



A Meeting of the West Hoe Cemetery Management Committee
will be held at Steels Funeral Directors, Victoria Road,
Bishop's Waltham, SO32 1DJ
on Wednesday 26th February 2025 at 5.30pm.

The meeting will be open to the press and public unless the Committee direct otherwise.
All papers/reports are available from the Council offices (except where classified as confidential).

Agenda

1. To receive and accept apologies for non-attendance.
2. To receive any Declarations of Disclosable Pecuniary interests relating to items on this agenda.
3. To receive any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session (*for information only*).
5. Grounds/Funeral Director Reports.
6. Approval of the minutes of the meeting of the 16th January 2025.
7. Actions Arising from the meeting of the 16th January 2025 (*for information only*).
8. Review of Cemetery Regulations – *for consideration*.
9. Correspondence: Request for Bench Between Plots – *for consideration*.
10. Correspondence: Request to Remove Section of Hedge to Access Neighbouring Land for Tree Work – *for consideration*.
11. Headstone Applications – *for consideration*.
12. Clerk's Report – *for consideration*.
13. Requests for future agenda items (*for information only*).
14. Motion for confidential business:
The following motion will be moved on the completion of the above business: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
15. Hedge Cutting Quotation – *for approval*.
16. Internal Audit Quotation – *for approval*.
17. Date of next meeting – 13th March 2025, 6pm.

C. Wilkinson
Clerk to the Committee
20.02.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Swanmore Parish Council Office, New Road, Swanmore. SO32 2NW

Minutes of the Meeting of the Committee held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 16th January 2025 at 6.00pm.

Present:

Committee Members: Cllr Campbell-Gurry
Cllr Marsh Chairman
Cllr Newhouse Vice Chairman
Cllr Williams

Also in attendance: Mrs C Wilkinson Clerk

Members of the public: 1

WH085/24 To receive and accept apologies for non-attendance

Cllr Conduct – Family Commitment
Cllr Woodman – Family Commitment

Resolved: To accept apologies for non-attendance.

Proposed: Cllr Campbell-Gurry

Seconded: Cllr Newhouse

All in favour.

Other apologies had been received from Mrs Fisher, Finance Manager.

WH086/24 To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.

None relating to the business of the meeting.

WH087/24 To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.

None relating to the business of the meeting.

WH088/24 Public Session

An enquiry had recently been received regarding the pet cemetery. These charges had not been reviewed for some time and would be included in the next review to be included in the agenda for the Committee's meeting in March.

ACTION: Clerk

WH089/24 Grounds/Funeral Director Reports

None.

WH090/24 To approve the minutes of the meeting of the 14th November 2024.

Resolved: to approve the minutes of the meeting of the 14th November 2024.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour.

WH091/24 Actions Arising from the meeting of the 14th November 2024.

Following the group visit to the cemetery that had taken place earlier in the day, an additional meeting of the Committee would be held on Wednesday 26th February to review and consider updates to the West Hoe Cemetery Regulations.

ACTION: Clerk

The quotation received for the hedge cutting at the cemetery would be accepted to expedite the work, and brought to the committee for retrospective approval. Competitive quotations would be gathered the next time this work was required.

ACTION: Clerk

WH092/24 To consider finance matters:

i) To approve payments for authorisation.

Resolved: To approve the payments tabled to a total amount of £4,324.58.

Proposed: Cllr Williams

Seconded: Cllr Campbell-Gurry

All in favour.

The cost of skip hire was raised, the regulations regarding bonfires would be investigated, to see whether this would provide a practical alternative. **ACTION: Clerk**

ii) Bank Reconciliations for October, November and December 2024 – to note the review by the Chairman

Noted.

iii) Income and Expenditure Forecast – to note current position

Noted.

iv) Cost Centre Report – to note current position

Noted.

v) West Hoe Cemetery Banking Update

Noted.

WH093/24 Committee Cemetery Visit – for consideration

The group visit that had been undertaken earlier in the day was regarded as a productive exercise. Matters that were noted during the visit that required action or further consideration included:

- Lych Gate Drainage Quotation still regarded as necessary
- Locations for a further two memorial trees had been identified alongside existing trees in Area C.
- Quotations would be gathered for the removal of the small section of hedge that had become overwhelmed with brambles. **ACTION: Clerk**
- Regulations would be revisited in relation to permitted headstone sizes.
- No new hedge was felt to be necessary for the new cremation area.
- Leaf blowing would help the general appearance of the site at this time of year.

Whether electricity was available on site was questioned. Clarification would be sought from the Grounds Team. **ACTION: Clerk**

At this point Councillor Campbell-Gurry left the meeting.

WH094/24 Proposal to Introduce Form to Confirm Receipt of Cemetery Regulations – for consideration

In principle this proposal was regarded as reasonable, however, further consideration would be deferred until the regulations as a whole had been reviewed.

WH095/24 West Hoe Cemetery Processes – Memorial Applications – for information

A future agenda item would be created so that the Clerk's suggestion to modify the documents granting permission to erect headstones/install memorial plaques covered the same term as the relevant Deed of Ownership. **ACTION: Clerk**

WH096/24 Correspondence: Request for Larger Headstone – for approval

The member of the public present was made aware of the Committee's plan to review the Cemetery Regulations as a whole (including whether grave coverings should be permitted), and was advised that they might wish to wait for the outcome of that discussion before progressing with the headstone.

Resolved: To limit the width of the proposed headstone to 26 inches but to permit the requested headstone to be of a height of up to 42 inches as per the request.

Proposed: Cllr Marsh

Seconded: Cllr Campbell-Gurry

All in favour.

WH097/24 Correspondence: Access to Grave – for consideration

The nearby shrub that grown to obstruct access to some plots in Area A (near the main path) would be cut back and the area seeded to improve the accessibility of the area.

ACTION: Grounds Team

WH098/24 Cemetery Update – for information

Noted.

WH100/24 Memorial Service Update – for consideration

The Clerk would proceed with the necessary arrangements.

WH101/24 Clerk's Report – for consideration

The recently installed ledger that had not received Committee approval was discussed.

minutes of the
meeting held on
the 20th February

Resolved: To give consideration to whether to permit ledgers to be installed as part of the planned review of regulations, that would take place on Wednesday 20th February, and to defer a response in the relation to the ledger that has been installed until after that review had taken place.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour.

WH102/24

Requests for future agenda items

Review of Regulations

Ratification of acceptance of Hedge Work Quotation

Review of Charges for 2025/26

WH103/24

Date of next meeting – An additional meeting would be held on Wednesday 26th February

There being no further business the meeting closed at 7:23pm.

DRAFT

West Hoe Cemetery Management Committee

Actions Arising report for the meeting on 26.02.25

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	Plots to be pegged.
WH050/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/PW	Weedkilling to be undertaken (agreed that no planting is necessary 16.01.25)
WH017/23	Gates - actions to be progressed	Ongoing	Clerk/PW	PW to arrange repairs to gate before repainting
WH084/23	Drainage solution for lych gate	Jul-24	Clerk	One quote received
WH012/24	Insurance costs for criminal damage	Jul-24	Clerk	
WH025/24	Letters to be sent to plot holders not abiding to rules	Ongoing	Clerk	Meeting scheduled for same purpose
WH025/24	To gather quotations for lockable posts and installation	Oct-24	Clerk	
WH054/24	Progress with exploring costs of installing a shed with an appropriate base.	Dec-24	Clerk	
WH054/24	Schedule tidy up session for committee and to consider grace period.	Complete	Clerk	Group visit conducted 16.01.25. TIDY UP SESSION STILL REQUIRED
WH067/24	Discuss uneven plots with Grounds Team	Jan-25	Clerk	
WH067/24	Update wording of cemetery adverts to request that plastic wrapping be removed from flowers.	Jan-25	Clerk	
WH073/24	Place updated schedule of working into noticeboard	Complete	Clerk	
WH074/24	Gather competitive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH077/24	Identify locations for additional memorial trees	Complete	Committee members	Completed during group visit
WH088/24	Review pet cemetery prices.	Mar-25	Committee members	
WH091/24	Hold additional meeting to review cemetery regulations	Complete	Committee members	
WH091/24	Bring hedge work quotation for retrospective approval.	Complete	Clerk	
WH092/24	Investigate bonfire regulations.	Mar-25	Clerk	
WH093/24	Gather quotations for removal of small section of hedge overcome by brambles.	Mar-25	Clerk	
WH093/24	Find out whether electricity is available on site.	Mar-25	Clerk	
WH095/24	Bring future agenda item to committee to amend period on permission to erect memorial	Mar-25	Clerk	
WH097/24	Cut back shrub reducing access to Area A.	Mar-25	Grounds Team	

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th February 2025

Agenda Item 8 - Review of Cemetery Regulations – *for consideration*

A copy of the current regulations for the West Hoe Cemetery are included overleaf for review.

Areas previously raised for consideration

- Initial flexibility regarding items on grave
- Wrappings to be removed from flowers
- More positive approach to use of artificial flowers (to be removed when they become tatty)
- Headstone sizes

Proposal: **To review the current West Hoe Cemetery Regulations and make appropriate updates.**

Clerk to the Committee

20.02.25



Burial Ground Regulations

1. Introduction.

- 1.1. These regulations apply to the West Hoe Cemetery which is owned by Bishop's Waltham Parish Council.
- 1.2. The West Hoe Cemetery Management Committee is responsible for the management of the cemetery and lays down the Cemetery Regulations. The Management Committee is formed of Councillors from both Bishops Waltham and Swanmore Parish Councils, with co-opted ex-officio advisors and assisted by the Clerk to the Committee. The Clerk has the authority to act for and on behalf of the Committee. All correspondence should be addressed to the Clerk

2. Contact Details.

- 2.1. All interment bookings, general enquiries and comments regarding the West Hoe Cemetery should be directed to:

The Clerk to the Committee

General Enquiries: 07751 790 327

Email: westhoe@bishops-waltham-pc.gov.uk

- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds.

- 3.1. The West Hoe Cemetery is open for visitors every day of the year during the following times:

April to September	09.00 to 20.00
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October to March	09.00 to 17:00
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No person is permitted to be in the Cemetery outside of the published opening hours without the express permission of the Clerk to the Committee.

- 3.2. West Hoe Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.
- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk to the Committee.
- 3.6. Visitors to the cemetery or attending funerals in vehicles may park in the adjacent car park. No cars, other than funeral vehicles (hearse and limousines) may enter the cemetery. Memorial masons or other contractors who may require vehicular access should contact the Clerk to the Committee.
- 3.7. Visitors with disabilities or other special requirements should contact the Clerk to the Committee who will be pleased to assist.

4. General Regulations.

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the West Hoe Cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Committee in advance.
- 4.4. The Committee will publish a scale of fees and charges annually. Residents of the parishes of Bishop's Waltham and Swanmore will qualify for reduced fees compared to non-residents.
- 4.5. **Residential qualification.**

a) Residents of the parishes of Bishop's Waltham and Swanmore may have their body or cremated remains interred in the West Hoe cemetery. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Bishop's Waltham or Swanmore at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria.

b) The Cemetery Committee may, at its discretion, consider regarding "non-residents" as "residents" for the purposes of assessing interment fees –if it can be proven to the Committee's satisfaction that the deceased had a long and known connection with Bishop's Waltham or Swanmore. The Committee has absolute discretion on applying any such exemption.

c) Non-parishioners with no connection to either Bishop's Waltham or Swanmore may be interred in the cemetery at a fee to be determined and reviewed annually.

- 4.6. When an interment occurs, or when a memorial is erected, the next of kin will be required to sign the relevant forms showing agreement with and undertaking to abide by the cemetery regulations.
- 4.7. The Committee reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves.

- 5.1. Graves are available in the West Hoe Cemetery. Graves will be allocated on a next available basis, at the discretion of the Committee.
- 5.2. The Exclusive Right of Burial for a grave is purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave, subject to the Committee's memorial regulations.
- 5.3. No graves may be pre-purchased or reserved.
- 5.4. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.
- 5.5. The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone is allowed. Cremated Remains graves are for the burial of cremated remains only, and may be marked with a small memorial (see 9.9).
- 5.6. All graves will be excavated and prepared for interment by Committee approved contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk to the Committee. The depth of each grave will be determined by the Committee in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

- 5.7. Following the interment, the Committee will arrange for the grave to be levelled and either re-turf or topsoil and seed it as appropriate to the season.
- 6. Coffins.**
- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.
- 6.2. Coffins wider than 28" or American style caskets will incur an additional 50% charge.
- 7. Booking of Interments.**
- 7.1. A provisional booking for an interment may be made by telephone to the Clerk to the Committee.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Bishop's Waltham Parish Council) to the Clerk to the Committee at least 48 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. As much information relating to the interment as possible must be given to the Committee in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, piper etc.
- 7.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner or next of kin must be given.
- 7.5. It is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Bishop's Waltham Parish Council Offices prior to the funeral.
- 7.7. The Committee will determine the appropriate fees to be paid for the interment, which must be paid fully in advance.
- 8. Interments.**
- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to an additional cost. Please contact the Clerk to the Committee if a time outside of the permitted hours is required.
- 8.2. All interments will be subject to the control of the Committee's delegated representative, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Committee reserves the right to delay a late arriving funeral in the event that it impacts on another service.
- 8.4. It is the responsibility of the person making the interment arrangements to organise a Minister or Officiate for the funeral if one is required.
- 8.5. Following an interment, the surface of the grave will be covered with turf within an appropriate period, weather permitting. Graves will be re-turfed as required within the first year. No mound will be allowed. The Committee's contractor will undertake the turfing.
- 8.6. Any floral tributes from the funeral will be placed on top of the grave following backfilling and will remain in situ for a minimum of 14 days, maximum of 30 days before being cleared by designated Committee staff (unless family have already removed them).

9. Memorials.

- 9.1. The Committee follows a regime dealing with memorial installations, safety inspections and making safe unstable memorials.
- 9.2. Only those memorial masons' businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the West Hoe Cemetery. Fixers who do not yet hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence. All stonemasons wishing to erect memorials shall register with the Management Committee and submit full method statements of working practice.
- 9.3. Memorials in lawn and cremated remains sections other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. No planting is allowed in the cemetery or on any grave space.
- 9.4. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk to the Committee on the appropriate form supplied by the Committee and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Committee a permit will be issued to the responsible Memorial Mason.

9.5. Memorials in burial areas.

a) No Memorial will exceed three feet in height, measured from ground level. Nor will it be more than two feet wide and it should have a thickness of not less than three inches, but not more than six inches. An adjacent matching flat stone slab, which may contain a flower vase, may be no more than two square feet.

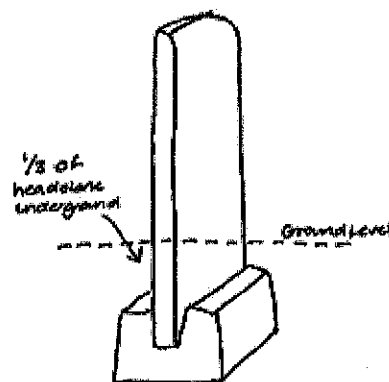
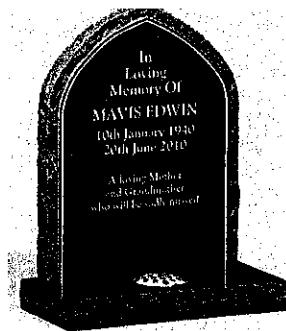
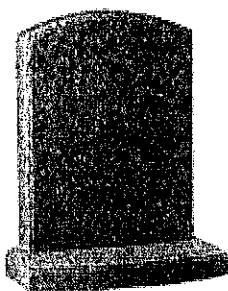
b) Each Memorial will be of monolithic construction and fixing, with at least one-third of the headstone being below ground.

c) Headstones and slabs in areas 'A', 'B' and 'C' shall be constructed of marble, granite, slate, Purbeck, Nabresina and Portland stone only.

d) If no headstone incorporating a vase is erected in areas 'A' and 'B', one flower vase will be allowed above ground level in the normal headstone position. No vases, flower holders or other items are permitted elsewhere in the grave space; any item so placed will be removed and the deed holder advised.

e) In area 'C' if there is no adjacent slab incorporating a flower vase, then one freestanding flower container will be permitted provided it is made from the same material as the headstone and positioned immediately in front of it.

e) The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number on the reverse of the memorial in letters not exceeding 1" high.



Monolith Fixing

9.6. Memorials in cremated remains areas.

a) Within the Cremated Remains area all plaques or any other similarly designated area will be flat and of a standard size, that being 18 inches by 14 inches.

b) A single flower holder may be incorporated with the plaque and should be made from the same material as the plaque.



Typical plaque for used in cremated remains area.

9.7. Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

9.8. No Memorial is to be removed from the Cemetery except with the express permission of the Clerk to the Committee.

9.9. The Management Committee cannot accept responsibility for damage to any Memorials unless a person acting on behalf of the Committee causes such damage.

9.10. Temporary grave markers are allowed for a maximum period of twelve months.

9.11. Biodegradable artificial flowers are permitted. However, in order to protect wildlife, plastic flowers will be regularly removed from the site. Windmills, trinkets, toys or other non-floral decorations are discouraged. The Management Committee reserves the right to remove any items no longer in good condition.

9.12. Netting is not permitted on any memorial or grave to conform to health and safety legislation.

9.13. The Exclusive Grant for the installation of a memorial is purchased for a period of 75 years.

10. Care of Graves and Memorials

10.1. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

10.2. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Committee cannot be held responsible for any damage to them howsoever caused. The Committee may remove any articles from any grave that are likely to cause risk, damage or offence to visitors to the cemetery or which interfere with the Committee's maintenance of the site.

11. Natural area for the interment of cremated remains.

11.1. Plots will be 50cm x 50cm.

11.2. Ashes must be placed in a biodegradable container.

11.3. Native bulbs may be planted on the plot. A list of approved bulbs will be provided by the Committee and planting will be undertaken by Committee staff.

11.4. A Deed of Grant for 75 years will be issued for each plot.

12. Memorial trees.

12.1 Trees will be purchased by the applicant.

12.2 Whilst the Committee will try and accommodate the preference for the tree species and location, it reserves the right to refuse an application if the preferred location is unsuitable following a site appraisal. Suggested tree varieties will be recommended once a specific site has been chosen. The type of tree species and its positioning on site will be at the final discretion of the Committee.

12.3 Trees will only be planted during the period November to March, however applications will be processed throughout the year.

12.4 The Committee will not be held responsible for the replacement of damaged, missing or vandalised trees.

12.5 The Committee will make every effort to maintain the tree in good condition. However, the Council is not responsible for loss of the tree due to inclement weather, for example severe frost or drought.

12.6 It is the responsibility of the donor to contact the Committee with any change of address, otherwise the last known address will be used. If this proves to be incorrect, we are not duty bound to pursue this matter further.

13. Memorial benches.

13.1 The West Hoe Cemetery Management Committee receives occasional requests from members of the public who wish to place a memorial bench within the Cemetery. Although there is no legislative requirement for the provision of memorial benches, it is accepted that they provide a useful and appropriate public amenity within the Cemetery.

13.2 In the past applicants have been able to choose their own design, size and style of bench (subject to Committee approval) but with the adoption of this policy the Committee recognises the need for a consistent approach to the provision of benches within the Cemetery.

13.3 Memorial benches, once approved, will be purchased by the applicant and then maintained by the Management Committee. Most requests are for benches to be placed next to or near to a particular grave. Site operations, maintenance access and proximity of other benches restricts the space available for new benches so the nearest appropriate location will be offered.

13.4 To ensure high standards the style of bench has been approved by the West Hoe Cemetery Management Committee.

13.5 This policy, therefore, continues to welcome applications for benches in appropriate locations in the Cemetery. The operating principles below will ensure that requests for benches are responded to in a consistent, efficient and helpful manner. It will result in benches being provided and installed in appropriate locations to ensure they are suitable in keeping with the area.

Operating principles:

1. The location in which the bench will be placed is determined by the West Hoe Cemetery Management Committee (WHCMC), dependent on need and availability. Whilst the Committee will try to locate a bench at a requested location, this cannot be guaranteed. Benches will be located where they do not impede the operation or maintenance of the site.
2. Only sites which do not already have a sufficient number of benches will be considered. This will be determined by the WHCMC.
3. The bench style for use in the Cemetery will be of a high quality associated with the provision for public seating (as shown in Appendix 1).
4. To ensure installation is undertaken safely and to the required standard, the WHCMC will arrange the installation and the cost will be paid by the applicant.

5. Retention of a memorial bench will be for the expected life period of the bench only, after which it may be removed. Removed plaques will be offered to the original applicant where practical. Any replacement bench on that site would be treated in the same way as a new memorial bench.
6. The number of benches being placed in the Cemetery grounds will be at the discretion of the WHCMC.
7. The Committee's standards of maintenance will be accepted as keeping the bench fit for purpose and clean. This will involve occasionally removing built up algae and grime, removal of graffiti and repairing minor faults within resources available. Owners are invited to maintain their benches to their required standard if they wish.
8. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation shall be permitted on or around the bench.
9. It is the responsibility of the donor to contact the Committee with any change of address, otherwise the last known address will be used. If this proves to be incorrect, we are not duty bound to pursue this matter further.

Appendix 1



The Kennington Seat is the perfect combination of both traditional and contemporary. The planed and sanded hardwood bench is suited to a range of environments and sectors.

Dimensions: 1800mm (l) x 650mm (w) x 900mm (h)

Provided by Broxap.

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th February 2025

Agenda Item 9 - Correspondence: Request for Bench Between Plots - for consideration

Two members of the public visited the Jubilee Hall, during the week commencing the 20th January, to request permission to install a backless bench between the plots belonging to two of their family members, who are buried directly next to each other in Area C. The request was subsequently confirmed in writing. The relevant plots are shown in the photograph below (the proposed location of the requested bench is marked with a blue rectangle).



Currently memorial benches are located around the edges of each area only.

Proposal: To consider the request received and agree a response.

Clerk to the Committee

20.02.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th February 2025

Agenda Item 10 - Correspondence: Request to Remove Section of Hedge to Access Neighbouring Land for Tree Work – *for consideration*

A neighbouring landowner has requested permission to access part of their land via the cemetery in order to carry out tree works, to fell trees that have been found to be infested with Spruce Bark Beetle (as reported to the landowner by the Environment Agency).

This access would require the removal of a stretch of hedge which the neighbour would then reinstate at their cost.

Proposal: To consider the request received and agree a response.



Clerk to the Committee

20.02.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th February 2025

Agenda Item 11 - Headstone Applications – for consideration

Application 1

The following was resolved after the consideration of an application for a larger than standard headstone in the Committee's last meeting (held on 16th January):

WH096/24

Correspondence: Request for Larger Headstone – for approval

The member of the public present was made aware of the Committee's plan to review the Cemetery Regulations as a whole (including whether grave coverings should be permitted), and was advised that they might wish to wait for the outcome of that discussion before progressing with the headstone.

Resolved: To limit the width of the proposed headstone to 26 inches but to permit the requested headstone to be of a height of up to 42 inches as per the request.

Proposed: Cllr Marsh

Seconded: Cllr Campbell-Gurry

All in favour.

Subsequent to this committee meeting, further correspondence has been received from the applicant, giving examples of other headstones in the cemetery that are wider than standard (2 foot). This correspondence will be supplied to councillors as a separate document.

Proposal 1: To consider the correspondence received and to agree a response.

Application 2

This application is for a headstone that incorporates two flower vases, rather than the single one suggested in the regulations. A diagram of the requested headstone will be supplied to councillors as a separate document.

Proposal 2: To consider the application received and to approve.

Clerk to the Committee

20.02.25

WEST HOE CEMETERY MANAGEMENT COMMITTEE

26th February 2025

Agenda Item 12 - Clerk's Report – *for consideration*

This agenda item has been withdrawn.

Clerk to the Committee

21.02.25

WITHDRAWN