteria are met).

If the burial is to take place in a re-opened grave, the Council require that the gravedigger checks the available depth in the grave at least 7 days prior to the burial.

If the burial is to take place in a new grave, the family are encouraged to visit the cemetery and meet a Council officer so that the exclusive right of burial and cemetery regulations can be explained to them.

In exceptional circumstances, such as for religious or medical reasons, the Council will accept shorter notice bookings for a burial.

Legal requirements – there is no legal requirement regarding the booking of a burial, and burial authorities can set their own procedures. Before a burial can take place, the

burial authority should be in receipt of either the Registrar's Certificate of Disposal (Green Form) or a Coroner's Order for Burial. Should a funeral director or family fail to deliver the Green Form or Coroner's Order prior to the burial, a Form 18 (see Appendix 1) can be used to allow the burial to go ahead at the agreed date and time. The Form 18 can only be used if the Green Form or Coroner's Order have been issued, but it has been forgotten or is otherwise not available prior to the burial. The person signing the Form 18 declaration must undertake to deliver the Green Form or Coroner's Order to the Council as soon as possible following the burial.

The Local Authorities' Cemeteries Order 1977 (LACO) states that a burial cannot take place in a grave where a right of burial exists without the permission of the owner of the right of burial, unless it is the owner who is to be buried.

LACO requires that a minimum of 6 inches of undisturbed soil is left between burials, and that a minimum of 3 feet of soil is left between the top of the last coffin and the surrounding ground – this can be reduced to 2 feet where the soil is considered of suitable character, which the Ministry of Health specified should 'be preferably of an open porous nature, with numerous close interstices, through which air and moisture may pass in a finely divided state freely in every direction'.

Discussion – the system of taking a booking at Hamble le Rice is legally compliant. The funeral director should make it clear to the family that the booking is provisional and may be subject to change should there be any issues with the grave. The requirement for the submission of forms 7 days prior to the funeral is longer than in many authorities, but if this works locally and is not causing any issues there would be no reason to change. It would be a good idea to confirm the final date and time of the funeral to the funeral director via email so that there is an audit trail. There should also be some flexibility on the delivery of the Green Form or the Coroner's Order for Burial as these may not be available until closer to the date of the funeral. A Form 18 should be available in case the Green Form or Coroner's Order is forgotten prior to the burial.

Encouraging families who are purchasing a new grave to visit the cemetery so that the exclusive right of burial and the cemetery regulations can be explained to them is good practice. This can help prevent issues with ownership and illegal memorials in the future.

Checking of grave ownership for re-opened graves is essential for legal compliance with LACO. Due to the historic problems of record keeping this can take some time to complete therefore the time period between booking and the burial allows for this.

Checking the depth of the grave to ensure there is room for a further burial is considered necessary due to the historic issues with grave and burial records. The depths specified in LACO must be complied with. The Hamble le Rice Interment Procedure that is sent to funeral directors states that the depth must be checked at least 7 days prior to the proposed interment to ensure there is adequate space for a further interments. This entails the gravedigger opening part of the grave to ascertain available depth, then backfilling it. The gravedigger returns at a later date, no more than 48 hours before the burial, to dig the grave fully. This system is not in common practice in burial authorities, but it appears to be working locally and gives time for issues to be sorted out well in advance of the date of the burial, thus helping families.

Recommendations –

- Email confirmation of the date and time of the burial to the funeral director once agreed.
- Keep a Form 18 available in case of non-delivery of the Green Form or Coroner's Order for burial (see Appendix 1).

1.2 Record keeping

1.2.1 Cemetery plans and register of graves

Procedure in Hamble le Rice – plans of the cemetery are schematic only and are maintained on a spreadsheet programme on computer. Each grave plot is shown and is

identified by an alphabetical row marker and a numeric plot number, eg B 12. The space allocated to the grave on the spreadsheet contains the name or names of people buried in the grave.

There is an outline plan of the cemetery showing areas that have been consecrated.

There is no register of graves.

Legal requirements – Article 9.1 of LACO specifies that a burial authority shall maintain a plan showing and allocating distinctive numbers to all graves and vaults in which burials have taken place, and all graves for which an exclusive right of burial has been sold. Although it is a legal requirement to maintain a plan, there is no specification as to what that plan should look like. There are now a number of companies that can provide accurate maps of cemeteries showing precise grave locations, as well as other features such as buildings, trees, paths etc.

Article 9.2 of LACO specifies that a burial authority shall maintain a register of graves by reference to the numbers on the plan. This Register/Record must be in grave number order and will list the deceased persons buried within each grave and the rights applied to each grave, and any other features e.g. earth grave, brick grave, vault etc. Some authorities will record additional information such as whether the ground in which the grave is situated is consecrated or not and details of when a memorial was erected or inscription added. It is good practice to record the depth at which each burial takes place in each grave.

Discussion – the schematic plans appear to allow graves to be identified. However, the plans are all in straight lines, which may sometimes not equate to what is on the ground. Over time, grave rows can become out of line as graves are dug in slightly the wrong alignment – this could lead to issues where the schematic plan shows one grave immediate behind another, but in reality it is offset. Extra care therefore needs to be taken when using the schematic plans for the purposes of location for digging a grave.

Care also needs to be taken when using a combination of letters and numbers as i can sometimes be mistaken for 1, o for 0 etc. Also, there appears to be ashes plots in areas A, B, C etc but also rows of full graves in rows A, B, C etc. There also appears to be a row AB, and minus numbers in some rows.

Although the schematic plans are technically following the legislation, actual plans would improve the level of accuracy and contribute to preventing any issues with misidentification. They would also allow the identification of any areas where there may be space to layout new graves, as well as any other features in the cemetery such as trees, water taps, walls, seats etc.

There is no register of graves, therefore Article 9.2 of LACO is not being complied with.

Recommendations –

- Consider having the cemetery properly mapped to show the actual location of each grave rather than relying on a schematic – there are a number of companies that can offer this service; the ICCM can provide contact details. Maps can also be linked to administration systems, and can also be used for grave searches, allowing families to locate the grave without the need for an officer to meet them at the cemetery.
- Take great care when locating a grave for opening or for the placing of a memorial – independent checks by different officers are recommended.
- Introduce a register of graves to ensure compliance with Article 9.2 of LACO.

1.2.2 Register of purchased graves

Procedure in Hamble le Rice – a register of grants of exclusive rights of burial is maintained on a spreadsheet on computer. The register contains the headings:

Grant Number

Burial Number(s)

Burial Plot Number

Surname of Deceased

Name

Telephone

Email

Under the Name column, the name and address of the owner is entered, as well as any details of transfers or ownership. The email column is also used to record any notes about the grave. The Burial Plot Number column also records the depth of the grave (eg single, double, triple).

Legal requirements – Part II of Schedule 2 of LACO specifies the headings that the Register of Purchased Graves must have as:

Date of grant

The full name and address of the grantee, or grantees

The consideration of the grant (*ie the amount paid for the purchase of the exclusive right of burial*)

The place in which it is exercisable (*ie the grave number*)

The duration of the grant

Discussion – the Register of Purchased Graves maintained by Hamble le Rice is partially compliant with the provision of LACO. It would be a relatively simple task to add the fields require by law, as well as some fields that are considered good practice, such as the actual depth of the grave (eg how many feet and inches it was dug at) and how many burials it was originally purchased for. Transfers of ownerships are also usually recorded, including the mode of transfer such as assignment by deed, grant of probate or statutory declaration. It is also good practice to record if the grave is in a consecrated or unconsecrated area.

Recommendations –

- To ensure legal compliance with Part II of Schedule 2 of LACO, the following headings should be added to the Register of Grant of Exclusive Right of Burial:

Date of Grant

The consideration of the grant (*ie the amount paid for the purchase of the exclusive right of burial*)

The duration of the grant

- To ensure compliance with best practice, the following headings should be added to the Register of Grant of Exclusive Right of Burial:

Depth of the grave

How many burials it was dug for

Consecrated or unconsecrated

Transfer of ownership

1.2.3 Register of burials

Procedure in Hamble le Rice – a bound register of graves is kept, containing the following headings:

Burial number

Date of burial

Names in full

Age

Address

Date of death

Location of grave

Signature of person making the entry

Other particulars

The register is completed following a burial. Historically blue ink has been used in the register.

Legal requirements – Article 11 of LACO specifies that a burial authority shall maintain a register of all burials in a cemetery in a book or books provided for the purpose, or on a computer. The headings that should be used for the burial register are:

Number

Date of burial

Names in full

Age

Address

Grave or vault number

Other particulars

Signature of person directing or making entry

Article 11 also specifies that the register should be completed as soon as reasonably practical after any burial in the cemetery, in durable black ink.

Article 11 also states that a register of disinterments (exhumations) should be maintained, and that the details should be cross-referenced in the burial register in a colour ink that is distinguishable from black.

Discussion – the headings in the register maintained by Hamble le Rice are compliant with those specified in LACO. However, durable black ink has not always been used. There was also no evidence of a separate register of disinterments, although the number of these is very low.

Recommendations –

- Black ink must be used to record details in the written register of burials.
- A register of disinterments is produced and entries recorded and cross-referenced in the register of burials in a colour distinguishable from black.

1.2.4 Storage of plans, records and registers

Procedure in Hamble le Rice – burial registers are in bound leather volumes, which are stored in the Parish Council Office. The Register of purchased graves is on a computer in the Parish Council Office. Other records relating to the cemeteries are also stored in the Parish Council Office. It is not clear if the public are allowed to make searches in the register of burials, but the Council offers a grave search service for £20.00

Legal requirements – Article 12 of LACO places a duty on burial authorities to store so as to preserve them from loss or damage the following registers, records and plans:

the plan maintained under Article 9(1);

the records maintained under article Article 9(2);

the register of burials maintained under article Article 11(1);

any register of burials in the cemetery maintained before the coming into operation of this order;

the record of disinterments maintained under Article 11(9)

the register maintained under Schedule 2 Part 2 Paragraph 2 (*the Register of Grants/Purchased Graves*)

the registers described in paragraph 2(b) of the said Part 2; (*This relates to any registers maintained by a predecessor of the authority and transferred to the authority by order made under section 254 of the Local Government Act 1972*).

Article 12 also places the registers, records and plans in the charge of the officer appointed by the authority for that purpose.

Article 11 states that the register of burials and disinterments shall at all reasonable times be available for consultation by any person free of charge. It goes on to say that the burial authority may charge such fees as they think proper for making a search and for providing certified copies or entries in the registers.

Discussion – it is vital that all registers are maintained securely so that they are not either accidentally damaged or destroyed, or subject to theft. It would be impossible to administer the cemetery without the registers, therefore their secure storage should be a priority. In terms of computer systems, regular back-ups must be made and kept securely, ideally off site.

The registers should be made available for inspection by members of the public at reasonable times, which would be when the Parish Council offices are open.

Recommendations –

- Ensure that registers, records and plans are stored securely so that they can't be damaged or stolen.
- Ensure that computers are backed up regularly, and that the back-up is held in a separate location to the computer.

1.2.5 Cemetery administration

Procedure in Hamble le Rice – burial and grave registers are a mix of paper and computerized records. Historically the legal requirements of keeping records were not always complied with, hence there are gaps in information for some periods. This may lead to some issue when families request a burial in an existing grave, as it may not be possible to confirm ownership.

Legal requirements – subject to the recommendations in the individual register sections above, legal requirements are being fulfilled.

Discussion – there are now several computer-based cemetery administration systems available. Such systems cut down on workload as data only needs to be entered once, removing the need to input into several different registers. Once the data is inputted, all legal requirements for registers are complied with, as it is possible for the system to

produce a register of graves, a register of purchased graves and a register of burials, all of which will be fully compliant with the provisions of LACO.

The administration systems can also be linked to computerised mapping, making grave searches easier to undertake. Computerised maps also allow easy identification of graves of different types, eg ones that have been pre-purchased but not used yet; ones that have not been purchased or used and are therefore available; ones that only contain one burial but have depth for two, etc.

The systems can also include other functions, such as invoicing, memorial management, and report generation.

The installation of a computer-based system will require a period of administration time to enter historic data, but once it is entered systems will be more streamlined and time will be saved.

The streamlining of the administration systems should also make it easier to find out where the historical issues of poor data recording are likely to occur. It may then be possible to sort out issues ahead of need. If this is not possible, each case will need to be considered on its merits as and when a situation arises.

Recommendations –

- Consider the installation of a computer-based administration system – details of relevant suppliers can be provided.
- Identify likely issues before they occur.
- Deal with any issues on a case by case basis as they occur – ICCM will be pleased to give advice as and when required.

1.2.6 Forms

Procedure in Hamble le Rice – the following forms have been produced by the Parish Council and are in regular use:

Application for burial in St Andrew's Cemetery

Application for interment of ashes in St Andrew's Cemetery

Private Grave – Application for ownership

Private Grave – Application for joint ownership

Application for permission to erect a memorial or additional inscription in St Andrew's Cemetery

The forms are available to download from the Parish Council's website.

Legal requirements – LACO does not specify the requirements for any forms so burial authorities can produce their own subject to the needs to record certain information in burial and grave registers.

Discussion – The forms produced by Hamble le Rice Parish Council are fit for purpose.

Recommendations –

- Review forms periodically to ensure they remain fit for purpose.

2. Gravedigging

Procedure in Hamble le Rice – the funeral director making the arrangements for the burial are responsible for contracting a gravedigger. The gravedigger must give a minimum of 2 working days' notice when they will attend the cemetery. If the grave is a reopened one, the gravedigger must check the depth of the grave by test digging part of it at least 7 days prior to the proposed interment. The full grave should not be dug more than 48 hours prior to the interment. Shoring must be used, and the grave

must be secured once it has been opened. A member of the Parish Council's Grounds Team supervises the digging of the grave. The Parish Council produce a grave digging order, which includes a printout of the schematic plan showing the surrounding graves. Currently no Parish Council Officer attends the burial to check the nameplate on the coffin and to ensure that everything runs smoothly. Although not a legal requirement, it is considered best practice for a burial authority officer to be present at the burial.

Legal requirements – the only legal requirements in LACO relating to grave digging refer to the depth of the grave, ie six inches of undisturbed soil must be left on top of a previously buried coffin, and three feet of soil must be left between the top of the last coffin and the surrounding ground. The three feet of soil can be reduced to two feet if the soil is of suitable character.

Health and safety legislation applies to all operations in the cemetery, including grave digging. The Parish Council, as owners of the land, have overall responsibility for ensuring health and safety in the cemetery, but contractors also have a responsibility to ensure their own health and safety, as well as that of any visitors to the site.

The ICCM produce a Code of Safe Working Practice for Cemeteries, and provide accredited training for gravediggers. Although it is not a legal requirement for burial authorities to follow the Code or have the training, it is considered sector best practice and would help protect the authority in the event of an accident.

Discussion – it would appear that some of the contracted gravediggers may not be fully complying with the Parish Council's requirements, as it is not always possible for the Grounds Team to provide supervision. This could result in serious health and safety implications. Currently the gravedigger is responsible for locating the grave, but consideration could be given to a Council Officer marking the location, and it then being checked by the gravedigger prior to digging. An independent check by another Council Officer should be made prior to the funeral.

It is possible that some of the gravediggers that are used by the funeral directors are not suitably trained and qualified, and don't carry adequate public liability insurance. It

is worth checking with our insurance company what recommendations they have for the level of insurance required. You could consider contracting a gravedigger directly, thus putting you in control of your requirements. You could also consider training your Grounds Team staff, but you would then also need to purchase and store suitable equipment. Should they be willing, there is no reason that your Grounds Team can't dig graves for ashes.

Recommendations –

- Insist that any contractor, including gravediggers, who work in the Cemetery are adequately trained and qualified, and hold appropriate public liability insurance (your insurance company can tell you what a suitable amount would be).
- Consider a system of marking out the grave to be dug, and an independent check prior to the burial to ensure the grave is in the right place.
- Consider contracting a gravedigger directly without going through a funeral director. You could then ensure that all training, qualifications and insurances are in place, and have more control should any issues arise.
- Consider a Council Officer attending each burial to ensure the coffin nameplate is checked prior to the burial and that everything goes smoothly.

3. Memorials

Procedure in Hamble le Rice – the Parish Council has produced regulations relating to the types of memorial allowed on full and ashes graves. The regulations require memorial masons to be registered with BRAMM. No works can take place on memorials in the cemetery without the permission of the Parish Council. Council officers inspect memorials once they have been fixed to ensure they are on the correct grave and are compliant with regulations.

It is not clear if a safety audit of the memorials in the cemetery has been carried out.

Legal Requirements – there are no legal requirements relating to the size of memorials in cemeteries and burial authorities can make their own regulations. There is a duty under the Health and Safety at Work Act 1974 to ensure the health and safety of people working in or visiting the cemetery, therefore the memorials should be risk assessed on a regular basis.

Discussion – following several deaths and serious injuries from falling memorials in cemeteries in the 1980s and 1990s, the ICCM developed a Management of Memorials Policy and associated training to ensure that burial authorities meet their statutory duties to protect the health and safety of those working in or visiting cemeteries. A regular safety check of memorials is essential; the ICCM recommend that every memorial is checked at least once every five years, and that a record of the check is made.

Recommendations –

- Attend training on the management of memorials and instigate a regular safety audit of all memorials in the cemetery.

4. Regulations

Procedure in Hamble le Rice – the Parish Council produce regulations for St Andrew's Cemetery. The regulations are split between Burials and Interment of Ashes, and Memorials and Tablets.

Legal Requirements – Article 3.1 of LACO permits burial authorities to do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery. This means that a burial authority can set their own regulations, although they must comply with the provisions of LACO and any other relevant legislation, such as the Health and Safety at Work Act 1974 and the Equality Act 2010.

Discussion – the regulations currently in force in St Andrew’s Cemetery are legally compliant and generally reasonable. Regulations should be regularly reviewed to ensure they remain fit for purpose, and suitable for local conditions.

Recommendations –

- Review regulations on a regular basis to ensure they are fit for purpose.

5. Cemetery Maintenance

Procedure in Hamble le Rice – the Parish Council’s policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery is managed on a naturalistic basis in some areas, which means the grass is mown infrequently.

Legal Requirements – there are no legal requirements relating to the maintenance of a cemetery, other than Article 4.1 of LACO that requires a burial authority to keep their cemetery in good order and repair. There is no definition, however, of what constitutes good order and repair.

Discussion – the cemetery appears well maintained and cared for, and the addition of naturalistic areas to support biodiversity is to be applauded. It is important that areas that are not mown frequently are marked in some way to show that they are not just neglected – there is a Blue Heart scheme run by Rewilding Britain Garden by Garden that is becoming increasingly recognised, or signs indicating wildlife areas can be purchased from a number of sources. Signage will help to combat complaints about the cemetery being overgrown.

Recommendations –

- Signage in the areas left unmown is recommended to explain the Parish Council’s strategy and reduce the number of complaints.

6. Website

Procedure in Hamble le Rice – there is good information on the Hamble le Rice website relating to the Cemetery procedures, including the ability to download relevant forms, copies of the relevant regulations and the current fees.

Legal requirements – there are no legal requirements relating to websites for cemeteries. It is good practice, however, to have information available online.

Discussion – good information that is accessible online is very important. The information on the Hamble le Rice website is useful and covers most of the information that bereaved people and other visitors may want to know. It could be enhanced with a brief history of the site, and an address including the post code that is easily accessible from the 'Arrange a burial or memorial' page.

Recommendations –

- Include the address of St Andrew's Cemetery on the relevant website page.

Appendix 1: Form 18

The following declaration that is contained within the 1926 Act mentioned below may be legally completed by a Funeral Director or Applicant that forgets to bring the Registrar's Disposal Cert / Coroner's Order at the time of the burial. (If you have any doubts a quick call to the appropriate Registrar of Births & Deaths to confirm that registration of the death has taken place). On completion of the following declaration the burial can take place with the Funeral Director or Applicant making arrangements to deliver the original as soon as possible after the burial.

..... Council

.....Cemetery

Births and Deaths Registration Act 1926, Section 1(1)

I

of

in pursuance of the Births and Deaths Registration Act, 1926, declare:-

(1). That I am the person procuring the burial of the body of

.....

who died at

on the 20.....;

(2). That a Registrar's Certificate* / Coroner's Order* authorising the burial was issued by the

Registrar* / Coroner* (name)

**Delete those inappropriate*

at to

living at on 20.....; and

(3). That the reason why the said document cannot be delivered before burial is that

.....

.....

.....

I make this declaration, believing the same to be true,

Signature of Declarant

Date 20.....

HAMBLE PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE – SEPTEMBER 2019
CEMETERY AUDIT REPORT

The Report is attached for your consideration

ADMINISTRATION RECOMMENDATIONS

Email date and time of the burial to funeral directors once agreed	Agreed	Normally we agreed the date and time proposed by the funeral director or family. However, dates provisional or otherwise are not agreed until we have received a completed application form.
Keep Form 18 available in case of non-delivery of Green Form or Coroners Order for Burial	Agreed	

RECORD KEEPING

Consider having the cemetery properly mapped to show the actual location of each grave rather than relying on a schematic		Costs and benefits will be researched and presented at a later date.
Take great care when locating a grave for opening or for the placing of a memorial – independent checks by different officers are recommended.	Noted	Thorough checks are made. The grave location is checked visually by the Deputy Clerk and then a member of the Grounds Team before any works take place
Introduce a register of graves to ensure compliance with Article 9.2 of LACO	Agreed	All of the Officers attended ICCM training and none realised our record keeping was insufficient. A register of graves will be created.

REGISTER OF PURCHASED GRAVES

<p>To ensure legal compliance with Part II of Schedule 2 of LACO, the following headings should be added to the Register of Grant of Exclusive Right of Burial:</p> <ul style="list-style-type: none"> • Date of Grant • The consideration of the grant (ie the amount paid for the purchase of the exclusive right of burial) • The duration of the grant 	Agreed	Since the audit a lot of work has been done to improve the EROB Register – the only information missing is the consideration.
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HAMBLE PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE – SEPTEMBER 2019
CEMETERY AUDIT REPORT

<p>To ensure compliance with best practice, the following headings should be added to the Register of Grant of Exclusive Right of Burial:</p> <ul style="list-style-type: none"> • Depth of the grave • How many burials it was dug for • Consecrated or unconsecrated • Transfer of ownership 	Agreed	This information has been added to the Register since the audit except consecrated or unconsecrated – there have been no burials in the unconsecrated area of the cemetery.
--	--------	---

REGISTER OF BURIALS

Black ink must be used to record details in the written register of burials	Agreed	Until 2001 entries were written in various colours. Since 2001 only black ink has been used.
A register of disinterments is produced and entries recorded and cross-referenced in the register of burials in a colour distinguishable from black		HPC doesn't have a separate register for disinterments but there is no record that any have ever taken place.

STORAGE OF PLANS, RECORDS AND REGISTERS

Ensure that registers, records and plans are stored securely so that they can't be damaged or stolen.	Noted	Registers are kept in a filing drawer away from the public area
Ensure that computers are backed up regularly, and that the back-up is held in a separate location to the computer	Agreed	Confirmation of back up processes are awaited from the IT Supplier

CEMETERY ADMINISTRATION

Consider the installation of a computer-based administration system – details of relevant suppliers can be provided.		Costs and benefits will be researched and bought back at a later date.
Identify likely issues before they occur		

HAMBLE PARISH COUNCIL
ASSET MANAGEMENT COMMITTEE – SEPTEMBER 2019
CEMETERY AUDIT REPORT

Deal with any issues on a case by case basis as they occur	Agreed	The EROB has been reviewed and improved. Records are being reviewed and updated when enquiries are received or graves re-opened for additional burials.
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FORMS

Review forms periodically to ensure they remain fit for purpose.	Agreed	Reviewed documents being presented under another agenda item. All documents are reviewed at least annual or when an issue or change of practice arises.
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GRAVEDIGGING

Insist that any contractor, including gravediggers, who work in the Cemetery are adequately trained and qualified, and hold appropriate public liability insurance.	Agreed	We are asking contractors to provide proof of insurance. Stonemasons must be BRAMM registered Gravediggers are closely supervised to ensure shoring used and graves adequately secured once prepared.
Consider a system of marking out the grave to be dug, and an independent check prior to the burial to ensure the grave is in the right place	Agreed	Marking templates will be created as soon as possible.
Consider contracting a gravedigger directly without going through a funeral director. You could then ensure that all training, qualifications and insurances are in place, and have more control should any issues arise.	Please consider	Most of the work at the cemetery is now carried out by one gravedigger. Notes are now kept as part of the EROB register and all the application documents are retained.
Consider a Council Officer attending each burial to ensure the coffin nameplate is checked prior to the burial and that everything goes smoothly.	Please consider	Officers feel this is an unnecessary intrusion that families will feel unwarranted.

MEMORIALS

Attend training on the management of memorials and instigate a regular safety audit of all memorials in the cemetery.		Memorials will be visually inspected by the Grounds Team on a quarterly basis. Pressure tests carried out if appropriate and photographs taken of memorials giving cause for concern or failing the pressure test.
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HAMBLE PARISH COUNCIL
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CEMETERY AUDIT REPORT

REGULATIONS

Review regulations on a regular basis to ensure they are fit for purpose	Agreed	These are reviewed at least annual or more often in the event of an issue or change of practice.
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CEMETERY MAINTENANCE

Signage in the areas left unmown is recommend to explain the Parish Council's strategy and reduce the number of complaints	Agreed	Notices explaining the strategy will be placed in the unmown areas.
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WEBSITE

Include the address of St Andrew's Cemetery on the relevant website page.		
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**Hamble le Rice Parish Council
St Andrews Cemetery, Hamble le Rice
Guidance For Families**

We would first like to offer our sincere condolences for your sad loss.

It is probable that a funeral director will offer you 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.

If you have chosen to arrange the interment yourself, we can provide advice and support explaining the process and helping you to complete the application forms.

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

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.

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.

Grant of Exclusive Right of Burial

Exclusive right of Burial 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.

We would suggest that at least two family members act as Grant Holders, but no more than three.

There is further detailed information available on the Parish Council's website.

Grave ownership is complex and very important and if you have any queries you may find it helpful to meet with the Deputy Clerk.

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 working days in advance of the day of interment. Unless exceptional circumstances apply.

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 Parish Office at least five days before the interment takes place

Production of Grant or Deed required before re-opening

No grave for 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.

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 www.hambleparishcouncil.gov.uk

Memorials

Usually a burial plot is allowed to settle for up to 12 months before a headstone memorial can be installed.

Only BRAMM registered stone masons (www.bramm-uk.org/find-masons) who have proven adequate public liability insurance can carry out work 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 www.hambleparishcouncil.gov.uk

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.

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.

Please don't hesitate to contact the Deputy Clerk if you have any queries:
023 80453422 or deputyclerk@hamblepc.org.uk

You may find these websites and support groups helpful:

www.bereavementadvice.org/topics/the-funeral/

www.funeralguide.co.uk/help-resources

www.cruse.org.uk/get-help/helpline

www.butterfliesbereavement.co.uk

Hamble Bereavement Support Group
Fourth Wednesday of the month 2pm – 3pm
The Priory Centre, St Andrews Church, High Street, Hamble
Contact Heather Smith 02380 452988

Butterflies Bereavement Support Drop in and Chat
Tuesdays 10.30am - 12 noon
Mulberry & Thyme Restaurant, Hilliers Garden Centre, Woodhouse Lane,
Botley, Southampton SO30 2EZ
Tel 0788 9009393 or 023 81550066

**REGULATIONS IN RESPECT OF BURIALS AND INTERMENT OF ASHES AT
ST ANDREW'S CEMETERY, HAMBLE LE RICE**

The Parish Council's Policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery will be managed on a naturalistic basis, with grass mown infrequently in some areas.

It is intended that St Andrew's Cemetery is laid to grass as far as possible and should be kept free of anything that impedes the cutting of the grass. This means that kerbs, railings, bird baths and stone chippings are not permitted on or around grave or cremation plots.

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 Andrew's 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 at and visiting the cemetery.

Contractors will be asked to provide:

- 1. Health and Safety Policy and Risk Assessments relating to work in the cemetery to include risk assessments for:**
 - safe working with vehicles in public areas
 - working in confined spaces
 - winter weather awareness
 - dealing with bodily fluids and contaminants
 - working underground
 - safe fixing of structures
- 2. Safe method of working statement for the specific task.**
- 3. Public Liability Insurance and, if applicable, Employers Liability Insurance**

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other relevant laws or statutes currently in force.

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 current rate before any further interment, memorial installation or additional inscription can be approved.

1 Applications Applications for burials and interment of ashes must be received at the Parish Office at least seven clear working days in advance of the day of interment, except for medical or religious reasons. The pre-purchase of a grave or cremation plot is not permitted. Graves and ashes plots will be allocated in sequence by the Parish Council.

Existing memorials must not be removed without prior agreement and written permission of 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 five 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. 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 working days before the interment takes place.

3. 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 on the Hamble Parish Council website: hambleparishcouncil.gov.uk.

Hamble le Rice Parish Council

All fees must be paid by bank transfer and received by the Clerk at least five clear working days in advance of the day of interment.

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 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 up to a further period of 20 years with the agreement of the Parish Council and upon payment of the prevailing fee at that time. Further information on Rights and legal processes applicable to Exclusive Right of Burial is available on www.hambleparishcouncil.gov.uk.

Due to the very limited space remaining at the cemetery the Council reserves the right to permit further burials 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 the interment and the body to be buried will not be connected in any way with the previous interment.

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.

5. Digging of Graves & Cremation Plots The Parish Council does not arrange for graves to be dug. Grave diggers must not carry out any works until a date and time has been agreed with the Parish Council and proof of public liability and, if applicable employer's liability, insurance provided to the parish council in advance.

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.

No spoil must be deposited on an adjacent grave or plot any time. Graves and plots must be re-turfed at the conclusion of the interment. Mounds must be levelled after 12 months.

6a Interment in Graves For all graves:

- The minimum depth for all plots is double depth (7 feet).
- There must be at least 3 feet of earth between the surface of the surrounding ground and the top of the last coffin
- 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
- No human remains interred therein shall be disturbed
- No contaminated soil will be removed from a grave.
- Coffins shall be made of suitable biodegradable materials (excluding fittings) and no metal or other non-biodegradable coffins will be allowed.

6b Interment of Ashes In all cremation plots:

- There shall be at least two feet of earth between the surface of the ground and the ashes or top of the container.
- It is preferred that ashes are interred free of any casket or urns. Should a container be used it must be made of suitable biodegradable materials and no metal or other non-biodegradable caskets will be allowed.
- The specific position of ashes within the plot must be as approved by the Parish Office.

7. 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.

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

Hamble le Rice Parish Council

8. Memorials Only BRAMM registered stone masons who have provided a copy of adequate public liability insurance can carry out works in the cemetery. All memorials are subject to the Parish Council's Memorial Regulations. The Memorial Regulations and Table of Fees are available on hambleparishcouncil.gov.uk. Memorials must be made from natural materials.

Existing memorials must not be removed without prior written permission from the Parish Office.

Memorials will be inspected after installation and any memorial that does not comply with the regulations, the approved application or has been misrepresented must be removed immediately 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 plot 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.

9. 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. If the necessary remedial 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 works is not forthcoming appropriate action will be taken.

10. Grave/Cremation Plot Enclosures Memorials must be placed in the position determined by the Parish Council. No form of grave/cremation plot enclosure is allowed. This includes railings, chains, wooden edging of any description, earth edging and glass wreath cases. The Council reserves the right to remove any unauthorised items and hold them for collection by the owner within 14 days of notification and to then dispose of them.

11. Trees, Shrubs, and Artificial Flowers The planting of trees, shrubs and bushes is not permitted in the cemetery as these undermine memorials and make them unsafe. If any tree, plant or shrub is planted in any part of the Cemetery, it will be removed.

Wreaths and cut flowers may be laid directly on graves/cremation plots. Artificial flowers are not permitted, excepting Remembrance Day poppies and Christmas Wreaths. The staff responsible for the maintenance of the cemetery may remove flowers that appear withered and may also remove objects not complying with these regulations.

Please remove dead flowers when tending a grave or ashes plot. Litter and compost bins are provided.

12 Personal Effects The cemetery is an area for quiet reflection for many people and objects such as balloons, plastic novelties or personal effects may cause upset or offence. Such items are discouraged and, after a period of three months from the date of burial, will be removed. Similarly, candles and any breakable objects particularly glass items, are not permitted due to safety risks to visitors and wildlife. Such items may be removed by the Parish Council and held for collection for 14 days before being disposed of.

If you have any queries or need further information please don't hesitate to contact the Parish Office on 023 80453422 or deputyclerk@hamblepc.org.uk.

Application forms and copies of all cemetery and memorial regulations are available on hambleparishcouncil.gov.uk

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.

APPLICATION FOR BURIAL IN ST ANDREW'S CEMETERY

No interment may take place unless notice of interment is received by the Clerk to the Council at least 7 working days prior to the date of interment.

1. Full Name of Deceased (including title)					
2. Last Permanent Address of Deceased					
3. Date of Death		4 Date of Birth		5 Sex	Male / Female
4. Place where Death Occurred					
5. Proposed date and time of Intended Burial					
6. Details of Grave Plot: Families or next of kin must be made aware of the potential to inter other members of the family in the same plot, subject to Exclusive Right of Burial being purchased. All new graves must be a minimum of double depth Re-opening: Name of person last interred Please send the original Certificate of Exclusive Right of Burial with this form.			Depth required: double / triple Row No		
7. Coffin dimensions in inches (coffins or caskets must be made of biodegradable materials)			Length Width Depth* * The maximum measurement from the bottom to the highest point of the coffin lid		
8. Name of Applicant / Funeral Directors Contact telephone number Email address					
9. Name of person arranging the funeral Telephone number Email address					
10. Grave Owner's permission for a depth test, re-opening of an existing grave and burial to take place			Name Signature.....		
FOR OFFICE USE ONLY: Burial Register No Purchase Register No			Exclusive Right of Burial: £ Interment Fee: £		

Hamble le Rice Parish Council

St Andrew's Cemetery interment fees with effect from 1st January 2019

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

	Burial Plot	Ashes plot
Child not exceeding 12 years	£150	£150
Body of person over 12 years	£250 £500	£150 £250

- Monuments may only be erected, installed **or maintained** with prior written authorisation of the Clerk to the Council. The current Memorial Regulations are available at hambleparishcouncil.gov.uk
- 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 memorial may be erected, nor tablet placed on an ashes plot, unless Exclusive Right of Burial is valid. (This applies to ashes plots or graves where historically Exclusive Right of Burial was not in place)
- Headstones are not permitted on ashes plots.

2. Interment Fee

		Interment fee	Total including. 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	£400 £500	£650 £1000
Cremated Remains:	Children up to twelve years of age	No charge	£150
	Persons over twelve years	£300	£450 £550

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

Headstone (burial plots only) installation and maintenance	£200 £400
Tablet (burial or ashes plot) installation and maintenance	£150 £200
Additional inscription	£100 £150

- 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 £50
Exhumation	At cost
Duplicate of EROB	£30
Assignment/Transfer of EROB	£50 £100
Searches in Burial Register	£20

- 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. 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.
- **We can only accept payment by bank transfer full details will be on our invoice. We cannot accept cheques or cash.**

If in rare or very exceptional cases burial or interment of a non-resident* is permitted by the Council a triple fee multiplier will apply in respect of: interment fees, Exclusive Right of Burial fee and memorial fees. This also applies to historical graves.

*as defined in the Burial Regulations.

The current Burial and Memorial Regulations are available from the Hamble Parish Council website hambleparishcouncil.gov.uk

NAMM & BRAMM Briefing

NAMM

Mission: To assist and support our member companies and promote their interests

NAMM is an overseer of the voluntary regulation of memorial masons and one of the major training providers to both the trade and burial authority personnel.

NAMM a Brief History. The Association was founded on 12th March 1907 by a group of memorial masons anxious to raise standards in the trade, and which has since that time has remained the driving force in all NAMM endeavours. since the Associations foundation.

As in any membership-based organisation, giving help and support to members whenever it can has always been high on NAMM's agenda.

Training members. From the early days NAMM laid on specialised seminars for members but in 1986 it took the very large step of becoming the managing agent for a City & Guilds validated training course devised by its Technical and Training Committee in conjunction with Bath College. This move resulted in the Department of Employment conferring upon it the status 'Approved Training Organisation'.

NAMM Training and Certification has achieved the highest accolade in way of City& Guilds Assured status which enable courses and content to be tailored to meet our specific trade

Joining NAMM

If you are a professional retail memorial mason with good business practices and the ability to work to high standards and the Association's Code of Working Practice, (free to view on the Home Page) then NAMM is the trade association for you whether as an individual (sole trader) or a company.

NAMM is the only organisation that represents all sides of the memorial masonry trade such as retail members, wholesalers, and various forms of associate memberships as listed below. Many Burial Authorities are corporate members of the association, it is this range of representation that enables genuine input and a working together for mutual benefit. NAMM has been around since 1907 so we are well known and respected across the board including with the general public.

Burial Authorities

Memorial stability and safety is a key area of concern for both Burial Authorities and NAMM.

NAMM recognises the responsibilities that all Burial Authorities have and is keen to work with and support the authorities to ensure that their burial grounds are safe areas for the public. With the creation of the Code of Working Practice and subsequently British Standard 8415-2018 NAMM has taken the lead on ensuring that masons are aware of the responsibility they have in creating safe cemeteries. By insisting that masons work to the Code of Working Practice and thereby ensuring that memorials are fixed to BS8415-2018 you can prove to insurance companies and legislative bodies that you are taking all reasonable steps to ensure public safety within your burial grounds.

NAMM is committed to ensuring the Association is involved in all aspects of the bereavement industry and keeps abreast with requirements for the future and to work in unison with Burial Authorities.

RQMF

About the RQMF

The Register of Qualified Memorial Fixers (RQMF) is an independent register administered by The National Association of Memorial Masons (NAMM) to a strict protocol. Inclusion onto the RQMF confirms those listed permit their details to be accessed by the relevant authorities via this on-line Register.

The RQMF allows Burial Authorities to confirm that those listed are appropriately qualified and have the required up to date insurance cover in place. All those listed on the RQMF must agree to work in compliance with the current NAMM Code of Working Practice and British Standard 8415 and provide a guarantee of conformity.

All RQMF registered fixers and Memorial Masonry Companies must sign an undertaking to abide by the decisions of an independent disciplinary committee formed to oversee any alleged breach of fixing standards made against them.

The RQMF is intended to work in support and partnership with all Burial Authorities and encourages constructive input to the RQMF performance and administration procedures via the RQMF Register / feedback form.

The Register will have an 'Overseeing Body' This will be made up of one non-NAMM fixer, one Burial Authority representative and an independent City & Guilds regulator who will meet when required with the RQMF Administrator.

The RQMF will provide easy access for confidential feedback from all Burial Authorities

The Register is supported by the National Association of Memorial Masons (NAMM) and the NAMM Code of Working Practice (BS 8415) The RQMF has direct access to qualified and experienced members of NAMM Technical Committee and NAMM Technical Advisers to ensure the register is fully compliant with all current legislation and in addition able to provide guidance on technical matters to all Burial Authorities.

More helpful information: <http://nammregister.org.uk/>

BRAMM

- To establish a recognised uniform standard of workmanship to meet the requirements of BS 8415 in all burial grounds throughout the UK.
- To promote BRAMM Accredited Businesses and Registered Fixers.
- To ensure all Businesses, Fixers and Burial Authorities on the BRAMM Register follow the current health and safety guidelines to protect both the public and their employees.
- To ensure that BRAMM businesses give a guarantee of the stability of their memorial.
- To ensure the Scheme will be effectively policed ensuring that acceptable standards of fixing are maintained.
- To encourage on-going training and education within the memorial masonry industry.
- To promote a closer working relationship between Memorial Masons and Burial Authorities.

Fixer Assessments

Please note that tests are for experienced fixers only and fixers wishing to undertake the test should have had a minimum of two years' experience.

Benefits for Churchyards and Local Authority Cemeteries

- ☑ All personnel responsible for managing a cemetery can use the BRAMM register.
- ☑ BRAMM is a FREE service to Churchyard Managers and Local Authority Cemetery Managers.
- ☑ A business can be checked to establish whether or not it is BRAMM registered.
- ☑ A BRAMM Registered Business will hold public liability insurance, employer's liability, insurance if necessary, appropriate risk assessments and method statements and will only use qualified fixer masons as indicated on the BRAMM web site.
- ☑ Technical queries will be answered.
- ☑ Memorials installed by a BRAMM registered business that do not meet BS8415 can be reported to the BRAMM Office to discuss appropriate actions to resolve the issues.
- ☑ Local authorities receive full support from the BRAMM Board.
- ☑ The BRAMM Board comprises of representatives from ICCM Corporate, FBCA, SLCC, Ecclesiastical Judges Association, CWGC and three Memorial Mason representatives.
- ☑ The BRAMM Administration Office and Managing Officer together with its Trainers and Assessors are there to assist cemetery managers

BRAMM's Aims & Objectives

- Churchyard Managers and Local Authority Cemetery Managers will be able to check that only qualified fixer masons work in their churchyards and cemeteries.
- To ensure the bereaved have memorials constructed to a safe standard ~ BS8415.
- Businesses registered with BRAMM will maintain the principals of working to BS8415.
- All registered fixer masons will be qualified to work to industry standards.

Benefits for the bereaved when using a BRAMM registered business

- A registered business will provide to BRAMM proof of Public liability insurance.
- The Business will agree to use only BRAMM registered fixer masons.
- The business will use only materials that comply with BS8415.
- Only a business meeting the above criteria can be registered with BRAMM.
- Only qualified fixer masons will install a memorial.
- All work carried out by a BRAMM registered fixer mason must comply with BS8415.
- Compliance with the performance requirements of BS8415 will ensure that memorials are constructed safely.
- The grave owner will be issued with a certificate of compliance ensuring the construction complies with BS8415.

Benefits for Churchyards and Local Authority Cemeteries

- All personnel responsible for managing a cemetery can use the BRAMM register.
- BRAMM is a FREE service to Churchyard Managers and Local Authority Cemetery Managers.
- A business can be checked to establish whether or not it is BRAMM registered.
- A BRAMM Registered Business will hold public liability insurance, employer's liability, insurance if necessary, appropriate risk assessments and method statements and will only use qualified fixer masons as indicated on the BRAMM web site.
- Technical queries will be answered.
- Memorials installed by a BRAMM registered business that do not meet BS8415 can be reported to the BRAMM Office to discuss appropriate actions to resolve the issues.
- Local authorities receive full support from the BRAMM Board.
- The BRAMM Board comprises of representatives from ICCM Corporate, FBCA, SLCC, Ecclesiastical Judges Association, CWGC and three Memorial Mason representatives.
- The BRAMM Administration Office and Managing Officer together with its Trainers and Assessors are there to assist cemetery managers.

Please remember this is a free service. All that is required is for Cemetery and Churchyard Managers to register with BRAMM and to work to BS8415:2018 ~ the National Industry Standard.

NATIONAL ASSOCIATION OF MEMORIAL MASONS

[Find a NAMM Member](#)[Learn More About NAMM](#)[Register of Qualified Memorial Fixers](#)

OUR ETHOS

The preservation and promotion of the memorial masonry craft and the raising of standards of service, workmanship and memorial fixing has since its formation in 1907 and subsequent incorporation, been the constant aim of The National Association of Memorial Masons.

Memorial Masonry is an age-old craft and the fundamental craft skills and trade knowledge are still relevant today, it is this intrinsic trade skill and in-house ability to produce memorials from scratch that defines the true memorial mason, and which is a requisite of NAMM retail membership.

Technology has changed the way businesses now operate with the development of equipment such as computers and machinery to assist the memorial mason produce their wares, and although memorials are now generally smaller and less ornate than those produced by our predecessors the essential craft skills and standards of service still remain and are paramount to NAMM membership.

OUR EVOLUTION

As the representative organisation for the memorial mason the association has over the years taken on new roles in addition to its main function as a trade association. NAMM is nationally recognised as the trusted consultative body on memorial masonry matters, is an overseer of the voluntary regulation of memorial masons and one of the major training providers to both the trade and burial authority personnel.

Standards such as the NAMM Code of Working Practice and memorial fixings test data have been accepted as the National Industry Standard since 1996 and incorporated into BS8415 since its conception 2005.

OUR MISSION

To assist and support our member companies and promote their interests.

To further the memorial masonry industry and work in close partnership with Burial Authorities to safeguard the welfare of the bereaved through the active promotion of high standards, wide choice, increased understanding and provision of trusted guidance in all matters relating to the supply of natural stone memorials.

About the RQMF

The Register of Qualified Memorial Fixers (RQMF) is an independent register administered by The National Association of Memorial Masons (NAMM) to a strict protocol.

Inclusion onto the RQMF confirms those listed permit their details to be accessed by the relevant authorities via this on-line Register.

The RQMF allows Burial Authorities to confirm that those listed are appropriately qualified and have the required up to date insurance cover in place. All those listed on the RQMF must agree to work in compliance with the current NAMM Code of Working Practice and British Standard 8415 and provide a guarantee of conformity.

All RQMF registered fixers and Memorial Masonry Companies must sign an undertaking to abide by the decisions of an independent disciplinary committee formed to oversee any alleged breach of fixing standards made against them.

Burial Authority access to the RQMF is free via an individual login, technical support and the monitoring of RQMF registered memorial fixers is also provided.

Burial Authorities Individual RQMF Login: To obtain an individual login contact details including a current email address must first be entered on the RQMF database, (NAMM Corporate Members will already have their details registered).

For those Burial Authorities who are not NAMM members please first use the Register / Feedback Form to enter your details onto the system, please allow 24hrs for these to be updated onto the system. Then when logging onto the RQMF for the first time the register will recognise your email and provide an individual login by return.

The RQMF is intended to work in support and partnership with all Burial Authorities and encourages constructive input to the RQMF performance and administration procedures via the RQMF [Register / feedback form](#).

R Q M F

REGISTER OF QUALIFIED MEMORIAL FIXERS

Administered by the National Association of Memorial Masons

RQMF Continuous Professional Development (CPD) The RQMF website provides Registered fixers with free online access to a dedicated Training and CPD Assessment portal from which CPD can be undertaken and certificates printed. Registered fixers records will be automatically updated and successful CPD participation accredited. Various forms of CPD will be available which must be completed every 2 years, other forms of CPD will include regular updates on the NAMM website and monthly magazine, plus the ability to instantly email all registered fixers any details of changes in working practices or procedures, confirmation from Burial Authorities as to amount quantity and standard of fixing will also be accepted, (BA CPD form available on website) If appropriate CPD is not undertaken or presented in the requested time frame it will be automatically flagged to the administrator who will contact the fixer concerned. CPD films and questionnaires provided on the NAMM website is available to all RQMF fixers and is City & Guilds Assured.

The RQMF will have an Administration Quality Performance Committee'

This will be made up of appropriately experienced personnel.

The Register will have an 'Overseeing Body' This will be made up of one non-NAMM fixer, one Burial Authority representative and an independent City & Guilds regulator who will meet when required with the RQMF Administrator.

The RQMF will provide easy access for confidential feedback from all Burial Authorities

The Register is supported by the National Association of Memorial Masons (NAMM) and the NAMM Code of Working Practice (BS 8415) The RQMF has direct access to qualified and experienced members of NAMM Technical Committee and NAMM Technical Advisers to ensure the register is fully compliant with all current legislation and in addition able to provide guidance on technical matters to all Burial Authorities.

All Burial authorities are provided free access to the Register of Qualified Memorial Fixers (RQMF).

All Burial Authorities possessing an RQMF login will have direct input to the RQMF Quality performance Committee and review panel through the RQMF feedback form which enables Burial Authorities to participate in the RQMF.

Recommendations:

1. Consider and recommend fee for 2020 for the Dinghy Storage Park (DSP)
2. Consider and agree revisions to DSP Terms & Conditions
3. Consider number of priority spaces to be set aside for mobility impaired users at the DSP
4. Accept recommended revisions to DSP application form
5. Agree to install a new more secure and robust gate at the DSP
6. Install a barrier to stop members of the public and unauthorised vehicles driving along footpath 15.
 - a. Toilets
 - b. Dinghy Storage Park:
 - i. Terms and Conditions
 - ii. Working Group Terms of Reference
 - iii. Work Programme
 - iv. Fees
 - v. Allocations
 - vi. Priority Spaces
 - c. Footpath 15 & Barrier
 - d. Beach Hut Bins
 - e. Sin Bin and Hamble River Sailing Club Proposals
 - f. Lifeboat Slipway
 - g. Update on Bench Replacements at the Southern and Northern Quays
 - h. Beach Hut Bin Store
 - i. Landscaping in Area of Circular Bench

Over the summer various issues arose at the Foreshore which are summarised below:

a) Toilets

Over the summer there have been several problems with the WC facilities at the HLB. Problems include:

- a. There have been several incidents of damage over the summer:
- b. Flush rod pushed through the wall
- c. Toilet deliberately blocked
- d. Tap button broken and left running
- e. Several times the sinks blocked with sand and mud
- f. Key broken off in the lock of the disabled toilet door
- g. Rough sleeper occupying the disabled toilet

The Grounds Team have managed to fix most of the issues and the affected toilets have returned to service within a couple of days.

A notice will be put up outside the toilets advising visitors there is a tap in the Dinghy Park to wash off sand and mud.

The design of the toilets is such that the elements needing replacement are concealed and have taken time to access and repair. Spares are not standardised and water supplies do

not have isolators valves on them. Isolation valves are being installed but the design of the facilities will create long term maintenance issues.

There have also been problems the cleaning contractor. Several other companies have been asked to quote for the work. The contract will be cancelled and a new contractor appointed at short notice if necessary.

Lastly the Harbour Master has requested a meeting to discuss the commissioning of the showers. An excerpt from the minutes from the Harbour Management Committee of the 7th June 2019 show the following:

"Minutes:

The Board received and noted the draft minutes of the River Hamble Harbour Management Committee meeting held on 7 June 2019.

Matters arising:

The Board queried any progress with the Hamble Lifeboat station shower facilities and how their £70,000 contribution, made in the financial year 2015/16, had been utilised. It was reported, from both the Hamble Lifeboat and from Hamble Parish Council, who had jointly agreed to progress the building of the new lifeboat station, that no progress had been made to date with installing new, accessible shower facilities. It was agreed that the Chairman would formally write to the Hamble Lifeboat and to the Parish Council, on behalf of the Board, to seek an explanation."

Can Members advise on how they wish to proceed especially in the light of the inaccurate minute?

b) Dinghy Storage Park

Revised Terms and Conditions

Suggested revisions are marked in red for your consideration.

Change to condition 2.8 is a recommendation from the DSP WG members.

Working Group Terms of Reference

These are attached to be agreed.

Work Programme

To follow.

Fee for 2020

The fee for 2019 was set at £3 per week or £156 per annum.

The Committee is asked to set the fee for next year (2020,).

Examples for your consideration:

	Total Annual increase	Annual cost	Weekly cost
Remain the same	£0	£156	£3
Retail Price Index July 2019 = 2.8%	£4.30	£160	£3.07
Consumer Price Index June 2019 = 2.1%	£3.27	£159.12*	£3.06
5p per week	£2.60	£158.60	£3.05
10p per week	£5.20	£161.20	£3.10
15p pe week	£7.80	£163.80	£3.15
20p per week	£10.40	£166.40	£3.20
25p per week	£13.00	£169.00	£3.25
30p per week	£15.60	£171.60	£3.30

***Rounded figure**

Priority Spaces

Many more applications for priority spaces close to the slipway were received than expected last year. The Committee is asked to consider how many spaces to set aside for mobility impaired users and the assessment process. (Condition 2.6)

DSP Application form

Dependent on revisions to the Terms and Conditions only minor amendments to the DSP application form are recommended.

Dinghy Storage Park Gate

The Clerk was assured that none of the Parish Council's estate or assets would be involved in a recent HRSC event. A screen print of the webpage inviting boat owners to participate and the 'Dinghy Plan' are attached. The Plan gives instructions for participants including various HPC assets:

- Dinghy Park
- Southern Slipway
- Northern Slipway
- Grass by the round feature seat

The Committee is asked to consider the installation of a more secure and robust gate to make the area more secure. The current barrier is easily breached and does not protect or enhance this high-profile asset. The gate could be utilitarian or bespoke with location themed decoration.



Some examples from local manufacturers:

www.stokersgate.co.uk

www.hampshireblacksmith.co.uk/hampshire1iron_gates.html

www.thelocalwroughtironcompany.co.uk/pricing-gosport

c) Footpath 15

Frequent issues including driving at dangerous speeds and without due regard for pedestrians have been witnessed by members of the public and staff. On 1st August staff visiting the area over 20 minutes witnessed:

- Three cars, lost members of the public, driving along the footpath and then reversing back.
- One car started to drive along but stopped to ask if there was a car park at the end.
- Two vehicles drove in to the Dinghy Storage Park itself, which was very busy with children preparing dinghies, both cars were stopped by the sailing instructor.

At least two of the drivers exiting the footpath junction couldn't get around the sharp bend to go up the hill and had to reverse again to manoeuvre around the bend

The Officer was advised by a witness that the previous evening a car had reversed at very high speed the full length of the footpath

There is signage stating it's 'access only' but it's obviously not being seen and/or drivers are ignoring it.



New notices advising drivers to give way to pedestrians have been commissioned by HPC. However, lost drivers are still likely to enter the footpath and then travel along looking for somewhere to turn around so the signs don't seem to be the most practical solution. Equally lost drivers must feel confused and then frustrated when they realise they've missed the car park and must drive around the one-way system again.

During the Annual H&S Inspection the consultant was asked to provide advice on the situation. Pink Ferry owner joined the discussion and suggested a meeting with the key stakeholders to consider various options. In addition to the signage this is recommended as a next step.

d) Beach Hut Bins

At the last meeting the Clerk highlighted the discussions that had taken place with the Beach Hut Café owner regarding the relocation of the bins behind the café on the foreshore. Since then the Beach Hut have confirmed that they no longer wish to locate the bins there due to

the impact of smells and bees/wasps. In the light of this HPC need to decide whether they still wish to move the bins and if so an alternative location. Given the previous discussions the only alternative other location would be near to the electric substation adjoining HLB.

e) Sin Bin

There has been no further update on HRSC proposals for the Sin Bin. At the last meeting an email from the Commodore was included in the papers requesting the use of an alternative location – the concrete hardstanding next to HLB. Although a number of issues were discussed this was not formally considered and a response is needed to advance discussions on the Sin Bin.

f) Hamble Lifeboat Slipway

On signing the legal documents I requested confirmation that the slipway was in good order. As we know it is not and HLB have been fund raising to do the necessary works. They have made an initial approach and have asked some advice about allowing access for contractors vehicles to undertake the works. A meeting is planned and when more detailed proposals are available they will be brought back to the committee. Access will be needed either via the DPSP or the Car Park.

g) Bench Replacement at Southern Quay

The specification has been drafted, circulated to the Working Group + Cllr Thompson and their comments incorporated. A final draft of the specification will be recirculated to the working group ahead of it being posted on Contract Finder in September. The PID will need updating to reflect this.

Notices have been posted on benches where an address for the original donors cannot be found. It is recommended that they remain in place for a 2 month period.

Of those that have been contacted a number have requested that the current plaques be relocated to the new equipment or an equivalent to mark their contribution to the life of the village.

A number of business donors have replied positively but are asking for detailed costs before formally committing. It is recommended that once the shortlist of contractors is available that contact is made once again and a menu of costs proposed.

While work was taking place on these benches more detailed inspections took place on the remaining benches at the Northern Quay, the grassed area and the space outside of the RSYC (16 in total). In the latter case although the land does not belong to us the benches were placed there by the parish. These benches comprise of thin struts fixed by wrought iron ends with a central brace. A significant number of the struts had rotted in the ends resulting in movement. This in turn presents a pinch risk for users. The grounds team replaced ahead of the holiday, a significant number of these struts. This indicates that these benches are reaching the end of their life and plans should be put in place to deal with them. Attached is a quote for 10 replacements sets totalling £10,930 inc vat and carriage.

i. Landscaping of the circular bench

This issue was discussed at the Council meeting in July to give the Committee a steer on the way forward. Unfortunately, the discussion focused on the issues linked to the footpath and potential safety issues there. No resolution was agreed.

In the interim the Hamble Conservation Volunteers who undertook some work earlier in the year on the bench have highlighted significant maintenance issues with the bench. Common sense suggests these should be resolved first before embarking on further planting. It is recommended that a skilled carpenter with experience in repair work is invited to undertake a survey of the bench with a potential list of works and costs.

Health & Safety

The Clerk was assured by HRSC that none of the Parish Council's estate or assets would be involved in the Sail Past event apart from use by spectators. A copy of the webpage inviting boat owners to participate and the 'Dinghy Plan' are attached. The Plan gives instructions for participants including various HPC assets:

- Dinghy Park
- Southern Slipway
- Northern Slipway
- Grass by the round feature seat

Late afternoon on the day of the event the BBC contacted the Parish Office asking for the bollard to be unlocked so outside broadcast vehicles could access the Southern Quay area.

As the Southern Quay is a pedestrian only area and very busy with members of the public the BBC was asked to provide a risk assessment and proof of public liability insurance. Some standard BBC documents were offered but the risk assessments related to the safety of journalists/BBC staff and not the specific management of the risks to members of the public.

During one of the telephone conversations it was established that the BBC vehicle had already accessed the Southern Quay without authorisation from the Parish Council. The next day it came to light that an ITV outside broadcast van and a car were there too.

After lengthy discussions with the BBC practical risk management actions were stipulated by HPC:

- Whilst the vehicle was driven on the pedestrian only Southern Quay a member of the BBC team would act as Banksman to ensure the safety of pedestrians.
- The vehicle would be limited to 5mph whilst driving along the pedestrian priority lane next to the Dinghy Storage Park.

Upon investigation it was found that the Parish council lock placed on the bollard had been removed and replaced with a different padlock, the keys were held by HRSC who unlocked the bollard for the television companies to access the area. This lock has now been cut off by the groundstaff and replaced with a lock whose keys are only held by the groundstaff. This lock will be replaced with a number coded lock.

Appendices

- 1. Recommended DSP Terms & Conditions**
- 2. HRSC Centenary Sail Past Documentation**

Hamble le Rice Parish Council

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

The Foreshore is a valuable public open space and an asset belonging to the whole community. The Foreshore provides public access to the water and is valued by the whole community. It also provides storage for over 200+ boats providing quick and easy access to the water via a public slipway and wash off facilities through an on-site water tap. At certain times of the year there will be large numbers of people in the area and these terms and conditions are designed to ensure that everyone can enjoy the space safely.

General

- 1.1 A plan of the dinghy storage park is available on the Parish website.
- 1.2 Only boats with a valid permit sticker **clearly displayed on its transom** can use the dinghy storage park.
- 1.3 Dinghies are stored at their owners' own risk and HPC will not be responsible for any loss and damage, however it may occur.
- 1.4 Only vehicles authorised by the parish office are allowed in to the dinghy storage park.
- 1.5 Access to the dinghy storage park is via a lockable barrier. A key is available on payment of a refundable deposit of £20 as long as it is returned within 48 hours of issue.
- 1.6 Boats or equipment will only be moved by Hamble Parish Council staff for safety reasons or to manage a contravention of the terms and conditions.
- 1.7 Please help to protect the local environment and biodiversity by not using anti-fouling or other substances which may contaminate either land or water. Helpful information about best practice is available from the RYA at www.thegreenblue.org.uk/Boat-Users. Potential or actual contamination of the foreshore will be treated as a serious contravention and the Council reserves the right to cancel a permit with immediate effect.

Allocation Process

- 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). Trailers or trolleys should not exceed the overall boat length by more than half a metre. Boats with a fixed keel, cabin or inboard engine are not permitted.
- 2.2 Complete and return the dinghy storage park application form from the parish website. www.hambleparish.gov.uk
- 2.3 Up to 3 spaces per household 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 residents requesting fourth or fifth permits

- 2.4 Applicants who have caused or permitted serious or persistent contraventions during the previous 12 months (serious includes impounded boats or failing to pay levied fines) will only be considered when all of the above have been allocated spaces.
- 2.5 Spaces are allocated on the basis of size. The allocation of spaces may change each year.
- 2.6 If a specific space is needed due to mobility issues please contact the office. You may be asked to provide a letter from your doctor to support your request.
- 2.7 All users will be asked to provide a digital photo of their boat once the sticker is attached and the boat has been moved to its correct space.
- 2.8 Applications from commercial users will not be accepted. The dinghy storage park is for recreational users only.

Conditions of Use

- 3.1 Ensure your boat, trailers and associated equipment is totally contained within your space; not your neighbour's!
- 3.2 Remember that the dinghy storage park is a public area so keep the walkways free of obstructions and in a clean and tidy condition for everyone to enjoy.
- 3.3 Permit stickers enable Hamble Parish Hamble Parish Council to identify boat owners in an emergency and must be clearly displayed on the transom. Please ensure the permit stickers are in a visible position and not obscured by boat covers.
- 3.4 Permits are not transferable between boats or owners.
- 3.5 All boats must be insured by the permit holder for Public Liability.
- 3.6 When not in use the boat should have its mast stepped back unless it can be stored within the length of the dinghy. Please also remove drain plugs to immobilise the boat and so it doesn't fill with water making it difficult to move in an emergency.
- 3.7 As boats may need to be moved in an emergency so make sure that trolley/trailer tyres and wheels are in a serviceable condition.
- 3.8 The cost of water use is reflected in the cost of the annual charge – so save water and save money.
- 3.9 It is essential you keep your contact details up to date so we can contact you in an emergency.

Enforcement

Hamble Parish Council has consulted users of the dinghy park on these terms and conditions. Where people are either ignoring the conditions or are not authorised to be there the Council will take all reasonable steps to resolve the situation but will use a combination of fines and removals. These are designed to achieve a speedy end to any breaches.

- 4.1 Only boats **displaying** an authorised permit sticker are permitted in the dinghy storage park. If a sticker is not displayed it is assumed that the boat is not authorised to be there.
- 4.2 Boats and trailers will be subject to periodic inspections to ensure these terms and conditions are being complied with.
- 4.3 If a contravention is found the following measures will be taken:
 - (i) the owner 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 storage park and a supplementary storage fee of £50 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.
 - (v) If the boat has not been claimed after 6 weeks in storage and the outstanding fee paid in full then arrangements will be made for its disposal.
- 4.4 Where a boat has been impounded and the storage fee paid the boat owner must contact the Council to arrange collection of the boat. Failure to collect a boat within 10 days will result in the reinstatement of the steps above.
- 4.5 The Council reserves the right to refuse to issue a further permit where any of the following apply:
 - Money/fines remain outstanding
 - Damage or misuse to the dinghy storage park, tap, Foreshore, slipway or other Council facilities including the toilets
 - Abuse or threatening behavior to other dinghy storage park users or members of Hamble Parish Council (staff and or Councillors)
- 4.6 A person who places an unauthorised boat in the dinghy storage park or obtains a permit by misrepresentation will not be considered for a permit for 5 years from the date of the Hamble Parish Council's formal decision.

Charges

Dinghy storage park permit: £3 per week payable as a one-off bank transfer of £156.
Minimum fee of £78 applies

Replacement of permits: £10

HRSC Centenary Sail Past

Dinghy plan

Launching: 15:00 – 16:00

- Boats to be prepared (rigged, on trolleys, in order in dinghy park – all safety boats (Jaffas and RIBs) launched and on south wall) from 15:00 – 16:00
- All Dinghies except Foxers to be launched by Beach Master / beach team on southern slipway.
- Foxers to be launched on northern slipway
- All club trolleys will need to be labelled and colour coded (Spare tags and cable ties for private trolleys – given out at registration??)
- Paddle boarders to mass on the grass by the round seat and launch from the northern beach

Briefing: 15:00 – 16:00

Briefing in the club to confirm overall plan, roles, lead boats, sailing order etc

Marshall ribs will carry HYS flags – one at Pile 1, one at split at start of secondary channel, one at dispersal area, one to check parade area

Muster - Boats to be off the slipway by 17:00

Assumption – prevailing South Westerly breeze (boats sailing will be 'running' with the wind, risk of gybes)

- Muster area for Foxers to be the southern end of 'Foxyer Bay'
- Muster area for Club Oppies, private Optimists, Teras, Picos, Fevas, Visions and Mirrors to be the lagoon directly south of the club (north of Hamble Point Marina)
- Paddleboards to muster in the shallower water just to the south of the club house
- Pre rigged Oppie occupants to be brought out from the South green wall by Jaffa 1 and Jaffa 2 and placed on board. Crew of Jaffa 1 and Jaffa 2 to erect masts and bunting Jaffa 1 and Jaffa 2 to lift anchors and create their tow
- Oppies and Teras that can be sailed well, should join the 'snake' of 'follow my leader behind Jaffa 3
- 8 picos & 2 lasers to be sailed by MoB and Wow - to form their own snake behind a lead boat).
- 3 Fevas, 2 Visions and club mirrors plus private mirrors to be sailed by Cadet
- Additional RIB to lead/act as safety boat (Nicholson)

Order of Parade (17:30)

- Parade to be led by Obsession and moves up river in the main channel.
- Jaffa 1 and Jaffa 2 fall in-line with their tows, leaving the lagoon and entering the main channel by point 'A' on diagram
- Other Oppies, Topper, private Optimists and Teras to follow on behind Jaffa 3
- Picos and Lasers
- Fevas, Visions, Club Mirror and private Mirrors
- Paddleboarders
- Foxers to join at point 'A' (see map) but from the Warsash side of the river.
- All boats proceed to point 'B' (See Map) – Jaffa 1 and Jaffa 2, with their tows, leave the main channel to port and return to the slipway.
- All other boats leave the main channel to starboard, in to the northern end of 'Foxyer Bay' – from there, they are free to sail on the far side of the river (all of Foxyer bay) and only to return to the slipway once the rest (larger yachts) have sailed by (i.e no crossing the main channel)

Alternate wind direction /strengths

Assumption – Northerly breeze

Muster point to be northern end of 'Foxer bay', Foxers to be at southern end of bay. Paddleboarders to be in area north of café, south of town quay.

Boat order as above – enter main channel at point 'B', proceed south and leave channel at point A in to lagoon. Boats can make their way back to slipway, via 'inner' channel, at any time

Assumption - No Wind

All boats to have painters with snap shackles and stern towing 'loops'

- Oppies already planned to be under tow (Jaffa 1 and Jaffa 2)
- Oppies and Teras to be formed in to tows on launching (max 6 in tow) (Jaffa 3 & Nemo)
- 1 Vision and 3 Fevas (Nicholson)
- 1 Vision and 3 Mirrors (Legacy)
- 4 Picos (Malcolm D)
- 2 Lasers & 1 topper (???)
- 4 Picos (???)
- Foxers (???)

Assumption - Too much wind

If over 20knts of wind – cancel dinghies from any sail past

If 12 – 19knts – Oppies to sails without spits; Teras, Picos, topper to sails with 2 roll reefs. Fevas and Visions to reef, Mirrors ??

18:45

Boats return to southern slipway. Foxers return to northern slipway

Trolleys labelled and stacked by boat type

Club Boats and helms

14 Oppies – Alex Saunders-5215, Harvey Marchbank, Ellie Duckworth, Freddie Dencher, Thomas Austin, Freddie Dencher-2780

6 Teras

8 Picos – James Brooks

2 lasers

3 Fevas – Kerry Marchbank,

2 Visions – Paul Rigby, Rob Pickering

1 Mirror – Emma Duckworth

1 Topper

2 Canoes

6 Paddleboards–Elizabeth Smith, Sue Mongey, Charlotte Patrick, Philip Hastings, Lucy Lewis, Carole Gould

Foxers – Richard Thoms-84, Ian Southworth-34, Peter Tanner-75, Ray Nash-21, Mark Duckworth-108

Wayfarer - Martin Banbury-8983

Laser – Paul Veal-138062, Sarah Hughes-91526, Paul Austin-56565

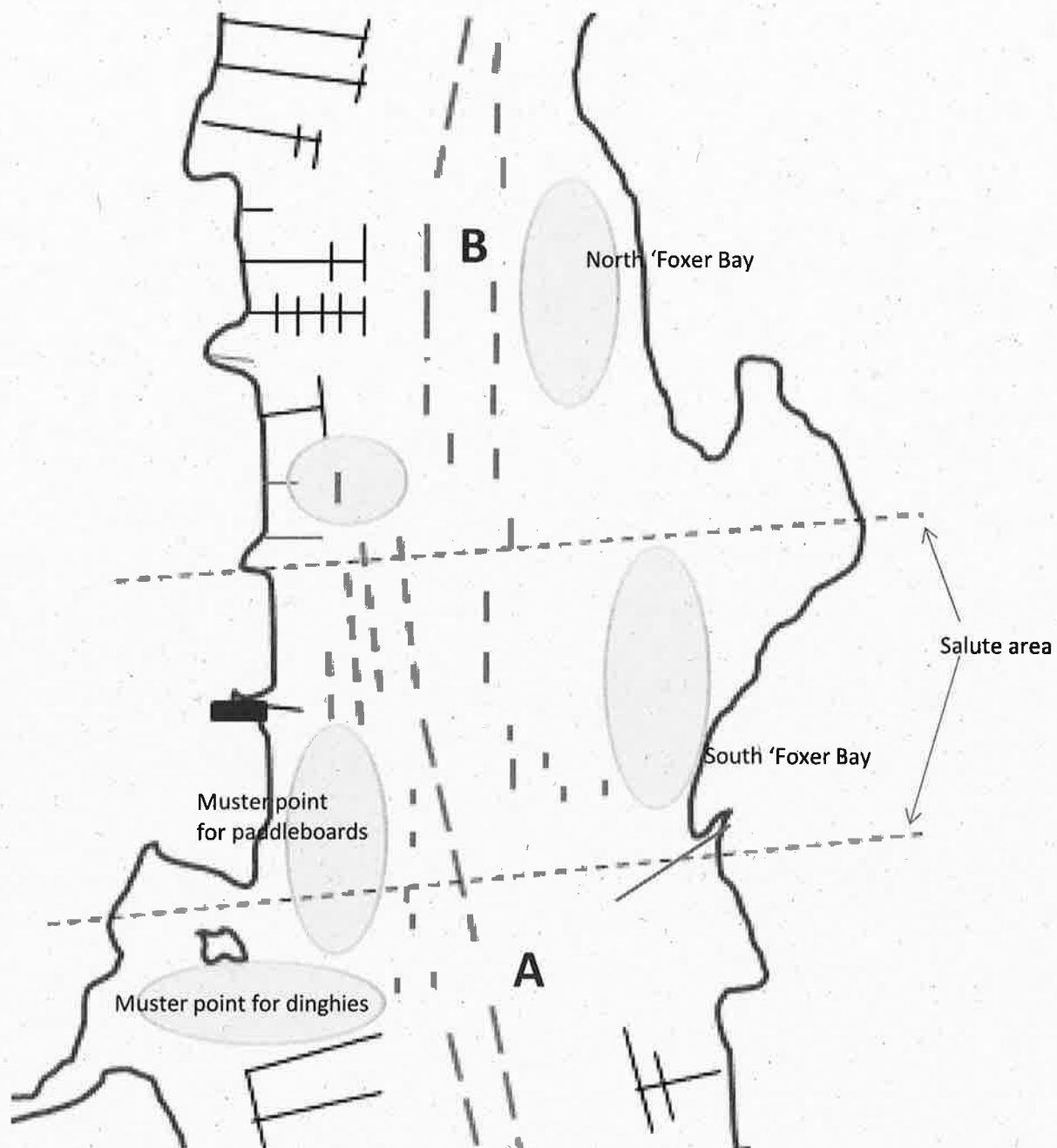
Sculling Dinghy-- Jamie Wilkinson

Mirror - Tony Dencher-46395

Jaffa 1 – Alice Ryan

Jaffa 2 – Sam Spencer

Marshal Ribs - Dillwyn David, Serena &Paul Howard, John Best, Tim Harrison



Asset Management Committee

3rd September 2019

Events on the Foreshore – Working Group

Recommendation: To set up a working group to review the current working practice around working on or the use and hire of our facilities with a view to producing updated guidance by the end of October 2019

The Council's assets are regularly used by the community. Efforts to regulate the use of our assets and put them on a more formal footing have taken place over the last few years although these have focused more on the Foreshore and Donkey Derby Field.

The following list of assets see regular use either officially or unofficially:

- Foreshore
- Foreshore Car park
- Donkey Derby Field
- Playing Fields at RUP and Mount Pleasant
- RUP Committee Room
- Cemetery

The Working Group should address the following along with any related pertinent issues.

Key issues:

Use of the Foreshore for events such as the Food Market, River Raid and Brocante attract a range of providers. Are there any activities that we wish to restrict using the space?

Should we better regulate organised events that take place on the Foreshore that are not authorised? If so how?

Our playing fields are being used in the evening and at the weekend by groups and clubs for training without authorisation and without access to facilities such as toilets. Are we willing to tolerate this?

Third party contractors such as grave diggers are coming to our sites – what level of checks are we expected to make ourselves and what responsibility should sit with the undertakers?

We now require more information and a deposit for the use of the DDF – have we got the balance right? Could we allocate more days? Is the size of the deposit reasonable?

We have over the summer requested a deposit for the use of RUP following damage to a window. The deposit is £50.00. Is this the correct level?

People using College Playing Fields for organised events such as work team building days or work BBQs are now being asked for basic event information to ensure that BBQ for example are being responsibly used. Is this reasonable? Should we include other activities?

All contractors coming to work on our facilities/sites will be asked to sign that they have read and will confirm with our H&S policies. We also ask for their public liability insurance. Should we include other items?

Outcome

The Working Group are asked to provide consistent policies that are:

Easy to understand,

Applied across a range of activities,

Set out key documentation expected,

Set the level of fees and charges and

Give regard to the balance of promoting public use, with our need to ensure that safeguarding and public safety is uppermost in all that happens on our land and ensure that the user pays a reasonable charge towards the costs of usage.

Timescale

The work needs to conclude no later than the end of October to ensure that any changes to the allocation of the DDF are done in a timely fashion. Work on charges will also feed into the budget review.