



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

The next meeting of the ASSET MANAGEMENT COMMITTEE
will be held at **8.30am on Tuesday 6th November 2018**
at **The Roy Underdown Pavilion, Baron Road, Hamble**

This meeting is open to members of the public.

AGENDA

- 1. Welcome**
 - a. Apologies for absence
 - b. Declarations of interest and approved dispensations; and
 - c. To approve minutes of previous Asset Management Committee Meeting
- 2. Public Session**
- 3. To approve minutes of Burial Ground Committee for 22nd June 2018**
- 4. Allotment Rents**
- 5. Donkey Derby Field Allocation**
- 6. Cemetery Management**
- 7. Dinghy Park Working Group Recommendations**
- 8. Mercury Hub Update**
- 9. Ladders at Southern Quay**
- 10. Budgets**
- 11. Head of Grounds and Asset Report**

EXEMPT BUSINESS

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

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

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

12. Update on Leases

Dated: 2nd October 2018

Signed: *Amanda Jobling*

Clerk to Hamble Parish Council

MINUTES OF THE BURIAL GROUND WORKING GROUP MEETING

held at 8.30 AM ON FRIDAY, 22ND JUNE 2018
at MEMORIAL HALL, HIGH STREET, HAMBLE LE RICE

Present:

Cllr Schofield (Chair)

Cllr Beach

Cllr Underdown

In Attendance:

J Symes (Assistant Clerk)

01. PREVIOUS MINUTES

Minutes and Exempt Minutes for 30th April were approved and signed.

Also Minutes for 20th September 2017 and 14th November 2016 were accepted and signed by the Chair.

02. APOLOGIES FOR ABSENCE

There were no apologies for absence

03. DECLARATIONS OF INTEREST

No interests were declared

04 AMENDMENTS TO 'REGULATIONS IN RESPECT OF THE INTERMENTS AND PLACEMENT OF MEMORIALS IN ST ANDREWS CEMETERY

It was agreed to change the title removing the reference to memorials, instead item 10 will be added stating 'Headstones and tablets must comply with the Parish Council's Memorial Regulations'.

A new Burial and Interment policy will be drafted giving guidance for the consideration of any appeals relating to former parishioners.

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

It was agreed to amend:

Item 5 to include: 'Memorials must not be made from coloured stone'.

Item 7 to include: 'Memorial tablets should be laid directly into the grounds and should not exceed current ground level by more than 5cm.

Item 10 to include: 'directly in to the ground'

To add a new regulation:

13 Headstones and tablets will be inspected after installation and if it is found that the measurements do not comply with the authorized application form the stone mason must remove immediately and alter at their own expense.

Chairman's Signature:

Date:

06 AMENDMENT TO WORDING OF TABLE OF FEES

It was agreed to remove reference to former parishioners as this will be included in the new Burial and Interment Policy. The current conditions refer to 'recently moved to care home facilities' it was considered if there should be a specific timescale instead however it was agreed that each case will be considered on the basis of the individual circumstances.

An application in respect of a former parishioner was discussed and it was agreed that in this instance the double fee rate should be applied.

The meeting closed at 9.15am

DRAFT

HAMBLE-LE-RICE PARISH COUNCIL

Application for use of the Pay and Display Foreshore Car Park, Foreshore and Dinghy Park and the Donkey Derby Field - Guidance & Application Forms for Event Hosts/Organisers

Hamble Foreshore is a public space that brings people from the village and the wider area for a range of activities from river watching and crabbing to events either designed for the whole community or arranged for special interest groups. The area is popular throughout the year and it is important to ensure that the area is managed to ensure that public access is maintained and people are able to enjoy the area in a safe way regardless of what is going on there.

If you plan to hold an event using any or all of these spaces you must apply for the Councils permission. The Council will as part of that process want to check what other events are likely to be held that day, that the event is properly organised and that participants and members of the public will be insured.

The Council will be considering requests at its December meeting for the forth coming year.

Donkey Derby Field (DDF)

Each year the Council makes the DDF available for a range of events across the village. The DDF can only be used for parking 28 days a year. Usage is limited by a legal restriction that has already been subject to a legal challenge. Any day allocated must end at 11.59pm on that day. Any vehicles left after midnight constitute a further day's use. The Council will not be involved in the release or removal of any vehicles left in the DDF. This is the responsibility of the user. Any criminal damage to the Councils property should be reported by the hirer and claimed under their insurance policy.

The Council does have other parking areas available at College Playing Fields and Mount Pleasant. To help reduce demand for use you are asked to consider whether these locations could be used instead.

To ensure that the 28-day threshold is not breached the Council has decided the following for 2019:

To ring fence 9 days for public events

Allocate a further 10 days to non-public events

The remaining days will be held as a buffer to ensure that the 28-day limit is not breached. In September the situation will be reviewed and dates not previously approved will be reconsidered.

Cost

Foreshore Car Park	£175.00per day
Electricity	£10.00 per day
Donkey Derby Field	£100 per day + an additional £100 deposit. This will be returned in full if the field is clear by midnight. If not, the Council will retain the deposit.

Before your event

A month before:

- Event Management Plan setting out what the event entails, who is in charge, who will be responsible on the day for managing the area, arrangements for issues such as cancellation, emergencies and accidents and injuries. Include a site location plan of the area to be used (not needed for the DDF).
- Arrangements for marshalling the DDF (if being used) and traffic generally if appropriate
- Signage
- Public liability cover for the areas indicated in the site location plan and the DDF if being used.
- Confirmation of rubbish disposal
- Confirmation that toilets are ordered (if appropriate)

A week before:

- Liaise about the collection of keys and payments of deposit
- Put out any signage needed regarding the Car Park and its use over the weekend
- Ensure that toilets are delivered if needed

On the day:

- Ensure that the field is marshalled throughout the day or locked once all visitors have arrived (private events only). Provide leaflets and signs so people are aware when the site will be closed.
- If a vehicle is left in the field a contact number should be left on the vehicle to enable it to be released (this might require attending site late at night)
- Ensure photos are taken of the vehicle and if possible, place an alert on social media to make the owners aware.
- Make sure that the field is litter picked and all rubbish is removed from the foreshore if appropriate.

If you complete to application, we will assume you have accepted the conditions outlined above.

HAMBLE-LE-RICE PARISH COUNCIL

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

Name of event	
Organisation	
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>
Date(s) required	
What is the event?	
How many visitors are expected	
How many vehicles are expected?	
Times of opening/closing the event and the DDF	
Would use of an alternative HPC site be suitable if the DDF is not available?	
Name	
Contact Details	

Recommendations:

- Increase cemetery fees to reflect increased administration and active management required. Consider including fees for grave searches and also copies of documents such as Grave Ownership certificates.
- Review period of Grave Ownership/Exclusive Right of Burial and fee
- Consider implementing Memorial Rights and fee
- Whether Exclusive Right of Burial should be implemented when applications received to re-open existing grave or ashes plots.
- Consider stipulating minimum grave depth of 7 feet (double depth)
- Add new interment site to priority list and ask the Borough Council to consider as part of developer contribution packages
- Stipulate that only BRAMM registered stonemasons may install memorials at the cemetery
- Agree the Parish Council should register with BRAMM – no fee payable
- Membership of the Institute of Cemetery & Crematorium Managers (for noting)
- Arrange to host an ICCM Cemetery management course - Grounds Team to attend also invite parish councillors, local Clerks, funeral directors and grave diggers to attend
- Agree a budget for an urgent design and layout review of the cemetery area.
- Set up a task and finish group to urgently:
 - a) Review and draft cemetery regulations
 - b) Draft separate information sheets for: families, funeral directors and stone masons.
 - c) Draft an article for the Village Magazine explain the space pressure and review of regulations.

Introduction

1. The deputy Clerk recent attended an ICCM training course and this has shown there is an urgent need to carry out an in-depth review of the cemetery management.

Detailed considerations

Grave Ownership or Excusive Right of Burial

Grave Ownership or EROB grants the owner the exclusive right for burial(s) in that plot and is usually in tandem with a memorial right. The EROB is also a contribution towards the up keep and maintenance of the cemetery. If EROB is not purchased the Parish Council could, subject to depth of the original burial, allow further interments above the original burial. In some cemeteries there are deep public graves where 6 or more burials take place.

The suggested best practice is to offer 20 years so grave owners can be contacted on a regular basis and offered the opportunity to extended Burial Rights – this also maintains contact with grave owners and gives the Parish Council the opportunity to address maintenance or non-compliance issues before extension is agreed. If the grave ownership is not renewed other interments could take place in the same plot.

Legally ownership must never exceed 100 years at any time.

Currently the Parish Council offers 75 years at cost of £250, £3.33 per year, but owner records are very limited, noting name and address only. Historically no attempt has been made to keep in regular contact or offer extensions to grave ownership. Work now needs to be undertaken to

check and update records for all EROB holders /grave owners and offer extensions where applicable.

Historically it's not clear if EROB was offered on ashes plots, there is reference in Minutes for July 1996 stating that the Council will allow EROB for £100 with effect from 1st January 1997 (exert attached) but the charge for ashes plots may have been in place and then for some reason dropped, it's not clear from the historical fee tables if the EROB was applied to ashes plots. EROB for ashes plots at £150 was reinstated from January 2018. This equates to £2 per year over 75 years.

The legislation around Grave Ownership is extremely complex and potentially very time consuming. It is evident that the current fees will not reflect the level of administration necessary to maintain records correctly and especially where Rights need to be transferred.

A recently compiled comparison of burial fees attached.

The Parish's fees have for the last few years lagged behind the other local parishes. The recommendation from the Resource committee was an increase of £5 across the board apart from burial fees however it is recommended this is reviewed in light of much higher level of management and oversight now known to be necessary.

There have been two cases where EROB was not applied as part of the initial interment application, one on an ashes plot and the other on a burial dating back to 1995. The Council is asked to consider how it wishes to deal with applications to re-open graves or ashes plots where there is not current EROB in place. The current regulations state that memorials cannot be installed unless EROB is in place. (but this was definitely not applied to ashes plots from April 2007 until January 2018)

In addition a considerable loss of income has occurred during the periods when EROB was not charged on grave plots or ashes plots, approximately 43 ashes plots. This income could have contributed to maintenance costs or earmarked as funds towards a new interment site.

Unless a grave plot is dug to double or treble depth the plot is effectively 'exclusive' as it is unlikely any further interments can take place. Bearing in mind the considerable space pressure the Council is asked to consider whether a minimum of double depth should be stipulated from now on? Currently there will be no extra charge applied by the parish council if this were to be implemented but it would help alleviate the space pressure. Alternatively, the fee for single depth burials could be reviewed to reflect the effective sterilisation of the plot.

Memorial Rights

Memorial Rights allow the installation of a headstone or tablet.

The Memorial right should be totally separate from EROB and suggested good practice is to limit Memorial Rights to 20 years only, the fee contributes towards the cost ensuring continued maintenance and safety of memorials.

At the end of the period the memorial is checked and the Right can be extended if the headstone is clean and safe.

This limited timescale means the family/ Rights holder are less likely to move house so the contact details held are current and any issues with a memorial can be more easily resolved. For example: the roots of trees or bushes planted on graves can undermine and make memorials unsafe.

If the Memorial Right is not renewed it is possible to remove the memorial and potentially permit further interments in the plot.

There has been a spate of issues relating to memorials recently ranging from sizes exceeding regulations and suspected installations without authorisation or permission of the parish council.

These could be addressed more quickly, easily and with more legitimacy if Memorial Rights are introduced and separate guides are produced for families, stone masons and funeral directors.

Currently the Councils burial fees do not include Memorial Rights and there is no evidence this has ever been in place. A permit fee of £125 is charged for a headstone, £100 for a tablet and £25 for an additional inscription.

Burials

Legally the depth of a burial must be at least 3 feet below the level of the ground adjoining the grave, There must be a layer of earth of at least 6 inches separating coffins interred in same grave New grave depths should always be checked, especially for double and triple depth graves.

Burial applications are often very complex and require considerable office support. Funeral directors constantly fail to submit application forms and documents in good time, leading to lots of work from the office to ensure interments take place on the date chosen by families. A recent complex case has involved more than one week of work to resolve. We are receiving an increased number of enquiries from former parishioners who are insistent that they must be interred in St Andrews cemetery.

It is highly unlikely that a new burial ground will be identified within the parish boundary; it is possible that an area for the interment of ashes only or a natural burial ground can be identified however, it is likely to take many years. It is essential every effort is made to maximise the space in the current cemetery area to ensure parishioners will be able to be interred in the cemetery for the foreseeable future.

The Council is also asked to consider the minimum depth stipulation of double depth to support multiple interments. This practice has already been adopted by Hedge End Town Council.

Grave Digging

Currently grave diggers are appointed by funeral directors and there has been little oversight however, as the landowner the parish council is responsible for health and safety so with immediate effect the parish council must:-

- Manage the grave digging stipulating depth and location.
- Use a chalk spray to mark the location
- Shoring must be used for ALL graves, no matter what depth
- Check the depth and overnight safety before the grave digger leaves site.

Emails have already been circulated to the funeral directors we have worked with over the last 12 months. Another email, detailing the new requirements, will be sent whenever application forms are requested or interments booked. Once the review of the cemetery procedures is complete the funeral directors will be consulted and asked to ensure the contractors they appoint can demonstrate safe methods of working, risk assessments, valid public and employers liability insurance.

Currently grave plots are too widely spaced, those measured are between a metre and 1metre 56cms apart, this should be reduced to help to ease space pressure. However, this is likely to increase the time the grounds team spend on maintenance and grass cutting. A professional review of the design and layout could be undertaken to incorporate alternative choice for the storage of ashes. This will be covered more fully under a separate heading below.

Memorials

Recently local stone masons were asked to take part in a consultation as part of a review of the memorial regulations which mainly focused on headstone dimensions.

However, it is now recommended that only British Register of Accredited Memorial Masons (BRAMM) registered masons are permitted to install memorials in the cemetery as it is the only

scheme has a disciplinary scheme and there is no charge for stone masons to join. Please see the organisations website at <http://www.bramm-uk.org/> for further information, some information is also attached.

For safety reasons the current memorial applications must be amended to specifically ask how the memorial will be fixed. Memorials on a plinth are more likely to become unsafe.

There has been a spate of serious issues with memorials and photographs should be taken of all the current memorials and catalogued so that there is a record in the event of any further issues.

If the council decides not to implement Memorial Rights it is recommended that memorial fees are increased substantially to better reflect the level of administration work involved.

Future Planning

The burial working group has made a great many improvements to the cemetery area however, there are no proper pathways and the current burial area plots is nearly fully utilised.

The current layout plan for the cemetery has focused solely on maximum utilisation with no consideration to access, facilities or visual amenity.

Further facilities for the storage or scattering of ashes could be offered which would also relieve some of the space pressure and different pricing options. Ashes could be stored in sanctums or a wall of remembrance incorporating niches or scattered over a garden of remembrance. Details are attached of the sanctum service offered by Southampton City Council.

It is recommended that an urgent design and layout review is undertaken to:

- improve the visual amenity
- create an area for quiet contemplation.
- improve accessibility, particularly pathways
- provide more seating
- offer a garden of remembrance
- support the Parish's biodiversity plan with a naturalistic native planting scheme, bird nesting boxes and a bird bath

Hampshire County Council's Landscape and Architecture team could be approached to work with the Council or quotations obtained from specialist burial ground design contractors.

An application for membership of the Institute of Cemetery & Crematorium Managers at an annual of £90 cost of has been submitted to enable the Council to benefit from training and advice services. Please see the organisations website at: <http://www.iccm-uk.com/iccm/>

It is recommended that the Council offers to host a Cemetery Management course in the near future and invites local partners and stakeholders to take part.

Appendix

Minutes of Council meeting of 15th July 1996 with recommendations from Burial Sub-Committee
Memorial Headstone Consultation Response
Recently compiled costs comparison
Details of BRAMM scheme
Southampton City Council Sanctum service information.

**MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD
ON MONDAY 15 JULY 1996 IN THE ROY UNDERDOWN PAVILION,
BARON ROAD, HAMBLE-LE-RICE AT 7.30 PM**

PRESENT:

Cllr R G Stansfield - Chairman
Cllr R W Newbury - Vice Chairman
Cllr J Barr
Cllr I M Underdown

Kate Cullen - Clerk to the Council
Mrs H M Hairsnape - Assistant Clerk

APOLOGIES

Apologies had been received from Cllr Cook (family illness) and Cllr Shaw (away).

MINUTES

Cllr Underdown proposed, Cllr Newbury seconded, all agreed and
IT WAS RESOLVED TO ACCEPT THE MINUTES OF THE MEETING HELD ON
17 JUNE 1996 AS A TRUE RECORD

**96/F/12 - RECOMMENDATIONS OF THE BURIAL LAND SUB-COMMITTEE
RECOMMENDATIONS TO COUNCIL**

1. FROM 1 JANUARY 1997 THE PARISH COUNCIL WILL ALLOW EXCLUSIVE RIGHT OF BURIAL, FOR A PERIOD NOT EXCEEDING 75 YEARS AT A COST OF £100 FOR PARISHIONERS AND DOUBLE FOR NON-PARISHIONERS
2. NOT TO ALLOW PURCHASE OF PLOTS IN ADVANCE
3. IF THERE IS NO FUNERAL DIRECTOR DEALING WITH AN INTERMENT, THE APPLICANT WILL BE RESPONSIBLE FOR ARRANGING A GRAVE DIGGER FOR A NEW PLOT OR THE REOPENING OF AN EXISTING PLOT AND WILL PAY TO THE PARISH COUNCIL THE INTERMENT FEE IF APPROPRIATE
4. THE PARISH COUNCIL WILL CONTINUE TO USE THE CURRENT SCALE OF FEES ISSUED BY THE CHURCH COMMISSIONERS

*Cllr Newbury proposed, Cllr Barr seconded, all agreed and
IT WAS RESOLVED THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE
BUSINESS ABOUT TO BE DISCUSSED, THE PUBLIC AND
PRESS BE EXCLUDED*

96/F/13 - TO REVIEW WAGES/SALARIES/TERMS OF EMPLOYMENT

The Clerk presented a report on the recommended increases in line with the Policy & Procedures Document. After discussion, Cllr Newbury proposed, Cllr Barr seconded and all agreed

RECOMMENDATION TO COUNCIL THAT THE WAGES/SALARIES BE
INCREASED AS FOLLOWS:-

Memorial Headstone Consultation response

Stone Mason	Headstones	Other comments
South coast memorials	Height 76cm Base width 61cm	Lettering to include Black, silver, white or grey
Jonathan Terry	Height 78cm (2'6")	Black lettering Allow 12 months for grave to settle before placing headstone
Lewis Masonry	Bases 24" x 12" (61cm X 31cm)	Base for book style Normally 27" x 15" (39cm x 69cm)
Alcrest		Will we allow Desk top tablets 18 x 15 x 4 with flat band for flower containers?
W Cornish	21"W x 27"H x 3" Base 24" x 12 x 3	Follow NAMM guidelines Remove reconstituted stone
Botley Stonecraft	2'3" x 1'9" x 3" Base 2' X 1' x 3"	Please use inches
Allstone	2'6" maximum height 1'9" Minimum	Please use inches Mason to be NAMM or BRAMM registered Allow grave to settle for 12 months

Burial Fees Comparison 2018

All fees relate to period ending 31st March 2018

Please bear in mind during your considerations that these are the current charges and will be reviewed by all Parish Council's as part of their own budgeting exercise.

Interments:	Hamble	Hamble Suggested changes	Hound		Curdridge	Bishopstoke		Hedge End		Fair Oak
			Parishioners	Non			Parishioners	Non		
Still born child	No Charge	No Charge	No Charge	No Charge	No Charge	No charge	No charge	No charge	No charge	No Charge
Child up to 3 years of age	No Charge	No Charge	No Charge	No Charge		No charge	No charge	No charge	No charge	No charge
Child 3 – 12 years of age	No Charge	No Charge			£110.00	No charge	No charge	No charge	No charge	No charge
Persons over 12 years	£150	185	£164	£517	£200.00	£300 single depth £350 double depth	£615	£1890	£194	
All Cremations	£150	155	£72	£216	£150.00	£150	£185.00	£790	£131	
Exclusive Right of Burial for 75 years						30 years 60 years				30 years
Child under 12 years of age	£150	155	£170	£511	£50.00	£375	£750	£95		£191
Person over 12 years of age	£250	255	£213	£639	£250.00	£375	£750	£200		£384
Cremation Plot	150	155	£142	£425	£110.00	£275	£550	£110		£253
Monuments, Tablets inscriptions:										
Headstone	£125	130	£104	£104	£100.00	£175		£105		£130.50
Tablet	£100	105				£125		£105		
Additional Inscription	£25	30			Free	Free		£48		

We currently charge 50% fee in respect of replacement headstones or tablets

Hedge End & Fair Oak set time limit of 2 years for parishioner fee rate for those residing in a rest home or nursing home

Adoption of the British Register of Accredited Memorial Masons (BRAMM) Scheme

The Benefits for a Burial Authority:

- 50% representation on the BRAMM board by burial authority organisations
- Website containing details of all accredited masons and their insurance documents and risk assessments
- NO CHARGE for an authority to adopt the scheme
- BRAMM deals with masons that fail to comply with standards
- BRAMM has no commercial interest

What to do:

Take a report to committee and include:

- NO CHARGES are made to burial authorities that adopt the scheme
- Adoption will remove the administrative burdens of chasing masons insurance certificates and risk assessment annually
- BRAMM is the only scheme available that has 50% representation by burial authority organisations on its management board and is therefore independent and not controlled by any single organisation
- Instances of non-compliance with standards are investigated by BRAMM following report received from the burial authority
- Disciplinary procedures are undertaken by BRAMM

Following approval by Committee:

- Inform all local memorial masons of the Council/committee decision
- Give local masons 6 - 12 months notice in which to obtain their BRAMM Fixer Licenses
- Amend cemetery regulations to require that all installations of memorials MUST be carried out by a BRAMM registered fixer
- Ensure that cemetery regulations require that all installations MUST conform to BS8415 and the BRAMM Blue Book
- Amend memorial application form to include a requirement for name of fixer and license number
- From start date only permit memorials to be installed by BRAMM registered fixers
- Download a copy of the BRAMM Blue Book (available free of charge from the ICCM and BRAMM websites)
- Any memorial failure should be compared against the BRAMM Blue Book, photographic evidence taken of the point/reason of failure and sent to BRAMM for action



**Southampton Crematorium & South Stoneham Garden of Rest
Sanctum Memorial Vault Application Form**

Name of Applicant (Mr/Mrs/Miss/Ms)

Address

Postcode

Telephone Number Email Address

Deceased's full name **Date of death**

Location: Southampton Crematorium (Sanctum 12 Vault)

South Stoneham Garden of Rest (Sanctum 2000 Vault)

I would like the plaque to feature: Emblem Photograph

Choice of emblem required

Lease Period:- 5 yrs 10 yrs 20 yrs (please ✓ box as appropriate)

In order for your inscription to fit onto the granite tablet please note the following.

If a small design or photo plaque is required please do not use the shaded area in rows 1 to 4 for your inscription.

If a large design is required then please do not use any of the shaded area for your inscription.

Please Note: The Sanctum Memorial Vaults can be dedicated for an initial period of 10, 20 or 25 years after which they can be renewed for a further period.

Prices are subject to change & renewal fees are payable at the time of renewal. A renewal notification letter will be sent to the applicant at the address shown overleaf unless we are instructed otherwise.

The plaque will be removed the day after the dedication period ends and will be stored for one year, after which the plaque will be disposed of. You may choose to have the cremated remains scattered in our Gardens of Remembrance or make alternative arrangements for a private scattering.

Please sign to indicate you have read the above conditions.

Applicant signature Date/...../20.....

Privacy statement

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

Advertisement
Our advertising guidance



Sanctum Vault 2000

These are secure granite individual vaults available at both Southampton Crematorium and South Stoneham garden of Rest.

Sanctum Vault 12

These are secure granite vaults set out in a group of 12 offering client's personal choice with differing heights. Only available at Southampton crematorium.

Both 2000s and 12s offer the option for the applicant to have two sets of ashes stored behind an inscribed black granite tablet. Each tablet is fitted with a posy vase for your flowers.

Design

- The secure granite vault can accommodate two sets of remains
- The sanctum comprises a large granite tablet and gold colour flower vase
- The dedication tablet can include a photograph, or a motif, design, or emblem
- The dedication tablet can accommodate 11 lines of up to 25 characters a line
- The name uses a larger typeface up to 18 characters
- Text will be placed centrally

Choose from popular designs, or to customise any aspect of the memorial please contact us to discuss your personalised requirements.

- Designs for Sanctum Vault and Granite kerb
These designs not exhaustive and bespoke entries are welcome. Please contact the memorial office on 023 8076 6405

Dedication

Sanctum Vault memorials are dedicated for 5, 10 or 20 years and are renewable thereafter.

Once the dedication period has lapsed the cremated remains can be moved to a final resting place or scattered in the Garden of Remembrance.

Application form

The Committee is asked to confirm:

- Agreement of the proposal to initially limit allocation to 3 permits per household – any further applications considered on a case by case basis.
- Agreement for a full itemised quotation to be obtained for provision of a boat washing facility at the dinghy park
- Agreement to holding a dinghy park users

Signed Minutes for 25th July and draft Minutes for 26th September 2018 for the Dinghy Park Working Group are attached and you are asked to consider the actions detailed above.

It is recommended that a meeting of dinghy park users is held after the 2019 allocation process to follow up on the actions taken following last year's meeting and the changes to the 2019 allocation process.

The Committee is asked to note that the two boats held in the sin bin have both now been claimed by their owners however, one was removed by the owner without permission or payment of the fine and this case will be discussed at the next full Council meeting on 26th November.

Minutes of Dinghy Park Working Group Meeting **25th July 2018**

PRESENT:

Councillors: Cohen (Chair) and Underdown

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

Assistant Clerk

01 **Apologies**

Apologies were received from Cllr Cross & K Munro

02. **Minutes of last meetings**

Minutes of the meetings on 14th March and 2nd May were approved and signed.

02. **Vison for the dinghy park**

Nick O'Donnell had prepared a draft document for consideration.

The Chair thanked him for his hard work and time spent preparing the document.

Input was request from Cllr Underdown regarding the history of the Foreshore and Cllr Cohen with We R Hamble survey results.

03. **2019 space allocation/co-ordination & planning**

It was suggested that:

- A formal application process is considered for spaces close to the slip for age and mobility reasons:
- Blocks of spaces are zoned on the plan diagram for the appropriate classes on a size basis to aid the allocation process.
- The provision of upright racks for paddle boards, kayaks and canoes is investigated and input from users sought
- The provision racks for opitimists or two craft bays is investigated
- The terms and conditions to be reviewed at the next meeting along with the fees so recommendations can be submitted to the Asset Management Committee.

04. **Hose pipe installation and location**

A location close to spaces 200 and 204 was proposed as a possible for a boat wash off water supply and possibly an outside shower. At the same time an electricity supply could be run through the same trench.

It is possible that a sump or bund would have to be installed to collect the run off and a screen to protect pedestrians and other boats.

It was agreed that the Head Groundsman should be asked to obtain quotations to:

1. Excavate a trench, run water and electricity supplies to include necessary environmental protections close to spaces 200 and 204 as detailed above.
2. Improve the provision at the current water tap location including a hose attachment, electricity supply and possibly an outside shower.

05. **Current issues**

Space encroachment: the Parish Council office has received several complaints about space encroachment and two users have asked to change spaces as they are unable to access their boats.

It was agreed that an inspection will be completed as soon as possible.

Anti-social behaviour: there has been a sharp increase in the reports of anti-social behaviour particularly on the Foreshore and around the pontoon.

It is essential witnesses report incidents to the police either via the 101 telephone number or by email to Eastleigh.police@hampshire.pnn.police.uk

06. **Date of next meeting**

The Working Group agreed the next meeting will take place on 26th September at 4.00pm.

Signature of Chair.....



Date.....

12/10/2018

Minutes of Dinghy Park Working Group Meeting **26th September 2018**

PRESENT:

Councillors: Cohen (Chair) and Underdown

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

Deputy Clerk

01 Apologies

Apologies were received from Cllr Cross & K Munro
Cllr Cohen arrived after the meeting had started.

02. Minutes of last meetings

Minutes of the meetings on 25th July were approved and it was agreed these could be signed by the Chair.

02. Inspection Report

An inspection was carried out on 31st July by Cllr Underdown and Tony Foster, the main issues were failure to display permit stickers and flat tyres. Light touch emails have been sent to permit holders and most users seem to have taken action. Cllr Underdown asked that it be noted how well the Parish Office had dealt with these infringements as he had received positive feedback from a permit holder.

A recent issue arose where a dinghy may have been stored in the wrong position without a sticker but impounded as an unauthorised boat.

It was agreed that it would be very helpful to take a photo during the inspection of any infringements as a indisputable record.

Cllr Cohen arrived.

03. 2019 space allocation recommendations from Asset Management Committee

Recommendations from the Asset Management Committee Meeting on 4th September:

- Remove cap on number of boats, currently 2 per household.
- implementation of a standard fee of £3 per week £156 annually to be paid by one off bank transfer
- Residents first applications will be given priority for 14 days, then residents applications for additional spaces will be considered before non-residents
- Remove pro-rata charging and refunds – minimum 6 month charge.

The Working Group members supported these recommendations but suggested a cap of 3 boats per household should be applied. However applications for additional spaces could be considered on a case by case basis.

Photographs of boats should be submitted with applications and any cases of misrepresentation should result in a permit being withdrawn and no further applications considered from the applicant responsible.

A move away from allocation of specific spaces to zoning was discussed. It was felt there are just a few boats in spaces not suitable for their size. Cllr Underdown and Tony Foster would carry out a review and work with the office to relocate these boats to more suitable sized spaces during the 2018/19 annual renewal/application.

04. **Hose pipe installation**

The Head Groundsman, Richard Clarke, has obtained a verbal estimate for the boat washing facility from Gecko Projects at approximately £8000. This will need to be amended dependent on the dimensions of the wall or screen to contain overspray and size of base works required.

The estimate includes providing water and electricity to the area and installation of a tank collect the waste water.

Additional ongoing costs will also be incurred for removal of the waste water and probably increased water usage.

The Deputy Clerk pointed out that this estimate would exceed the budget of £7,000 over two years set aside by the Council to cover improvements in the Dinghy Park. Also planning permission will be necessary as the Foreshore is a conservation area.

Nick O'Donnell requested that a full itemised quotation is obtained for further consideration.

It was felt that that the overspray screen needed to be around 4ft high and could be stainless steel rather than brick built.

Cllr Underdown stated that there is no evidence that the majority of permit holders want a wash-down facility and in the first instance the existing tap should be improved.

Cllr Cohen suggested that members of the Foxer group, who are very keen to see the provision of the wash-down facility, might consider seeking sponsorship or fundraising.

05. **Current issues**

Tucker and Munday have continued slipway cleaning.

Costs to date: £1500,

Many users have given positive feedback

There are currently 2 boats in the sin bin; notices were posted on them but there has been no contact from the owners. The disposal process is being implemented. Suggestions for sanction process as an alternative to sin bin invited?

User reps felt that where there is a significant breach such as unauthorised boats being left in the Dinghy Park, no future applications should be considered from that household.

Autumn clear up with Community Pay Back: –

First clean- up took place on 19th September

Another clean- up is planned for 5th December – please email suggestions for tasks to the Deputy Clerk

Bulb planting planned – further information to follow.

06. **Foreshore/Dinghy Park use/Donkey Derby Field issues**

So far this year there have been 3 separate incidents when vehicles have been parked in the Donkey Derby Field over and above the user's allocated dates. The planning covenant restricts use of the Field for 28 days only and was subject to High Court action in the past. There is now a concern that any further breaches will mean there is a potential risk that bookings later in the year cannot be fulfilled.

The Clerk will arrange a meeting shortly with all users to discuss the issues and agree how incidents of overstaying can be avoid going forward.

Applications for use of the Donkey Derby Field next year will be invited shortly.

Any organisation wishing use the foreshore, dinghy park or car park area for an event must apply to the Parish Council for permission. The Parish Council has recently received a claim for an accident on the Foreshore and as a result reviewed both its own procedures and requirements for those using its public spaces.

Hamble Vision

Eastleigh Borough Council is keen to support transformation of the Foreshore area to improve the public realm, reduce risk and conflict between user groups including the creation of a safe swimming zone and traditional activities.

The Parish Council will be looking for clever design solutions to naturally segregate areas and support different users and include feedback from the WeRHamble consultation.

The Asset Management Committee will be compiling a brief for a design competition and will be especially keen to invite input for the vision of the Dinghy Park area.

The Parish Council is keen to involve Nick O'Donnell in compiling the design brief, as he has drafted an initial 'Vision' in respect of the Dinghy Park.

It was suggested that a further Dinghy Park users meeting should be held to feedback the actions taken following the meeting last year and changes to the allocation process.

The Working Group agreed the next meeting will take place 4.00 pm on 23rd November at The Mercury.

Signature of Chair.....

Date.....



HAMBLE-LE-RICE PARISH COUNCIL

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

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

General

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

Allocation of spaces

- 2.1 Spaces are let on an annual basis starting on 1 March for single hull boats under 16ft (4.8m) length with a beam of no more than 6'3" (1.9m). Boats may not have a fixed keel, cabin or inboard engine.
- 2.2 Boat owners should apply for a permit to the Parish Council Office by 31 January using the relevant form () which can be obtained from the Parish Office or downloaded from the parish council website.
- 2.3. Spaces are allocated in the following order:-
 - to boat owners who are resident in the parish and on the electoral register;
 - to other applicants.
 - owners whose boats have been impounded in the sin bin in the preceding 12 months

- 2.4 Initially no household will be allocated more than three spaces. Applications for fourth or fifth spaces will be considered after all other applicants have been allocated spaces.
- 2.5 Applicants will be asked to supply a digital photograph of their boat by email attachment including the identifying number or name once a space has been allocated.

Conditions of Use

- 3.1 Boats, trailers and associated equipment must be placed in the space allocated by the parish council.
- 3.2 Boats must be clearly identified and the permit stickers must be displayed on the mast and transom. Permit stickers should be displayed in visible positions and not obscured by boat covers.
- 3.3 Permits are not transferable between boats or owners.
- 3.4 All boats must be insured by the permit holder for Public Liability.
- 3.5 Boats, trailers and associated equipment must not obstruct Public Rights of Way, slipways, access to the lifeboat building or any adjoining driveways or grassed areas.
- 3.6 When not in use the boat should have its mast stepped and be immobilised by the removal of oars and drain plugs.
- 3.7 Trolley/trailer tyres, wheels and boat covers should be in a serviceable condition. Where a boat does not have a cover it should be regularly baled out.
- 3.8 Permit holders must keep their spaces clean, tidy and litter-free
- 3.9 Permit holders must ensure that the parish council has up-to-date emergency contact details.

Enforcement

- 4.1 Unauthorised use of the Dinghy Park or contravention of the terms and conditions may result in enforcement proceedings.
- 4.2 If a boat is found to be placed in the dinghy park without prior authorisation from the parish council it will be removed a weekly storage fee of £50 per week or part of a week will be levied. If the boat has not been claimed after 6 weeks in storage then arrangements will be made for its disposal.
- 4.3 Boats and trailers will be subject to periodic inspections to ensure compliance with these terms and conditions.
- 4.4 If a permit holder is found to be in contravention of the conditions of use the following procedure will be enacted:-
 - (i) the permit holder will be contacted by the parish office, informed of the contravention and given 14 days to rectify it;

- (ii) if the contravention is not rectified a fine of £50 will be levied. This is payable within 14 days and the contravention must be rectified;
- (iii) If no action has been taken the boat will be removed from the dinghy park and a weekly supplementary storage fee of £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.

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

4.6 A person who places an unauthorised boat in the dinghy park or obtains a permit by misrepresentation will not be considered for a permit for 5 years from the date of the unauthorised use of the dinghy park.

Charges

Dinghy park permit - £3 per week payable as a one off bank transfer of £156.

Minimum fee of £78 applies

Replacement of permits - £10

Recommendations:

- Approve purchase of online training package for volunteers at the Mercury
- Agree to how to fund provision of a hot drink dispenser
- Agree to set aside a budget of up to £150 to cover public liability insurance for volunteers.

Volunteer Training

Before the Mercury opens to the public it is essential that the 30 volunteers receive appropriate mandatory training covering:

- GDPR
- Prevent Duty
- Manual Handling
- Equality
- Safeguarding
- Fire Safety

Several different options have been explored:

- Workshops presented by professional trainers usually for a maximum of 15 people per session costing £300 to £400 per session.
It will be very difficult to arrange sessions that all the volunteers are able to attend the different training sessions and could take quite a while to complete all the necessary training
- Handbook – compiling a handbook which volunteers to read and sign a declaration to confirm understanding.
Does not provide the depth of information and knowledge necessary or proof of learning however. could be suitable as an annual refresher tool. Some additional annual workshops will also be necessary for areas such as safeguarding, equality and GDPR.
- Online training modules - recommended by YMCA and used by various other charity and community support organisations.
The Deputy Clerk and two Councillors were set up with trial access to most of the training models. Comprehensive modules with tests to confirm learning which compile an easily accessed on line record of each volunteer's training history. The training platform can be accessed at a time convenient for the volunteers either on their own digital device or at the Mercury.

It is recommended that the Council proceed with the Educare on line training at a cost of £1056.

A copy of the quotation is attached for your consideration.

There is a wider benefit to the community and volunteers receiving the training. The volunteers will be able to print off certificates as a record which may be useful if they are looking for paid work. Members of the community will have gained knowledge and life-skills which may be useful in many other situations.

The licence is renewed on an annual basis however, it has been established that the YMCA do not expect volunteers to retake all the modules annually. It is possible, subject to any changes to legislation and regulation, that only the safeguarding and prevent modules will have to be refreshed annually. Areas such as manual handling, GDPR, equality etc can be adequately refreshed through a comprehensive handbook. However, a small number of full licences will be necessary to train new volunteers joining after the initial induction training.

In the longer term it is recommended that the Parish Council set aside a budget to provide an Educare training package to all Councillors and staff following the next local election.

Library Software

Details of a proposed software have been sent to EBC to complete the necessary legal and GDPR compliance. A response from the legal team has been promised by the end of October.

Display Case

A bespoke display case for the model of the TS Mercury was ordered by EBC for delivery in time for the Mercury Old Boys Parade on 22nd September 2018. It was not ready in time however, the manufacturer provided a temporary alternative.

When the new display unit was delivered the upper display case area was too small for the model. EBC suggested the Parish Council arrange to cut the mounting board. The Deputy Clerk has checked and confirmed that the correct width measurement of the base board was provided to EBC.

The manufacturer is not accepting responsibility but, on a good will basis, has offered to make another Perspex cover to sit on top of the rim of the display case. As the model of the TS Mercury is the focal point of the hub and there will be a higher risk of damage EBC have been asked to seek an alternative solution from the manufacturer.

Trees

The Council has received complaints regarding the tree planted directly under the existing tree. Please see the attached photograph.

There are plans to carry out work on the larger tree however the sapling may not thrive in its current position due to the overshadowing, competition for root space and close proximity to the footpath. These concerns have been raised with EBC.

Hot Drink Provision

Feedback from the volunteers and community groups has highlighted the need for reasonably 'high end' coffee provision for visitors.

A representative from Mars met with the Deputy Clerk on 29th October and provided the attached quote for a counter top hot drink machine with various accessories. The drinks can be dispensed into china mugs or cups rather than single use cardboard cups. The machine can be manually filled with water which lasts for around 15 servings.

Installation of a self-service machine means volunteers don't need to spend lots of time boiling a kettle to make drinks for visitors and reduces the risk associated with boiling water. The charge can be set at a level which should cover the cost of the lease and serving pods.

Enquiries have been submitted to several other suppliers requesting quotations however there has not been any response so far. EBC has been approached to find out if there is already a supplier available through the purchasing framework.

Insurance

A quote for liability insurance to cover the volunteers working at the Mercury has been received from the Parish Council's insurers of £90.54 for up to 30 volunteers. It is likely there will be more than 30 volunteers if all the current applicants complete training and/or more volunteers come forward once the Mercury opens to the public.

The Committee is asked to agree a budget of up to £150 for additional insurance cover.

Budgetry figures for parish assets.

RUP

Gas	£9.85 (monthly figure July 18)	£120 (likely to be more as no winter figure available at time)
Electricity	£58.47 (August 18)	£720
Water	£144 (quarter)	£576
Lift service	£360	£360
Gas service	£290	£290
Cleaning	£212.46 (monthly)	£2549.52
Fire risk assessment	£295	£295
Phone/broadband	£42 (monthly)	£504
Legionella testing	£300	£300
total		£5714.52

MP

Electricity	£118 (quarter)	£472
Cleaning	£169.96 (month)	£2039.52
Water	£300	£300
Fire risk assessment	£295	£295
Legionella	£300	£300
Total		£3406.52

Foreshore toilets.

Cleaning £365 (month) total £4380

Allotments

Water £122 (six month) Total £244

Hamble halt £22.09 (six month) no usage Total £44.18

All figures are taken from 2018/19 invoices and take no account for inflation etc. Included are only the standard costs and no one off maintenance costs.

Head of Grounds and Assets Report November 2018

Bartletts Field Update: A post selection meeting has been held with Wicksteed, the agreed supplier, to make any necessary adjustment to the scheme which will include some minor alterations but keep the scheme on budget but is likely to have some impact on the delivery timescale of the project. A new plan is attached.

Pathway to Mercury Mound: A preliminary meeting has been held with Pennie Hynd of MDL marinas with a view of improving the access to the mercury mound owned by MDL from parish council land, this would consist of a section of pipe being installed and covered with a pathway. This will then remove the existing pallets and lengths of wood that are currently being used to cross the small stream. Indications are that MDL are prepared to carry out the works with permission from the council to carry out the work on council land and a small financial contribution and/or an acceptance of maintenance going forward. A full proposal with drawings and costings are awaited from MDL.

Annual Allotment Meeting: The annual allotment meeting is unfortunately very poorly attended each year, to try to improve the attendance of this meeting, holding it in a different format may help. Holding a short allotment holders only meeting with the Assets committee on site may encourage more dialogue between the two groups. This could be held prior to a AMC meeting as previously carried out at Westfield common.

Foreshore Pay and Display Machine: The electric supply for the new machine has been installed and the clearing of the site ready for installation has been carried out. Delivery and temporary storage at College playing fields of the new machine and upgrade parts is being arranged. This will then allow for the rest of the work to commence. A date for the groundworks to commence will hopefully be able to be updated at the AMC meeting.