

HASSOCKS PARISH COUNCIL

To: All Members of the Grounds & Environment Committee (Kate Bailey, Jane Baker, Leslie Campbell, Georgia Cheshire, Peter Gibbons, Bill Hatton, Sue Hatton, Darryl Sinclair and Ian Weir) and Co-Opted Members (Sally Booker, Tony Copeland and Penny Wadsworth) with copies to all other Councillors for information.
cc Richard Higgs

A meeting of the **GROUND AND ENVIRONMENT COMMITTEE** will be held on **Monday 29 January 2018 at 7.30pm in the Parish Centre, Adastra Park, Hassocks.**

Parish Clerk
24 January 2018

1. To accept Apologies for Absence.
2. To Accept Declarations of Interest.
3. MINUTES
 - 3.1 To accept Minutes of the Grounds and Environment Meeting held on 27 November 2017. (Previously Circulated)
 - 3.2 Matters Arising.
4. PUBLIC PARTICIPATION.
5. OFFICER'S REPORT. (Appendix 1)
6. PARKLANDS ROAD ALLOTMENTS. Verbal Report (Tony Copeland).
7. ADASTRA PARK
 - 7.1. NATURAL FLOOD MANAGEMENT IN ADASTRA PARK
 - i. To receive an update on the installation of the rain garden in Adastra park (Cllr Georgia Cheshire)
 - ii. Members are invited to consider further information provided by the Ouse and Adur Rivers Trust (OART) on suggested methods for Natural Flood Management in Adastra Park, and to agree on the progression of a flood management for the park. (Appendix 2)
 - 7.1. ADASTRA PARK MASTERPLAN. To receive a verbal update on the progress of the Adastra Park Masterplan.
8. TRAFFIC AND PARKING. Verbal Report (Sally Booker/Cllr Ian Weir)
9. THE ROYAL BRITISH LEGION – WW1 Centenary Commemorations 2018. Members are invited to consider a request from the Royal British Legion to sponsor a 'Silent Soldier' during 2018. (Appendix 3)
10. PUBLIC RIGHTS OF WAY. Verbal Report (Cllr Leslie Campbell)
11. HASSOCKS BURIAL GROUND
 - 11.1 Members are invited to review current burial ground fees and charges and to agree any increases or amendments. (Appendix 4)
 - 11.2 Members are invited to note the recommendations made by the Officer from the Institute of Cemetery and Crematorium Management (ICCM) following an audit of Hassocks Burial Ground, and the action plan which has been implemented. (Appendix 5)
 - 11.3 Members are invited to appoint a small working party to consider specified matters relating to the burial ground audit and to agree recommendations for consideration by the Grounds and Environment committee at a future meeting.

12. URGENT MATTERS at the discretion of the Chairman for noting and/or inclusion on a future agenda.
13. DATE OF NEXT MEETING 26 February 2018 at 7.30pm

Please Note

All members of the public are welcome to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda.

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Clerk: Ian Cumberworth, Parish Centre, Adastra Park, Keymer Road, Hassocks BN6 8QH
Tel: 01273 842714 email: info@hassocks-pc.gov.uk

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 January 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 5 - **OFFICER'S REPORT**

1. The purpose of this report is to update the Committee on Grounds and Environment (G&E) Matters.
2. **Update on Matters from previous G&E Meetings.**
 - i. Adastra Tennis Courts. All three tennis courts have now been jet washed and treated for moss at a cost of £750.00 exclusive of VAT. The courts have now been re-opened. Positive feedback has been received from users on the improvement in the playing surface.
 - ii. Floral Displays. At the G&E Meeting held on 27.11.17, Members agreed a preference for the hanging baskets in 2018 to include bolder colours and more trailing plants. The Contractor has noted this request. The contractor also confirmed that baskets have a plastic liner and water retentive gel is used in the soil.
 - iii. Tesco Bags of Help Grant. £2000 has now been received and quotations have been obtained for replacing the ropes and nets on the multi activity play unit, installing matting around the balance beam, replacing the bottom step on the junior slide and filling in edges on safety surfacing within the park. A quote is awaited to replace one leg on the wooden swing unit.
3. **Christmas Lights.**

It has been noted that two out of three sets of the repaired tree lights, the new set of tree lights and the associated lamp column Christmas lights only worked intermittently over the festive period. The contractor did attend to carry out necessary repairs, however was not aware of the failure during the actual Christmas week and therefore the lights remained off.

We have been advised that the failure of the lights was due to a fault with the sockets whereby water ingress was causing the lights to trip. The sockets require sealing and we understand that this is the responsibility of SSE, the contractors responsible for street lighting. As a gesture of goodwill, the Christmas lighting contractor, has committed to seal the sockets prior to next year to ensure that the same problem does not occur again. The Contractor will notify the Council once the remedial works have been completed.

4. **Adastra Park Ground Condition**

Members are invited to note that some park users have expressed concern over the excess water across the path and on the ground at the bottom of the South Field and along the path adjoining the North Field, which has become an annual problem. Those concerned have been informed that a review of the Park is currently underway, and their comments will be passed on to the relevant committees.

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 January 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 7.1ii- NATURAL FLOOD MANAGEMENT IN ADASTRA PARK.

1. The purpose of this report is to provide Members with further information and more details on the previously presented proposals for Natural Flood Management in Adastra Park.
2. At the Grounds and Environment Meeting held on 29 June 2017. The OART presented a range of proposals to the Committee for Natural Flood Management in Adastra Park. The Committee were invited to consider the ideas in principle for incorporation into the developing Adastra Park masterplan. It was resolved to agree the ideas as presented in principle (Minute Ref: GE17/26.1), subject to further, more detailed research being carried out.
3. A document produced by the OART providing greater detail and costings for these proposals is attached for Members to consider. Peter King, OART and Sue Furlong, WSCC Operation Watershed will attend the meeting to provide further information and to answer any questions Member's may have.
4. OFFICER'S REPORT.
 - 4.1 Due to the time limitations surrounding future Operation Watershed funding, Members are invited, in the first instance, to make firm decisions regarding support or otherwise for the Adastra Park Natural Flood Management proposals.
 - 4.2 If a decision is made in support of some, or all, of the proposals, Members are then asked to consider as to whether an application to Operation Watershed is to be made and if so, by whom?
Members are asked to note that If the Hassocks Parish Council are prepared to make such an application, the involvement of the Ouse and Adur Rivers Trust as consultants would be an approach that HKD/HAA SUDS team would strongly support.



Ouse & Adur Rivers Trust

Natural Flood Management

Adastra Park, Hassocks

Project Implementation

Peter King
Project Manager
V2.1 (December 2017)

Introduction

This document follows on from that produced in March 2017 entitled “Natural Flood Management at Adastra Park, Hassocks – Ideas for Development”. Following discussion between community groups in Hassocks and the Parish Council Grounds and Environment Committee, the Ouse & Adur Rivers Trust have been asked to provide further detail and costing for the proposed works.

This document therefore provides additional information and an indication of likely costs of taking the ideas to delivery. It is understood that delivery of options is likely to be in conjunction with or following a wider proposal for improvements to facilities across Adastra Park.

The previous document contained information on rainbox planters which have been installed at various locations within the town and a guidance leaflet produced. As such, these are excluded from this document.

It is not suggested and nor should it be inferred that the implementation of any or all measures within this document are a “cure all” for the flood related issues which face Hassocks. However, in combination with measures contained within the WSCC Surface Water Management Plan for Hassocks, the installation of SUDs measures within the town and expansion of the works upstream of Spitalford Bridge it is expected that the impact of flooding across the town can be reduced.

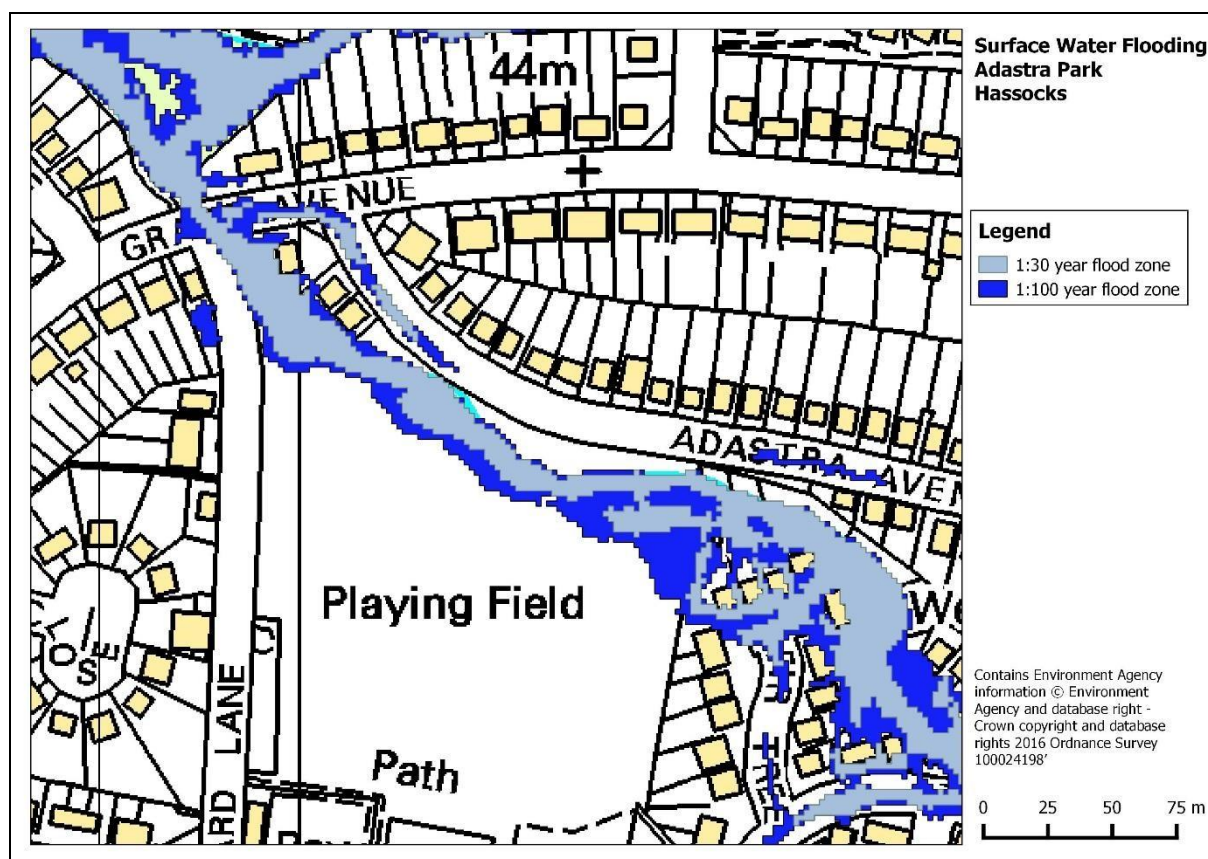


Fig. 1. Surface water flood zones showing regular surface water flooding to the northern end of Adastra Park.

Debris Dams

The construction of debris dams within Butchers Wood and Lag Wood have proven to be successful in slowing the movement of water towards Spitalford Bridge. These are low cost measures which can be installed by volunteers in a similar manner to those upstream of the town centre.

A site inspection and associated measurements of the channel indicate that up to four debris dams could be installed within the channel to the north of Adastra Park. The final amount will depend on the impounding length of each dam within the channel. The height of the dams would be below bank height to eliminate the risk of water overtopping the banks into Adastra Avenue or impounding into upstream gardens. In order to provide the maximum benefit, dam construction would start downstream (near Grand Avenue) and work towards Fir Tree Way. This will prevent construction of dams within the zone of influence of the next downstream structure.

It is suggested that the downstream structures be constructed to span the channel in a relatively tight construction, similar to that in Butchers Wood whilst the most upstream structure be of a “cross design” which, whilst slowing the flow will not create a large impoundment upstream.

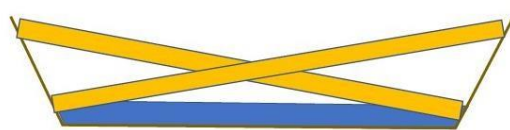


Fig. 2 Debris dam constructed in Lag Wood (winter 2016) and simple cross design for debris dams, shown by University of Brighton to be as effective.

| Item | Cost (exc VAT) | VAT | Total |
|------------------------|----------------|--------|---------|
| 12 x Holding Stakes | £40.00 | £8.00 | £48.00 |
| 20 x Brushwood Bundles | £160.00 | £32.00 | £192.00 |
| Fixings | £25.00 | £5.00 | £30.00 |
| | | | £270.00 |

Stream Banks

Depending on the ultimate use of Adastra Park next to the river (currently a small football pitch is marked out) the bank could be “skimmed” to be slightly lower than the surrounding bank and water allowed to flood onto the Adastra Fields. This would involve a small digger removing a 10m long strip to a depth of approximately 6-8 inches lower than is currently seen (Fig. 3).

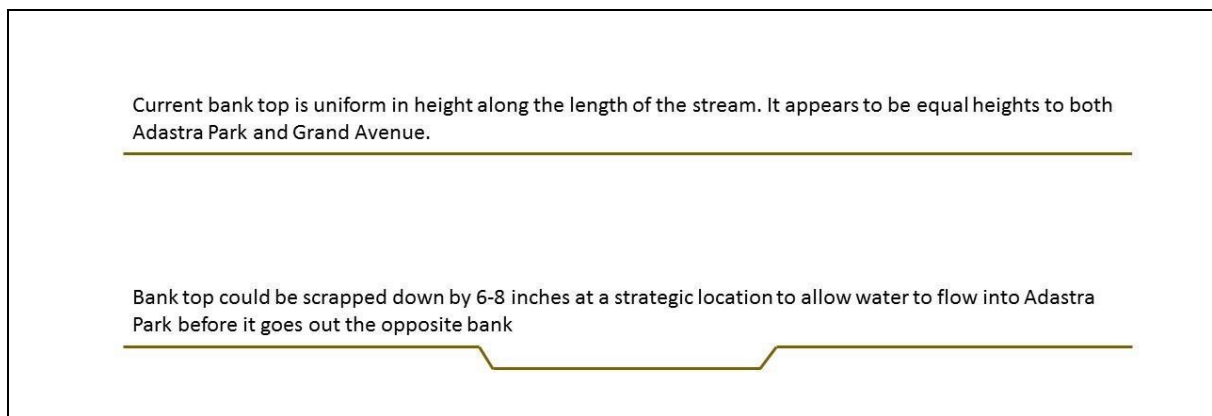


Fig. 3. Example of re-formed banks to allow water onto the fields at the northern end of Adastra Park.

This option needs to be undertaken in conjunction with the construction of a woody debris dam approximately 5m upstream (to push water out onto the grassland area). In addition, once the water is on the fields it needs to be stored somewhere and as such retention ponds would need to be created.

Two sites have been suggested for the creation of retention areas, either in the form of ponds or scrapes which would hold water either from the river channel (if bank lowering is undertaken) or from surface water movement across and through the south-north sloping fields. To protect those utilising the park for recreation, it is suggested that the retention areas are screened through the planting of a hedgerow which would also act to absorb and slow surface water movement through Adastra Park.

One of these ponds is suggested to be created in an area which appears to hold water and as such we can be sure that this will work to slow the flow of water from the fields into the stream. The second pond is slightly upstream and is also sited within a natural hollow within the grass area. The creation of two ponds at these locations would capture water flowing through and above ground across the grassland area as well as any overspill from the stream.

Planting

It is suggested that the strip of vegetation currently along the bank edge (dominated by trees and scrub) is widened by 3-5m with a mixture of hedgerow species and trees. This will provide an additional buffer, increased absorption and slow the movement of water from the fields into the stream. These could be planted by volunteers from both Hassocks and OART. Any planting would need to be undertaken between November and March to ensure best practice is adhered to and plants are given the best chance of survival.

In addition, the north-west corner could be planted with additional trees (approximately 50-100) to increase the time it takes for water from the fields to enter the stream.

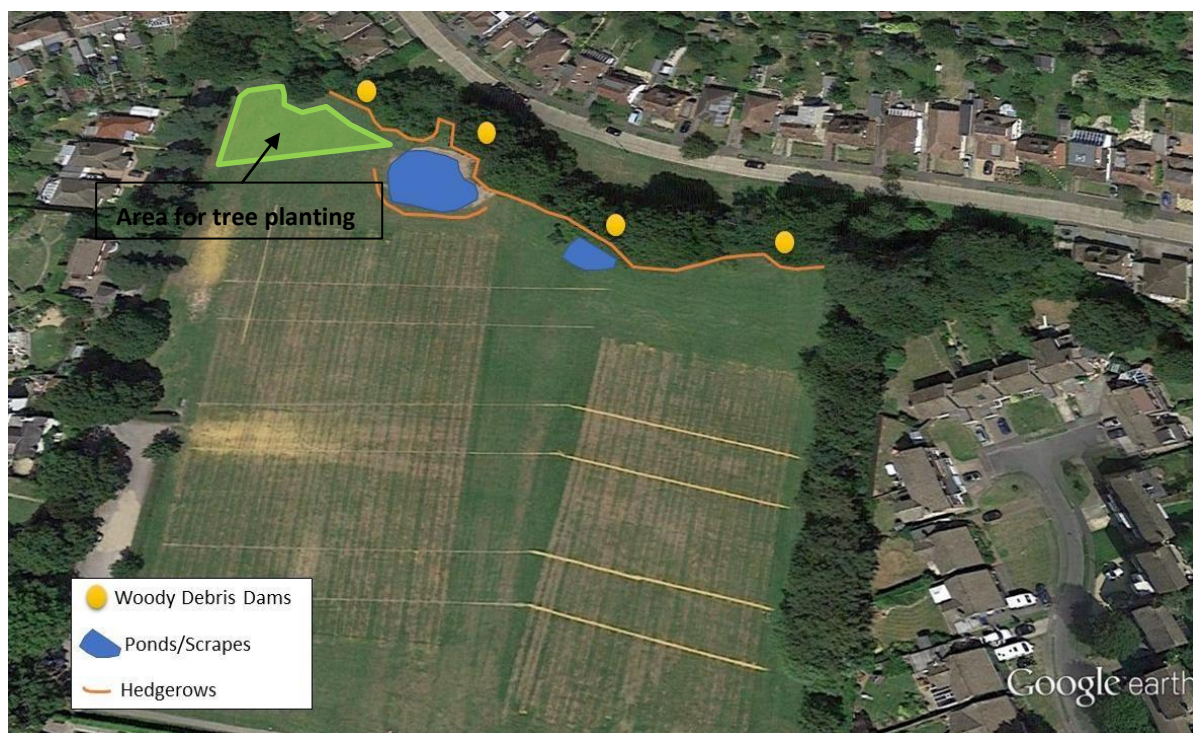


Fig. 4. Google Earth image of Adastra Park showing locations of two ponds (the larger being an area which currently sits wet and as such makes an ideal location for retention), indicative locations for debris dams and location of hedgerow and tree planting.

Retention areas can be shaped as desired to compliment the overall landscaping of the park and should be at least 50cm deep at the central point. Two options are shown below in terms of indicative shapes and sizes of the retention areas.

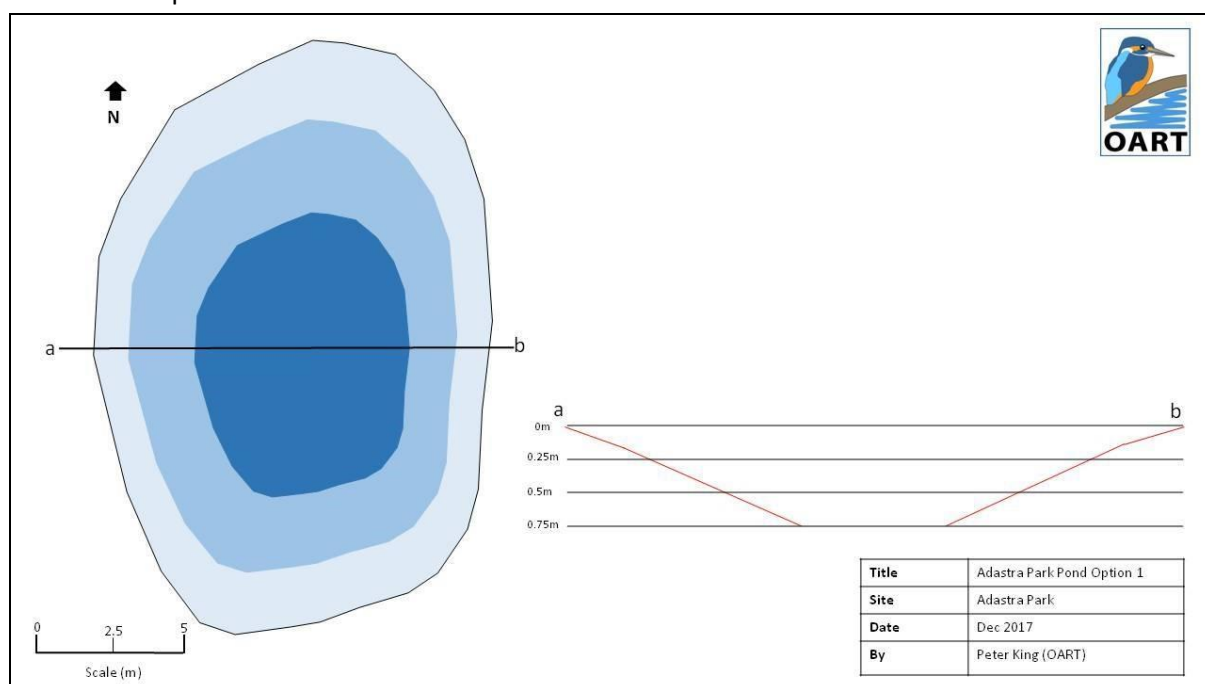


Fig 5. Simple pond design with depths for retention within Adastra Park

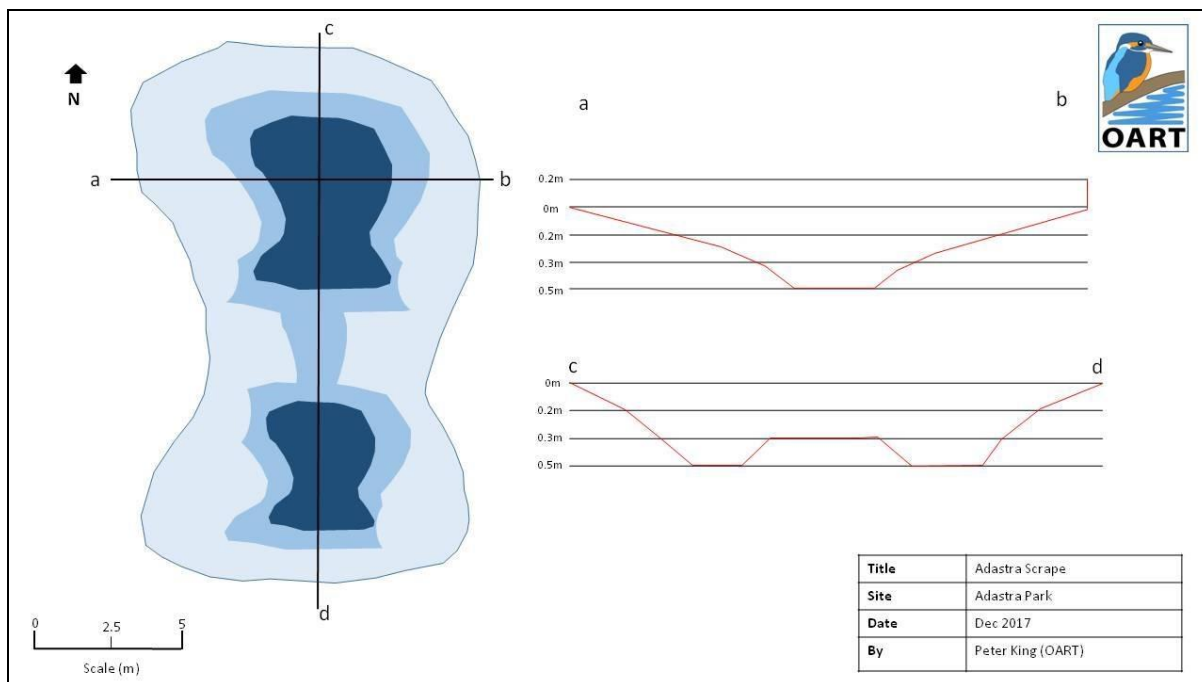


Fig. 6. Scrape design for Adastra park with depths and profiles shown.

The principle consideration for these areas is the disposal of any spoil which is dug from the ground which should be considered for use in landscaping the park to eliminate the need to remove it from site which would be disproportionately expensive.

Costs:

The final costs will depend on how the work can be programmed in consideration of the wider plans for Adastra Park and utilising plant which is on site or additional machines need to be brought to site.

Pre-works:

| Item | Cost |
|--|--------|
| To progress the project implementation to delivery. Including investigation of services, undertake community engagement with neighbouring residents, obtain relevant permissions, site visit with and employment of contractors, finalising plans and providing drawings suitable for machine operations. To include attendance at relevant meetings with Hassocks organisations and committees and travel expenses. | £3,000 |
| | £3,000 |

Delivery:

| Item | Cost (exc VAT) | VAT | Total |
|---|----------------|--------|--------|
| Debris Dams (as detailed above) | £225 | £45 | £270 |
| Bank Lowering and Retention Ponds <ul style="list-style-type: none">• Plant hire• Machine operators• Site supervision | £5,000 | £1,000 | £6,000 |
| Tree & Hedge Planting <ul style="list-style-type: none">• Plants• Plant guards• Supervision | £1,000 | £200 | £1,200 |
| | | | £7,470 |

As such, the estimated total cost of delivering the scheme, including all future preparatory work is **£10,470**. We would always recommend building in a contingency for unexpected events such as weather elongating the work period. This contingency should be set at 10% of the above and would take the total budget to **£11,517**.

These figures may go up or down depending on the time lag between the production of this document and the start of works. In addition, savings may be made through joining this proposal into the overall landscape plan for the site which it is understood is still being developed.

Should you have any further queries please do not hesitate to contact the author at peter.king@oart.org.uk

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 January 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 9 - THE ROYAL BRITISH LEGION – WW1 Centenary
Commemorations 2018

1. The purpose of this report is to invite Members to consider a request received from the Royal British Legion to sponsor a 'Silent Soldier'. Members are invited to consider the attached correspondence and information provided.

INFORMATION

2. The cost of sponsorship is £250 per Silent Soldier, which can include the Parish Council name at the bottom – as shown in the imagery.
3. The Soldiers are made of a material called dibond, which is an aluminium composite sheet, which is stable and rigid, and weather proof. The soldiers also come with a number of attachments so it can be securely fitted where required.
4. The measurements are approx. 144cm x 60cm, the soldier on its own is 3kg with the iron poles at 7kg approx.
5. Once payment is received the Soldiers will take 2 weeks to be created, and can be placed as soon as you receive them. They can then be placed until the end of December 2018 and kept by the Parish after.
6. OFFICER'S RECOMMENDATION. Members are
 - a) Invited to consider making a recommendation to Full Council to sponsor a 'Silent Soldier'. This could be funded from S137 Grant money.
 - b) If Members are minded to recommend the sponsorship, Members are then asked to consider an appropriate location for the siting of a 'Silent Soldier'. In this case, it is suggested that somewhere near the entrance to the Garden of Remembrance might be an appropriate location.



E
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Patron Her Majesty The Queen

**Polly Bate
Community
Fundraiser West
Sussex**

The Royal British Legion
100-101 Queens Rd,
Brighton
BN1 3XF

T 07458047235

PBate@britishlegion.org.uk

www.britishlegion.org.uk

Legion Contact

0808 802 8080

Registered Charity Number:
219279

5th January 2018

Centre

Dear Mr. Cumberworth,

Is your Parish Council looking for a way to commemorate the 100 year anniversary to mark the end of the First World War?

This year, across the Country, the Nation will be joining together to thank the First World War generation and all those who served, sacrificed and saved our world. One initiative that will be shown throughout the country is the 'Silent Soldier', a sponsored silhouette which will display a mark of respect to those who fell in the four years of war, leading to the Armistice in November 1918.

West Sussex Royal British Legion would like to invite your Parish to sponsor a 'Silent Soldier', to show your support this year. As shown in detail on the enclosed flyer, we hope to see many 'Silent Soldiers' appearing across West Sussex, appearing on buildings, in gardens and fields, on roundabouts and many other places.

Sponsoring a 'Silent Soldier' means the Royal British Legion can continue to support and care for Veterans from all Wars since WW1, and provide life changing benefits to those members of the armed forces communities affected, both individually and as a family.

If you wish to find out more about this initiative, please do get in touch. Alternatively, if you are interested in supporting the Royal British Legion commemorate the end of the First World War in different ways, there are so many ways your community can get involved - please contact me if you would like to hear more.

Thank you for your time and I look forward to hearing from you.

Kind regards,

Polly Bate



The Silent Soldier can be fixed to buildings and walls and will appear as troops did between 1914-1918 when returning home "silently". The Silent Soldier is a mark of respect to the many who lost their lives and never

The Silent Soldier comes complete with a post, screws and your name at the bottom as seen in the photo example.

For further information please contact

Sonja Moss, CFR East Sussex
SMoss@britishlegion.org.uk

Polly Bate, CFR West Sussex
PBate@britishlegion.org.uk



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HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 January 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Item 11.1 : REVIEW OF FEES AND CHARGES FOR HASSOCKS BURIAL GROUND

1. The purpose of this report is to invite the Committee to review the current charges for Hassocks Burial Ground and to agree any amendments.
2. A full review of comparative local burial ground fees has been undertaken and it concluded that Hassocks Burial Ground falls somewhere within the mid-range charges therefore any increases at this stage should only be inflationary as in previous years. With the following suggested exceptions:
3. **The fee charged for a double plot.** Hassocks Parish Council have charged the same fee for a single, double and triple plot, which is not a usual practice amongst comparable burial grounds.
It is suggested that:
 - i. The charge for a double plot is increased by 30% of the single plot charge.
 - ii. The option to have a triple burial plot is removed. This is not a common option and has cost and safety implications.

Additional Fees and Charges. These are above average in comparison with other parishes, and therefore it is suggested that there is no increase on the search fees and fees relating to Deed of Grant amendments.

4. Historically burial ground and allotment fees have been increased based on an inflationary increase and rounded to the nearest whole pound. The current allotment fees were increased using the Consumer Price Index and it is proposed that the same formula is applied to the Burial Ground Fees to ensure a consistent approach.

| <u>Hassocks Burial Ground</u> | | Current Fees Sept 2015 | Proposed changes Increase by CPI Increase Sept 16 to Sept 17 – 3% |
|--|-------------------|--|--|
| <u>Burials</u> | | EROB (50yrs) and 1st Interment Non parishioner - 5 x fee | Non parishioner - 5 x fee |
| A stillborn child, or a person who's age at the time of death, did not exceed 12 months (Parishioners only). | | Free | Free |
| A person whose age at the time of death exceeded 12 months but did not exceed 11 years. | | £199 | £205 |
| A person whose age at the time of death exceeded 12 years. | Single plot depth | £352 | £363 |
| | Double plot depth | £352 <i>It is suggested that this fee should be increased between 30%</i> | £472 (30%) |
| | Triple depth | £352 | <i>Suggest this is no longer offered.</i> |
| Second burial interment | | £114 | £117 |
| Interment of ashes into a Burial Plot | | £114 for further interment | £117 |
| <u>Memorials</u> | - | | |
| For the right to erect a headstone within the burial ground on a grave in Respect of which the exclusive Right of Burial has been granted. | | £114 | £117 |
| For the right to have additional inscription on an existing memorial. | | £57 | £59 |
| Second burial interment | | £114 | £117 |
| <u>Additional Fees or Charges</u> | - | | |
| Search Fee | | £34 per hour | Suggested no change |
| Replacement, transfer or amendment of Deed of Grant | | £57 | Suggested no change |

| <u>Hassocks Burial Ground</u> | | Current Fees Sept 2015 | Proposed changes Increase by CPI Increase Sept 16 to Sept 17 – 3% |
|--|--|--|--|
| <u>CREMATED REMAINS AREA</u> | | Interment of ashes, including the right to have an entry on the Wall of Remembrance | |
| | | Non-residents 5x fee | Non-residents 5x fee |
| Child whose age did not exceed twelve months (parishioners only) | | Free (residents) | Free (Residents) |
| A person whose age at the time of death exceeded twelve months but did not exceed 11 years | | £86.00 | £89.00 |
| Adult over the age of 12 years | | £172 | £177 |

HASSOCKS PARISH COUNCIL

To: Grounds & Environment Committee

Date: 29 January 2018

Contacts for this report: Deputy Clerk

Subject: Agenda Items 11.2 & 11.3 : BURIAL GROUND AUDIT SUMMARY AND ACTION PLAN

1. The purpose of this report is to inform Members of the main findings and recommendations from the Burial Ground Audit carried out by an Officer from the ICCM.
2. Following the audit and report, an action plan has been drawn up and Members are invited to note the actions which have been implemented.
3. OFFICER'S RECOMMENDATION. It is proposed that Members give consideration to setting up a small working party to address the following items and to agree recommendations to be presented to the Committee at a future meeting :
 - *Review regulations for Burial Ground and memorials.*
 - *Consider the future of the interment of cremated remains and memorial wall section.*

HASSOCKS BURIAL GROUND REVIEW

ICCM REPORT SUMMARY AND RECOMMENDATIONS WITH ACTIONS

| ICCM RECOMMENDATIONS October 2017 | ICCM REPORT SUMMARY October 2017 | ACTIONS |
|--|--|--|
| <p><u>BURIAL BOOKINGS</u></p> <p><i>1. Be aware that families may wish to make funeral arrangements themselves and not use a funeral director – a leaflet explaining what the family needs to do could be developed.</i></p> | <p>The Parish Clerk and Deputy Clerk should be able to advise families on what they need to do if they are not using a funeral director.</p> | <p>1. To be developed and implemented on completion of burial ground review.</p> |
| <p><u>GRAVE DIGGING</u></p> <p><i>2. Insist that any contractor undertaking work is suitably qualified and experienced, holds adequate public liability insurance, and has submitted safe systems of work and risk assessments to the Parish Council prior to undertaking work.</i></p> | <p>It is important that the Council is suitably protected through good administration in terms of using contractors.</p> | <p>It has become evident that the gravediggers more commonly employed by local Funeral Directors, are done so on the basis of length of experience and local knowledge. The grave diggers used provide this service at a number of local church and authority burial grounds. To insist on suitable qualifications could effectively result in the Funeral Directors being unable to use the current grave diggers and/or locate alternatives. Potentially providing grave digging could become the responsibility of the Council. This therefore poses a dilemma for HPC.</p> <p>The Council is required to be satisfied that any risks associated with the grave digging have been mitigated as far as possible, and to be able to prove that in the event of an accident the actions of the PC were justifiable and that everything had been done to remove the risks as far as possible.</p> <p>2a. Ongoing communication with ICCM and further research is required to ensure suitable method statements and risk assessments are produced to mitigate associated risks.</p> <p>2b. Public Liability Insurance is now requested and required. An acceptable level of cover is to be confirmed with the Parish Council's own insurance company</p> |

| ICCM RECOMMENDATIONS October 2017 | ICCM REPORT SUMMARY October 2017 | ACTIONS |
|---|--|--|
| <p><i>3. Check and mark the location of the grave to be prepared to ensure the contractor has the correct location</i></p> | <p>It is good practice for a member of the burial authority staff to mark the grave location when a burial has been booked</p> | <p>3. A Parish Council employee meets the Grave digger on site to confirm the location of the grave prior to digging, or marks the location using a wooden marker</p> |
| <p><u>BURIAL ATTENDING</u></p> <p><i>4. A member of staff should attend each burial to check that the death has been registered or a Coroner's Order for Burial has been received, and to check identification on the coffin against paperwork. The burial attendant should also ensure the burial takes place without incident and that mourners have left BG before the grave is backfilled.</i></p> | <p>It is industry best practice for a member of the authority to attend each burial to ensure that everything runs smoothly.</p> | <p>4. Implemented for burials. Officer on site prior to each funeral. The grave and area is inspected with the grave digger. The name plate is checked on arrival of coffin. Grave digger and Funeral Director oversee the funeral proceedings, the Officer stays on site until grave digger starts to back fill the grave.</p> |
| <p><u>BURIAL ADMINISTRATION</u></p> <p><i>5. Review and amend all forms used for burial, grave transfer and memorial administration</i></p> <p><i>6. Implement a computerised burial and grave register, with restricted access and data back-up remotely on a regular basis (commenced).</i></p> <p><i>7. Consider secure storage for burial registers and associated paperwork.</i></p> | <p>The forms used for burial administration are legally compliant, but need reviewing and amending to ensure they are fit for purpose and in-line with current best practice.</p> <p>Computerised burial records to ensure legally required fields are covered.</p> <p>Burial registers and associated paperwork to be stored in secure, fire-proof storage.</p> | <p>5. Completed. All forms overseen and approved by ICCM.</p> <p>6a. Implemented and ongoing. Overseen and approved by ICCM for legal compliance.</p> <p>6b. Daily back up.</p> <p>7. It is recommended that a fire proof safe is purchased.</p> |

| ICCM RECOMMENDATIONS October 2017 | ICCM REPORT SUMMARY October 2017 | ACTIONS |
|---|---|--|
| <p><u>TRANSFER OF GRAVE OWNERSHIP</u></p> <p><i>8. Review the paperwork and processes for the granting and transfer of grave ownership (commenced).</i></p> <p><i>9. Print grave ownership Deeds on a high quality paper.</i></p> | <p>Forms and processes used for granting and transferring grave ownership require amending to ensure legal compliance.</p> <p>Deeds to be printed on high quality paper</p> | <p>8. Completed and approved for use by ICCM.</p> <p>9. Implemented.</p> |
| <p><u>BURIAL GRAVE PLAN</u></p> <p><i>10. Keep the plan of the Burial Ground updated as burials take place and graves are purchased.</i></p> | <p>An interim plan was introduced in 2016, and subsequent to the site visit the Deputy Parish Clerk has developed the plan further to ensure legal compliance.</p> | <p>10. Plan now implemented and active. Overseen and approved by ICCM</p> |
| <p><u>BURIAL GROUND LAYOUT</u></p> <p><i>11. Ensure the graves are dug in the correct location and the lines of the graves are kept straight.</i></p> <p><i>12. Consult with design company regarding an improved design for burial section.</i></p> | <p>The actual burial ground layout is not well designed. Graves are in long lines without a break.</p> <p>Graves in the third line have drifted and are encroaching on the space in the adjacent line. If this continues graves could be affected.</p> <p>A break in the line would help to keep graves in line and would help with the visual appearance of the plot.</p> <p>Suggest asking a design company to look at the Burial Ground to improve its appearance and accessibility.</p> | <p>11a. To re-straighten the line, the matter was raised with the Grave Digger contracted to dig the next grave, and it was agreed that he would line this up with the first grave, rather than the adjacent grave.</p> <p>11b. Both local grave diggers have been made aware of the matter and are careful to ensure graves are lined up with the first grave in a row.</p> <p>11c. It is also essential that it is insisted upon stonemasons informing HPC when a headstone is to be installed and that the location is checked to ensure line remains straight.</p> <p>12. Funding has been allocated in the Ear Marked Reserves to undertake improvements to the site. Consideration is therefore required for the development of an improvement plan.</p> |

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| <p><u>BURIAL GROUND MEMORIALS</u></p> <p><i>13. Review regulations for Burial Ground and memorials</i></p> <p><i>14. Ensure that memorials are fixed to current industry standards by suitably qualified memorial masons</i></p> | <p>It is worth considering the regulations relating to the cemetery, and particularly memorials allowed on the grave. Current regulations are quite prohibitive, which has proved at other cemeteries to lead to an increase in unauthorised memorabilia.</p> <p>Important to ensure that any memorials fitted are erected to current industry standards (BS 8415) by suitable qualified memorial masons. (BRAMM or RQFM)</p> | <p>There is a variation of regulations amongst different burial grounds. Some do not allow anything other than fresh flowers, others allow planting, tributes etc.</p> <p>13. Burial Ground regulations to be reviewed by Burial ground Working Party and any recommendations to be presented to G&E at a future meeting :</p> <p>14. Burial Ground regulations and application forms have been amended to ensure full compliance.</p> |
| <p><u>MEMORIAL GARDEN</u></p> <p><i>15. Produce a maintenance specification, for the Burial Ground, including the memorial garden, and tender the service amongst local, suitably qualified and experienced contractors</i></p> | <p>Current maintenance standards give a somewhat neglected appearance. It is recommended that a maintenance specification is drawn up, perhaps in conjunction with a specification for the Burial Ground as a whole, and tendered among local suitably qualified and experienced contractors.</p> | <p>15. To be addressed within a review of improvements to the Burial Ground site alongside Action Point 14.</p> |
| <p><u>INTERMENT OF CREMATED REMAINS AND MEMORIAL WALL</u></p> <p><i>16. Consider the future of the interment of cremated remains and memorial wall section</i></p> | <p>One of the issues that has arisen from the interments is memorabilia on the places where burials have taken place. Although the intention for this area was that the memorial wall would be the form of memorialisation allowed, families like to mark the place of burial in some way, hence the unauthorised memorabilia.</p> | <p>16. To be considered by Burial ground Working Party and recommendations to be presented to G&E at a future meeting</p> |

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| <p><u>CONTINUITY PLANNING</u></p> <p><i>17. Produce procedure notes for continuity purposes.</i></p> | <p>An issue that has arisen previously is that one person has been responsible for the Burial Ground and associated administration processes. It is recommended that procedure notes are produced so that anybody stepping into the role can follow them and keep the service running.</p> | <p>17a. A procedure table has been formulated and is in place to guide all staff on the correct documentation for various situations.</p> <p>17b. Once all procedures are agreed and finalised, full procedure guidance and notes will be developed.</p> |
| <p><u>FEES</u></p> <p><i>18. Review fees annually</i></p> | <p>Burial Ground Fees should be reviewed annually and set by the Parish council. It is worth benchmarking against other authorities in the area.</p> | <p>18. To be considered and reviewed at the G&E meeting to be held on 29.1.18</p> |