



Operations & Amenities Committee

To: Committee Members

Cllrs Goodman (Chairperson), Bolanz, Chapman, Collins, Cooper-Marsh, Dunford, Hitchin, Johnson & Maslen

Copies: County Councillors (not a Town Councillor) – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors (not a Town Councillor) – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Local Press, Town Council Website & Noticeboard

Agenda for the meeting of the **Operations & Amenities committee** to be held on **12th November 2024** at **7.15pm** in the **Eaton's Community Centre, The Maltings, St Neots, PE19 8ES.**

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

Members of the Operations & Amenities committee are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1. Apologies for absence

To receive and accept Councillor's apologies for absence.

2. Declarations of interest

To receive from Councillors declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

3. Minutes

Members to approve the minutes of the Operations and Amenities Committee held on 10th September 2024 as a true and accurate record.

Attachment 1

4. Action List

To receive a summary and status of ongoing actions and resolutions.

Attachment 2



Slade

5. Local Highways Improvement Bids (LHI)

- i) To receive a report on consultation feedback to the Council’s Luke Street LHI bid and to agree a recommended way in which to progress to the next stage of the proposed LHI. Attachment 3
- ii) To receive and note an update from Cambridgeshire County Council’s Place and Sustainability Team on the outcome of the January 2024 Eatons LHI bid. Attachment 4
- iii) To receive and consider recommendations on potential LHI bids for the 2025/26 application round. To follow

6. Steve Van de Kerkhove Community Centre

To receive and note works proposed to be implemented under delegated budgets on improving access and surfacing at the Steve Van de Kerkhove Community Centre. Attachment 5

7. Church Wall, St Mary’s St Neots

To receive and note a report from the Project Delivery Manager on professional advice received from a Structural Engineer on repairs required to the perimeter wall of St Mary’s, St Neots Churchyard for which the Town Council is responsible. Attachment 6

8. Jubilee Garden

To receive and consider an update on costs and options proposed to help protect the jubilee mosaic the following works recommended by the Committee;

- i) Perimeter drainage around the Jubilee Mosaic. Attachment 7
- ii) Removal of loose gravel and installation of resin in Jubilee Garden.

9. Budget Setting 2025/26

To receive and recommend Operations and Amenities Committee budgets for the 2025-2026 financial year to the Finance and Governance Committee. Attachment 8

10. CCTV Reports

- i) To receive and consider September 2024 CCTV incident report as provided by Huntingdonshire District Council. Attachment 9
- ii) To receive and consider the August 2024 – September 2024 quarterly CCTV report as provided by Huntingdonshire District Council. Attachment 10

11. Adoption of Developer Owned Land

To receive and consider a request from Persimmon Homes that the Town Council adopt open space land at Medland Grove, Eynesbury along with a supporting report from the Operations Manager. Attachment 11



Slade

12. Burial Regulations

To receive and consider for recommendation to the Finance and Governance Committee revised Burial Regulations for St Neots Town Council's cemeteries.

- i) St Neots Lawn Cemetery Regulations Attachment 12
- ii) Cemetery Regulations –St Neots Old & New, Eynesbury, Eaton Socon Attachment 13

13. Date of next meeting

To note that the date of the next Operations and Amenities committee meeting will be 3rd December 2024.

Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Chapman, Dunford, Hitchin and Maslen

In attendance: Town Clerk, Operations Manager, Senior Maintenance Technician, Project Deliver Manager

Absent: Cllrs Bolanz, Collings, Cooper-Marsh and Johnson

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 15th October 2024** at **7.15pm** in the Eaton’s Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There is one member of the public present who wished to address the Council in relation to the Museum Repair agenda item.

ACTIONS

049 Apologies for Absence

Apologies were noted from Cllrs Bolanz, Collins and Johnson

Admin

050 Declarations of Interest

Cllr Chapman declared an interest in agenda item 11 the draft ‘Hire of Council Equipment’ policy as a Member of the Eatons Community Association who use Council equipment to facilitate a May Day event.

051 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 10th September 2024 as a true and accurate record.

052 Action list

Members received and noted the committee action list. The following items were raised in more detail;

Jubilee Trees – Trees purchased by the Town Council are to be delivered directly to HDC who will be planting the trees on the Council’s behalf. The agreement with HDC includes the planting of wildflowers as well as trees. This will happen during the current planting season.

Changing Places – Awaiting approval of charity. Provided all evidence needed.

Members were informed that approval was awaited from the Muscular Dystrophy Charity that the Changing Places toilet could be opened and used. HDC were currently pursuing these permissions. Members raised concerns about the ongoing closure of the toilets and asked that if the standard toilets were ready to use then these should be opened now, rather than waiting for the Changing Places toilet sign off and opening all toilets together.



053 Local Highways Improvement Bids 2024-25

- i) Location of signs – attach to existing post if possible as less street furniture. **RESOLVED** to go route without additional post.
- ii) Provided an update on Luke street – go through individual objections – could we see written objections and wording of them, along with the successful ones. Ask Simone to attend as well.
A Member expressed that they wouldn't support Montague Street being one way.

054 Community Orchard

Town Clerk introduced a report which had been put together by the Councils Environmental Project Officer. Members noted that there would be a surplus of trees from the Bio Diversity Grant the Council had received. It was recommended by the Environment and Emergency Committee that the Council use these trees to create a community fruit orchard at the Steve Van de Kerkhove Community Centre.

A Member commented that there was a community orchard at Sudbury Meadow and expressed concern the proposed location could be encouraging people to go to that area, which is isolated and now the base for the Town Council office. It was felt there was a risk of attracting anti-social behaviour adjacent to and in the cemetery.

The Operations Manager commented that surplus trees would be good to use in a number of locations around the town as part of reducing annual bedding plants and the costs and maintenance associated with them. Members expressed support for this idea.

A Member commented that the land at Steve Van de Kerkhove Community Centre could have other purpose in the future and the ability to consider this would be lost with an orchard.

RESOLVED that the Operations Manager work with the Environmental Project Officer to identify locations around the town that would be suitable for, and benefit from trees as part of reducing annual bedding.

055 Operational Equipment

Members received and considered a report proposing that the Council invest in a new piece of equipment for the purpose of the operations team delivering its work/services. The Operations Manager and Senior Maintenance Technician addressed the Council to explain the benefits of the equipment, how it would help create efficiencies in the team and how the resource freed up could be allocated.

Members welcomed the report and the proposed equipment. A Member queried how the vehicle would be stored given the pressure on depot space. The Operations Manager explained that the equipment also worked as a forklift truck which would allow the team to better store and stack items, creating more floor space.



Members discussed the benefits of the equipment and the additional works it would allow the team to undertake. Members particularly welcomed the resource that would be freed up to allow the team to undertake more traditional operational tasks which would improve the public realm under the Council's ownership.

Members asked several questions about the equipment's ability and scope of work it could undertake.

It was noted that the equipment would allow the operations team to widen its ability to;

- Cut banks and ditches it couldn't currently, but which fall under the CCC grass cutting contract.
- Cut more areas and verges.
- Help remove weeds.
- Reduce time to cut hedge rows and potentially cutting more hedgerows.
- Potential to undertake more work for County Council as part of reviewing the grass cutting contract.

The equipment will also dramatically improve efficiency, reducing the number of operatives and time involved in certain tasks, particularly hedge cutting. This freed up resource will allow the team to address operational jobs it does not presently have resource to undertake.

The Committee discussed leasing the equipment rather than purchasing. However, it was not felt that this would be a practical option given the use of the vehicle and the potential it has for wear and tear.

RESOLVED to RECOMMEND that the Council purchase an Avant-AV 760I and suitable attachments at a cost of £60,627 and that the Finance and Governance Committee consider and make a recommendation on funding for the equipment.

056 Budget Setting 2025/26

Members received and considered current budgets which fall under the Operations and Amenities committee, along with budgets highlighted by officers which may need increasing or could be lowered based on current and previous actual spend. Members noted that officers had recommended a revenue budget for the maintenance of defibrillators. This is in response to the Council adopting community defibrillators during the past year. It was proposed and seconded that funding is also included to fund the purchase of additional defibrillators as part of ensuring the Council responds to community need.

It was proposed that if the purchase of new defibrillators can be regarded as small capital items that the revenue budget is increased to £3,000 to allow for the purchase of additional defibrillators.



RESOLVED to RECOMMEND as part of the budget setting process that the proposed 'Defibrillator' budget is increased to £3,000 to allow for the purchase of a new defibrillator for consideration by the Council as part of the overall budget setting process.

057 Strategic Projects

Members received and considered a schedule of key projects which fall under the remit of the Operations and Amenities Committee. Members noted that several projects were due to come to a conclusion, while others were still to be started. The schedule included timeframes and estimated costs based on current available information.

Members were in broad agreement with the projects highlighted in the table and the timeframes set against them. A Member commented that not all the projects were strategic and instead were day to day operations related to existing assets, play park improvements was highlighted as an example. The Clerk explained that it was important that all projects be included as the same resource would be used to deliver all the projects and Councillors needed to understand timescales, priorities and work allocation in that context.

Members discussed play provision in detail, noting that the schedule proposed bringing forward refurbishment of two poor quality play parks. The reason for this was that they were assets that needed improving and could be more quickly addressed the developing a completely new play park in Eaton Ford, which would require consultation and planning. Members discussed the creation of a new play park at Eaton Ford, which was a strategic project. It was explained that it was not intended to push this project back, but that there were a lot of enabling works such as identifying the best location, assessing play need and consultation.

It was agreed that the refurbishment of Swift and Bevington play parks were not strategic but would be left on the schedule due to the resource implications related to the projects. The Project Deliver Manager would highlight that they are not strategic projects. They would be progressed under business as usual for the committee.

Members discussed timescales for items such as cemetery land, depot options and a new play park and it was confirmed these matters would be worked on and brought forward to future meetings in line with the schedule.

The Chairperson would feed the Committees comments back to the Strategic Working Group.

058 Burial Regulations

Members received amended Burial Regulations for St Neots Cemeteries. Members noted that the committee had reviewed the documents over a period of months



and that two Councillors had submitted amendments, which had been incorporated into an updated version.

A Member commented that in addition there was no mention of consecrated land within the documents and that the regulations should identify if the land available is consecrated or unconsecrated and any process related to this.

It was agreed officers would bring back amended versions of the regulations which included reference to the consecration of the land available.

059 Hire of Council Equipment Policy

Members reviewed the draft Hire of Council Equipment policy. It was explained that the policy had come forward as there was no clear guidance for officers on when the Council will lend equipment and the impact that has on the life of the equipment and resource of the Operations Team. The policy was coming forward as a result of a recommendation from the Promotion and Events Committee.

A Member commented that the policy did not cover equipment that may have been purchased by the Council for a specific purpose and that in such cases that equipment should not be hired out and should be used for the purpose for which the Council resolved to purchase it. Market Square bistro tables were provided as an example of such equipment.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council adopts the draft Hire of Council Equipment policy subject to include an amendment to state that equipment purchased by the Council for a specific purpose will not be hired out unless the Council resolves as such.

060 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 12th November 2024 at 7.15pm.

061 Lease – Steve Van de Kerkhove Community Buildings

Members received and reviewed professional valuations for the two buildings which comprise the Steve Van de Kerkhove Community Centre. Members commented that the recommended rent was fair and discussed the basis for agreeing a new contract with tenants for either building in the future, which should ensure the valuation is reflected. It is important that there is a public record that shows the Council is obtaining the correct value for its buildings, or if it is granting funds otherwise that this support is recorded and clear in our accounts system.

COMMITTEE CHAIRPERSON

ST NEOTS TOWN COUNCIL ACTION LIST 2024/25

The following Action List summarises outstanding resolutions and activities that are ongoing from the last Council and the current Council. The Town Clerk would like to continue to develop the Action List into a Committee Action Plan which sets out the project/improvement works the committee will be carrying out each year.

OPERATIONS AND AMENITIES COMMITTEE					
Minute	Project	Objective	STATUS	Responsibility	Timescales
Highways					
035/36 – 23-34	LHI Applications 2023/24	To submit LHI Applications for; <ul style="list-style-type: none"> • Crosshall Road, • Luke Street • Hogsden Leys 	<p><u>Crosshall Road</u> Consultation showed majority in favour of proposed scheme. Scheme decision sits under the delegated authority of the County Council Ward Member and Traffic Manager. Scheme to go ahead with works to be implemented once other town centre Highways are completed to avoid significant impact on traffic and congestion.</p> <p><u>Luke Street</u> Consultation to be held. Further formal feedback required from committee on way to proceed in the context of consultation responses.</p>	1) Highways Authority	<p>Ongoing</p> <p>On Agenda</p>
075-23-24	LHI Applications 2024/25	To agree the 2024/25 LHI submissions and instruct the Clerk to make the applications ahead of the 12 th of January deadline	The Committee previously considered and agreed recommendations from the Working Group on the four applications the Council would submit for the 2024/25 bidding round. This recommendation was agreed by the Full Council and applications were submitted.	1) Working Group 2) Ops & Amenities 3) Town Clerk	On Agenda

AGENDA ITEM 4

ATTACHMENT 2

	Eaton Socon Highways Petition	Meeting between Ward Members, CCC Ward Cllr and representatives of the petitioner to better understand concerns.	School (petitioner) approach to agree a date for site meeting. Matter also added to schedule of potential matters for the LHI Working Group to consider as part of future LHI bids.	1) Town Clerk 2) Ward Members	Ongoing
Environment					
018-22-23	Queen's Jubilee Tree Planting	Apply for 5 trees from Queens Jubilee. Liaise with CCC on permissions for species & planting.	Cllrs Chapman progressing discussions on the proposed trees and were to report back to the Council accordingly. Funds available for purchase of trees. Planting to be done in partnership with HDC in Autumn planting season. Trees pre-ordered and planting booked with HDC.	1) Cllrs Chapman 2) Ops Manager	Planting mid November 2024
Play, Sport and Wellbeing					
050-23-24	Inclusive Play Parks	Improving accessibility of SNTC Play Parks via installing wheelchair accessible play equipment at Brickhills/Henbrook Play Area.	Installation of inclusive seesaw and associated surfacing and equipment was completed the week of 2/9/24. Accessible bench and surfacing installation completed Item left on action list while dropped kerb pursued with HDC.	1) Working Group 2) Ops Manager 3) Town Clerk	Completed
050 – 23-24	Play Park Strategy	Undertake a play park review and bring forward a draft strategy document on management and investment in play areas.	Play Park assessment completed, and results considered by the Committee. Priorities for the Play Park strategy agreed. Newly formed working group met to provide some guidance around priorities. Clerk to complete updated strategy for sign off by Working Group ahead of presenting to the Committee. Ops Committee discussed and agreed priorities and timescales for day-to-day projects and strategic projects as part of wider project delivery schedule.	1) Town Clerk 2) Ops Manager 3) O&A Committee 4) Working Group	Ongoing

AGENDA ITEM 4

ATTACHMENT 2

Building Maintenance/Management					
065-22-23	Public Toilets	Schedule and undertaking of repair work required for public toilets.	<p>Riverside toilet refurbishment managed by Huntingdonshire District Council. Works include creating a Changing Places toilet, refurbishment of all toilets, roof & drainage improvements, and PV panels.</p> <p>Works completed and sign-off from official Changing Places Chairty (Muscular Dystrophy) awaited to allow opening of toilets.</p>	<ol style="list-style-type: none"> 1) HDC 2) Contractor 3) Town Clerk 4) PDM 	Completed
104-23-24	Museum Building Survey	Undertake a survey of the museum building to establish condition and required works.	Initial historic building condition survey completed. PDM identified priority work and Council agreed to implement full scale roof repairs. Work is underway and once completed the PDM will consider and recommended next priorities and actions.	<ol style="list-style-type: none"> 1) PDM 2) Museum Trustees 	Completion of works anticipated in November 2024
105-23-24	SVDK Eynesbury Community Hub	Deferred agreement on improved access until further comments put forward by Members and amended quotes sought.	Amended quotations were sought for tarmac and resin solutions. New quotations were recommended to Full Council. The Planning Authority informed the Council they require a full planning application to be submitted for the work. Change of proposed use from community to Town Council office results in need for shorter term solution while long term future/use of the building is	<ol style="list-style-type: none"> 1) Ops Manager 	On Agenda
046-24-25	Jubilee Garden Improvements	Priority maintenance improvements to be brought forward by Operations Team. Wider improvements to be further considered by Working Group.	<p>Report brought forward highlighting key priority maintenance works for Operations Manager to bring forward, including commemorative signage. Further points for wider enhancements of the garden to be further considered by the Working Group and brought forward.</p> <p>Committee agreed to seek quotes for amendments to help protect the long-term maintenance of the mosaic.</p> <p>Quotes to be presented at next committee meeting.</p>	<ol style="list-style-type: none"> 1) Ops Manager 2) Working Group 	On Agenda

AGENDA ITEM 4

ATTACHMENT 2

044-24-25	Church Wall, St Mary's, St Neots	Repair of St Mary's, St Neots church wall, which is the responsibility of the Town Council as part of its role in maintaining closed church yards.	The committee considered a report from the PDM and a recommendation that up to £2,000 expenditure be approved for the commissioning of professional structural engineer advice to help detail and plan the approach to repairing the wall. Funding agreed and PDM has engaged a Structural engineer and will report back to the committee accordingly.	1) PDM	On Agenda
Legal					
	Public Toilet Leases	To negotiate and renew leases with HDC for public toilets at Riverside and Tebbutts Road	10-year leases for the public toilets have expired. HDC have agreed to continue the lease on a rolling basis while the project to refurbish toilet at Riverside is progressed. Heads of Terms for a 20-year lease have been issued and agreed by committee. Draft lease copy for consideration currently awaited from HDC legal.	1) Town Clerk 2) HDC	Awaiting copies of draft leases from HDC for consideration.
Strategy					
031 – 24-25	Burial Regulations	Members to review new burial regulations for cemeteries managed by St Neots Town Council and provide feedback/comment to officers.	Burial Regulations are to be re-shared with Members with a further request for review ahead of the Operations and Amenities Committee in October 2024. Recommended approval deferred until November 2024 meeting when amended documents will be provided.	1) Town Clerk 2) Sen. Admin 3) Councillors	ON AGENDA
065-23-24	Depot Provision	Review and bring forward options on future provision of the Council depot based on current and future needs.	The lease for the depot building requires renewing in Q3 2024/25. Additional revenue funds have been allowed in the 2024/25 budget to increase depot capacity but no suitable provision has been identified to date.	4) Town Clerk 5) Operations Manager	Ongoing
094-23-24	Cemetery Land	To review and bring forward a report on the lifespan of St Neots Cemeteries and consider options for addressing future need.	The likely life span of the Council's cemeteries means that the Council needs to start thinking about future burial provision and whether it looks at acquiring more land for the purpose of cemeteries. Officers working on review of land/sites. National Highways confirmed they were not able to provide land for use.	1) Town Clerk 2) Operations Manager 3) Senior Administrator	Ongoing

O&A = Operation and Amenities Committee **Ops Manager** = Ian Webb, Operations Manager **Clerk** = Chris Robson, Town Clerk **Wrk Grp** = Working Group
PDM = Project Delivery Manager

ST NEOTS TOWN COUNCIL

Committee:	Operations and Amenities Committee
Date:	12th November 2024
Title:	Local Highway Improvement Bid – Luke Street Submission 2023
Contact Officer:	Town Clerk

1. Purpose of the Report

- 1.1 To provide the Committee with information from the County Council’s Highway Project Officer leading on the Town Council’s January 2023 submission for the introduction of a one-way traffic system and caravan restrictions at Luke Street and surrounding roads, Eynesbury.

2. Recommendation from Operations and Amenities Committee

- 2.1 That the Committee consider the consultation feedback and options on how to progress the LHI bid.
- 2.2 That the Committee recommend a preferred option from those set out in section 5 on how to progress.

3. Background

- 3.1 The Council submitted a Local Highway Improvement (LHI) bid in January 2023 to address congestion and safety concerns at Luke Street and surround streets in Eynesbury.
- 3.2 The basis of the application was the introduction of a one-way traffic system and prohibiting caravans using certain roads.
- 3.3 The bid was successful and moved through to feasibility and consultation. A consultation was carried out with residents and a summary of responses has been provided as set out in the report.

4. Consultation Feedback

- 4.1 The following information has been provided as a summary by Cambridgeshire County Council;
- 584 letters were sent out to residents and businesses in the Luke Street, Montagu Street, Silver Street, Buckley Road, Ferrars Avenue, Berkley Street area.
 - 27 responses were received, most of these provided comments on the scheme whilst the remainder were evenly split between support and objections to the proposals.

- The 27 respondents reside in the following streets:

Luke Street: 10
Montagu Street: 4
Silver Street: 1
Eynesbury Green: 2
Old School Yard: 1

Berkley Street: 3
Unknown Address: 6

4.2 Common themes arising;

- Montagu Street should be made one-way too.
- Concern that traffic speeds will increase.
- Traffic calming should be installed at the same time.
- Concern that congestion will increase outside the school and nursery due to the increased use.
- Concern that pollution will increase outside the school and nurseury due to the increased use.
- Inclusion of Eynesbury Green is inconvenient for the residents.

4.3 Officers have noted that the response rate for the consultation is particularly low for a Highway consultation.

5. How to Proceed

5.1 Members are asked to consider how they would recommend proceeding with the LHI bid in the context of the low consultation responses and feedback received.

5.2 Potential options;

- That the Committee recommend continuing with the scheme as originally proposed.
- That the Committee recommend including Montagu Street in the one-way street and prohibition of towed caravans' proposal.
- That the Committee recommend making neither road one-way but progress with the implement the prohibition of towed caravans on Luke Street, Montagu Street, Silver Street and Buckley Road (*consideration on whether Eynesbury Green also needs to be included*).
- Make Luke Street one-way from the Hardwick Road junction to Berkley Street.
- That the Committee recommends not to progress further with the LHI bid given the consultation results.

6. Financial Implications

6.1 The cost of the scheme was initially estimated at an SNTC contribution of £9,350 The actual cost will be dependant on how the committee recommend the bid proceeds.

6.2 The council has a revenue Highways Improvement budget of £20,000 to support LHI bids.

7. Legal Powers

7.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

From: [Ross Lewis](#)
To: [Chris Robson](#)
Subject: Successful 24/25 LHI application
Date: 31 October 2024 12:00:45
Attachments: [image001.png](#)
[image002.png](#)

Dear Chris,

Congratulations on being awarded funding towards your 24/25 Local Highway Improvement (LHI) application – Buffer zone with road markings such as speed roundels or dragons’ teeth - Duloe Road .

My name is Ross Lewis, and I shall be the lead Cambridgeshire County Council officer responsible for delivering your LHI project. This includes being the primary point of contact for your project.

Timeline for delivery:

Typically, LHI projects can take up to 18 months to deliver, sometimes longer, depending on projects requirements and any delays faced on the progression to delivery. Our in-house design team shall be designing all the successful 2024/2025 LHI projects, alongside the many other highway projects we have in Cambridgeshire.

Resultantly, there is a small queue for design time that we are waiting within at present, I will update you once the project progresses to the next stage. But please take confidence from this email that your CCC funding is allocated and secure to your project. I look forward to delivering these works for you as soon as we practicably can.

-

Next steps:

I would like to request an opportunity to meet and discuss your application on a visit to the area. The main aims of this are for us to determine if there are any intricacies at the location that may present any additional challenges to delivering your project, and to enable me to directly inform the designers for your project requirements.

Therefore, by return of email, could you please let me know your availability to meet in person to begin preparations for the design works, or remotely through MS Teams if that is your preference:

I Look forward to hearing back from you soon,

Kind regards,

Ross

Ross Lewis

**Assistant Project Manager –
Project Delivery**

Place and Sustainability

Cambridgeshire County Council

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ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	12th NOVEMBER 2024
Title:	STEVE VAN DE KERKHOVE COMMUNITY CENTRE
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the Committee with a report on the state of the access road and car park area at the SVDK Community Centre
- 1.2 To provide the Committee with a report on proposals to improve the access to the Steve Van De Kerkhove Community Centre

2. Recommendations

- 2.1 That the Committee note the current state of the SVDK access and car park as risk to Health and Safety.
- 2.2 That the Committee note the SVDK access and car park improvement plan through the engagement of an external contractor and resurface the access road and car park with the Granite MOT Type 1 laid and compacted on top of the Geotextile membrane, which is like-for-like the existing surface requiring no planning permission.
- 2.3. That the Committee note the project cost of £7,700.00 ex. VAT (n/a) funded from available funds for the 2024/25 budget for Repairs & Maintenance (budget code: 201 4100).

3. Background

- 3.1 Steve Van De Kerkhove Community Centre, formerly used as St John's Ambulance, together with the adjacent building used for Men's Cave, are also known as Eynesbury Hub.
- 3.2 The needs of the improvement of the access to the Eynesbury Hub have been recognised and acknowledged for a while and included in a list of St Neots Council Strategic Projects.
- 3.3 Resurfacing of the access road and car park area with a tarmac was considered and quotes and costs obtained.
- 3.4 In addition to a high cost of resurfacing of the area with tarmac (est. circa £73,000.00), the full planning permission from LPA is required to carry on the works. The Works were originally needed due to creating a suitable access for the proposed use of the Steve Van de Kerkhove building as a temporary replacement for Priory Centre community bookings. However, this changed when the Council took on a lease for 7 New Street and moved the Town Council into the Steve Van de Kerkhove Centre. A more cost effect approach of repairing the existing surfacing will be sufficient for current access use, while the long-term plan for the use of the buildings following the relocation of the Town Council officers is developed.

4. Information

- 4.1 In September 2024, The Town Council Office moved in Steve Van De Kerkhove Community Building as a temporary office space for the time the Priory Centre and its extension are closed for the redevelopment.
- 4.2 Active use of the access road and car park by the Town Council Officers and visitors together with the Men's Cave members occurred an increasing Health and Safety issue. Since the original hardcore surface has extensively degraded and been partly overgrown by grass, the approximately half of the car park area is covered with the slippery mud which doesn't fully dry even after a week of the dry weather conditions. Falling leaves increase the potential risk of the incidents. Also, there is a large number of the potholes of different depth on the access road.
- 4.3 Project Delivery Manager proposed to resurface the access road and car park with MOT Type 1 on geotextile membrane to improve the current surfacing. Prior the installation of the membrane and hardcore the surface is to be cleared from the vegetation, grass and mud and levelled.

The required machinery to complete the work:

- 3t Digger with the ditch bucket,
- 2t Dumper
- Plain Compactor

The estimated time to complete the work is 1 week.

The required materials to complete the work:

- 120t (6x20t loads) of Granite MOT Type 1 to form prior been compacted 150mm layer on the car park and 75mm on the access road
- 1 x 100x4.5m roll of Geotextile membrane (preferably Terram T1000)

- 4.4 Repairing the existing surfacing, which doesn't require planning permission can be done with existing repair budgets
- 4.5 After discussion and consideration with the Operations Team it's been decided that external contractor should be appointed to complete the job due to the existing load on the Operations team and requirement of particular qualifications and skills.
- 4.5 Four potential contractors were approached to estimate and quote for the work in line with Financial Regulations. The lowest quote has been selected which also has the earliest availability, and, therefore, is preferred contractor.
- 4.6 The project is anticipated to be commenced and completed on the week of 11.11.2024

5. Financial Implications

- 5.1 The budget to improve the Eynesbury Hub access as proposed above is £7,700.00 ex. VAT (n/a) based on the lowest quotation. That includes all materials, machinery and labour to complete the job.
- 5.2 The works to be funded from agreed and available for 2024/25 budget for Cemetery/Churchyard and Allotments (201), Repairs & Maintenance item of expenditure (budget code: 4100). The budget is sufficient for the cost and any other planned maintenance over the remainder of the financial year.

AGENDA ITEM 6

ATTACHMENT 5

6. References and Legal Powers

n/a

7. Supporting Images



ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	12 th NOVEMBER 2024
Title:	ST MARY'S, ST NEOTS CHURCH WALL
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the Committee with an update on the status of the project related to repairs/rebuild to the perimeter wall at St Mary's St Neots, for which the Town Council is responsible.
- 1.2 To provide the Committee with the latest Structural Engineer report and the cost of works.
- 1.3 To provide the Committee with recommendations on moving forward with the project.

2. Recommendations

- 2.1 That the Committee note the information on the current status of the project.
- 2.2 That the Committee note the cost of the Structural Engineer Report as £1,080.00 ex VAT.
- 2.3. That the Committee note the Structural Engineer Report recommendations to totally rebuild of the St Mary's Church Wall on new foundations.
- 2.4 That the Committee delegate the Project Delivery Manager to approach potential contractors and get the quotes for the works and materials related to the rebuild of the Church Wall, discuss the work sequence, programme and cost, and report back to the Committee with the recommendations for the budget, timescale and a plan to deliver the Project.

3. Background

- 3.1 St Neots Town Council is responsible for the maintenance of closed church yards at St Mary's St Neots, St Mary's Eynesbury, and St Mary's Eaton Socon.
- 3.2 In the case of St Mary's St Neots, the wall in need of repair is a perimeter wall adjacent to a public highway. This means addressing the wall is a health and safety matter, as well as a conservation matter.
- 3.3 As per Committee approval on September 10th, 2024 the Structural Engineer was appointed within the delegated £2,000.00 budget allocated from the General Reserves.

4. Information

- 4.1 In 2018 Purcell conducted a structural survey to investigate the state of the wall and its foundations. As a part of the survey five trial pits were excavated next to the wall and no foundations were discovered. The overall recommendation of the survey was to rebuild most parts of the wall except one area due to the poor state of

the brickwork, absence of adequate foundations and extensive damage caused by varied reasons, and, as result, major public health and safety issue due to the risk of wall's falling.

- 4.2 Parsons Consulting Engineers were appointed to reinspect the wall and provide the required design drawing for the wall rebuild including the structural proposals for the new foundations, damp proving and wall construction.
- 4.3 Structural Engineer suggested the wall aesthetics should still maintain the character and history of the existing wall. Therefore, the existing changes in coping styles and brick coursing should be recreated. The Council Officers support this recommendation.
- 4.4 Parsons Consulting Engineers inspected the wall on Friday, 27th September 2024 and provided Council Officers with a final report on 25th October 2024.
- 4.5 The report covers the full assessment of the existing wall based as well on the Purcell inspection outcomes from 2018, and comprehensive proposal on the new wall construction, including special details.
- 4.6 New report allows to communicate with the potential contractors and to accurately estimate the cost of work and all materials required to complete the Project.
- 4.7 Due to the high risk of finding the human remains, unmarked services, significant contingency must be considered and included to the Budget and Programme for the enforced pauses and increased amount of hand work being not able to use machines for the ground works in some/most of the areas.

5. Financial Implications

- 5.1 The actual cost of the Structural Engineer Report was £1,080.00 ex. VAT which is below approved £2,000.00 budget.

6. References and Legal Powers

n/a

7. Supporting Images

n/a

Appendix A: Structural Engineer report 'Structural Survey of Boundary Wall'



Client: St Neots Town Council

Project: 24195 St Neots Church

Structural Survey of Boundary Wall



Revision	Author Initials	DATE OF ISSUE	REASON FOR CHANGE
01	DT	17-10-24	First Issue
02	DT	25/10/24	Wall 6 helifix detail added

Report Title: St Neots Church
 Report Number: 24195
 Revision Number: P1



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1 Introduction

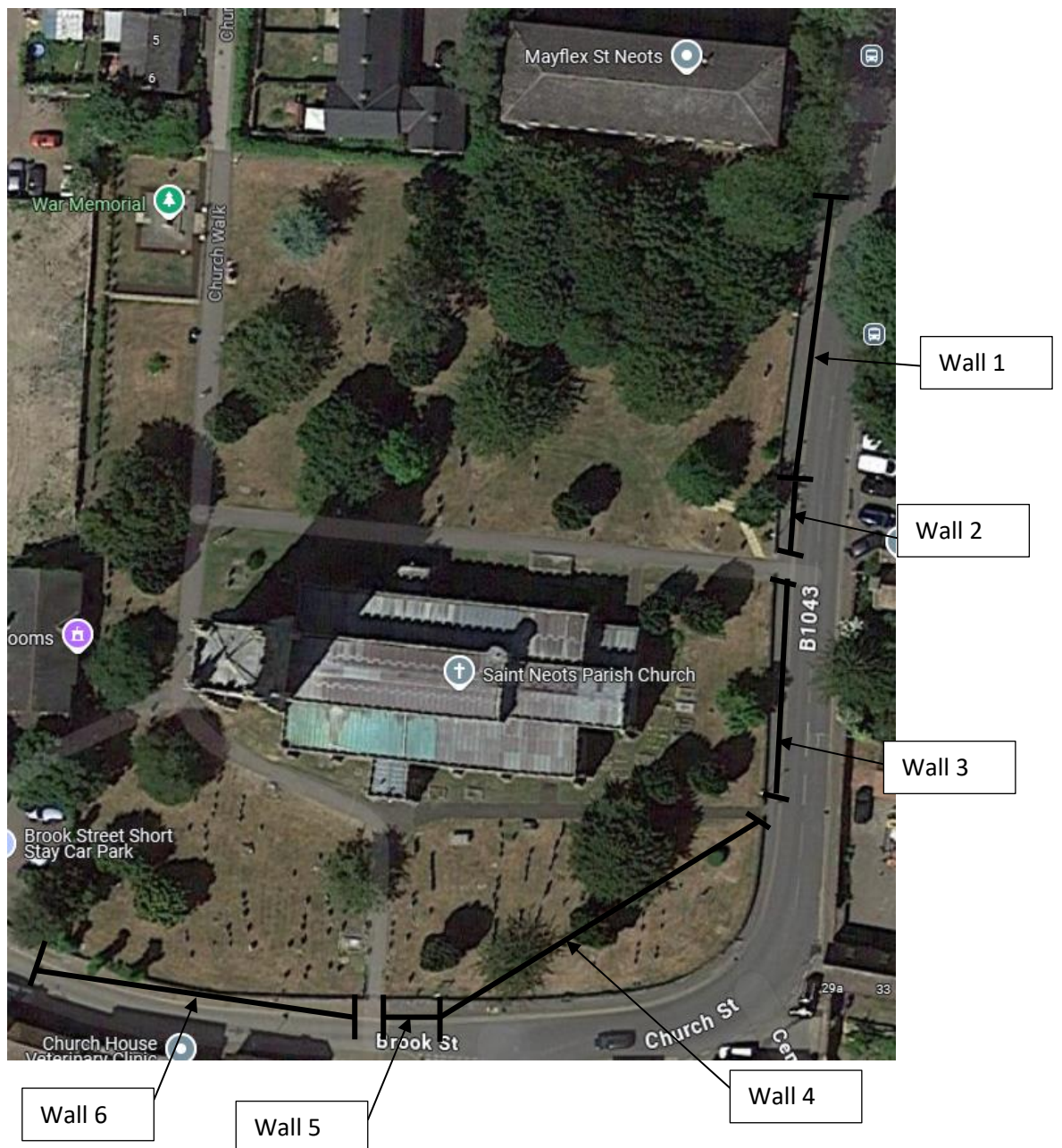
1.1 The Brief

Parsons Consulting Engineers have been commissioned to conduct a structural survey on the boundary wall of St Neots church by St Neots Town council who are responsible for the maintenance of the boundary wall.

1.2 Property Description

The church is situated in the centre of St Neots on the corner of Brook Street and Church Street. The boundary wall that was surveyed begins at the northeast boundary corner and runs around the boundary to the southwest corner. The wall can be split into 6 distinct sections. Further into the report the walls will be defined as wall 1-6 as shown in the below diagram. Walls 1 to 5 were previously surveyed 2018 by Purcell and for clarity the walls 1 to 5 are the same as within the Purcell report.

A visual inspection of the property was undertaken on Friday 27th September 2024.



2 Survey Observations

2.1 General

The wall, whilst comprising of different constructions, is generally poor condition throughout with degraded brickwork and mortar joints.

2.2 Wall 1

Wall 1 is a solid 215mm (1 brick) thick wall consisting of a mix of red and yellow brick with a triangular brick coping. The height of the wall varies from 375mm to 600mm from the road side and 375mm to 450mm on the church side. The wall is in a very defective state, with significant areas of mortar missing and degraded/cracked brickwork. Generally, wall 1 is square to the ground. The coursing pattern is Flemish bond.

There is an area at the north of the wall where there was previously a gate. This section has been infilled with a similar wall design but has shown signs of subsidence more so than other parts of the wall.

2.3 Wall 2

Wall 2 is a small section connected wall 1 until an opening in the wall for a footpath. Wall 2 starts as a 215mm (1 brick) thick wall and steps out to 327mm (1 ½ bricks) thick wall and consists of a mix of red and yellow bricks with a curved top York stone coping stone. The interface between wall 1 and wall 2 is fully toothed in. The step between the 215mm and 327mm thickness is irregular and some bricks have become broken. The wall is not square and is leaning towards the church side. The height of the wall is 600mm high on the road side and 450-600mm on the church side. The south section of wall 2 has a solider course directly below the York stone coping. There is evidence that a portion of the south section has also been rebuilt with newer bricks. There is a significant lack of mortar throughout the wall and many of the bricks are heavily degraded. The coursing pattern is English bond.

2.4 Wall 3

Wall 3 is a 327mm thick straight section of wall running from the northern footpath to the curved section of wall at the south east corner of the site. The wall consists of mostly red brick with a curved top York stone coping. There are sections of wall that have some rubble and stone infill built in and around the brickwork. The wall is heavily degraded with sections of wall missing on the church side meaning in sections the wall thickness is reduced to 215-100mm. Vegetation has grown into the wall and further degraded the mortar and masonry. There is also a section with a solider course like the detail on wall 2. There is evidence that the wall has been screeded in a cementitious screed which is falling off and revealing degraded brickwork behind, the cementitious screed is likely to have accelerated the degradation due to trapping water within the wall. The height of the wall is 600mm high on the road side and varies from 600mm high to 250mm high on the church side.

2.5 Wall 4

Wall 4 is a curved section of 327mm thick brickwork with a curved York stone coping. Due to the curve the wall mostly consists of continuous brick courses of header bricks. The ground level on the church side is higher than the road side. The curve and level difference has led to the wall leaning over towards the road side. The brickwork and mortar are heavily degraded. There is further evidence that a cementitious screed has been applied to the section of wall but the majority of this has already fallen off. The lean on the wall suggests movement has occurred.

2.6 Wall 5

Wall 5 is a rebuilt section of wall with 20th century brick and square concrete copings. The wall is 327mm thick brickwork and is approximately 675mm high on both sides. The wall has cementitious mortar and is showing signs of degradation in the brickwork and the mortar. The lower courses of brickwork appear to be of a later date and show signs of heavy degradation and cracking in the mortar shows signs of movement.

2.7 Wall 6

Wall 6 runs from the southern footpath to the south western corner of the site. The wall is 327mm thick solid brick wall and consists of yellow and red brick with York stone curved coping. The wall is approximately 750mm on the road side and 525mm-300mm on the church side. The brickwork is degraded and the mortar is heavily degraded and missing. The coping joints are not broken the top of the wall is not flat. There are two large trees that have grown hard against the wall and have applied pressure on the wall causing movement. There is also evidence of a gravestone and significant vegetation between the two trees. At the very end of the wall, the coping changes to triangular brick coping and the height of the wall increases steeply to 1800mm high where it ties into a similar wall on the adjacent site. Near the end of the wall where the height increases, there is evidence of a gas pipe which has been confirmed as the incoming gas pipe that supplies the church.

2.8 Foundations/Building Near Trees

Whilst no trial holes were dug during Parsons' site visit, an in depth survey was undertaken in 2018 which found no evidence of any foundations, with the wall width staying consistent below ground level. The walls all started at depths between 400-750mm below ground level (on the church side.) There is a number of trees that have been removed that were previously very close to the wall and there are two trees that are scheduled to be removed next to wall 6.



3 Discussion

Brickwork and mortar are heavily degraded throughout the wall. The reason for this appears to be a lack of foundation and a lack of breathability within the mortar. There is also vegetation, mostly ivy, that has led to cracking and further water ingress. The degradation of clay bricks is irreversible, and the level of erosion is such that no structural strength can be assumed. A lack of foundation has also allowed water ingress and frost action below ground has caused instability and movement in the wall above ground level.

4 Conclusion and Recommendations

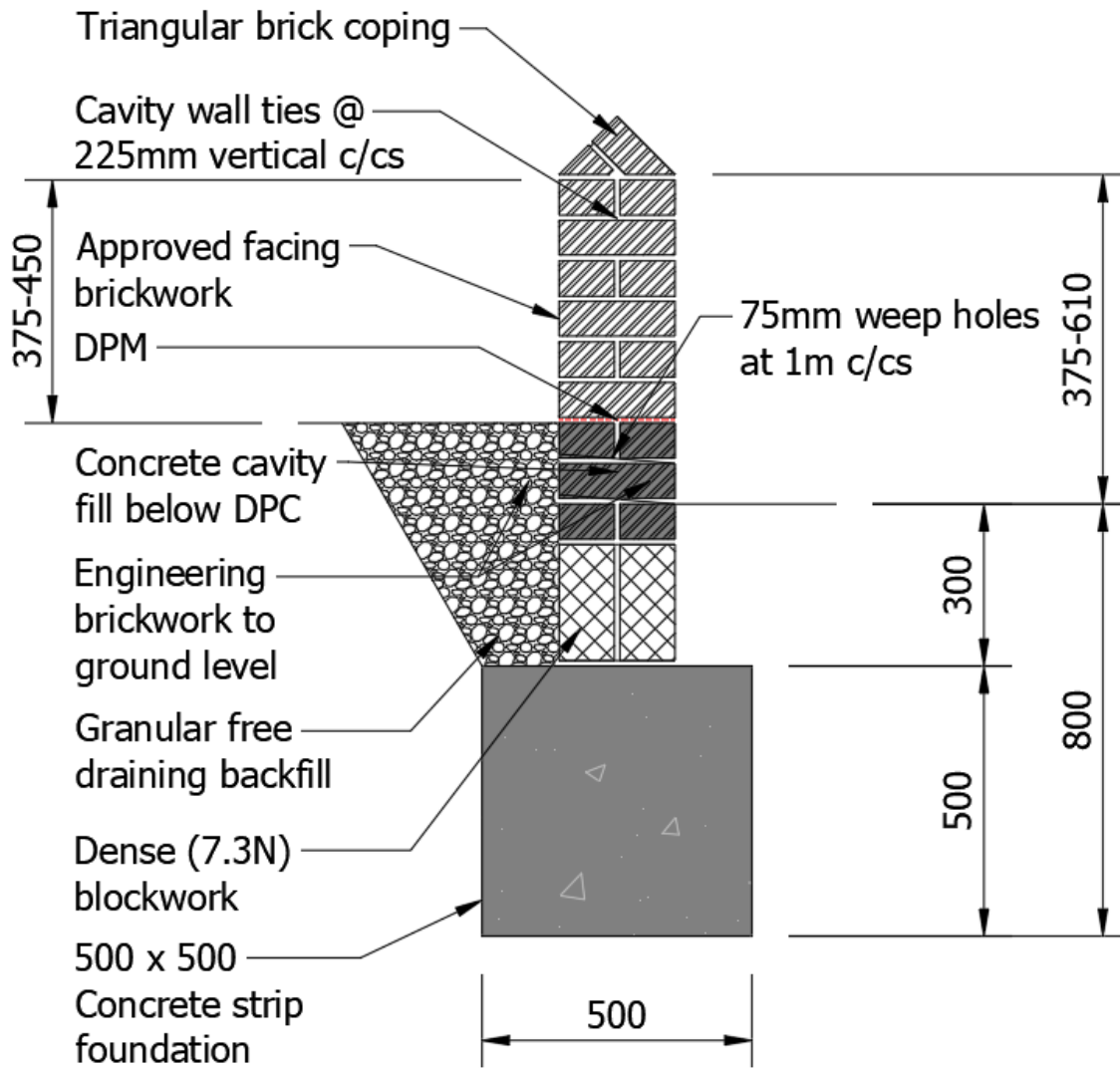
4.1 Masonry

The current walls are all heavily degraded to an extent that repair is not possible. Following demolition of the existing wall, individual bricks can be assessed and reused if appropriate. The York stone coping should be able to be cleaned and reused. Whilst it is understood the wall is not a heritage asset, the wall aesthetics should still maintain the character and history of the existing wall. Therefore, the existing changes in coping styles and brick coursing should be recreated. To prevent water ingress and frost action, the new wall design will be to modern standards and as such will have dense masonry below ground level, damp proof above ground level and weep holes within the wall to prevent water build up behind the wall. The maximum retained height of the wall is locally 450mm on wall 6. Due to the length of the wall movement joints should be incorporated into the new wall. The joints should be 16mm wide at 12m c/cs and the first joints should not be more than 6m from the start of the wall. Stainless steel ties should be included at movement joints. In the location where wall 6 has a gas pipe, the wall is in better condition than in most places. It is not practical to rebuild this section of wall due to the proximity to the gas pipe and adjacent boundary wall. Therefore, to strengthen the wall from the gas pipe until the abutment to the boundary it is suggested that heli-fix bars are to be installed to strengthen the wall.

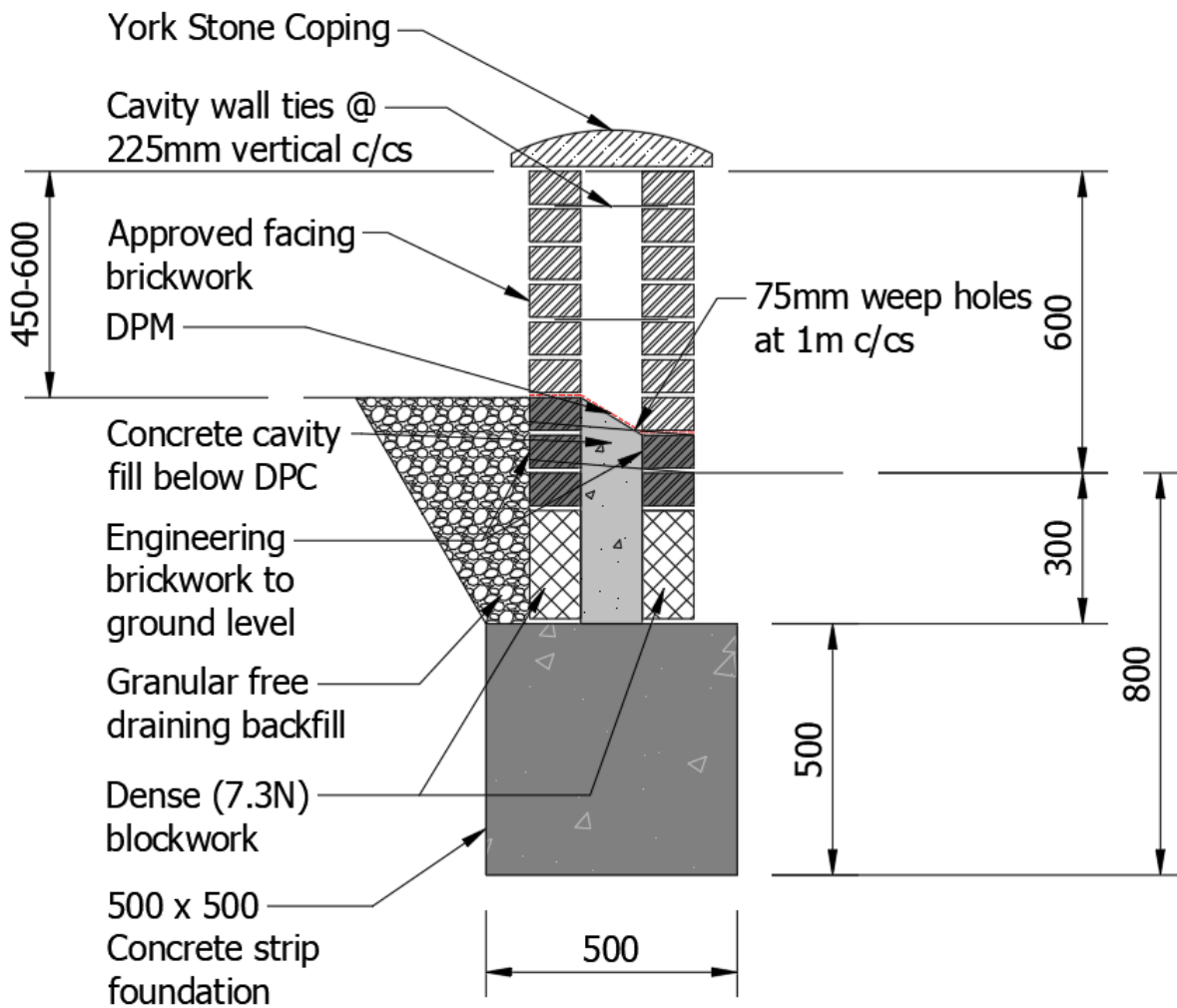
4.2 Foundation

The lack of foundation has led to wall movement and a new wall should have an appropriate concrete foundation to prevent freeze thaw action and the below ground masonry should be frost resistant. Due to the nature of the church yard, there is a possibility that remains will be encountered during the excavation. In these locations it may not be possible to excavate fully and cast a new concrete foundation, and as such a local bridging detail may be required.

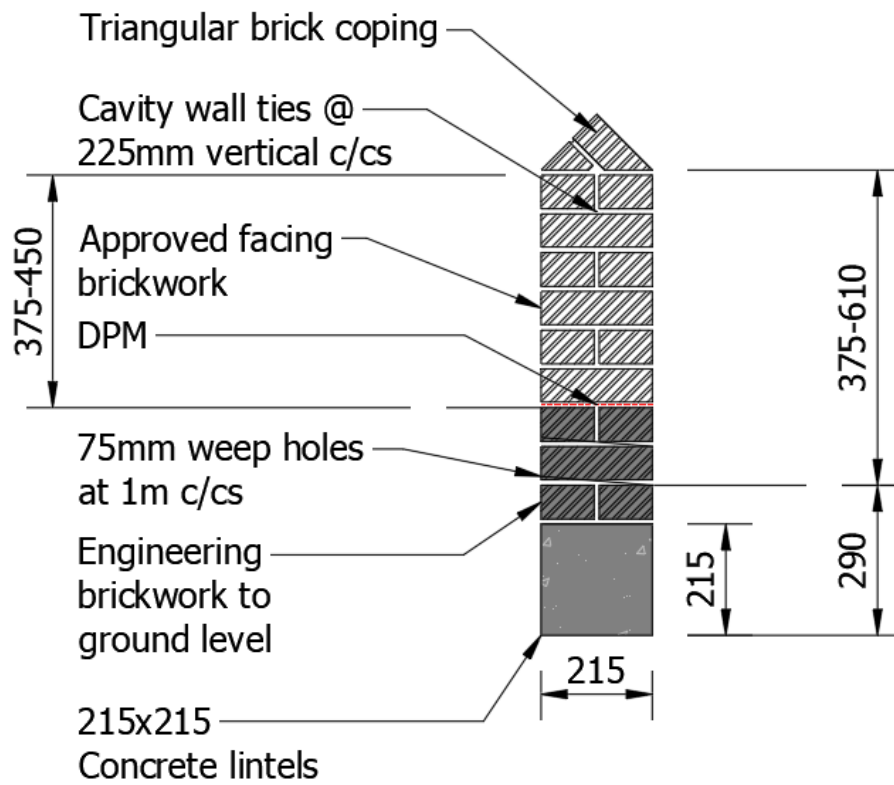
5 Design Sketches



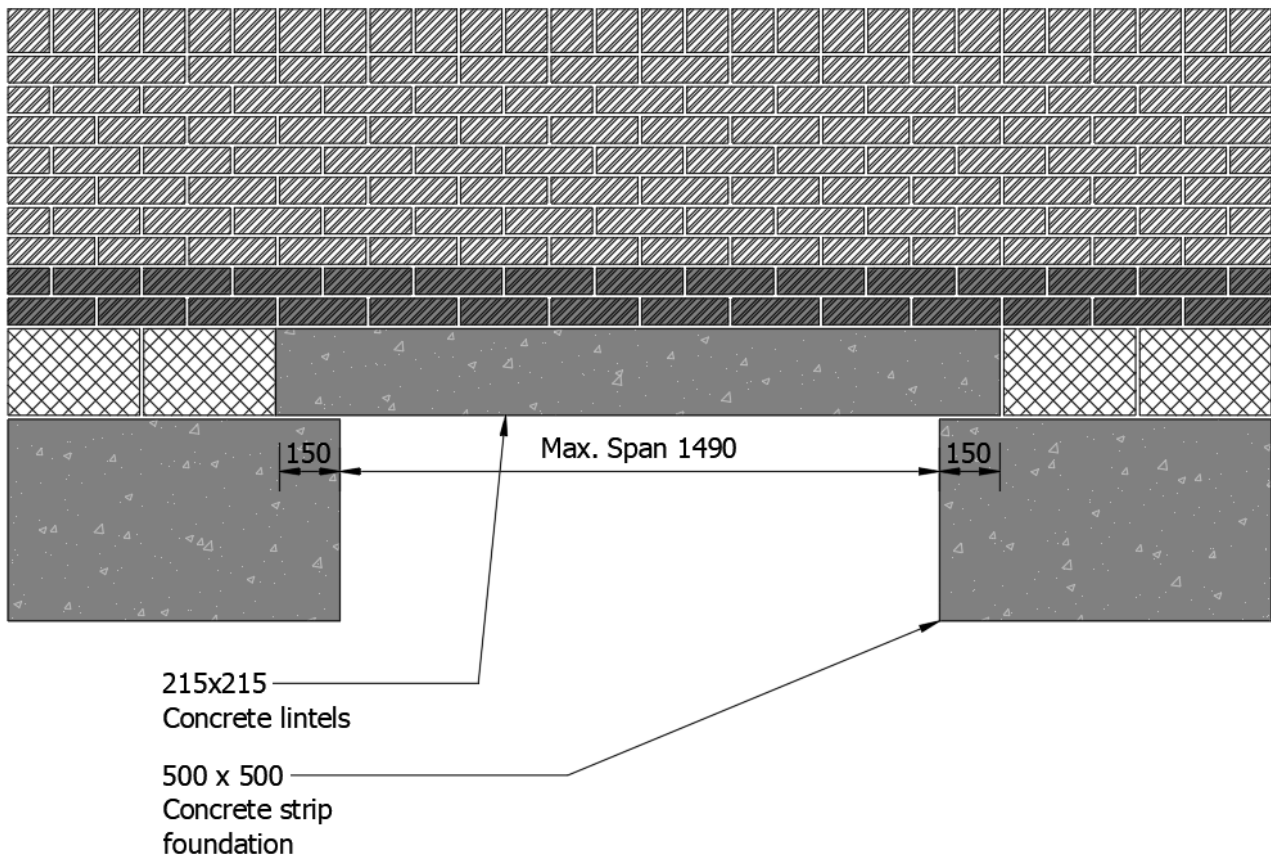
Typical Section through Wall 1



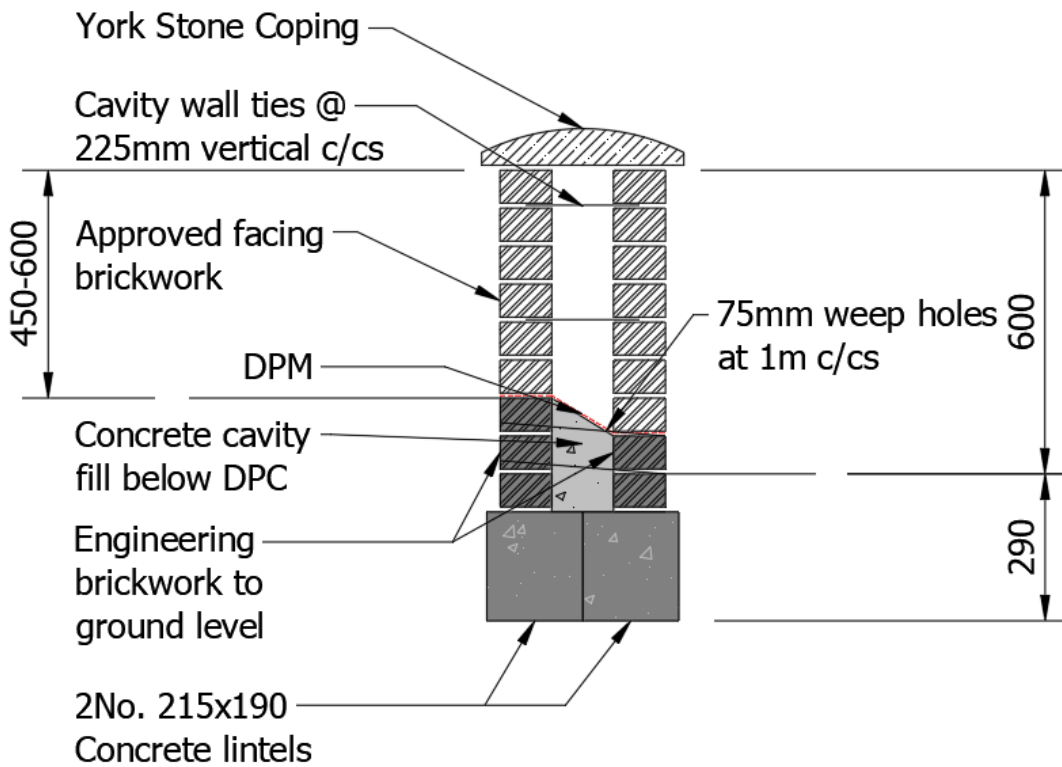
Typical Section through Wall 2, 3, 4, 5 and 6



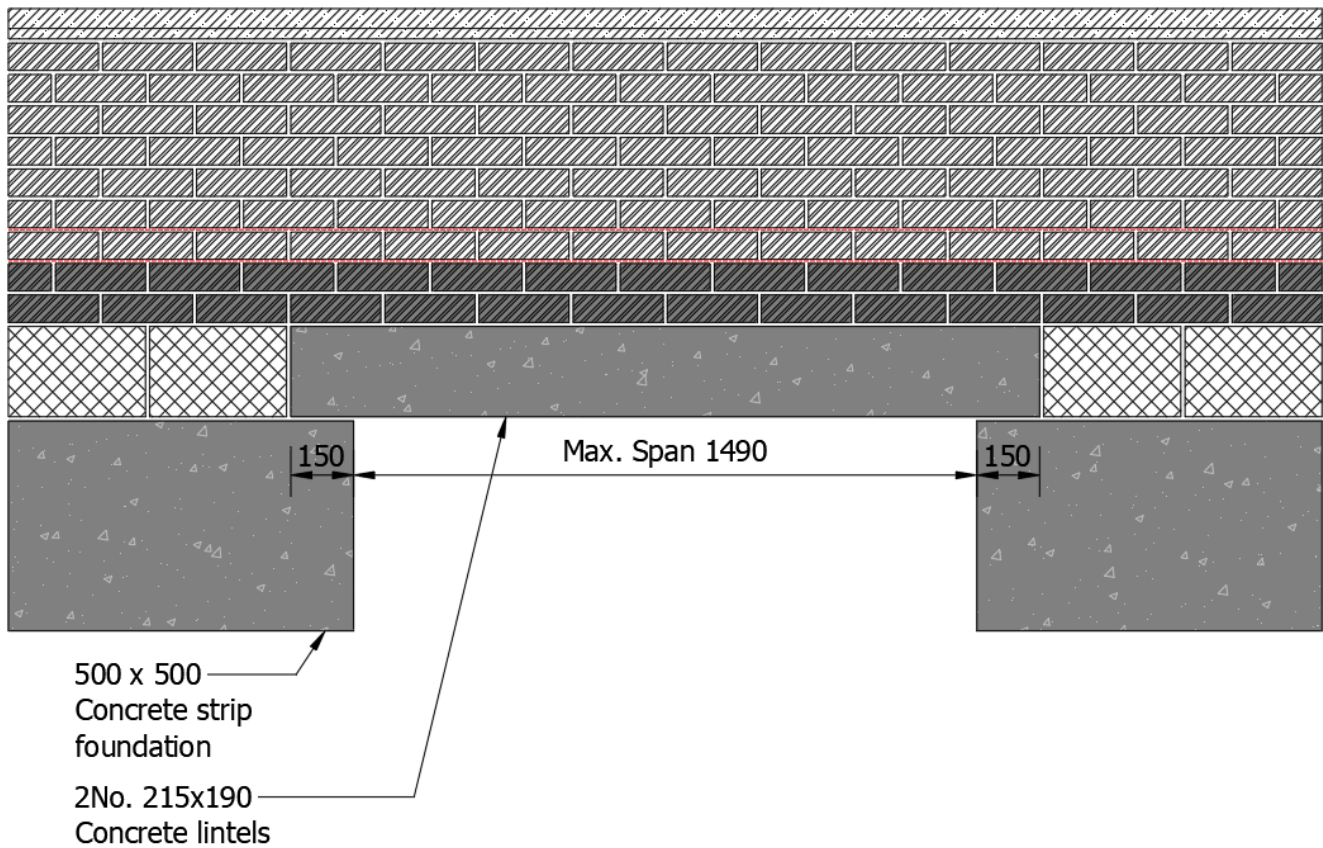
Section through Foundation bridging detail Wall 1



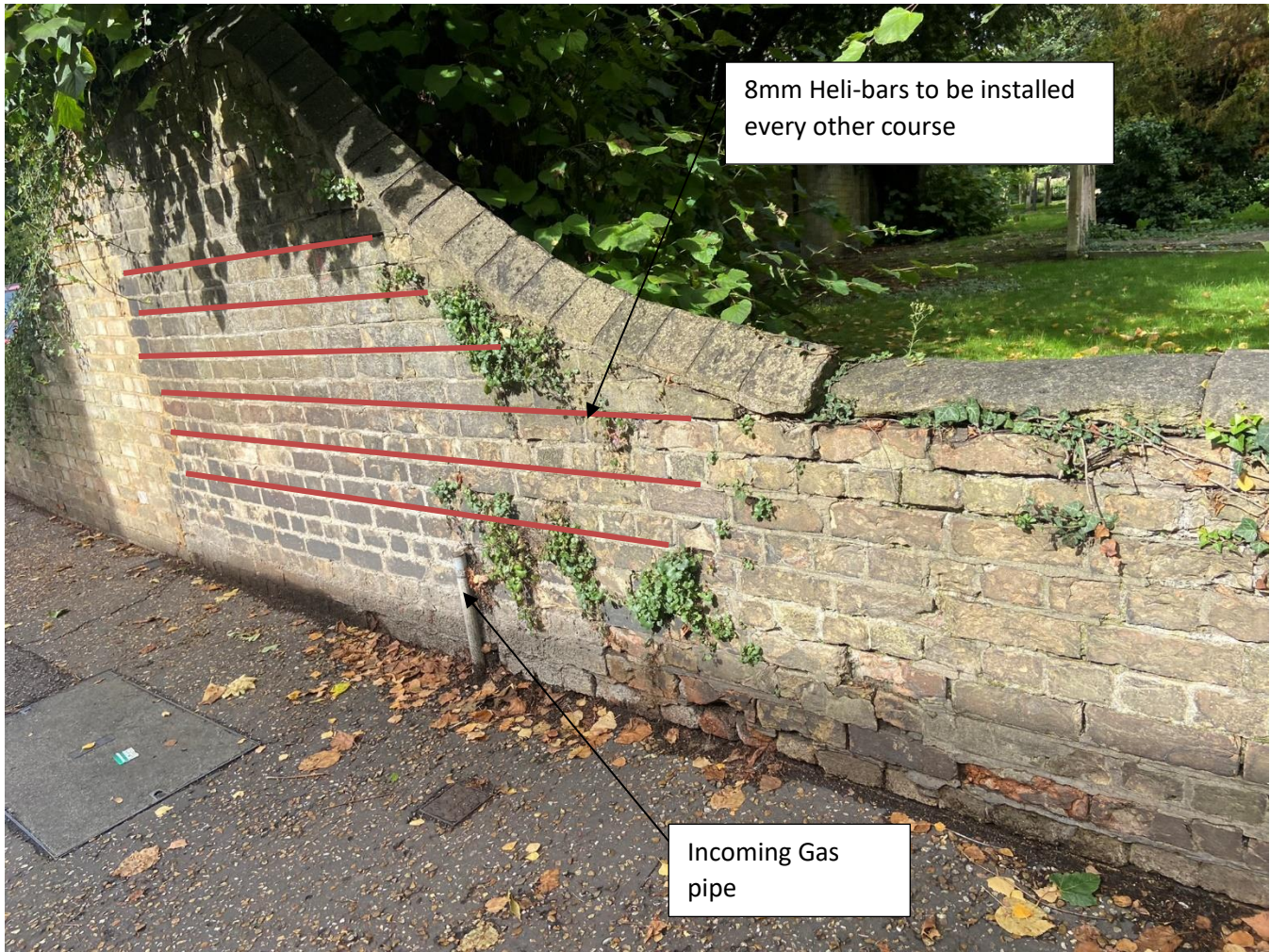
Elevation on Foundation bridging detail Wall 1



Section through Foundation bridging detail Wall 2, 3, 4, 5 and 6



Elevation on Foundation bridging detail Wall 2, 3, 4, 5 and 6



Wall 6 end helifix detail

ST NEOTS TOWN COUNCIL

Committee: Operations and Amenities Committee

Date: 12th November 2024

Title: Jubilee Mosaic Protection Measures

Contact Officer: Town Clerk

1. Purpose of the Report

1.1 To provide the Committee with costs and further information obtained to support the recommendation of proposed measures to future protect the Jubilee Mosaic located in Jubilee Garden.

2. Recommendation

2.1 That the Committee consider costs for the installation of resin at Jubilee Garden and make a recommendation to the Council on unbudgeted expenditure.

2.2 That the Committee consider the information provided on potential drainage costs and note further costs for an alternative drainage option are also being obtained.

3. Background

3.1 The Committee undertook artist review and recommendations on the Jubilee Mosaic. A report outlining the recommendations from the artist was provided to the committee.

3.2 The Committee agreed to look at progressing and seeking costs on two recommended options from the report;

- Removing all loose stones/shingle from the site and replacing this with resin so as to protect the mosaic from damage caused by loose stones damaging the mosaic tiles.
- Removing stones around the mosaic and installing circular drainage around the edge to allow water to run off the surface rather than sitting on the surface and causing damage to the mosaic, particularly in cold weather.

3.3 The Operation Manager has been liaising with contractors to obtain recommendations and costs on the above works so as to proceed or make recommendations to Council. This is not provided straight forward in relation to the drainage, which is specialised work and a limited response from contractors.

4. Information

4.1 Removal of stones and installation of resin surfaces;

4.1.1 Quotes received;

Company A	
Description	Cost (+ VAT)
<ul style="list-style-type: none"> • Excavate all areas and remove all hardcore/soil from site • Install 3 tons of type one stone and compact • Lay and compact 3 tons of 20mm permeable tarmac • Install resin to a depth of 18-20mm in depth (colour to be confirmed) 	£4,161.00

Company B	
Description	Cost (+ VAT)
To supply and install UV stable resin bound to the shingle areas in Jubilee garden with a permeable concrete sub base	£1,650

4.2 Installation of circular drainage around perimeter of mosaic;

4.2.1 Due to the specialist nature of finding a custom-built solution to drainage the Operations Manager has faced challenges in obtaining suitable recommendations and costs. A drainage company has inspected and provided an estimated cost for the design and production of circular drainage to the required size at an estimated cost of £15,000. This estimate is for material manufacture and does not include installation.

4.2.2 The Council’s Project Deliver Manager has proposed that square drainage could provide a more cost-effective option. The stones around the mosaic would still need to be removed to prevent water pooling, but square drainage not immediately adjacent to the perimeter of the mosaic would still be able to take water run-off.

Use of ‘off the shelf’ standard rectangular drains would be cheaper than bespoke drainage and a quote for this has been requested by the Operations Manager.

4.2.3 As an alternative, both companies who have provided quotes for resin installation have suggested that the installation of resin bonded gravel around the mosaic could act as a drain, as the resin is a permeable surface. The Council’s Project Delivery Manager has investigated this and advised that the surfaces would not be Sustainable Drainage Systems compliant. The base layer of resin below the stones is impermeable and does not let water through and the Resin Bonded system must be laid to falls with appropriate drainage channels in place. Therefore, this is not an option that has been further explored.

4.2.4 However, in any situation the stones surrounding the mosaic will need to be removed and installing a resin surround in place of those stones would be a sensible approach. Company A has quoted this at a cost of £2,550.00 which would be in addition the other resin work quoted for.

Company A	
Description	Cost (+ VAT)
Excavate all raised sets around the perimeter of Muriel to a depth of 300mm and remove all hardcore/soil from site Install 210mm of type 3 stone in two layers and compact Lay and compact 14mm open graded tarmac base course at a depth of 70mm Install 20mm of resin	£2,550.00

5. Financial Implications

- 5.1 There is no revenue budget specifically related to the maintenance of the mosaic or Jubilee Garden. There is a revenue repair and maintenance budget under Play Area and Open Spaces of £17,000. There is a current available balance within the budget of £3,658 which is available for maintenance and repair of play equipment and open spaces for the remainder of the current financial year.
- 5.2 The council has £6,000 in earmarked reserves for Street Scene Improvements.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

Agenda Item 9

30/10/2024

St Neots Town Council 2024/2025

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Annual Budget - By Centre (Actual YTD Month 6)

NOTE - Budgets with increases/decreases have been highlighted for easy reference

Note: Budget (for Ops Meeting November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201	<u>Cemetery/Churchyard and Allotm</u>									
1000	Allotment Rents	1,500	1,168	2,325	1,611	0	0	2,325	0	0
1100	Cemetery Income	41,500	44,825	43,575	19,315	0	0	43,575	0	0
1107	Grants/Donations Received	0	3,906	0	5,838	0	0	0	0	0
	Total Income	43,000	49,899	45,900	26,763	0	0	45,900	0	0
4100	Repairs & Maintenance	15,000	14,587	15,000	3,957	0	0	15,000	0	0
4101	Memorial Benches- Rechargeable	3,000	851	3,000	0	0	0	3,000	0	0
4102	Street Furniture	1,500	0	2,000	0	0	0	2,000	0	0
4110	Allotments	1,200	263	1,200	398	0	0	1,200	0	0
4113	Memorial Inspections	3,000	8,480	4,000	4,865	0	0	4,000	0	0
4115	General Reserves Approved Exp	0	41,319	0	0	0	0	0	0	0
4116	War Memorials	500	67	500	0	0	0	500	0	0
4117	Mem gard exp cov by don and GR	0	5,880	0	175	0	0	0	0	0
4131	Electricity	150	140	150	0	0	0	150	0	0
4135	Water	1,150	1,004	1,150	65	0	0	1,150	0	0
4145	Rates	2,750	2,041	2,750	1,225	0	0	2,250	0	0
4382	Insurances & Eng. Inspections	1,000	975	1,000	547	0	0	0	0	0
	Overhead Expenditure	29,250	75,606	30,750	11,232	0	0	29,250	0	0
	201 Net Income over Expenditure	13,750	-25,706	15,150	15,531	0	0	16,650	0	0
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	13,750	(20,227)	15,150	15,531	0		16,650		
210	<u>Play Areas and Open Spaces</u>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for Ops Meeting November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		18,615	18,615	18,615	18,615	0	0	18,615	0	0
4100	Repairs & Maintenance	17,000	82,629	17,000	37,837	0	0	17,000	0	0
4107	Tree Maintenance	15,000	19,810	15,000	4,175	0	0	15,000	0	0
4114	Street Furniture and Signs	3,200	2,375	3,200	0	0	0	3,200	0	0
4122	Planting	8,000	4,342	10,000	10,529	0	0	18,000	0	0
4124	Glasshouses rental	2,000	1,500	2,000	0	0	0	0	0	0
4128	Street scene improvements	6,000	5,497	0	0	0	0	0	0	0
4382	Insurances & Eng. Inspections	5,000	4,500	5,000	4,442	0	0	0	0	0
Overhead Expenditure		56,200	120,653	52,200	56,983	0	0	53,200	0	0
210 Net Income over Expenditure		-37,585	-102,038	-33,585	-38,368	0	0	-34,585	0	0
5003	plus Transfer From EMR	0	84,802	0	29,979	0	0	0	0	0
Movement to/(from) Gen Reserve		(37,585)	(17,236)	(33,585)	(8,390)	0		(34,585)		
220	Depot & Operational									
1201	Sundry Income	2,000	1,137	1,000	2,647	0	0	1,000	0	0
Total Income		2,000	1,137	1,000	2,647	0	0	1,000	0	0
4026	Operational Staff	409,980	404,563	437,807	168,171	0	0	437,807	0	0
4100	Repairs & Maintenance	13,000	10,761	13,000	5,244	0	0	13,000	0	0
4103	Depot Maintenance Costs	2,500	3,456	4,000	1,572	0	0	4,000	0	0
4106	Rent & Rates for Depot	40,000	39,120	45,000	22,464	0	0	47,500	0	0
4108	Waste Disposal	7,000	11,526	10,000	4,991	0	0	12,000	0	0
4115	General Reserves Approved Exp	0	9,770	0	0	0	0	0	0	0
4131	Electricity	14,500	20,429	7,000	3,136	0	0	7,000	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for Ops Meeting November 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135	Water	560	507	560	112	0	0	560	0	0
4143	Defibrillators	0	253	0	1,345	0	0	3,000	0	0
4200	Vehicle Running Costs & Repair	25,000	26,745	26,250	14,438	0	0	26,250	0	0
4329	Staff Welfare & Uniforms	6,000	8,559	7,000	2,185	0	0	7,000	0	0
4382	Insurances & Eng. Inspections	5,500	5,524	5,500	5,432	0	0	0	0	0
	Overhead Expenditure	524,040	541,213	556,117	229,090	0	0	558,117	0	0
	220 Net Income over Expenditure	-522,040	-540,076	-555,117	-226,443	0	0	-557,117	0	0
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	Movement to/(from) Gen Reserve	(522,040)	(539,263)	(555,117)	(225,098)	0		(557,117)		
230	Community Buildings									
1003	Table Tennis Rent	100	100	100	100	0	0	100	0	0
1006	ATC Rent	900	900	900	900	0	0	900	0	0
1007	Gatelodge Rent	8,500	8,500	8,500	4,250	0	0	8,500	0	0
	Total Income	9,500	9,500	9,500	5,250	0	0	9,500	0	0
4115	General Reserves Approved Exp	0	560	0	0	0	0	0	0	0
4118	Gatelodge Expenses	1,155	906	1,155	90	0	0	1,155	0	0
4119	The Cage Lock up	500	0	500	0	0	0	500	0	0
4126	Steve Van De Kerkhove exp	2,000	4,673	4,000	3,395	0	0	8,000	0	0
4127	Ex - Service Club	0	605	1,200	0	0	0	1,200	0	0
4320	Telephones and broadband (all)	0	70	0	0	0	0	0	0	0
4351	Museum Grant/Running Costs	73,800	76,342	76,840	34,255	0	0	80,700	0	0
4505	Public Toilets	38,500	39,375	40,000	7,763	0	0	40,000	0	0
4506	CCTV	16,400	16,369	16,369	17,024	0	0	17,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for Ops Meeting November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	132,355	138,901	140,064	62,527	0	0	149,055	0	0
230 Net Income over Expenditure	-122,855	-129,401	-130,564	-57,277	0	0	-139,555	0	0
5003 plus Transfer From EMR	0	1,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(122,855)</u>	<u>(127,901)</u>	<u>(130,564)</u>	<u>(57,277)</u>	<u>0</u>		<u>(139,555)</u>		
Total Budget Income	73,115	79,151	75,015	53,274	0	0	75,015	0	0
Expenditure	741,845	876,372	779,131	359,833	0	0	789,622	0	0
Net Income over Expenditure	<u>-668,730</u>	<u>-797,221</u>	<u>-704,116</u>	<u>-306,558</u>	<u>0</u>	<u>0</u>	<u>-714,607</u>	<u>0</u>	<u>0</u>
plus Transfer From EMR	0	92,594	0	31,324	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(668,730)</u>	<u>(704,627)</u>	<u>(704,116)</u>	<u>(275,235)</u>	<u>0</u>		<u>(714,607)</u>		

30/10/2024

Page 1

11:05

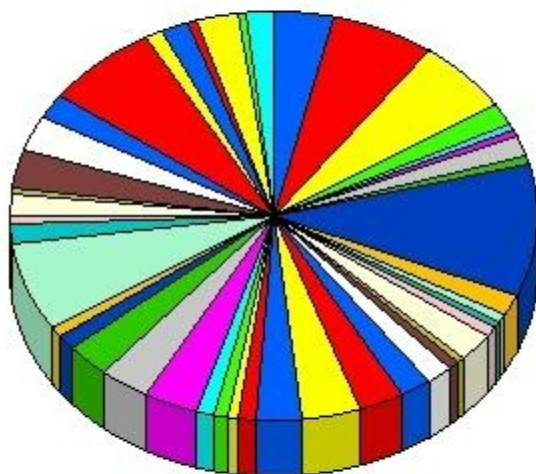
St Neots Town Council 2024/2025
Annual Budget - By Centre (Actual YTD Month 6)
Note: Budget (for Ops Meeting November 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
301 Highways and The Environment									
4105 Bus Shelters	3,000	0	3,000	0	0	0	3,000	0	0
4109 Street Lights	8,500	20,358	8,500	129	0	0	8,500	0	0
4123 Highways Improvements	20,000	3,145	40,000	245	0	0	40,000	0	0
4503 Notice Boards	2,500	112	0	0	0	0	0	0	0
Overhead Expenditure	34,000	23,615	51,500	374	0	0	51,500	0	0
Movement to/(from) Gen Reserve	(34,000)	(23,615)	(51,500)	(374)	0		(51,500)		
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	34,000	23,615	51,500	374	0	0	51,500	0	0
Movement to/(from) Gen Reserve	(34,000)	(23,615)	(51,500)	(374)	0		(51,500)		

Incidents Summary Analysis by Zone

01/09/2024 00:00:00 to 30/09/2024 23:59:00

No. of Incidents by Sub Category



Aggravating Behaviour	6.4%
Assault	5.8%
Attempted Shoplifting (Deterred)	1.7%
Breach of Bail Conditions	0.6%
Broken Down Vehicle	0.6%
Building	1.7%
Business	0.6%
Concern for Person	10.5%
Dangerous Driving	1.7%
Defecating in a Public Place	0.6%
Defective Vehicle	0.6%
Domestic Dwelling (Garden Buildings)	0.6%
Domestic Violence	2.3%
Drink Driving	0.6%
Driving Under the Influence of Drugs	0.6%
Drunk & Disorderly	1.7%
Free Runners	1.7%
High Risk (Vulnerable) Misper	2.9%
Huntingdon	3.5%
Intruder Alarm	2.9%
Knife or Bladed Instrument	1.2%
Local Authority Property	0.6%
Local Police Operations	0.6%
Missing Person - Child	1.2%
Total:	100.0%

<u>Category</u>	<u>Total</u>
Affray	6
Aggravating Behaviour	11
Assault	10
Attempted Shoplifting (Deterred)	3
Breach of Bail Conditions	1
Broken Down Vehicle	1
Building	3
Business	1
Concern for Person	18
Dangerous Driving	3
Defecating in a Public Place	1
Defective Vehicle	1
Domestic Dwelling (Garden Buildings)	1
Domestic Violence	4
Drink Driving	1
Driving Under the Influence of Drugs	1
Drunk & Disorderly	3
Free Runners	3
High Risk (Vulnerable) Misper	5

	<u>Total</u>
Huntingdon	6
Intruder Alarm	5
Knife or Bladed Instrument	2
Local Authority Property	1
Local Police Operations	1
Missing Person - Child	2
Missing Persons - Adult	6
Observation Request	5
Other	5
Person	2
Person (with Violence)	1
Person(s)	12
Possession	3
Properties	1
Public Disorder	3
Sexual Act in a Public Place	1
Shoplifting	5
St Ives	5
St Neots	3
Sub Category Not Defined	12
Theft from Vehicle	2
Theft of Cycle	3
Theft of Vehicle	1
Threats of Violence	4
Vehicle/Motorbike	1
Violence with Weapon	3
Total No. of Incidents	172

Call Source Summary

Zone: Huntingdon

<u>Call Source</u>	<u>No. of Incidents</u>
Ambulance Service	1
CCTV Airwaves Police - Outbound	5
CCTV HBAC - Outbound	2
Data Handling Request - Internal	1
Data Handling Request - Police	1
Data Handling Request - Police (Dams)	4
HBAC Radio (Day/Night Time) - Inbound	23
HDC Local Authority	1
Non Used - Monitored Only	12
Police - Telephone	3
Police Airwave - Inbound	41
Police Airwave - Monitored Only	2

Total No. of Incidents in Zone Huntingdon: 96

Zone: Ramsey

<u>Call Source</u>	<u>No. of Incidents</u>
Police Airwave - Inbound	4

Total No. of Incidents in Zone Ramsey: 4

Zone: St Ives

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	1
Data Handling Request - Police	2
Data Handling Request - Police (Dams)	3
HBAC Radio (Day/Night Time) - Inbound	4
Police - Telephone	1
Police Airwave - Inbound	18

Total No. of Incidents in Zone St Ives: 29

Zone: St Neots

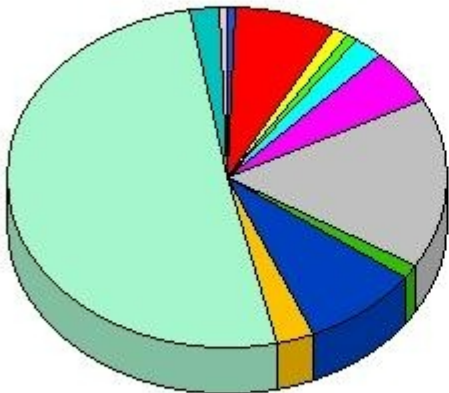
<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	7
Data Handling Request - Police	1
Data Handling Request - Police (Dams)	2
HBAC Radio (Day/Night Time) - Inbound	1
HDC Local Authority	1
Non Used - Monitored Only	3
Police - Telephone	1
Police Airwave - Inbound	24
Police Airwave - Monitored Only	2
Police Other - Inbound	1

Total No. of Incidents in Zone St Neots: 43

Total No. of Incidents :

172

No. of Incidents by Call Source



Ambulance Service	0.6%
CCTV Airwaves Police - Outbound	7.6%
CCTV HBAC - Outbound	1.2%
Data Handling Request - Internal	0.6%
Data Handling Request - Police	2.3%
Data Handling Request - Police (Dams)	5.2%
HBAC Radio (Day/Night Time) - Inbound	16.3%
HDC Local Authority	1.2%
Non Used - Monitored Only	8.7%
Police - Telephone	2.9%
Police Airwave - Inbound	50.6%
Police Airwave - Monitored Only	2.3%
Police Other - Inbound	0.6%
Total	100.0%

Camera Summary

Zone: Huntingdon

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1001 High St St Marys St 73	High Street/St Marys Street	7
1002 High St Hartford Rd 74	High Street/Hartford Road	13
1003 High St/St Benedicts Co	High St/St Benedicts Court	17
1004 High Street/Germain Wa	High Street/Germain Walk	9
1005 Market Hill (79)	Market Hill	22
1006 High St George St 80	High Street/George Street	14
1007 High Street North (81)	High Street North	7
1008 St Johns Street/High St	St Johns Street/High Street	11
1009 St Benedicts Court Cen	St Benedicts Court Centre	6
1010 Princes Street/All Saints	Princes Street/All Saints Passage	6
1011 Princes Street/Bus Stat	Princes Street/Bus Station	10
1012 Princes Street Car Park (Princes Street Car Park	2
1013 Trinity Place Car Park (Trinity Place Car Park	8
1014 St Benedicts Court/Wait	St Benedicts Courtb/Waitrose	2
1015 Chequers Court/St Germ	Chequers Court/St Germain	11
1016 Grammer School Walk (Grammer School Walk	6
1017 Walden Road/Bus Stat	Walden Road/Bus Station	3
1018 Great Northern Street C	Great Northern Street Car Park	4
1019 Sallowbush Road (90)	Sallowbush Road	5
1020 Suffolk House (92)	Suffolk House	6
1021 Oak Tree Centre/Sapley	Oak Tree Centre/Sapley Shops	6
1022 Huntingdon Rec Centr	Huntingdon Rec Centre/St Peters Road	4
1023 Huntingdon Rec Centr	Huntingdon Rec Centre/Swimming Pool C	1
1024 Riverside Car Park (98)	Riverside Car Park	7
1025 Sainsburys CP 1 (99)	Sainsburys Car Park 1	14
1026 Sainsburys CP 2 (100)	Sainsburys Car Park 2	14
1027 Bridge Place CP 1 (110)	Bridge Place Car Park 1	2
1028 Bridge Place CP 2 (111)	Bridge Place Car Park 2	4
1029 St Peters Road/Clifton R	St Peters Road/Clifton Road	4
1030 Castle Hill (114)	Castle Hill	5
1031 Medway Centre 1 (105)	Medway Centre 1	4
1032 Medway Centre 2 (106)	Medway Centre 2	1
1033 St Germain Street Car P	St Germain Street Car Park	2
1036 Brampton Road/George	Brampton Road/George Street	8
1037 High Street South/Rive	High Street South/Riverside Road	7
1038 Ermine Street (120)	Ermine Street	6
1039 Nene Road (76)	Nene Road	3
1040 Stukeley Meadows Ska	Stukeley Meadows Skate Park	2
1043 Huntingdon Bus Station	Huntingdon Bus Station	3
1044 Huntingdon Bus Station	Huntingdon Bus Station	3
1045 Huntingdon Bus Station	Huntingdon Bus Station	3
1046 Huntingdon Bus Station	Huntingdon Bus Station	3
1047 George Street/St John S	George Street/St John Street	13
1048 Bloomfield Park	Town/Bloomfield Park	6
1049 Coneygear Park	Coneygear Road	2
1501 Huntingdon MSCP Gro	Huntingdon MSCP Ground Floor	5
1502 Huntingdon MSCP Gro	Huntingdon MSCP Ground Floor	3
1503 Huntingdon MSCP 1st F	Huntingdon MSCP 1st Floor	2
1504 Huntingdon MSCP 1st F	Huntingdon MSCP 1st Floor	2
1505 Huntingdon MSCP 2nd F	Huntingdon MSCP 2nd Floor	2
1506 Huntingdon MSCP 2nd F	Huntingdon MSCP 2nd Floor	2

1507 Huntingdon MSCP Roo	Huntingdon MSCP Rooftop	5
1508 Huntingdon MSCP Roo	Huntingdon MSCP Rooftop	3
1509 Huntingdon MSCP Sta	Huntingdon MSCP Stairs Ground Floor	2
1510 Huntingdon MSCP Sta	Huntingdon MSCP Stairs 1st Floor	1
1512 Huntingdon MSCP Sta	Huntingdon MSCP Stairs Rooftop	1
1513 Huntingdon MSCP Left	Huntingdon MSCP Left Lift	1
1515 Emergency Stairs Exter	Huntingdon Multistorey	1
1516 Emergency Stairs Groun	Huntingdon Multistorey	1
1517 Emergency Stairs Groun	Huntingdon Multistorey	1
1518 Emergency Stairs 1st Ex	Huntingdon Multistorey	1
1519 Emergency Stairs 1st to 2	Huntingdon Multistorey	1
1520 Emergency Stairs 2nd E	Huntingdon Multistorey	1
1521 Emergency Stairs 2nd t	Huntingdon Multistorey	1
1523 Main Stairs Ground to 1	Huntingdon Multistorey	1
1524 Main Stairs 1st Lobby	Huntingdon Multistorey	1
1526 Main Stairs 2nd Lobby	Huntingdon Multistorey	1
1527 Main Stairs 2nd to 3rd	Huntingdon Multistorey	1
1528 Main Stairs 3rd	Huntingdon Multistorey	1
5019 Customer Waiting Area	HDC Pathfinder Hse Customer Waiting A	1

Total No. of Incidents in Zone Huntingdon: 96

Zone: Ramsey

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1401 High Street/Great Whyt	High Street/Great Whyte	1
1402 Great Whyte/Little Why	Great Whyte/Little Whyte	3
1405 Ramsey Fire Station	Great Whyte	2

Total No. of Incidents in Zone Ramsey: 4

Zone: St Ives

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1301 Market Road/Priory Ro	Market Road/Priory Road	13
1302 Market Hill (49)	Market Hill	9
1303 Bridge Street/Crown St	Bridge Street/Crown Street	13
1304 The Broadway (51)	The Broadway	13
1305 The Waits/Ramsey Roa	The Waits/Ramsey Road	8
1306 White Hart Lane/The Q	White Hart Lane/The Quadrant	5
1307 Crown Place East Street	Crown Place East Street	9
1308 The Quay/Bridge Street	The Quay/Bridge Street	10
1309 Warners Park (58)	Warners Park	3
1310 Globe Car Park/West S	Globe Car Park/West Street	4
1311 Waitrose Car Park (43)	Waitrose Car Park	6
1313 Short Stay Car Park Cen	Short Stay Car Park Central	5
1314 Bus Station/Cattle Mark	Bus Station/Cattle Market Car Park	5
1315 Darwood Road Car Par	Darwood Road Car Park	5
1317 London Road (59)	London Road	8
1318 Ramsey Road/Kings He	Ramsey Road/Kings Hedges	3
1319 St Ivo Centre Car Park 1	St Ivo Centre Car Park 1	2

Total No. of Incidents in Zone St Ives: 29

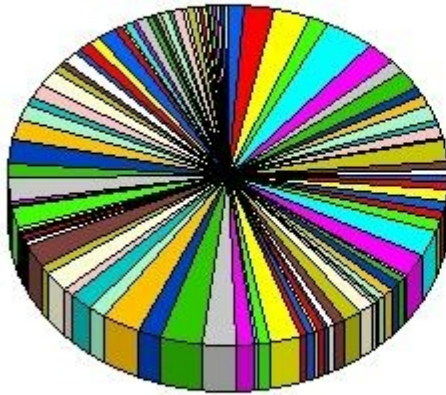
Zone: St Neots

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1101 Riverside Car Park (1)	Riverside Car Park	8
1102 Market Square 1 (2)	Market Square 1	16
1103 South Street/High Street	South Street/High Street	18
1104 High Street (6)	High Street	11
1105 High Street/Huntingdon	High Street/Huntingdon Street	16
1106 Market Street 2 (3)	Market Street 2	9
1107 South Street (4)	South Street	10
1108 Lidl Car Park (8)	Lidl Car Park	6
1109 Tebbutts Road Car Park	Tebbutts Road Car Park	11
1110 Priory Lane (10)	Priory Lane	6
1111 New Street/Tan Yard (New Street/Tan Yard	13
1112 Skateboard Park (13)	Skateboard Park	2
1113 Rowley Arts Centre Car	Rowley Arts Centre Car Park 1	2
1114 Rowley Arts centre-En	Rowley Arts centre-Entrance Road 1	1
1115 Rowley Arts centre-Pl	Rowley Arts centre-Plaza Car Park	2
1116 Rowley Arts centre-Pl	Rowley Arts centre-Plaza	1
1117 Rowley Arts centre-En	Rowley Arts centre-Entrance Road 2	1
1118 Rowley Arts centre-Car P	Rowley Arts centre-Car Park 2	2
1119 Brook Street (19)	Brooks Street	11
1120 Priory Park Pavillion 1 (Priory Park Pavillion 1	2
1121 Priory Park Pavillion 2 (Priory Park Pavillion 2	2

Total No. of Incidents in Zone St Neots: 43

Total No. of Incidents : 170

No. of Incidents by Camera



1001 High Street (75)	1.1%
1002 High St Hartford Rd 74	2.1%
1003 High St/St Benedicts Court (75)	2.8%
1004 High Street/Germain Walk (78)	1.5%
1005 Market Hill (79)	3.6%
1006 High St George St 80	2.3%
1007 High Street North (81)	1.1%
1008 St Johns Street/High Street (108)	1.8%
1009 St Benedicts Court Centre (77)	1.0%
1010 Princes Street/All Saints Passage (82)	1.0%
1011 Princes Street/Bus Station (83)	1.6%
1012 Princes Street Car Park (84)	0.3%
1013 Trinity Place Car Park (86)	1.3%
1014 St Benedicts Court/Walrose (89)	0.3%
1015 Chequers Court/St Germain (97)	1.8%
1016 Grammer School Walk (115)	1.0%
1017 Walden Road/Bus Station (117)	0.5%
1018 Great Nothern Street Car Park (88)	0.7%
1019 Sallowbush Road (90)	0.8%
1020 Suffolk House (92)	1.0%
1021 Oak Tree Centre/Sapley Shops (94)	1.0%
1022 Huntingdon Rec Centre/St Peters Road (95)	0.7%
Total:	100.0%

HAWK EYE

Huntingdonshire District
& Cambridge City Council

Shared Service Monitoring Centre

Q2 Performance Review

Financial Year 2024/25

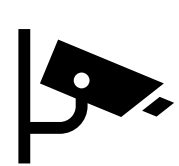


CONTENTS

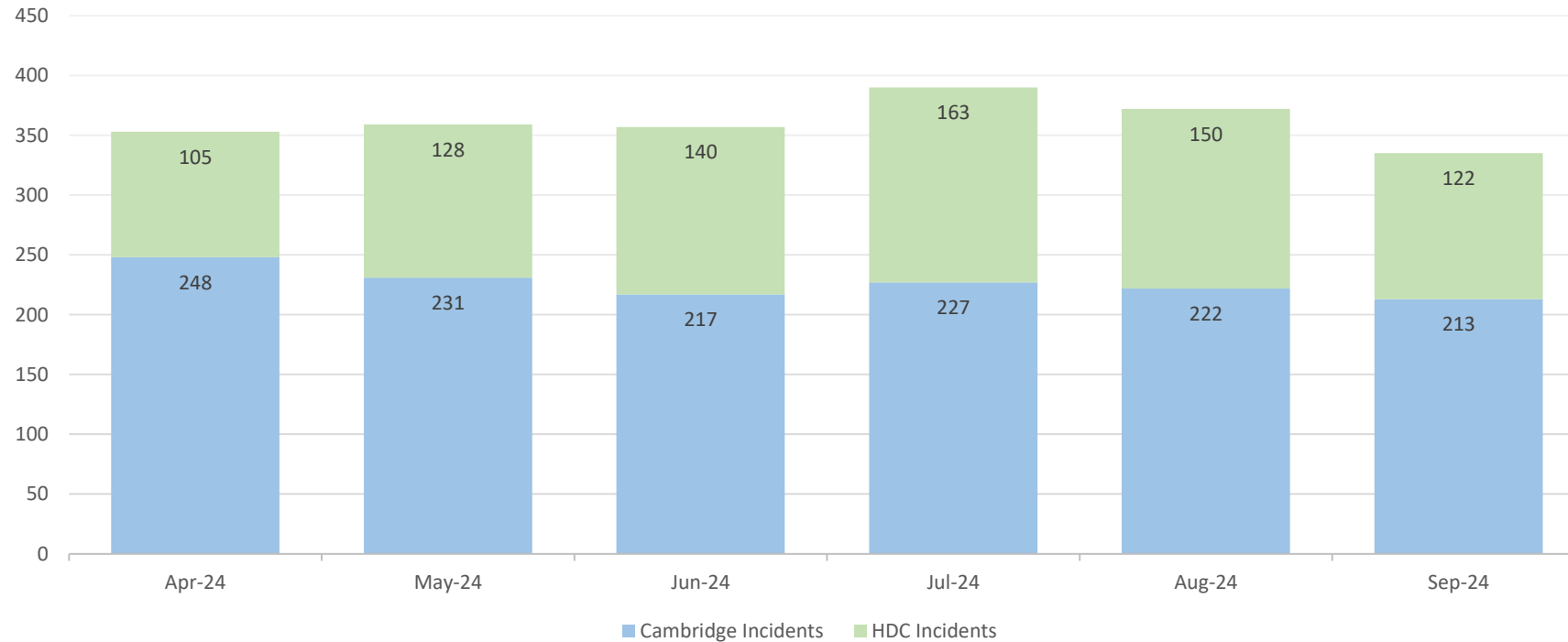
- TOPLINE SERVICE PERFORMANCE
- CCTV INCIDENT HIGHLIGHTS
- CCTV IN THE NEWS
- APPENDIX

TOPLINE SERVICE
PERFORMANCE



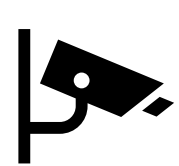


TOTAL CCTV INCIDENTS BY COUNCIL APRIL 2024 – SEPTEMBER 2024



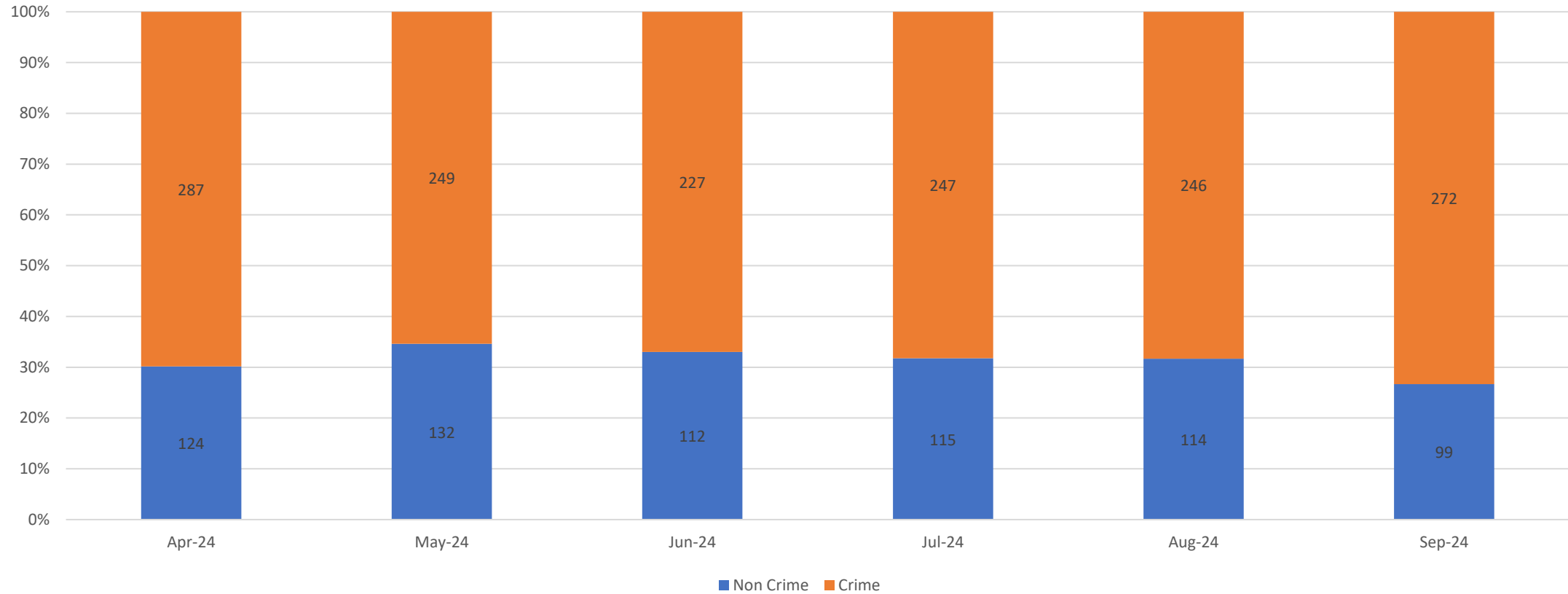
This chart shows the total number of CCTV incidents split by HDC and Cambridge City Council. The team have logged a total of 1093 incidents between July and September 2024, this is a decrease on the previous year's figure – 1205 incidents.

The incidents are split into crime/non-crime and by zone in the next slides.



TOTAL CCTV INCIDENTS: CRIME VS NON-CRIME % SPLIT

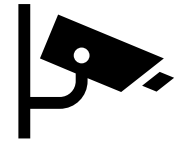
APRIL 2024 – SEPTEMBER 2024



This chart shows the percentage of crime vs. non-crime incidents across the shared service.

The table on the right shows the movement % compared to last year's figures.

	July '23 – Sep '23	July '24 – Sep '24	Movement %
Crime	841	765	- 9%
Non-Crime	364	328	- 9%



TOTAL CCTV CRIME INCIDENTS BY CATEGORY

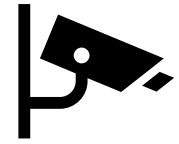
APRIL 2024 – SEPTEMBER 2024

	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24
Anti Social Behaviour	70	57	53	62	58	49
Begging/Vagrancy	1	3	1	2	0	1
Breach of Conditions	5	6	5	9	4	3
Criminal Damage	6	11	3	4	5	13
Drug Offences	8	8	7	12	7	7
Fraud	4	4	1	0	1	2
Hoax Calls	0	0	0	0	0	0
Possession of Offensive Weapon	10	7	4	7	10	6
Public Indecency	0	1	2	0	0	4
Road Traffic Incidents	5	5	3	6	13	6
Road Traffic Offences	26	4	16	11	17	12
Robbery / theft	3	6	5	7	1	9
Sexual offences	2	5	2	1	2	0
Suspicious Activity	36	12	22	12	17	30
Theft / Shoplifting	54	49	42	48	46	53
Violence	49	60	46	53	57	69
Wanted Person	8	11	15	13	8	8
Grand Total	287	249	227	247	246	272

The table above shows the total crime incidents recorded in the last 6 months, broken down into categories. As you can see from the highlighted rows, 'Anti-social behaviour', 'Theft/Shoplifting' and 'Violence' remain consistently higher than other categories.

The table to the right shows the significant increases and decreases over the last quarter, compared to 2023 figures.

Category	July '23 – Sep '23	July '24 – Sep '24	Movement %
Begging/Vagrancy	8	3	- 62%
Breach of Conditions	30	16	- 47%
Drug Offences	13	26	+ 100%
Public Indecency	7	4	- 42%
Sexual Offences	9	3	- 67%



TOTAL CCTV NON-CRIME INCIDENTS BY CATEGORY

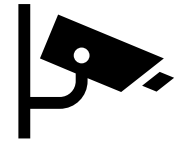
APRIL 2024 – SEPTEMBER 2024

	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24
Alarm Activation	10	11	10	17	8	13
Ambulance Incident	2	2	2	4	3	1
Demonstration/Protest	5	11	4	1	4	4
Fire Incident	3	0	2	0	3	2
Police Incident	17	23	19	10	17	16
Public Welfare	87	85	75	83	79	63
Grand Total	124	132	112	115	114	99

The table above shows the total non-crime incidents recorded since April 2024, broken down into categories.

Public welfare remains the highest category, consistently making up over 50% of the total figures. There were 225 public welfare incidents recorded in Q2 – see table below for a breakdown of these incidents.

Row Labels	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24
Concern for Person	51	56	49	47	54	43
Drunk & Incapable	3	0	1	0	2	1
High Risk (Vulnerable) Misper	11	5	3	4	8	7
Missing Person - Child	7	7	10	21	11	4
Missing Persons - Adult	11	16	11	10	4	7
Other	1	1	1	1	0	1
Grand Total	84	85	75	83	79	63

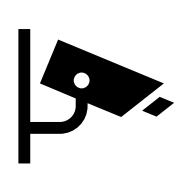


CRIME INCIDENTS BY CATEGORY & ZONE

APRIL 2024 – SEPTEMBER 2024

Row Labels	Sum of Cambs City	Sum of Huntingdon	Sum of St Ives	Sum of St Neots	Sum of Ramsey	Sum of Godmanchester	Sum of Yaxley	Sum of Stilton
Anti Social Behaviour	103	36	15	13	2	0	0	0
Begging/Vagrancy	3	0	0	0	0	0	0	0
Breach of Conditions	9	7	0	0	0	0	0	0
Criminal Damage	12	7	2	1	0	0	0	0
Drug Offences	13	1	0	12	0	0	0	0
Fraud	3	0	0	0	0	0	0	0
Hoax Calls	0	0	0	0	0	0	0	0
Possession of Offensive Weapon	13	5	2	0	2	0	1	0
Public Indecency	2	2	0	0	0	0	0	0
Road Traffic Incidents	18	5	1	0	1	0	0	0
Road Traffic Offences	21	9	6	2	2	0	0	0
Sexual offences	0	2	1	0	0	0	0	0
Suspicious Activity	35	14	2	7	1	0	0	0
Theft / Shoplifting	111	24	4	5	3	0	0	0
Violence	112	28	14	18	7	0	0	0
Wanted Person	18	8	3	0	0	0	0	0
Robbery	9	2	3	3	0	0	0	0
Grand Total	482	150	53	61	18	0	1	0

Note - you can find pie charts for each zone in the appendix



NON - CRIME INCIDENTS BY CATEGORY & ZONE

APRIL 2024 – SEPTEMBER 2024

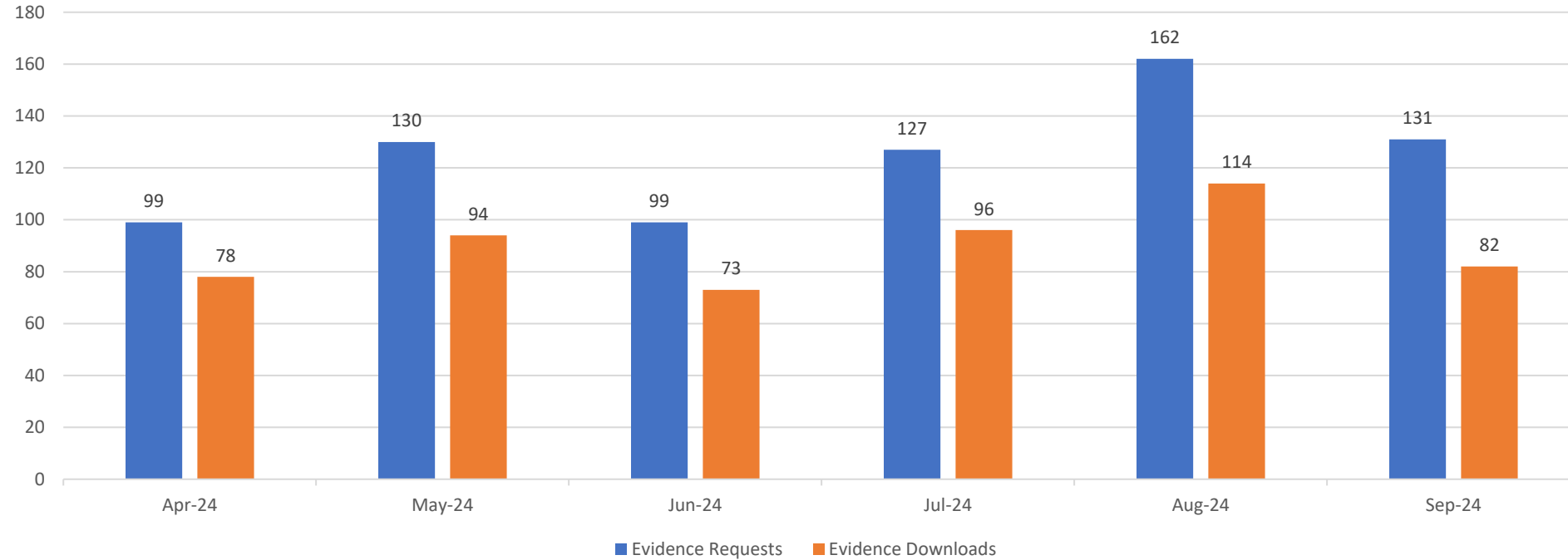


Row Labels	Sum of Cambs City	Sum of Huntingdon	Sum of St Ives	Sum of St Neots	Sum of Ramsey	Sum of Godmanchester	Sum of Yaxley	Sum of Stilton
Alarm Activation	26	4	3	5	0	0	0	0
Ambulance Incident	5	2	1	0	0	0	0	0
Demonstration/Protest	9	0	0	0	0	0	0	0
Fire Incident	3	2	0	0	0	0	0	0
Police Incident	23	13	1	4	2	0	0	0
Public Welfare	114	60	16	28	4	3	0	0
Grand Total	180	81	21	37	6	3	0	0

Note - you can find pie charts for each zone in the appendix



TOTAL CCTV EVIDENCE REQUEST & DOWNLOADS APRIL 2024 – SEPTEMBER 2024



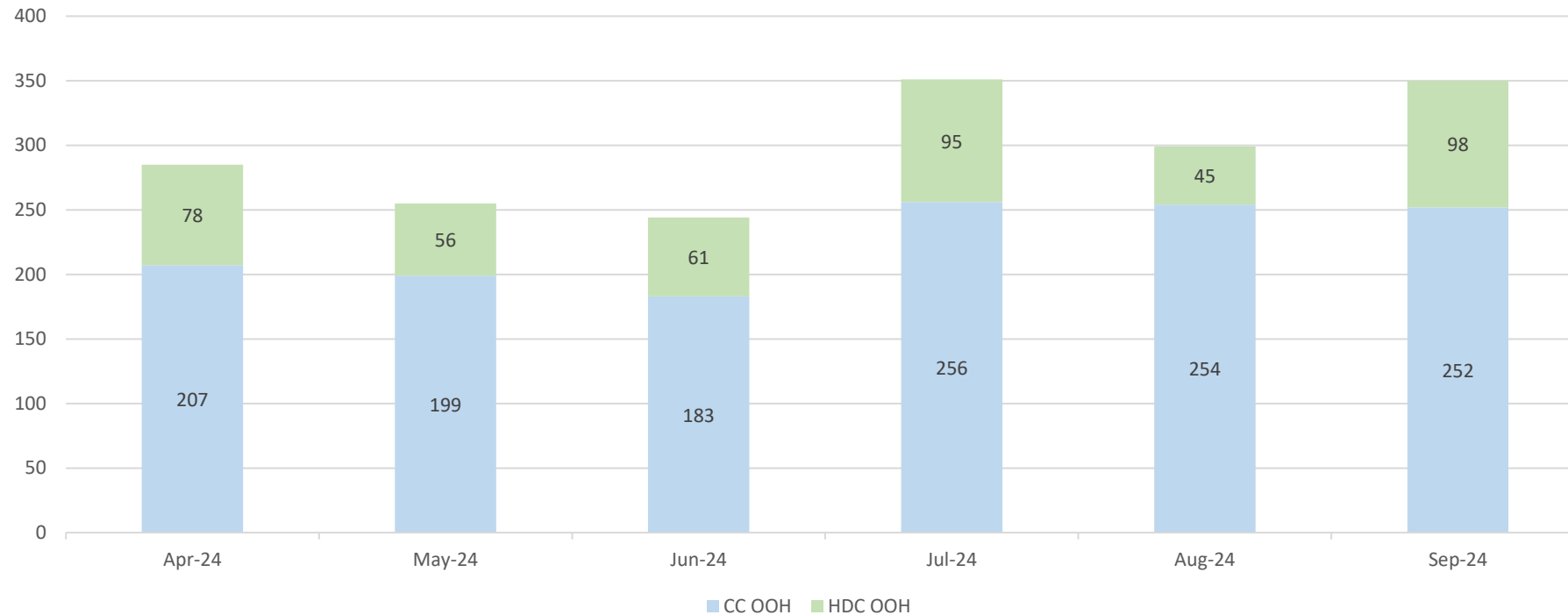
This chart shows the number of evidence requests and downloads since April 2024.

The table shows the quarterly figures compared to 2023. The number of downloads are continuing to grow due to the success of the DAMS system, a 136% increase compared to the same 6 months last year.

	Apr '23 – Sep '23	Apr '24 – Sep '24	% movement
Evidence Requests	681	748	+ 10 %
Evidence Downloads	227	537	+136 %



TOTAL OUT OF HOURS CALLS RECEIVED APRIL 2024 – SEPTEMBER 2024

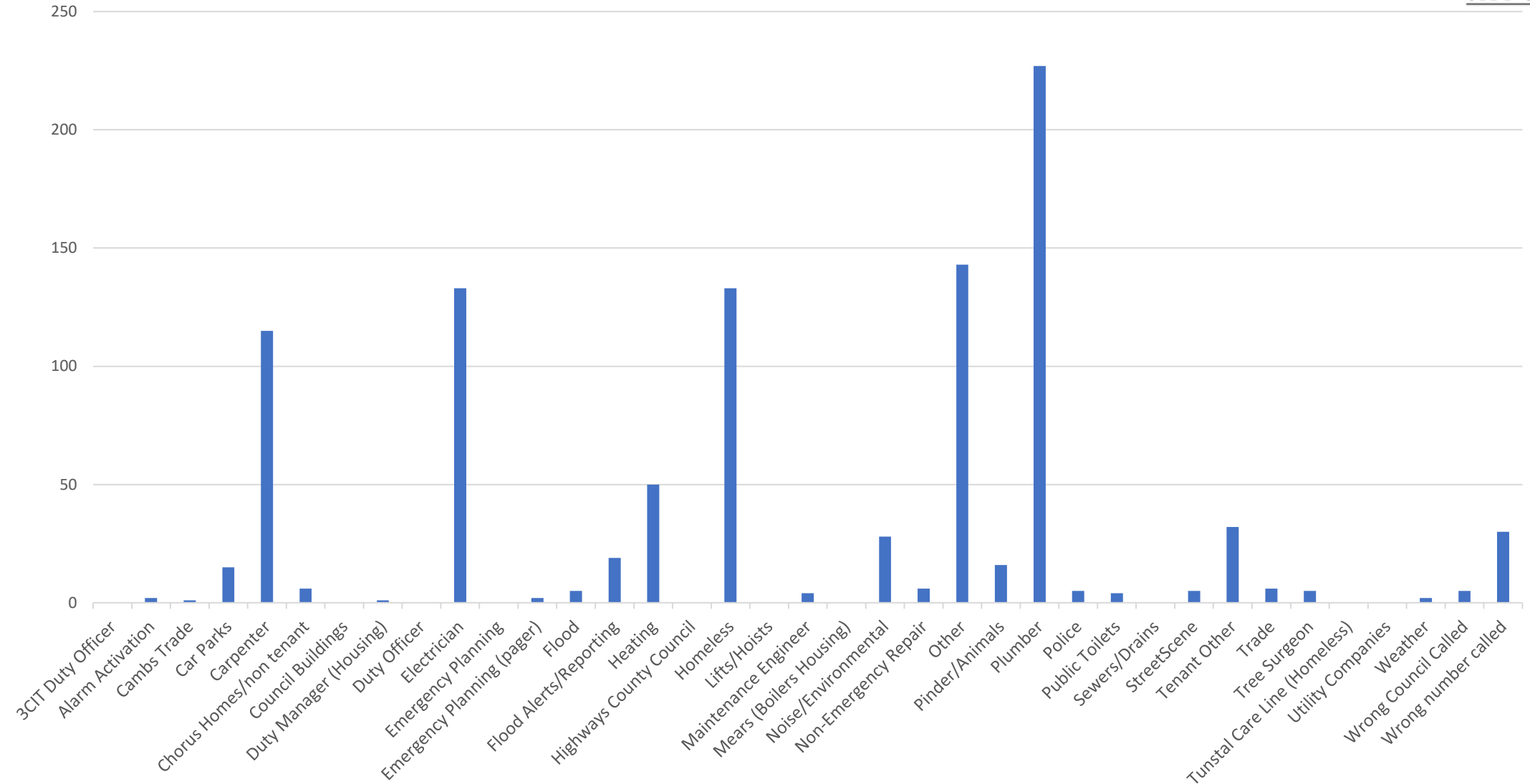


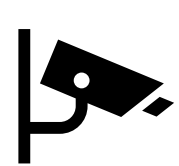
- OOH call numbers have remained steady over the last quarter.
- A total of 1000 calls were received between July and September 24.



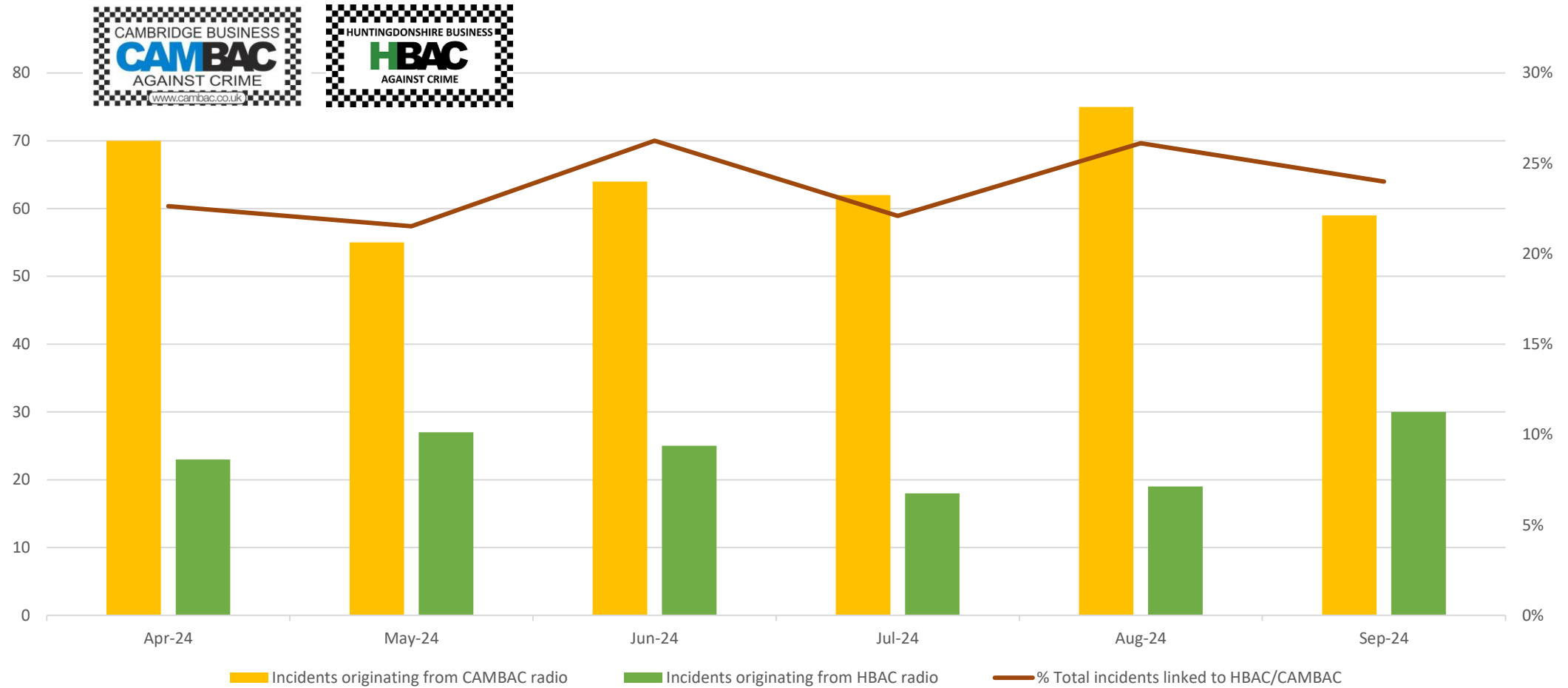
OUT OF HOURS CALL CATEGORIES

APRIL 2024 – SEPTEMBER 2024





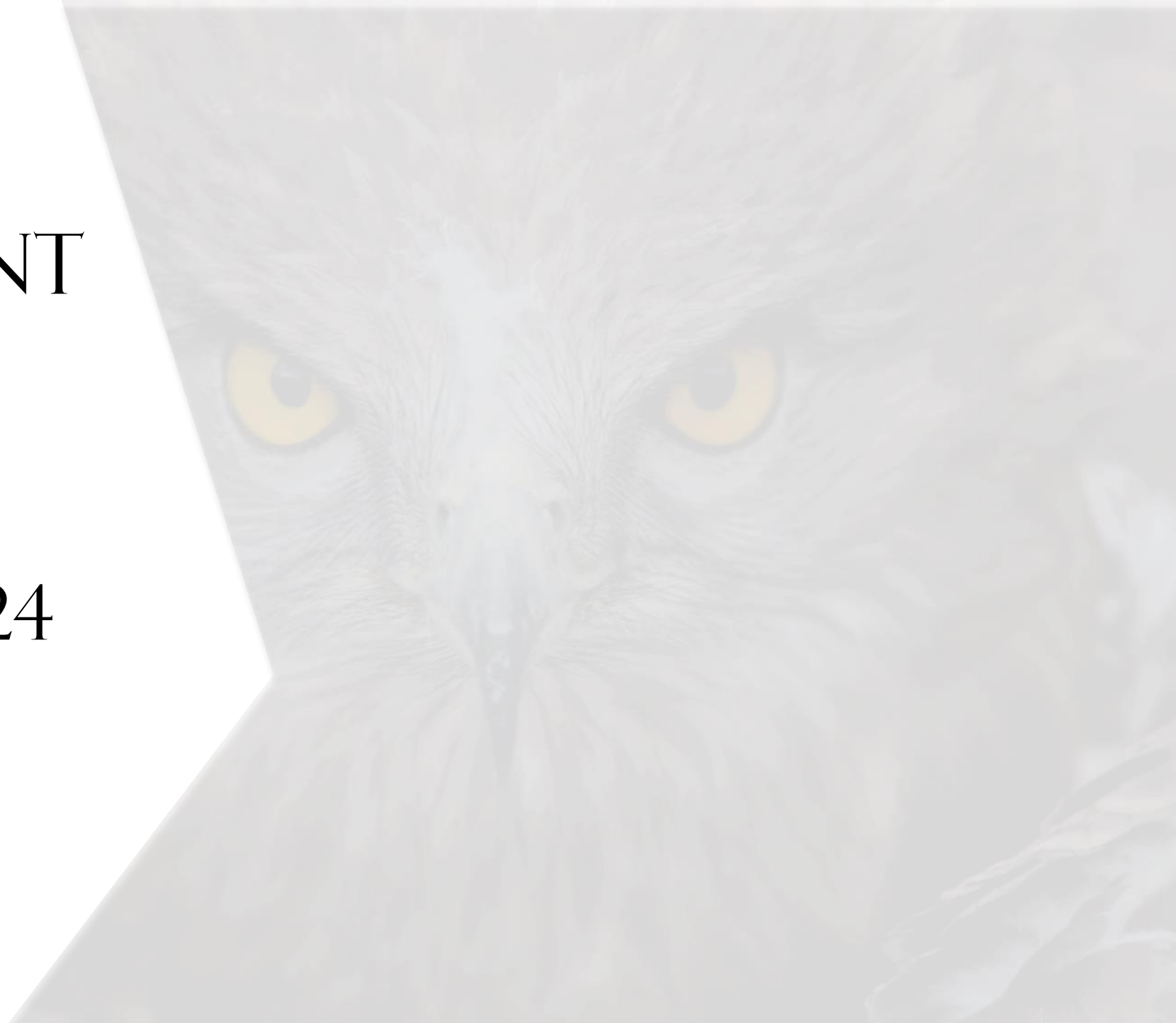
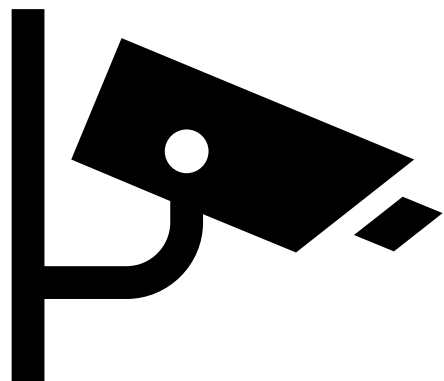
TOTAL CCTV INCIDENTS LINKED TO HBAC & CAMBAC APRIL 2024 – SEPTEMBER 2024



The chart above shows the number of incidents directly linked to the CAMBAC and HBAC radios. The dark red line shows the total percentage of all incidents recorded.

CCTV INCIDENT HIGHLIGHTS

JULY 2024 –
SEPTEMBER 2024



CCTV INCIDENT HIGHLIGHTS

- Our CCTV Operators regularly achieve fantastic results, we would like to share several highlights captured over the last quarter.
- The following incident write ups include a mx of crime and non-crime across both councils.
- We have experienced some excellent results; from pro-active arrests to tracking down some of our most vulnerable residents; saving lives and preventing crime from the control room.





PRO-ACTIVE INCIDENT – DRUG OFFENCES – ST NEOTS



Incident 25668 – 11th July 2024 – KA, EFF

DRUG TAKING SPOTTED IN TOWN CENTRE

Operators spotted a male who appeared to be sniffing some white powder, his description and location were given to the police.

Observations were maintained, the male was then seen entering a town centre bar. Soon afterwards, police arrived on scene and conducted a search, they confirmed to operators that he was found to be in possession of drugs which were seized.



RE-ACTIVE ARREST – CRIMINAL DAMAGE – CAMBRIDGE



Incident 25730 – 14th July 2024 – PM, LT

CRIMINAL DAMAGE & ASSAULT

Operators received a call via police airwaves, reporting a male smashing car windows in the city centre. Cameras were deployed and the suspect was quickly found outside a nearby pub.

The male was then seen assaulting a passerby and throwing himself across the bonnet of a nearby car, this was all caught on camera and details were relayed to police.

Police arrived on scene and placed the male in custody, operators were also advised that the suspect was a missing person. He was arrested for assault and criminal damage.



RE-ACTIVE INCIDENT – MISSING CHILD – CAMBRIDGE

Incident 26090 – 2nd August 2024 – MH, LM



MISSING CHILD FOUND

Operators received a call via the police airwaves, reporting a missing child in the city centre. The young female had been separated from her mother, her description was given, and cameras were quickly deployed.

After a short area search, operators located the child on the market square, her location was given to police, and they swiftly arrived on scene. The child and mother were soon reunited – a great result!

Incident 26135 – 4th August 2024 – MH

MALE ARRESTED FOR DOMESTIC ABUSE

The operator on duty overheard police mention a domestic incident in a known location, as we have cameras in the area they were deployed, and the police were made aware that we could assist if necessary. Police gave the operator a description of the male who had run away from the incident and asked for an area search to try and locate him.

Cameras were deployed and the suspect was spotted almost straight away, even though he had changed his clothing to avoid being located. This was relayed to police and his location was tracked until the police arrived, he was arrested for domestic abuse.

A great reactive incident result!



RE-ACTIVE INCIDENT – BIKE THEFT – CAMBRIDGE



Incident 26556 – 27th August 2024 – LM, EFF

BIKE THIEF ARRESETED

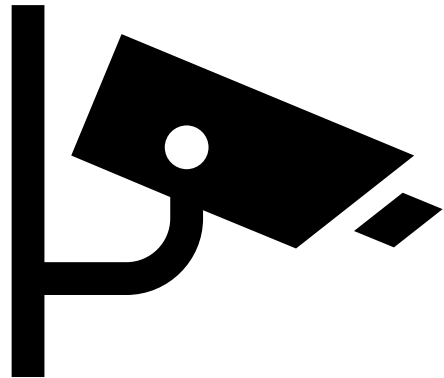
Operators spotted 3 males behaving suspiciously and looking very interested in a selection of bikes locked up in the city centre. 2 were riding bikes already but the third was on foot, they started checking all the bikes, looking at locks and moving along the length of the bike racks.

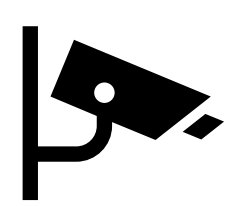
They soon moved along to another rack of bikes where they were then seen using a bike saddle to try and break a lock on a secured bike, police were made aware of the situation and dispatched officers. Observations were maintained.

The 3 males soon broke the bike lock and removed the bike from the rack, they were then followed by the cameras until police arrived on scene. As soon as the suspects spotted the police they cycled away, the operators followed them around the city centre until they entered the park. As it was nighttime operators couldn't see them in the dark, with little lighting nearby. However, when a group were seen illuminated by phone screens police were informed and were soon on scene. A short foot chase ended with 1 of the males being arrested and the stolen bike being recovered.

CCTV IN THE NEWS

JULY 2024 –
SEPTEMBER 2024





CCTV IN THE NEWS



Thief stole bike from Huntingdon



Court news
News

🕒 Published: 07:54 10/09/2024

A man who stole a bike from Huntingdon has been sentenced.

The victim contacted police on 10 August after his silver Carrera Vulcan bike was stolen from outside Sainsbury's in Germain Walk.

Officers reviewed CCTV and identified 39-year-old Danny Bygrave as being responsible.

At Huntingdon Magistrates' Court on Thursday (5 September), Bygrave, of Turner Road, Colchester, was sentenced to eight weeks in prison, suspended for a year. He previously pleaded guilty to two counts of bike theft and possession of a class A drug

PC Jack Hayden, who investigated, said: "For many people, a bike can be a lifeline and their only method of transport and/or their tool for exercise.

"We recognise the impact these thefts can have on people's lives and we're committed to catching those responsible and putting them before the courts."



[Thief stole bike from Huntingdon | Cambridgeshire Constabulary \(cambs.police.uk\)](https://www.cambs.police.uk)

Cambridge bike thief sentenced



Court news
News

🕒 Published: 17:12 30/07/2024

A man who stole five bikes in Cambridge has been sentenced.

John Bruce Miller, 40, of Highdene Road, Cambridge, was captured on CCTV stealing the bikes, which were all locked, from Corpus Christi College, Downing College, Perry Cury, Severn Place and Sandy Lane between 28 May and 8 July.

He was also captured on CCTV stealing a pair of bolt croppers from B&Q in Newmarket Road on 6 July as well as goods including deodorant, coffee and frozen meals from Co-Ops in Perne Road, and Cambourne, and Nisa in Teversham Drift between 25 June and 6 July.

At Cambridge Magistrates' Court on Friday, Miller was sentenced to six months in prison, suspended for 20 months after pleading guilty to eight counts of breaching a criminal behaviour order and five counts of bike theft, five counts of theft from a shop and one count of criminal damage. He must also pay £100 compensation to the five bike theft victims.

Miller's Criminal Behaviour Order (CBO) runs until 25 April 2025 and states he must not:

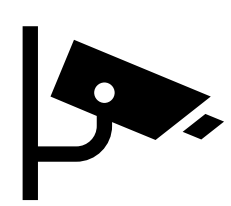
- Be in possession of any pedal cycle or pedal cycle part without proof of ownership in the form of a verifiable receipt
- Be in possession of any article used to steal pedal cycles in a public place

PC Luke Upcott, from the Spree Offending Team, said: "We recognise the harm that is caused when a cycle is stolen and we're working hard to reduce cycle crime and put offenders like Miller before the courts."

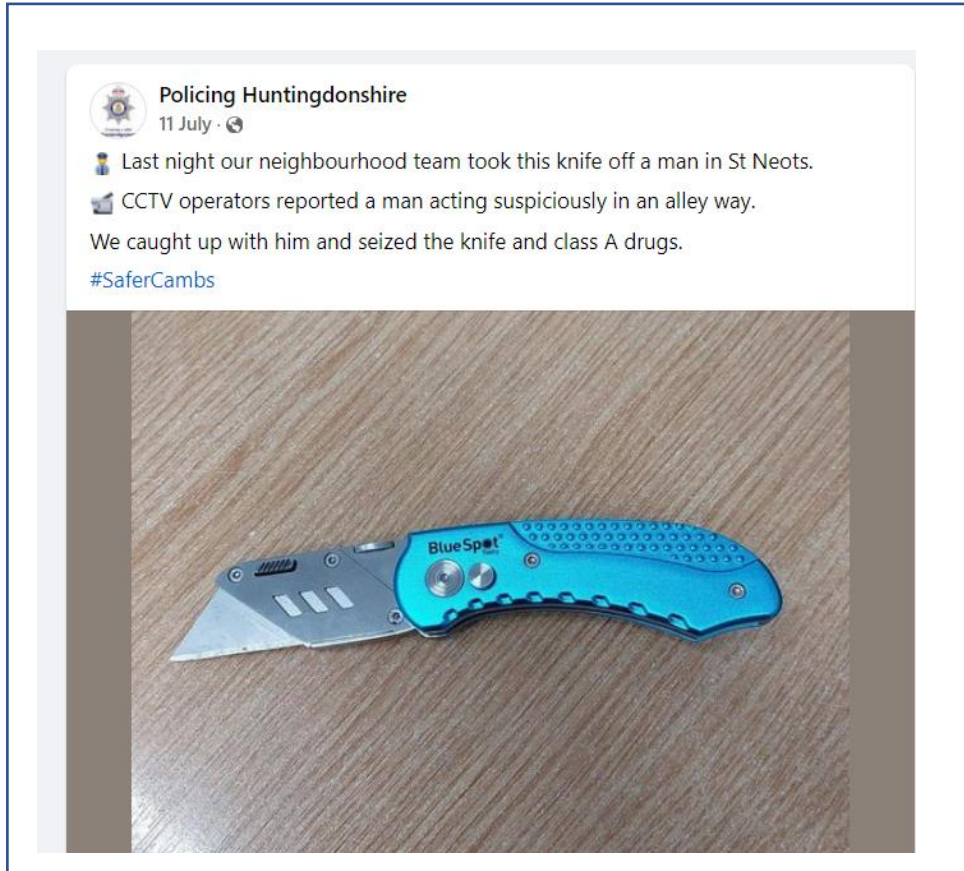
In October 2022, a multi-agency Cambridge Cycle Crime Prevent Task and Finish Group was set up by Cambridge City Council alongside Cambridgeshire Constabulary, Camcycle, businesses, universities and community groups.

Together the group have implemented several initiatives to tackle cycle crime including educational campaigns and cycle parking security improvements as well as enhancing enforcement measures.

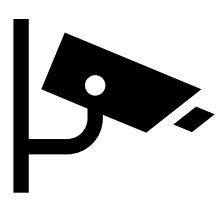
[Cambridge bike thief sentenced | Cambridgeshire Constabulary \(cambs.police.uk\)](https://www.cambs.police.uk)



CCTV IN THE NEWS



 [Last night our neighbourhood... - Policing Huntingdonshire | Facebook](#)



CCTV COMPLIMENTS



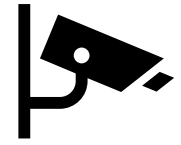
Yes, thank you for your help in getting the female arrested 😊

Victoria Lomas-Farley 263
Police Officer VCT B relief
16th Sep 2024

	Total for July to September 2024
Compliments Received	2
Complaints Received	0

APPENDIX

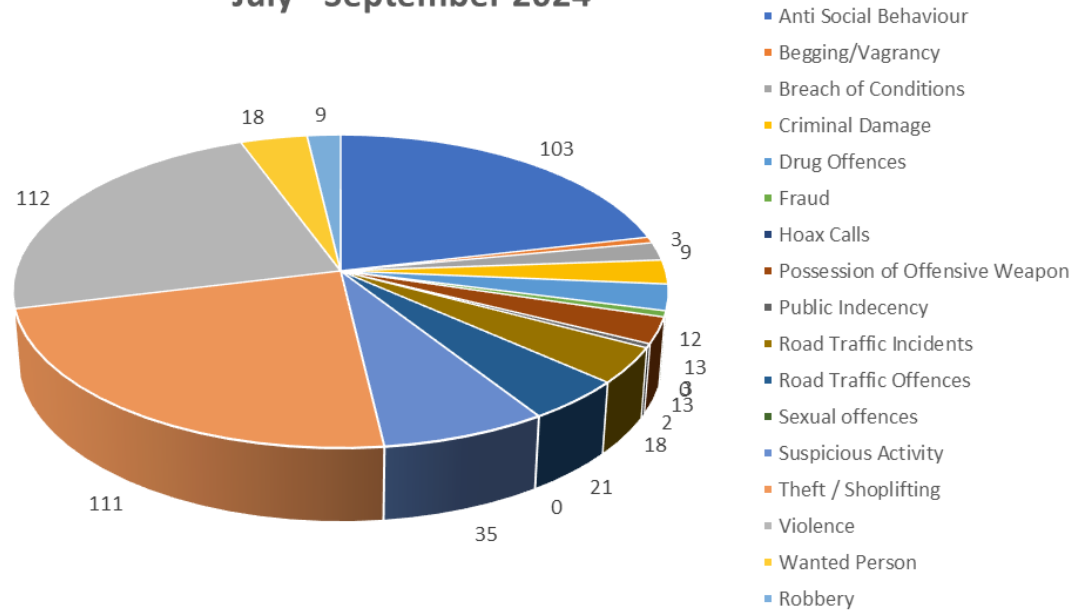




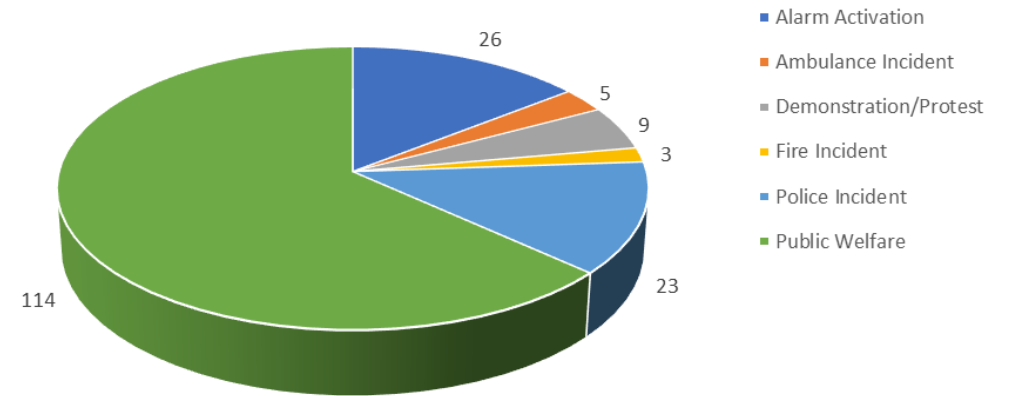
TOTAL INCIDENTS BY CATEGORY – CAMBS CITY JULY 2024 – SEPTEMBER 2024

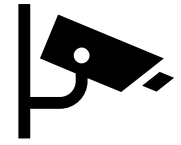


**CRIME Incidents in Cambridge
July - September 2024**



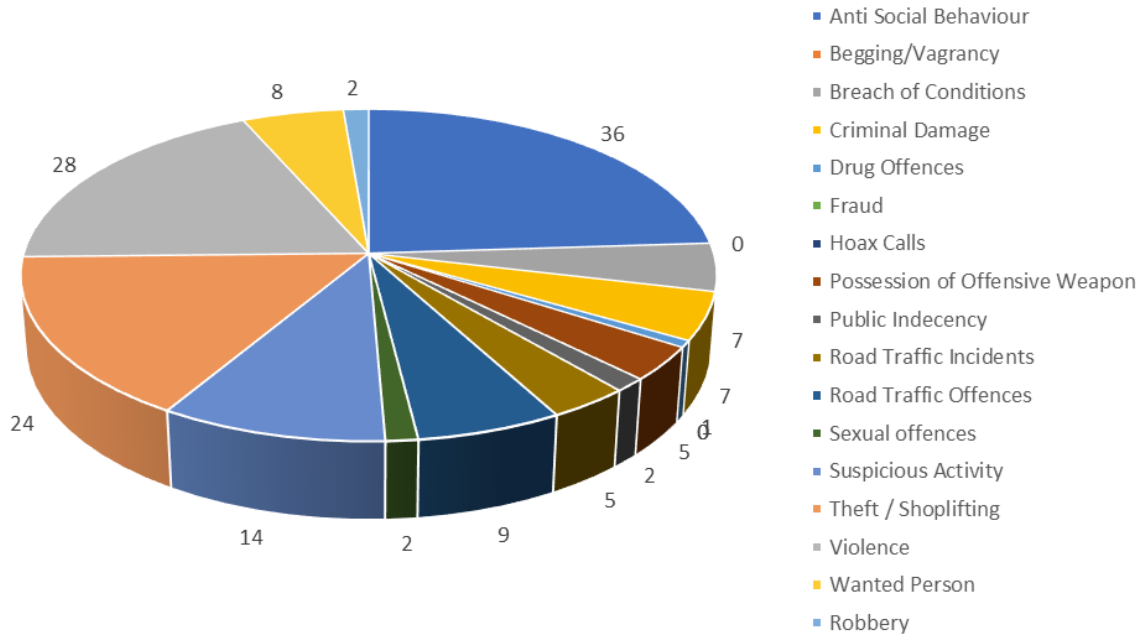
**NON - CRIME Incidents in Cambridge
July - September 2024**



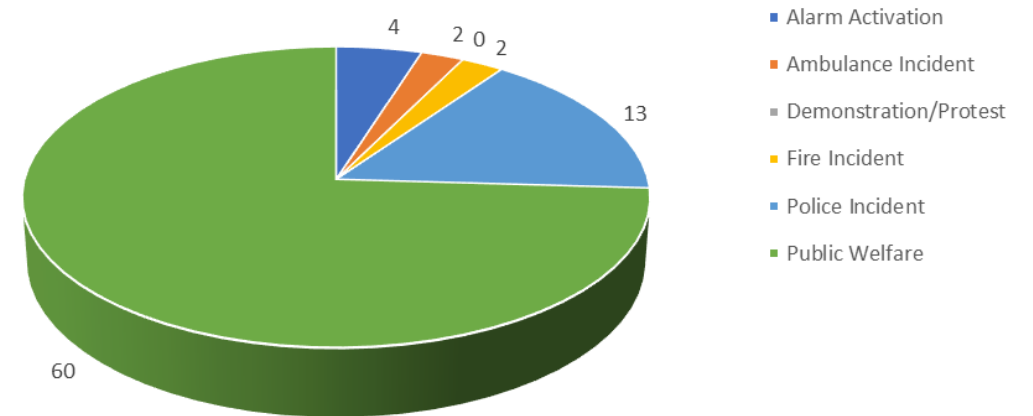


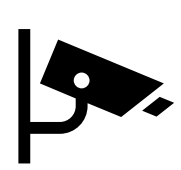
TOTAL INCIDENTS BY CATEGORY – HUNTINGDON JULY 2024 – SEPTEMBER 2024

CRIME Incidents in Huntingdon July - September 2024



NON - CRIME Incidents in Huntingdon July - September 2024

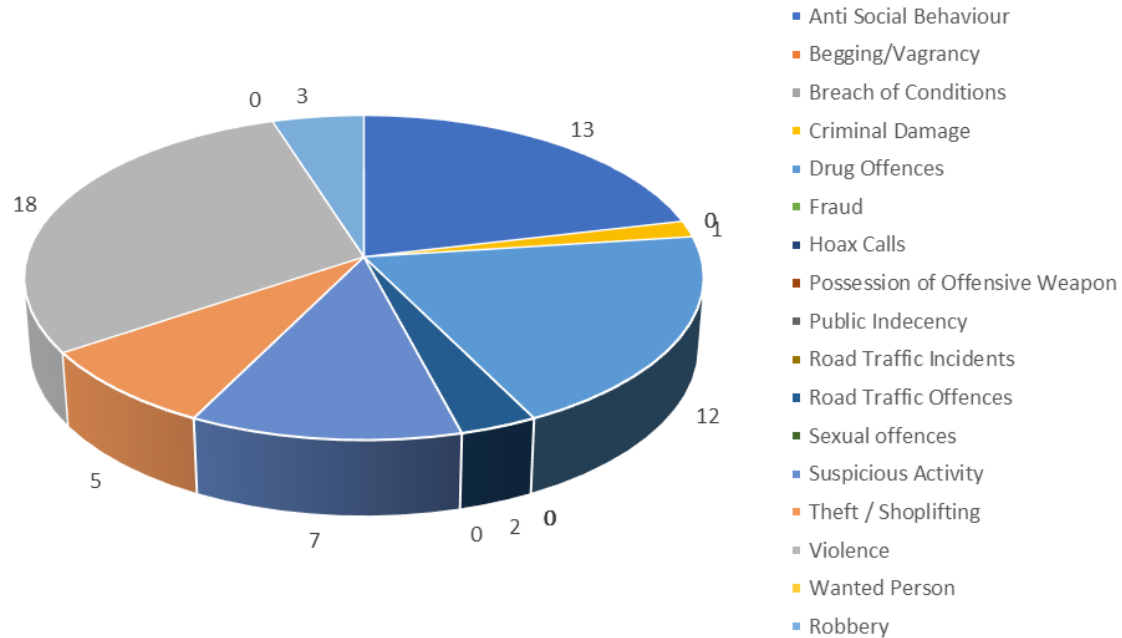




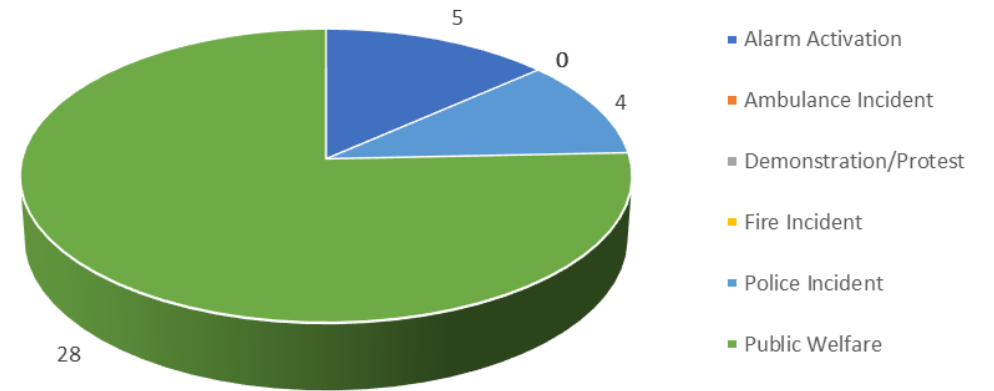
TOTAL INCIDENTS BY CATEGORY – ST NEOTS JULY 2024 – SEPTEMBER 2024

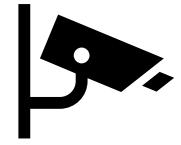


CRIME Incidents in St Neots July - September 2024



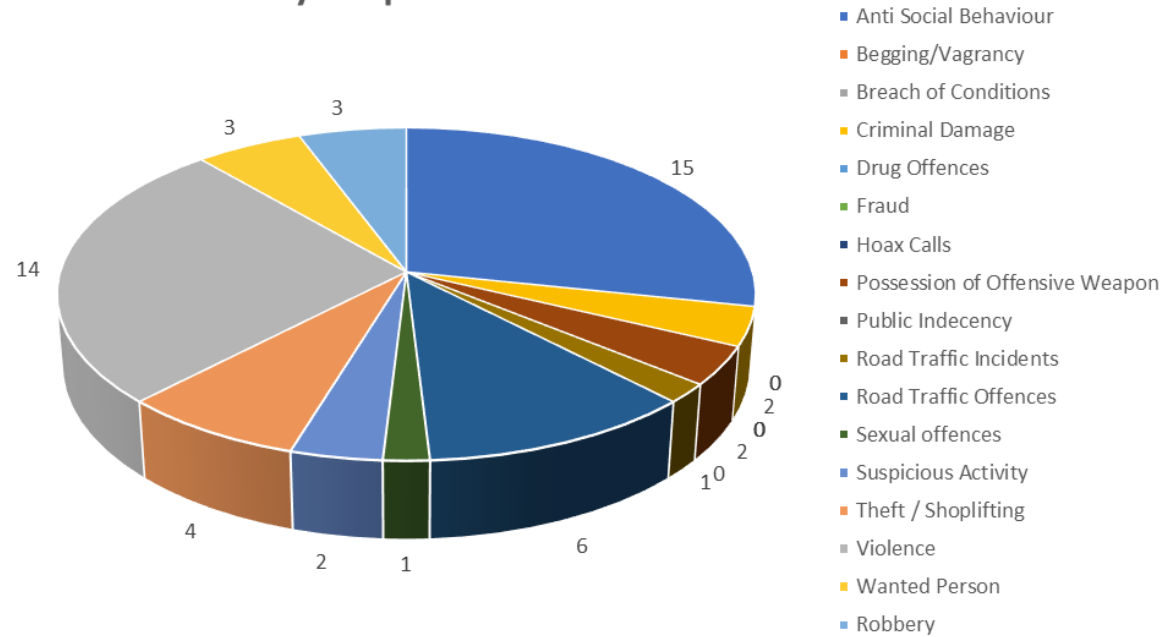
NON-CRIME Incidents in St Neots July - September 2024



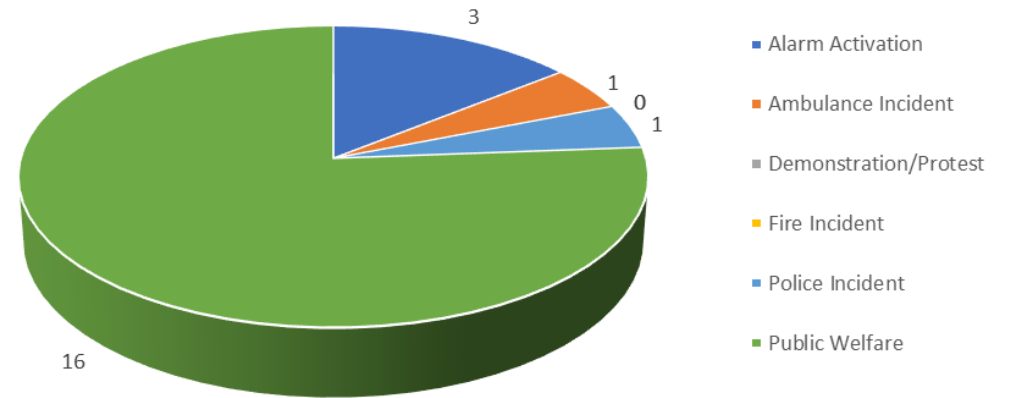


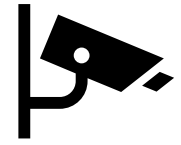
TOTAL INCIDENTS BY CATEGORY – ST IVES JULY 2024 – SEPTEMBER 2024

CRIME Incidents in St Ives July - September 2024



NON-CRIME Incidents in St Ives July - September 2024

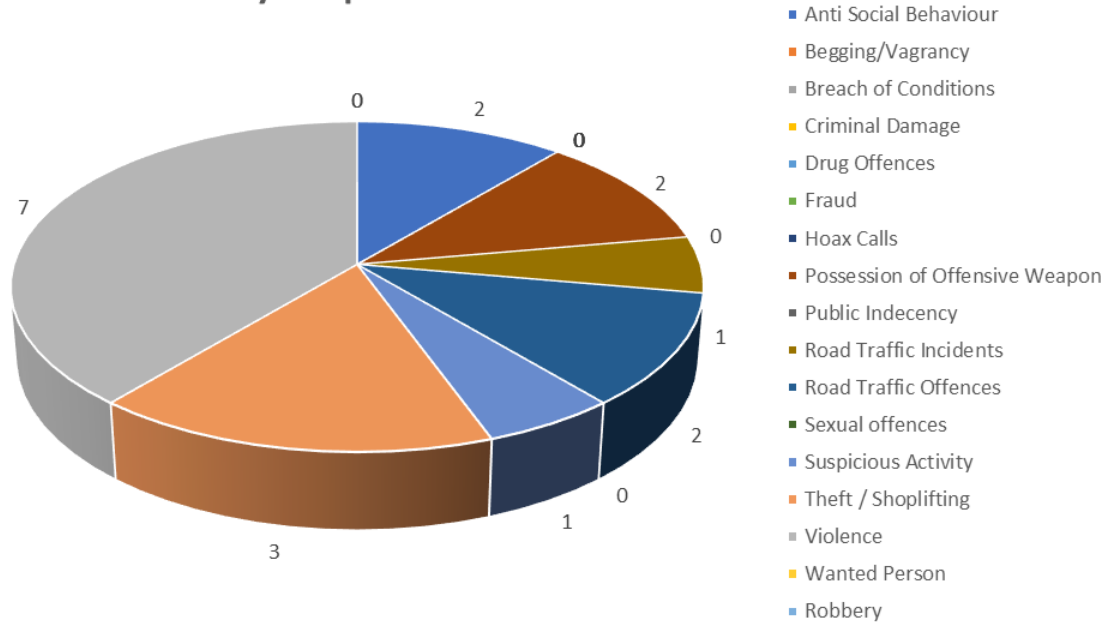




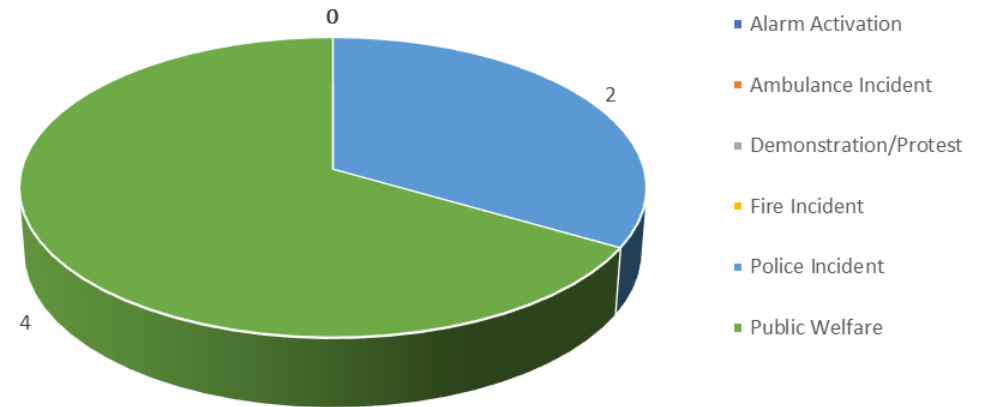
TOTAL INCIDENTS BY CATEGORY – RAMSEY JULY 2024 – SEPTEMBER 2024

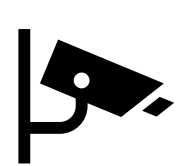


CRIME Incidents in Ramsey July - September 2024



NON-CRIME Incidents in Ramsey July - September 2024

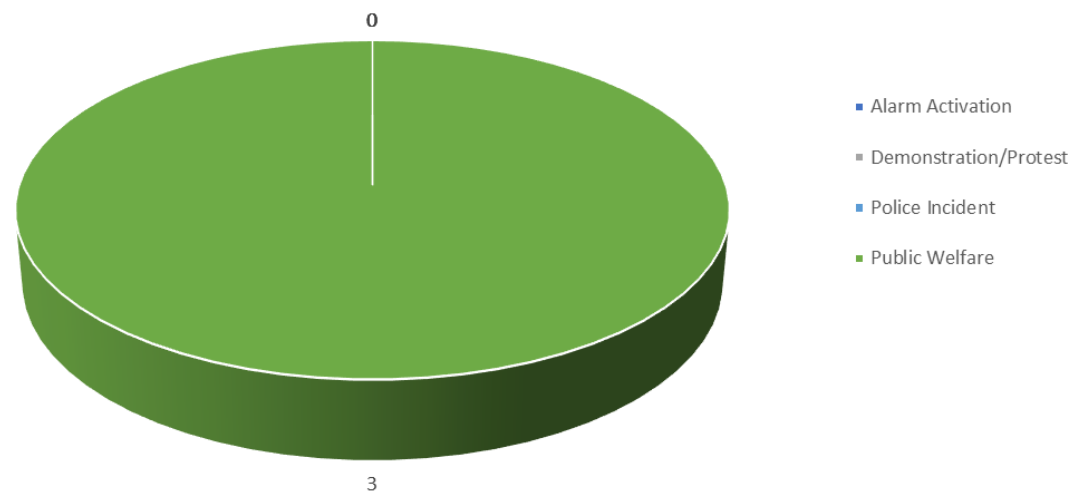




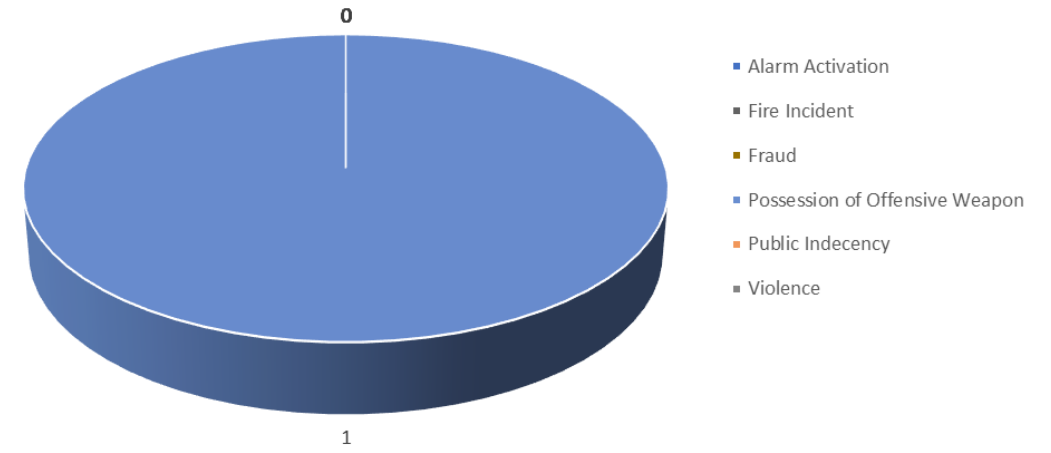
TOTAL INCIDENTS BY CATEGORY – GODMANCHESTER & YAXLEY JULY 2024 – SEPTEMBER 2024



Incidents in Godmanchester July - September 2024



Incidents in Yaxley July - September 2024



CAMERA
PERFORMANCE

JULY 2024 –
SEPTEMBER 2024





CCTV CAMERA PERFORMANCE 2024 / 2025



	Cambs City Faults	HDC Faults	Total Faults	% Downtime
Q1	40	31	71	1.88 %
Q2	100	58	158	4.0 %
Q3				
Q4				

Overall, the camera performance remains reliable, faults logged by operators are dealt with in a timely manner.

There was an increase in faults logged during Q2, we are working closely with our maintenance contractor to get these faults resolved as quickly as possible.

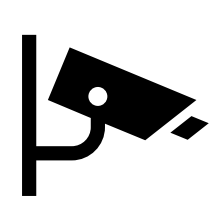
As of the end of September '24, there were a total of 815 operational CCTV cameras across both councils.



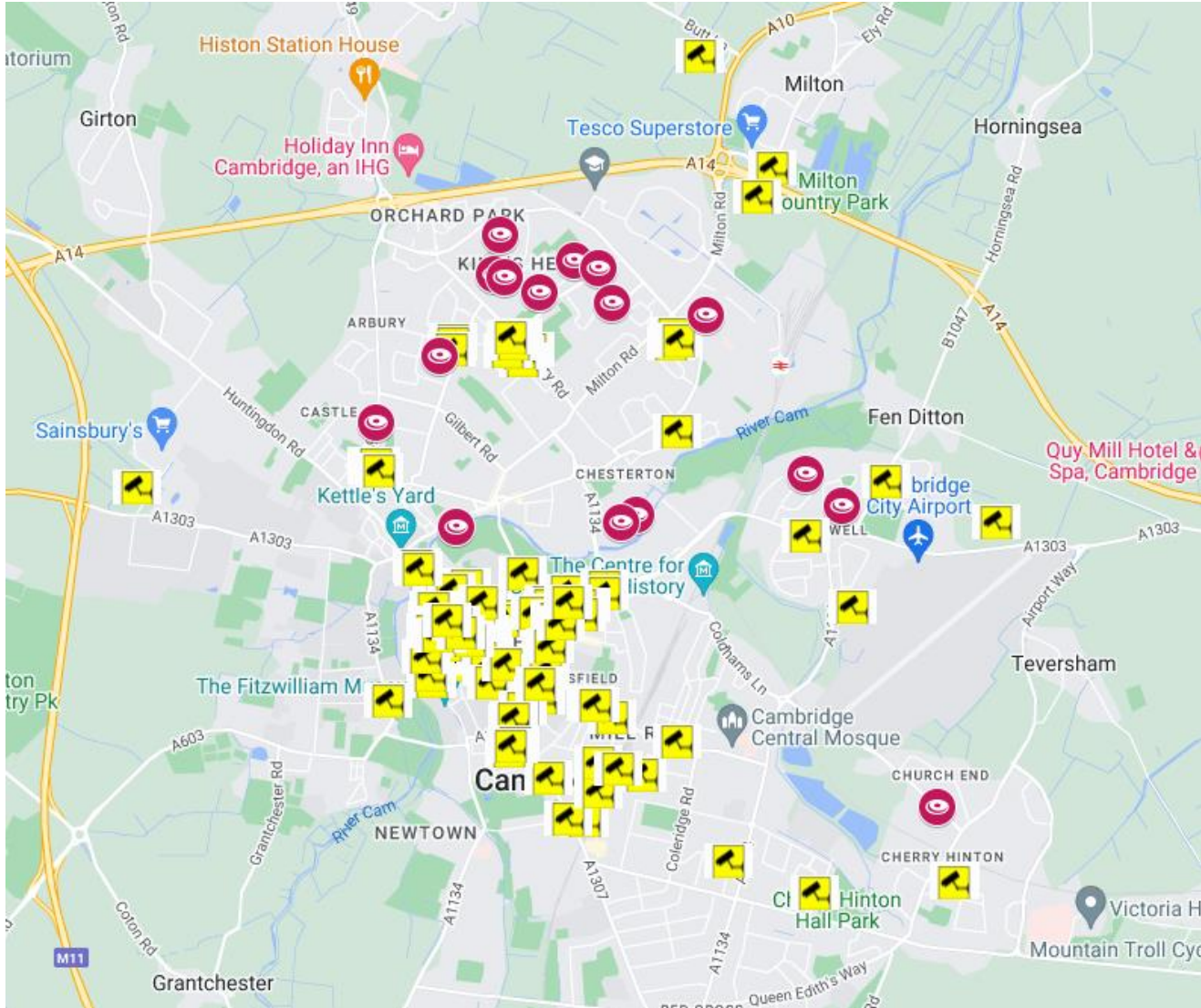
VIEWING REQUESTS (JULY 2024 – SEPTEMBER 2024)

Type of requests	Total
RIPA Requests	1
Third Party viewing requests	2



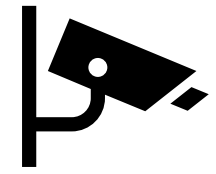


CCTV CAMERA MAP – CAMBRIDGE CITY AS OF SEPTEMBER 2024

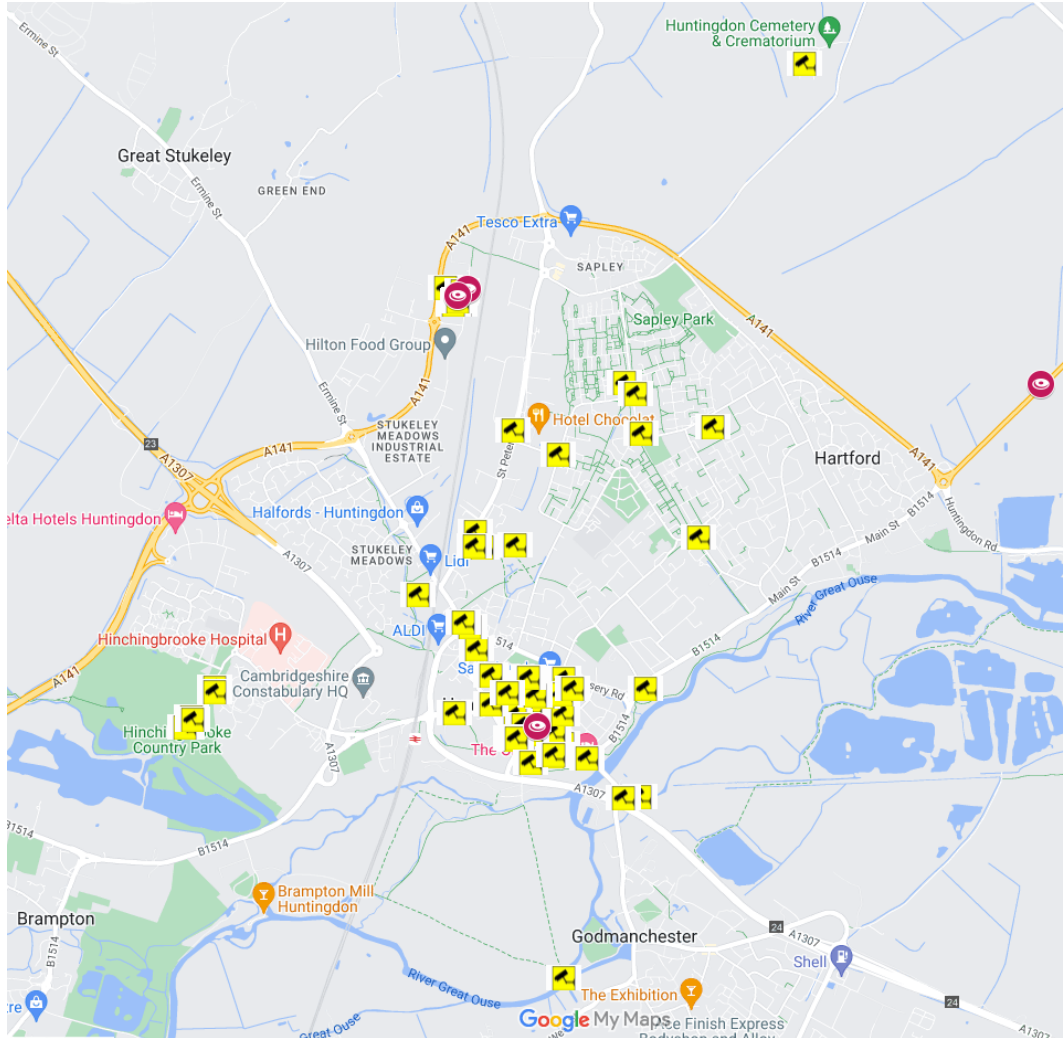


Cambridge Cameras – 383 cameras covering the city centre, Milton and Arbury

<https://www.huntingdonshire.gov.uk/cctv>

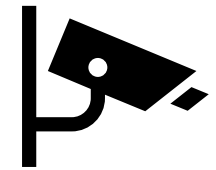


CCTV CAMERA MAP – HUNTINGDON & GODMANCHESTER AS OF SEPTEMBER 2024

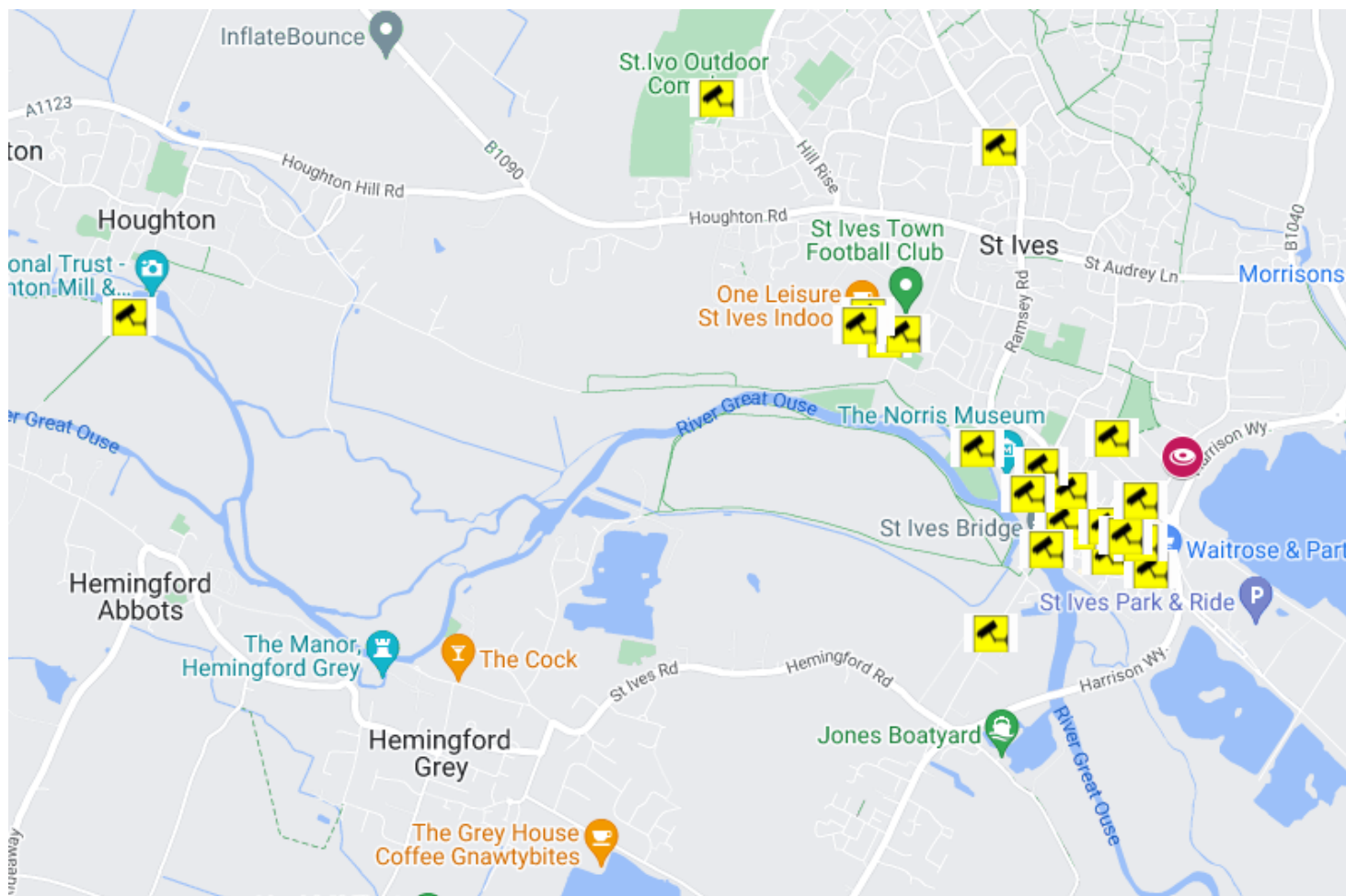


Huntingdon Cameras – 235
cameras (including cameras located
at Huntingdon Crematorium and
Godmanchester)

[CCTV - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

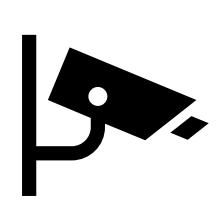


CCTV CAMERA MAP – ST IVES & HOUGHTON AS OF SEPTEMBER 2024

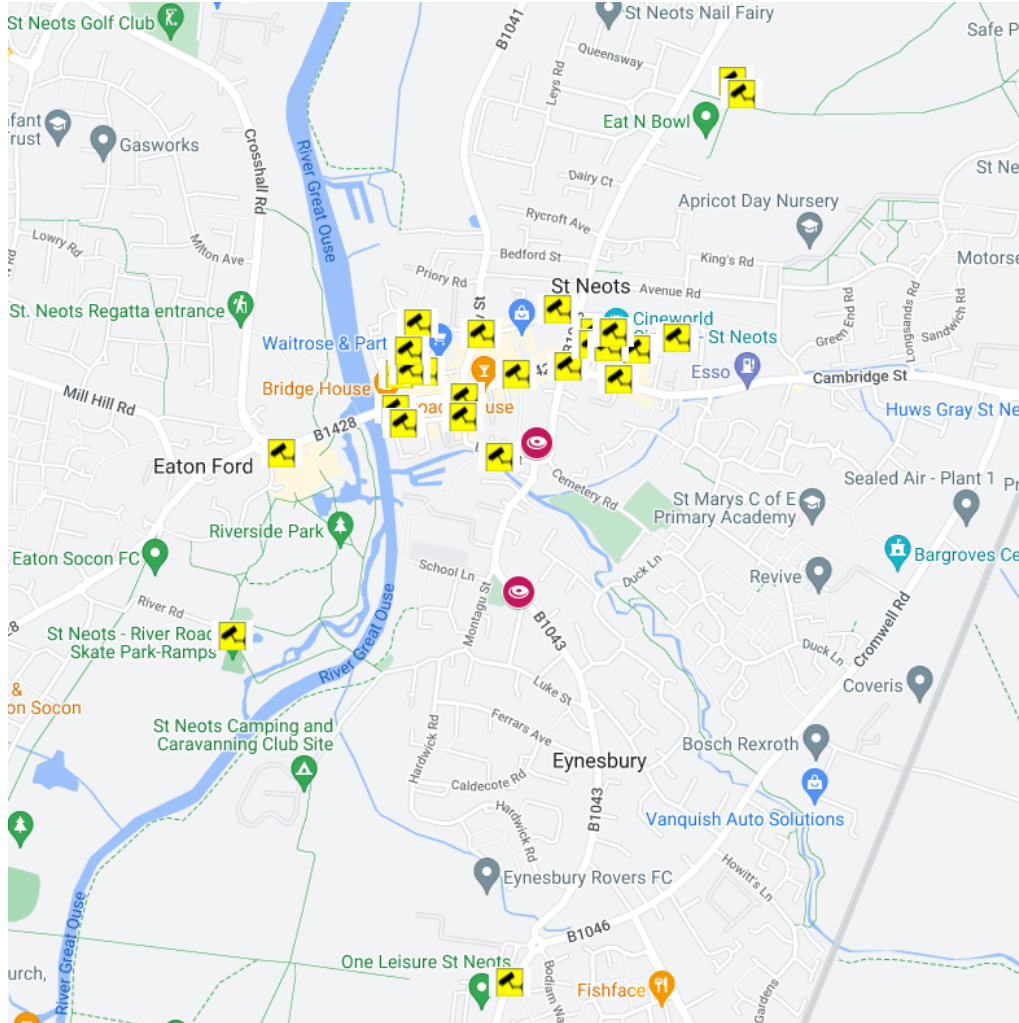


St Ives Cameras – 110 cameras (including one leisure centres)

<https://www.huntingdonshire.gov.uk/cctv>

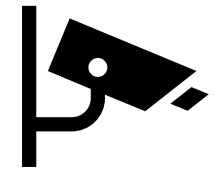


CCTV CAMERA MAP – ST NEOTS AS OF SEPTEMBER 2024



St Neots Cameras – 60 cameras

<https://www.huntingdonshire.gov.uk/cctv>

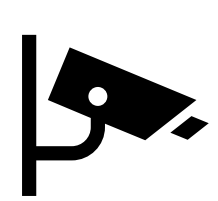


CCTV CAMERA MAP – RAMSEY AS OF SEPTEMBER 2024

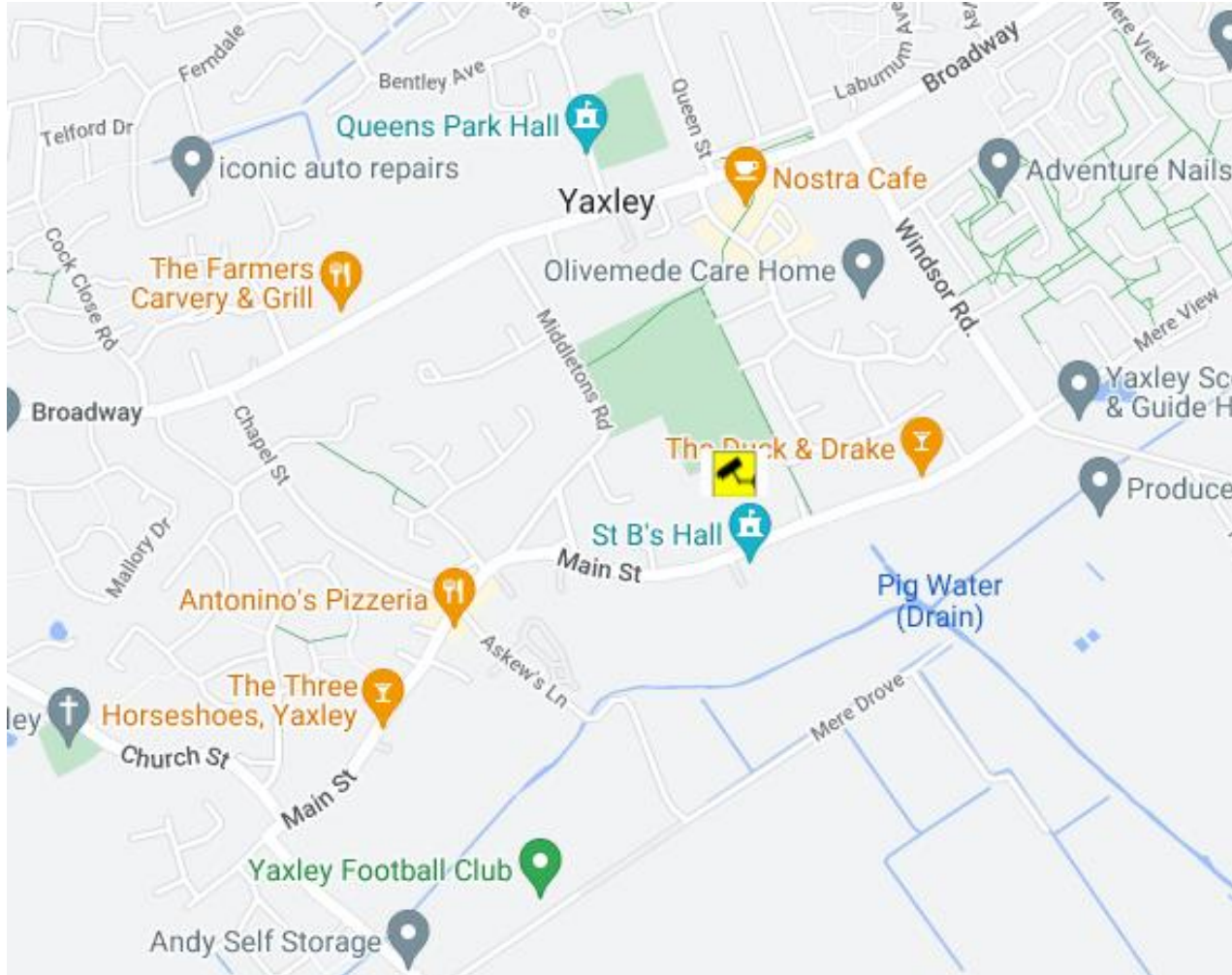


Ramsey Cameras – 14 cameras

<https://www.huntingdonshire.gov.uk/cctv>

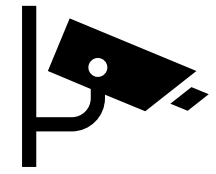


CCTV CAMERA MAP – YAXLEY AS OF SEPTEMBER 2024

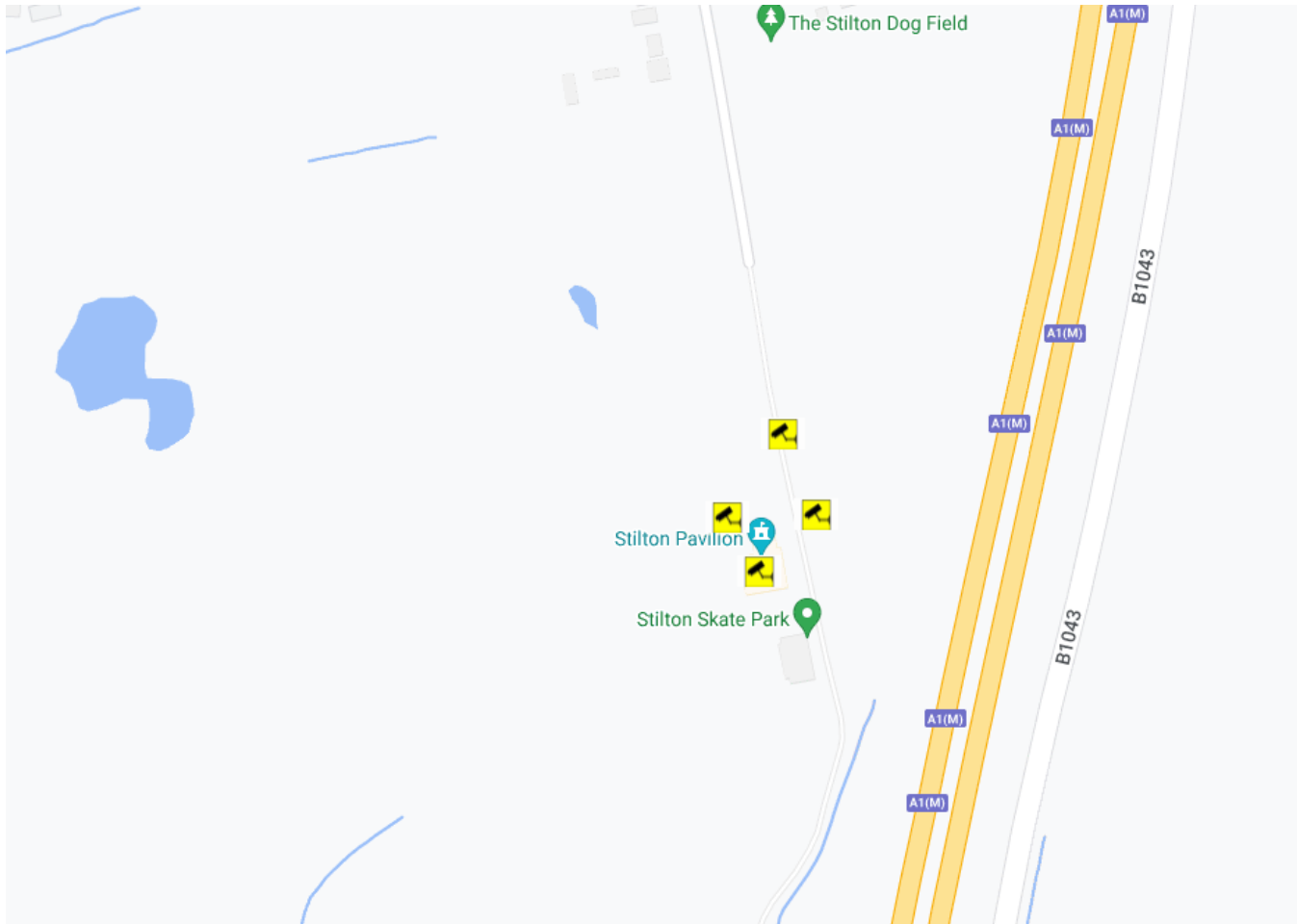


Yaxley Cameras – 1 camera

<https://www.huntingdonshire.gov.uk/cctv>

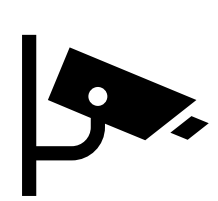


CCTV CAMERA MAP – STILTON AS OF SEPTEMBER 2024

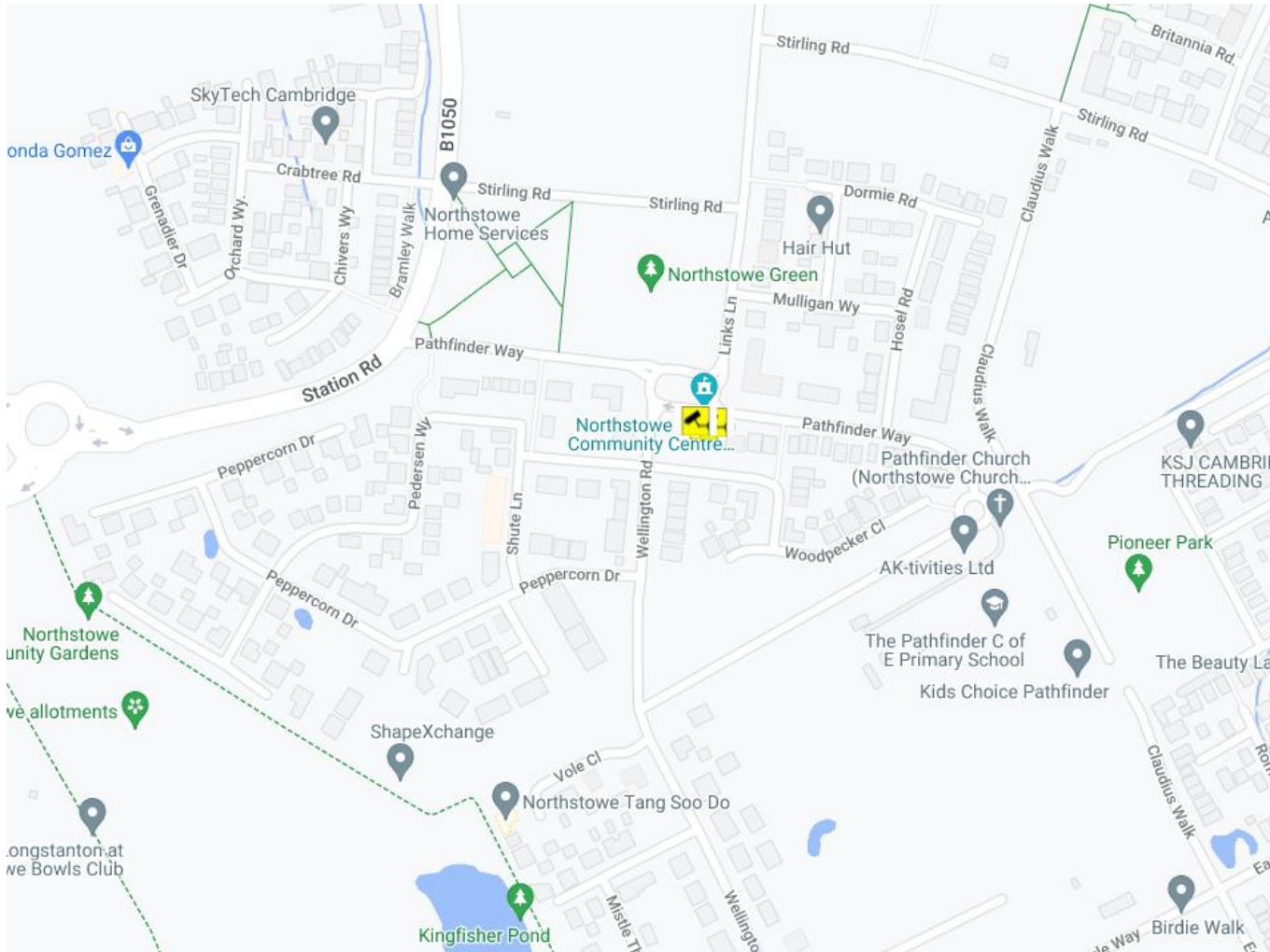


Stilton Cameras – 9 cameras

<https://www.huntingdonshire.gov.uk/cctv>



CCTV CAMERA MAP – NORTHSTOWE AS OF SEPTEMBER 2024



Northstowe Cameras – 3 cameras

<https://www.huntingdonshire.gov.uk/cctv>



St Neots
Town Council



ST NEOTS LAWN CEMETERY RULES AND REGULATIONS 2024

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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7. Arranging an Interment
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1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for the Lawn Cemetery as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
“The Council Office” means the office of St Neots Town Council.

2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.

[The Local Authorities' Cemeteries Order 1977](#)

3. Burial Authority

The Burial Authority is St Neots Town Council.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Telephone enquiries: 01480 388 911

Email enquiries: enquiries@stneots-tc.gov.uk

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

4. Our Cemetery

The cemetery to which these Rules and Regulations apply is located at:

- St Neots Lawn Cemetery - Cemetery Road, St Neots, PE19 2BX. [\(click for map\)](#)
- These rules and regulations do not apply to St Neots Old and New Cemetery, Eaton Socon Cemetery, Eynesbury Old and Eynesbury Cemetery.

St Neots Lawn Cemetery is a designated lawn cemetery, which means that all graves have flat grass surfaces and only headstone or flat tablet type memorials are permitted.

No flower vases may be placed on or around the grave other than in a receptacle

approved by the Council as part of a permanent memorial. Shrub, trees and bushes etc. may not be planted in the grave and other than Rule 9.5 flowers should be placed only within receptacles that form part of the memorial itself. In the Lawn Cemetery, St Neots Town Council aims to provide a dignified setting, free from any fencing or vases around the memorial stones.

This will keep the area well maintained for the benefit of all visitors to the Cemetery. The burial authority has adopted these regulations in order to ensure that the long-term maintenance of the Cemetery can be properly and efficiently undertaken in order to maintain the feelings of serenity and dignity as benefits Cemeteries of this type.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to wildlife, whilst also considering the environmental impact of any activities within our Cemeteries

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

4.1 Cemetery Opening Hours

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemetery is open to visitors every day of the year including weekends and public holidays.

4.2 Cemetery Sections

St Neots Lawn Cemetery provides grave choices for the bereaved.

It is strongly recommended that anyone considering a burial at this cemetery, read and understand the grave choices available to them before making a final decision.

Our cemetery has sections available for:

- Burial
- Baby section (burial up to an included 1 year of age).
- Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

4.3 Conduct in the Cemetery

Children under the age of 12 shall not be permitted in the cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).
- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.
- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public.

4.4 Vehicles in the Cemetery

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery. The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

4.5 Dogs in the Cemetery

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemetery must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

4.6 Maintenance of Cemetery Grounds

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemetery.

The Council reserves the right to place soil or any other material onto a grave space in the cemetery (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes flowers, wreaths, weeds, plants, balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

4.8 Water

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemetery.

4.9 Ballons

Balloons and the releasing of balloons is not permitted in the cemetery to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

5. Fees

Various fees and charges are applicable in relation to the cemetery. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemetery provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:

[CEMETERIES & BURIALS | St Neots Town Council \(stneots-tc.gov.uk\)](http://stneots-tc.gov.uk/CEMETERIES & BURIALS)

6. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

All grave spaces will be allocated with the next available plot by St Neots Town Council.

6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive right of Burial will be granted for a period of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of two people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee. Please contact the Council Office for further information.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld the ownership cannot be transferred and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

6.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

7. Arranging an Interment

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 7.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should not be avoided if burial is planned at our cemetery due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

7.1 Notice of Interment

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request from the Council Offices. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

Times of Interment

Interments can take place on any weekday (other than a public holiday).

April to September Bookings

Body

Monday - Friday 10.00am to 2.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

October to March Bookings

Body

Monday - Friday 10.00am to 1.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

7.2 Disposal Certificates

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

7.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

When a burial takes place in an unconsecrated part of the cemetery, the minister representing the religious belief of the deceased conducts a service at the graveside, thereby blessing that individual grave at the time of burial.

7.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

8.1 Allocation of Graves

When purchasing a grave at the time of death a person will be allocated the next available space. (Normally the next grave space “following on” from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

8.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves. However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

8.3 Type and depth of graves

The types of graves available at the cemetery are lawn, cremated remains and infant graves. Below is an explanation of each type: -

Lawn Graves permits a memorial headstone only. A lawn grave does not permit any planting, kerbs, edging or mounding on the grave or within the grave space. This type of grave can accommodate up to two coffins and up to six cremated remains.

Cremated Remains Graves are for the burial of cremated remains only. A flat tablet memorial is permitted. This type of plot can accommodate two cremated remains.

Baby Graves are reserved for the burial of infants under the age of one year, however, should parents prefer an alternative grave in another burial section, which will enable them to be buried in the future with their child the Council will try and accommodate their needs as long as their requirements are outlined at the time of booking. An infant grave can be purchased for the burial of infant/child cremated remains. Graves in this section will accommodate one burial only.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)
- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in the cemetery.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused unless such injury is caused by the Council's negligence.

8.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be placed on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place. Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council's negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

8.5 Items placed on a grave

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in disrepair or broken. Items will be removed by staff of St Neots Town Council and either disposed of (if broken) or placed in the wooden structure situated in the Lawn Cemetery. Items remaining in the wooden structure will be disposed of periodically throughout the year and if the structure becomes full.

Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council's maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed: -

<ul style="list-style-type: none"> • Unauthorised memorials • Unauthorised kerb edgings • Unauthorised trees and plants • Artificial grass 	<ul style="list-style-type: none"> • Glass items or breakable containers • Wire / plastic fencing • Lantern stands with a pointed top • Balloons • String/rope lights
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To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

8.6 Tributes

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded. We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or on the concrete beam of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Items must not be placed on the concrete beam if a permitted memorial has been installed.
- Items placed on the concrete beam of a grave in use, where there is no permitted memorial installed, must not exceed the maximum permitted width of 910mm (3 feet) and depth of 300mm (1 foot) and must not protrude/overhang onto the grass.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

Tributes may be placed on a permitted memorial tablet or on the marker slab of an ashes plot with the following restrictions:

- Items must sit within the perimeter of the marker slab or permitted memorial tablet and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.

9. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is no requirement to allow the ground to settle in the Lawn Cemetery.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. *It is strongly recommended that all memorials are insured against accidental damage or vandalism.* Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial. The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.

Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

9.1 Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the St Neots Lawn Cemetery. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memoria Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording and layout of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

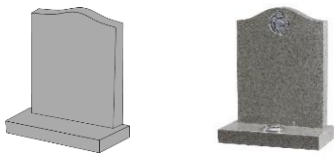
Memorial Masons who start to make or add an inscription to an existing memorial prior to being granted approval does so at their own risk.

Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.


All memorials installed or refixed must be fixed in accordance with British Standard 8415.

9.2 Memorial Sizes

Lawn memorials on graves maybe headstones, books, hearts or other shapes as appropriate.

Section	Memorial Type Permitted		Example	
A, B	A headstone can be installed at the head of the grave space. The remainder of the grave space is seeded.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth (including base/plinth)	Thickness of headstone
	40" (1000mm)	36" (914mm)	12" (305mm)	4" (102mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must be securely fixed to the base and form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Lawn memorials on ashes plots maybe flat with any integrated vase at least 2" (50mm) from the edge.

Section	Memorial Type Permitted		Example	
Cremated Remains	Flat horizontal tablet			
Maximum Measurements permitted	Height	Width	Depth	Overall Plot Size
	2" (20mm)	18" (457mm)	18" (457mm)	18" x 18"
Planting	Not Permitted			
Additional Items Permitted	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

9.3 Memorial Materials

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in St Neots Lawn Cemetery to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

9.6 Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

9.7 Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

10. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

11. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

12. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

13. Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances, with the exception of Rules 8.5 and 8.6, the Council reserves the right to use its discretion to waive some of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.



St Neots
Town Council



CEMETERY RULES AND REGULATIONS 2024

Eaton Socon, Eynesbury, St Neots New, St Neots Old Cemeteries

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for Eaton Socon, Eynesbury Old and New and St Neots Old and New cemeteries as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
- “The Council Office” means the office at St Neots Town Council.

2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.
[The Local Authorities' Cemeteries Order 1977](#)

3. Burial Authority

The Burial Authority is St Neots Town Council.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Telephone enquiries: 01480 388 911

Email enquiries: enquiries@stneots-tc.gov.uk

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

4. Our Cemeteries

The cemetery to which these Rules and Regulations apply are located at:

- St Neots (New) – Cemetery Road, St Neots ([click for map](#))
- St Neots (Old) – Cemetery Road, St Neots ([click for map](#))
- Eynesbury – Howitts Lane, Eynesbury ([click for map](#))
- Eynesbury (Old) - School Lane, Eynesbury, St Neots ([click for map](#))
- Eaton Socon – Little End Road, Eaton Socon, St Neots ([click for map](#))
- These rules do not apply to St Neots Lawn Cemetery.

The cemeteries listed above are traditional cemeteries, which means that all graves have either flat grass surfaces and headstone, footstone, kerb sets, cover slabs or wedge and flat tablet type memorials are permitted.

Shrub, trees and bushes etc may not be planted in the grave and flowers should be placed only within receptacles that form part of the memorial itself or within the boundaries of kerb set memorial.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to wildlife, whilst also considering the environmental impact of any activities within our Cemeteries.

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

4.1 Cemetery Opening Hours

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemeteries are open to visitors every day of the year including weekends and public holidays.

4.2 Cemetery Sections

The cemeteries provide grave choices for the bereaved. Some of our cemeteries are closed which means grave choices are not possible.

It is strongly recommended that anyone considering a burial at our cemeteries, read and understand the grave choices available to them before making a final decision.

Our cemeteries have the following sections available:

- St Neots (New) Closed
Burial - pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- St Neots (Old) Closed
Burial - pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- Eynesbury (New)
Burial – single depth only (limited availability)
Interment of cremated remains (limited availability)
- Eynesbury (Old) Closed
Burial - pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- Eaton Socon
Burial - pre-purchased/re-open only
Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

4.3 Conduct in the Cemetery

Children under the age of 12 shall not be permitted in the Cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).
- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.

- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public.

4.4 Vehicles in the Cemetery

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery. The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

4.5 Dogs in the Cemetery

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemeteries must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

4.6 Maintenance of Cemetery Grounds

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemeteries.

The Council reserves the right to place soil or any other material onto a grave space in the cemeteries (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

4.8 Water

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemeteries.

4.9 Balloons

Balloons and the releasing of balloons is not permitted in our cemeteries to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

5. Fees

Various fees and charges are applicable in relation to the cemeteries. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemeteries provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:
[CEMETERIES & BURIALS | St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/CEMETERIES%20&%20BURIALS)

6. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

All graves will be allocated with the next available plot by St Neots Town Council.

6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive Right of Burial will be granted for a period of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of two people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee. Please contact the Council Office for further information.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld, the ownership cannot be transferred, and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

6.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

7. Arranging an Interment

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 7.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should be avoided if the burial is to take place in our cemeteries due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

7.1 Notice of Interment

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request from the Council Offices. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin and no later than 3 working days before the booked interment date. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

Times of Interment

Interments can take place on any weekday (other than a public holiday).

April to September Bookings

Body

Monday - Friday 10.00am to 2.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

October to March Bookings

Body

Monday - Friday 10.00am to 1.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

7.2 Disposal Certificates

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the Coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

7.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

When a burial takes place in an unconsecrated part of the cemetery, the minister representing the religious belief of the deceased conducts a service at the graveside, thereby blessing that individual grave at the time of burial.

7.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

8.1 Allocation of Graves

Eynesbury Old, St Neots Old and St Neots New Cemeteries are closed cemeteries which means that there are no available grave spaces for interments other than those that have been pre-purchased or to be re-opened for an additional interment.

When purchasing a grave, a person will be allocated the next available space. (Normally the next grave space "following on" from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

8.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves.

However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

8.3 Type and depth of graves

The types of graves available at the cemeteries are traditional and cremated remains. Below is an explanation of each type:

Traditional Graves are offered for those who want greater choice over the design of the memorial, or do not want people to walk over the grave. The grave can be surrounded by kerbs or have a cover slab.

Cremated Remains Graves are for the burial of cremated remains only. A headstone, wedge tablet or flat tablet memorial are permitted. Kerbs, edging and other surrounds are not permitted. This type of plot can accommodate two cremated remains.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)
- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in any of the cemeteries.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused unless such injury is caused by the Council's negligence.

8.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be placed on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place.

Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council’s negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

8.5 Items placed on a grave

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in disrepair or broken. Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council’s maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed: -

<ul style="list-style-type: none"> • Unauthorised memorials • Unauthorised kerb edgings • Unauthorised trees and plants • Artificial grass 	<ul style="list-style-type: none"> • Glass items or breakable containers • Wire / plastic fencing • Lantern stands with a pointed top • Balloons • String/rope lights
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To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

8.6 Tributes

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers, flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded.

We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or within a kerb set surround of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial or kerb set surround and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

9. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is a requirement to allow the ground to settle in the Cemeteries, usually 12 months.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. *It is strongly recommended that all memorials are insured against accidental damage or vandalism.* Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial.
The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.

Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

9.1 Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the Cemeteries. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memorial Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

Memorial Masons who start to make or add an inscription to an existing memorial prior to being granted approval does so at their own risk.

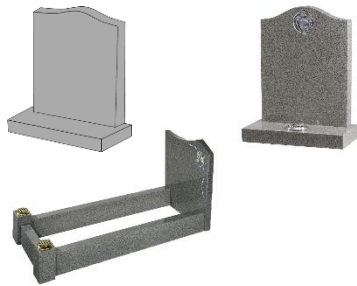
Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.


9.2 Memorial Sizes

Memorials on traditional graves maybe headstones, books, hearts or other shapes as appropriate. They may also include a kerb set surround, cover slab, post/vases and footstone. Due to the age of some of our cemeteries, the space available for memorials may vary. We strongly advise that you contact the Council in the first instance for confirmation of the maximum size memorial that can be accommodated.

Traditional Grave Memorials

Section	Memorial Type Permitted		Example	
All sections	Memorial designs can include a headstone/footstone at the head/foot of the grave space, kerb set surround, cover slab and additional memorial items.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Length of kerb set surround/cover slab	Thickness of headstone
	36" (900mm)	27.5" (700mm)	Length of grave space 77" (1955mm)	4" (102mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must be securely fixed to the base and or form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Cremated Remains Memorials

Section	Memorial Type Permitted		Example	
Cremated Remains	Memorial designs can include a headstone at the head of the grave space.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth of tablet memorial	Depth of headstone memorial (including base/plinth)
	36" (900mm)	27.5" (700mm)	18" (457MM)	12" (305mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

9.3 Memorial Materials

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415. Suitable foundations must be provided to prevent memorials from sinking or tilting. All memorials erected in the cemetery must comply with BS8415 and the BRAMM/NAMM Recommended Code of Practice.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in the Cemeteries to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

9.6 Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

9.7 Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

10. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

11. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

12. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

13. Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances, with the exception of Rules 8.5 and 8.6, the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.

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