



## 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 **15<sup>th</sup> October 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.**

K Pollecutt  
Deputy 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 10<sup>th</sup> 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

**5. Local Highways Improvement Bids (LHI)**

- i) To receive any progress updates on submitted Local Highway Improvement Bids from the Town Clerk.

Attachment 3



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- ii) To receive and consider communication form Cambridgeshire County Council's Assistant Project Manager on the Eynesbury LHI MVAS application under consideration.

## 6. Community Orchard

- i) To receive and consider a recommendation from the Environment and Emergency Committee on the establishment of a Community Orchard.

Attachment 4

- ii) To receive and consider a supporting report on the establishing a Community Orchard.

## 7. Operational Equipment

To receive and consider a report from the Operations Manager on potential future equipment which could benefit the operations team and the efficiency of the services it delivers.

Attachment 5

## 8. Budget Setting 2025/26

To receive and consider budgets which sit under the Operations and Amenities Committee ahead of the 2025-26 budget setting process. Budgets will be further considered at the November Committee meeting when recommendations will be made to the Finance and Governance Committee.

Attachment 6

## 9. Strategic Projects

To receive and provide feedback on the priority of key strategic projects which fall under the remit of the Operations and Amenities Committee.

Attachment 7

## 10. 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 8

- ii) Cemetery Regulations –St Neots Old & New, Eynesbury, Eaton Socon

Attachment 9

## 11. Hire of Council Equipment Policy

To receive and consider a recommendation from the Promotions and Events Committee with a supporting draft policy on the Hire of Council equipment.

Attachment 10

## 12. Date of next meeting

To note that the date of the next Operations and Amenities committee meeting will be 12<sup>th</sup> November 2024.

## 13. Confidential

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to



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establishment or contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

**14. Lease – Steve Van de Kerkhove Community Buildings**

To receive and note valuation reports for the buildings which comprise the Steve Van de Kerkhove Community Centre.

Attachment 11

## Operations & Amenities Committee

**Present:** Cllrs Goodman (Chairperson), Bolanz, Chapman, Cooper-Marsh, Hitchin, Johnson and Maslen

**In attendance:** Town Clerk, Operations Manager, Project Deliver Manager

**Absent:** Cllr s Collins and Dunford

**Minutes** of the meeting of the **Operations & Amenities committee** held on **Tuesday 10<sup>th</sup> September 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

**037 Apologies for Absence**

Apologies were noted from Cllrs Collins and Dunford.

Admin

**038 Declarations of Interest**

There were none.

**039 Minutes**

**RESOLVED** to approve the minutes of the meeting of the Operations and Amenities Committee held on 11<sup>th</sup> June 2024 as a true and accurate record subject to Cllr Goodman's declared interest been amended to reflect the interest was in relation to a cemetery plot not an allotment.

**040 Action list**

Members received the committee action list.

The following matters were highlighted;

Jubilee Trees - The Clerk was awaiting a cost from HDC on planting of wildflowers and trees already purchased by the Council at a green space in Eaton Ford. Once received a purchase order would be issued to carry out the work this autumn.

South Street Toilets – Repair and maintenance work was almost complete, except for some outstanding rendering required to a door frame which was in worse condition than anticipated.

Brickhill Play Park – Members noted that the see saw, bench and surfacing at Brickhills play area had been installed. Members were aware of an online video



expressing concerns in relation to the park and the condition of paths leading to it. It was felt the Council should continue to pursue the installation of a dropped kerb with HDC. Members noted that the Operations Manager was raising some queries related to the equipment with the installer and addressing the mis-match of play park names register on google maps.

Moore's Walk – Members noted that work to the garden had progressed well and that it should be re-opened to the public on Friday 13<sup>th</sup> September 2024.

#### **041 Local Highways Improvement Bids 2024-25**

- i) Members received communication from Cambridgeshire County Council on the timeframe for the determination of Local Highway Improvement (LHI) bids, noting this had been postponed to the October Highways & Transport committee meeting for approval.
- ii) Members received and considered communication from Cambridgeshire County Council (CCC) on an LHI bid to install MVAS signage at Andrew Road and Caernarvon Road, Eynesbury. Members noted a request from the CCC on identifying a preferred MVAS signage provider.

The Town Clerk provided information from CCC Cllr S Taylor on the preferred signage of two residents who had campaigned for MVAS signs.

Members agreed that it was important that the selected signage was compatible with the current data reporting program used for the Council's other MVAS signs. The Council's existing MVAS signs were Swarco, which was one of the CCC approved providers. Member also felt that compatible batteries with existing signage was important. The committee also agreed that signage should not flash up the speed a vehicle is travelling, but rather a sign or speed limit.

**RESOLVED** that the Committee express a preference for the Swarco signage, pending confirmation other approved signage can operate from the same reporting program and have compatible batteries.

#### **042 Jubilee Hall**

The Town Clerk presented a report to Councillors on the status of the Jubilee Hall, Eaton Socon. Information was presented to the committee explaining that;

- (a) There has at no point been a transfer of ownership.
- (b) The Town Council is the legal owner of the Jubilee Hall.
- (c) However, the Council is the legal owner as a custodian (or holding) trustee on behalf of the Eaton Socon Institute (Charity) and the Hall is not an asset of the Council.



- (d) The Eaton Socon Institute is the beneficial owner of the Jubilee Hall.
- (e) The Council must, at all times, act on the directions and instructions of the Management Committee, as the charity trustees of the Eaton Socon Institute.

Members noted that the Jubilee Hall will be added to the Council's asset register with a note on the status of the building for the purpose of correct record keeping. The asset will not be included in the asset register total values submitted as part of the Council audit as the Council is the legal owner on the basis is a custodian trustee on behalf of the Eaton Socon Institute, who are the beneficial owner.

Members noted that the Council will be asked to appoint representatives to the Management Committee and that this matter will go to the Full Council for consideration when the Management Committee contact the Council.

#### **043 St Neots Museum Building**

The Town Clerk presented a report on repair works required to the St Neots Museum building's roof. The Council had previously had a heritage building survey carried out, which resulted in recommendations on repair and refurbishment required for the building. The Council's Project Delivery Manager reviewed the recommendations and the condition of the building, working with specialists in old buildings it was quickly identified that the priority work for the building would be the repair of the roof. The Council would need to ensure that the building was watertight before considering any further repairs and improvements to the buildings structure.

A representative of the museum addressed the committee to explain the importance of having the work done, which would ensure the Museum's displays and artifacts were protected and allow the museum to move forward with the installation of digital information boards, for which they had grant funding.

Officers explained that there were five jobs required to investigate and repair different sections of roofing across the building. Officers had progressed with four jobs, which could be carried out under delegated revenue maintenance budgets.

The Committee was asked to recommend completing a further job on the roof at the rear of the museum, which would complete the work needed and ensure the entire roof was secure, protecting the building for years to come.

**RESOLVED to RECOMMEND** that the Council release £9,990.00 in funding from the earmarked reserve for Community Buildings to complete the replacement of the rear felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.



#### **044 St Mary's, St Neots Church wall**

The Town Clerk introduced a report outlining the Council's responsibility for the maintenance and repair of closed church yards in St Neots. The Town Council is responsible for Closed Churchyards in St Neots, Eynesbury and Eaton Socon and maintenance includes paths, trees and boundary walls/fencing. The perimeter wall at St Mary's St Neots needs serious repair, with the majority of bricks requiring complete replacement. As the wall is adjacent to a highway there is a health and safety risk that needs to be considered.

The Project Deliver Manager outlined the approach the Council would need to take to the project, stating that the first step in enabling work would be to approve funding for a Structural Engineer to produce drawings for the rebuilding of the wall on which design and quotations could be based. Members expressed concern over the cost of the works, which could be substantial, although the Council may be able to phase delivery of works depending on Structural Engineer recommendations.

**RESOLVED to RECOMMEND** that the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the St Mary's Church wall rebuild/repair.

#### **045 Emergency Callout Service**

Members received and noted a report from the Town Clerk on engaging Huntingdonshire District Council as emergency contact, responder and keyholder for public toilet buildings. The Clerk explained that under delegated powers and budgets he wished to enter into an agreement with HDC Shared Serves to act as emergency contact for the three toilets.

**RESOLVED** the Town Clerk enter a two-year contract with Huntingdonshire Council's Shared Services to act as emergency contact and key holder for three Town Council managed toilet blocks in St Neots at a cost of £1 per day per toilet block, totalling £1,095 per year which will be funded from the Public Toilet revenue budget.

**RESOLVED** that the Committee support the expenditure of £2,000 from budgeted Public Toilet funds to have emergency pull cords for all three Town Council managed toilets connected to the Shared Services monitor station and that the Town Clerk enter a two-year monitoring contract at an annual fee of £200 per toilet block.

#### **046 Jubilee Mosaic**

Members received and considered a report from officers and a supporting report from the Jubilee Mosaic artist and the condition of the mosaic and recommendations for repair works and damage prevention.



Members discussed the recommendations within the report at length, agreeing that as well as repairing the art work action should be taken to help protect the mosaic in the future, but that any such action should be practical and feasible.

The Operations Manager commented that he supported the recommendations that the shingle in the area is removed and replaced with a resin and that a drainage channel be installed around the mosaic to prevent water getting beneath tiles and freezing. He had sought costs for both. Members commented that drainage would need to be flush around the mosaic.

A Member asked whether the resin could be added over the top of the mosaic. The Operations Manager explained the artist had investigated this but had not found an adequate solution.

Members noted that recommendation 1, which was professional cleaning of the mosaic would be progressed under the Operation Team's maintenance of the site.

It was proposed and seconded that the Committee resolve to progress with obtaining quotes for recommendations that shingle around the mosaic is replaced with resin, a decorative drainage channel is installed, and the position of bins are considered.

**RESOLVED** that the Operations Manager obtain and bring to the committee quotes for replacing all stones and shingle at Jubilee gardens with resin to prevent damage to the jubilee mosaic.

**RESOLVED** that the Operations Manager obtain and bring to the committee quotations for installing decorative drainage around the edge of the jubilee mosaic.

**RESOLVED** that the Operations Manager look at relocating a bin to remove a desire line for foot traffic over the mosaic.

#### **047 Street Furniture**

Members received and considered a report from officers on parklets formally located in the Market Square. Members noted the poor condition of the parklets, which would take time and resource to refurbish and that there is limited value or suitable locations for them.

**RESOLVED to RECOMMEND** that the Council disposes of two 'parklets' through the donation of the materials, if there are no parties wanting the parklets that they be disposed of and the Council's asset register amended accordingly.





**048 Date of Next Meeting**

Members noted that the date of the next Operations and Amenities Committee would be on 15<sup>th</sup> October 2024 at 7.15pm.

**COMMITTEE CHAIRPERSON**

DRAFT

# 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
<b>Highways</b>					
035/36 – 23-34	LHI Applications 2023/24	To submit LHI Applications for; <ul style="list-style-type: none"> <li>• Crosshall Road,</li> <li>• Luke Street</li> <li>• Hogsden Leys</li> </ul>	<p><b>Hogsden Leys</b> Completed.</p> <p><b>Crosshall Road</b> 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><b>Luke Street</b> Consultation to be held. Further details awaited from CCC.</p>	1) Highways Authority	<b>Ongoing</b>

**AGENDA ITEM 4**

**ATTACHMENT 2**

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 <sup>th</sup> 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	<b>On Agenda</b>
	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. Members to advise days they can make for a 8:00am site meeting the week of 21 <sup>st</sup> October 2024.	1) Town Clerk 2) Ward Members	Ongoing
<b>Environment</b>					
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.	1) Cllrs Chapman 2) Ops Manager	Planting October – November 2024
<b>Play, Sport and Wellbeing</b>					
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.	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.  Working group identified priorities which were fed back to committee. Priorities to be considered an re-evaluated as part of wider strategic priorities/plan.	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.	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.  Works completed and sign-off from official Changing Places Chairty (Muscular Dystrophy) awaited to allow opening of toilets.	1) HDC 2) Contractor 3) Town Clerk 4) PDM	Est. Completion and sign off October 2024
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.	1) PDM 2) Museum Trustees	Est. Roof Completion October 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 and approved by Council to tarmac the area. The Planning Authority have informed the Council they require a full planning application to be submitted for the work. Planning application and supporting documents being drawn up.	1) Ops Manager	2 <sup>nd</sup> Quarter 2024-25
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.	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.  Committee agreed to seek quotes for amendments to help protect the long-term maintenance of the mosaic.  Quotes to be presented at next committee meeting.	1) Ops Manager 2) Working Group	

**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.	3)	Report due November 2024
<b>Legal</b>					
	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 both parties. Draft lease copy for consideration currently awaited from HDC legal.	1) Town Clerk  2) HDC	Awaiting copies of draft leases from HDC for consideration.
<b>Strategy</b>					
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.	1) Town Clerk 2) Sen. Admin 3) Councillors	<b>ON AGENDA</b>
065-23-24	Depot Provision	To review and bring forward potential options on future provision of the Council depot based on current and future needs.	The lease for the depot building requires renewing in October 2024. Additional revenue funds have been allowed in the 2024/25 budget to increase depot capacity. Options to be reviewed and brought forward to the committee.	4) Town Clerk 5) Operations Manager	Ongoing
094-	Cemetery Land	To review and bring forward a report on the lifespan of St Neots Cemeteries and	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	1) Town Clerk 2) Operations Manager 3) Senior Administrator	Ongoing

**AGENDA ITEM 4**

**ATTACHMENT 2**

23-24		consider options for addressing future need.	the purpose of cemeteries. Officers working on review of land/sites. National Highways confirmed they were not able to provide land for use.		
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**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**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES</b>
<b>Date:</b>	<b>15<sup>th</sup> OCTOBER 2024</b>
<b>Title:</b>	<b>ST ANDREW'S ROAD and CAERNARVON ROAD LHI SCHEME</b>
<b>Contact Officer:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

1.1 To provide the committee with communication from Cambridgeshire County Council on an application to the Local Highway Improvement scheme for MVAS signs in Eynesbury.

**2. Recommendation**

2.1 That the committee confirms its support for the proposed location of MVAS signs and Andrew

**3. Background**

3.1 The Council submitted a non-complex LHI application in January 2024 for the installation of Mobile Vehicle Activation Signs (MVAS) on St Andrews Road and Caernarvon Road, Eynesbury. The Committee were previously the scheme was successful and would be progressing to the design stage.

3.2 Project Managers from County Council working on the scheme have provided proposed locations for the the signs. Residents who had engaged with CCC Cllr Simone Taylor had also put forward preferred locations, which were provided to the Project Manager. This information was also shared with the Committee at its September meeting.

**4. Information**

**4.1 St Andrews Road:**

The location proposed by residents is too close to James Court Junction. The MVAS sign needs to be at least 50 metres from a junction, as vehicles entering or exiting can cause inaccuracies in speed data.

Highway Officers are suggesting an alternative location, George Place (see below image). Although this spot is still close to a junction, it's not directly opposite, so the impact on speed data should be minimal.



**4.2 Caernarvon Road:**

The location proposed by residents may not be suitable. CCC requires the MVAS unit to be mounted 2.5 metres above the pavement, measured from the ground to the base of the unit. However, this may not be feasible due to a bus stop sign.

As an alternative, a post could be installed on the adjacent patch of land to the location proposed by residents, though this would incur additional costs.



Alternatively, the unit could be mounted on the nearby lighting column near property number 44.



- 4.3 Members are asked to consider the locations and respond to the Highways Officer.
- 4.4 Once a location is selected and information consultation with nearby households will be needed. This is to ensure that residents are informed and satisfied with the placement of the signs.



**5. Mounting Unit to Lighting Columns:**

5.1 Please be aware that CCC has recently updated its policy regarding mounting items to lighting columns. This change is due to several incidents in the past 18 months where lighting columns became electrically live. As a result, prior to mounting the MVAS on lighting columns, approval from the street lighting team is required.

Additionally, anyone responsible for moving the unit around the village must complete the G39 "Working in the Vicinity of DNO Equipment" awareness course.

**6. Financial Implications**

5.1 The table below summarises the status of Highway Improvement Budgets

<b>2024-25 Revenue Budget</b>	£40,000
<b>Earmarked Reserves</b>	£98,009
<b>Total Budget</b>	£138,009
<b>2023-24 Schemes</b>	
Luke Street	£9,350.00 (SNTC Portion of Cost)
Crosshall Road	£34,632.54 (SNTC Portion of Cost)
<b>Remaining Available Budget</b>	<b>£94,026.46</b>
<b>2024-25 Schemes</b>	
Town Centre	£20,000 (SNTC Proportion of Cost)
Duloe & Crosshall Road	TBC
Andrew and Caernovon Road	TBC
Station Square and Intersections	TBC

**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.

ST NEOTS TOWN COUNCIL

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Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	15 <sup>th</sup> OCTOBER 2024
Title:	COMMUNITY ORCHARD
Contact Officer:	ENVIROMENTAL PROJECT OFFICER

**1. Purpose of the Report**

- 1.1 To receive and consider a recommendation from the Environment and Emergency Committee on the establishment of a Community Orchard.
- 1.2 To receive and consider a supporting report on establishing a Community Orchard.

**2. Recommendations**

- 2.1 That the Committee recommends that unallocated trees from the Biodiversity for All cemetery project are used to create a community orchard on land located at the Steve Van de Kerkhove Community Centre.
- 2.2 That the Committee recommends a preference for how the orchard is managed: volunteers or Operations team, and open or closed access.

**3. Background**

- 3.1 As part of the Biodiversity for All grant awarded from Huntingdonshire District Council the Town Council was to be provided with several (approximately 6-10) semi-mature fruit trees. At present, it is not known what type of fruit trees will be delivered. The biodiversity grant is targeted at St Neots Old cemetery; however, these fruit trees will be surplus and so the Council could locate them elsewhere. A green area to the rear of the buildings at the Steve Van de Kerkhove Community building was identified as a potential location for an orchard. It was noted that the Operations and Amenities Committee had oversight of land use and would need to consider any proposal.
- 3.2 The green space behind the Steve Van de Kerkhove Community building is part of the Cemetery site and is an ideal size for a small community orchard. Creating a small orchard would contribute to the biodiversity uplift of the site by providing an additional food source for insects and small animals whilst increasing the range of species diversity on the site and supporting our move to conserve 30% of St Neots' land for nature by 2030, as per 3.1.1 of the Climate Action Plan.

3.3 The orchard would have an added purpose of providing free fruit to the St Neots community, supporting people on low incomes, engaging families with nature, and potentially being a source of education on growing your own food, as per 3.3.3 of the Climate Action Plan

**4. Information**

4.1 The Environmental Project Officer has made contact with other local community orchards/gardens to understand how they operate, as well as reviewing resources in the East of England Apples & Orchards Project website.

4.2 All the sites contacted had knowledgeable volunteers maintaining the trees and gardens. The groups meet at least once a month, more often when additional maintenance work is needed (such as pruning or picking seasons). For two sites, the grass is kept long around the orchard (excepting the area immediately around the tree base, which is mulched) and cut just once a year for hay. For a third site, the trees form part of a garden amenity, so grass is kept relatively short.

4.3 Two sites keep their orchards closed to the public, except for on special occasions such as ‘Apple Day’ and ‘Blossom Day’ where they open and run picking and juicing events for the local community, as well as other activities. The garden amenity site is open to the public all year round. Whilst this has proved successful in that the site has been respected by the public and not vandalised, there have been some issues with fruit and vegetables being picked out of season by mistake, ruining the crop for others. This is due to a lack of knowledge and highlights the need for better public education around the growing process.

4.4 All sites highlighted the real positives gained from having school visits to their orchards/gardens, with many children having never seen real fruit on trees before. Children leave with a greater understanding of food production and a greater appreciation for nature, having also seen the biodiversity benefits of an orchard.

4.5 The fruit trees will have now been ordered by HDC for us. We have several options on what we do with them when they arrive in terms of location, maintenance, and public access:

	Open to public	Closed to public
Orchard at SVdK, maintained by volunteers	✓	✓
Orchard at SVdK, maintained by SNTC Operations team	✓	✓
Trees planted ad-hoc at other locations, maintained by SNTC Operations team	✓	X

If an orchard is located at the Steve van de Kerkhove Community Centre, there may be an opportunity for the local allotment holders to volunteer to maintain them. Alternatively, we could look for a volunteer group elsewhere.

The alternative to community management is for the SNTC Operations team to add fruit tree management to their schedule. This would be regardless of whether the trees are located at Steve van de Kerkhove Community Centre or on other Council owned land. Management would include initial watering until trees are established, pruning as required, thinning out fruit in June to prevent the trees becoming overburdened, collecting fruit fall (if publicly accessible, not necessary if closed to the public), and adding new mulch as required (likely annually).

Regarding public access, there are options at Steve van de Kerkhove Community Centre to have continuous access to the public, or to close the area off and just open on specific dates. If the trees are located elsewhere, they will always be accessible to the public.

- 4.6 The Environment and Emergency Committee resolved to recommend that the trees be located at the Steve van de Kerkhove Community Centre site to form a community orchard, due to the positive outcomes available to the community and local biodiversity.
- 4.7 If the Operations and Amenities Committee make the same recommendation, the Operations Manager and Environmental Project Officer will liaise with the HDC contractors to plan the layout of the trees, and to form a management plan.

## **5. Financial Implications**

- 5.1 The costs associated with creating an orchard are dependent on whether it is decided to close access to the public, which will determine whether fencing will be required.
- 5.2 If public events are held, there will be additional cost in terms of setting up and manning these.
- 5.3 In terms of ongoing maintenance the costs will be the same whether the trees are planted in an orchard or at alternative locations.

## **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.

**ST NEOTS TOWN COUNCIL**

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<b>Committee:</b>	<b>Operations and Amenities</b>
<b>Date:</b>	<b>15<sup>th</sup> October</b>
<b>Title:</b>	<b>Operations Equipment - <b>Avant-AV 760I Compact Articulated Loader</b></b>
<b>Contact Officer:</b>	<b>Operations Manager</b>

**1. Purpose of the Report**

1.1 This report provides information on potential operations equipment which the Operations Manager would like the Council to consider as part of its budget setting process. The report relates to the potential investment in an Avant-AV 760I compact articulated loader to enhance the operational efficiency of St Neots Town Council. The equipment is considered in the context of the Council's growing needs related to maintenance, project execution, and environmental initiatives.

**2. Recommendation**

2.1 That the committee recommend the Council invest in an Avant-AV 760I and suitable attachments at a cost of £60,627.

**3. Background**

3.1 The operations team currently takes on a wide array of jobs throughout the town including grass cutting, hedge cutting, waste management, planting, watering and general maintenance. The team's management of cemeteries also involves regular grave digging. As well as this the team's work involves specific one-off projects (i.e. Forget-me-Not Garden, Council offices work) and many events. The Operations Manager and his team consider equipment and machinery in the context of meeting this versatile workload.

3.2 The Council is responsible for the maintenance of over 9KM of hedge row, which is currently cut manually with hand held hedge cutters. This work is spread across the town, for example, one particular site alone has 500M worth of hedge work.

3.3 The Council cuts a large area of grass within the town, partly on its own sites but also as part of a grass cutting contract with Cambridgeshire County Council. There are some areas of verging which the Council is not equipped to maintain, as our only current way of addressing it would be through operatives through trimmers and the need for temporary road closure to make the cutting safe.

3.4 The Team is always looking at new ways/equipment to make the operations team run more efficiently and believe that the machine outlined in this report would be a significant asset of the Council and the work it undertakes, particularly because of the machine's versatility and flexibility.

**4. Equipment – Avant-AV 7601 compact articulated loader**

4.1 The machinery the operations team is requesting the Council consider an Avant-AV 7601 compact articulated loader. The versatility of the machine and the reduction in manual handling together with the ability to buy additional attachments in futures years will offer the team a flexibility and efficiency required to manage the operations work.

4.2 The specification for the machinery is attached to this report.

## 5. Benefit of Investment

- 5.1 The machine will result in efficiencies in task time and operatives across operations team's task. By way of example of at present cutting the hedgerows in the Council's ownership/responsibility would take a team of 4 operatives more than 2 days to complete. The resulting cuttings would fill the green waste skip adding a further £200+ cost each time.
- 5.2 The Avant-AV 760I and rotary hedge cutter attachment could complete this task with 2 employees in under three hours. In addition, the rotary hedge cutter attachment mulches the hedge cuttings down so that there is minimal clear up, resulting in a significant drop in waste management and easier use of mulch across council sites.
- 5.3 Using a flail mower attachment the machine would also allow the operations team to better maintain some areas which it is currently unable to, especially embankments along roads. At present these could only be cut with trimmers and this is not possible due to locations next to busy roads and the need for support closures and safety requirements.
- 5.4 The machine would allow the Council to expand on the type and amount of work it does, opening up further discussion with partners around grass cutting responsibilities and agreements. In addition, the operative resource time freed up would allow the team to better manage wider workload.
- 5.5 The Operations Manager and Senior Maintenance Technician recommended the Council look to purchase an Avant-AV760I due to the large level of horticultural work carried out by the operations team on a regular basis. The equipment will significantly reduce manual handling, hand arm vibration levels and general fatigue within the team that results from long time hand held equipment use needed to manage the current workload. Furthermore, speeding up jobs such as hedge cutting, mowing and re-wilding areas allowing us to work on other maintenance jobs and projects that sometimes get overlooked due to the level of work and time available. The purchase of this machine could potentially allow us to take on more work from county council/local parishes bringing in a higher revenue from the works we currently take on.

## 6. Financial Implications

Avant-AV 760I Compact articulated loader	£49,865.00	£5,983.80	x1	£43,881.20
Road lighting kit	£1,400.00	£168.00	x1	£1,232.00
Avant A36535 1600 General bucket	£985.00	£118.20	x1	£866.80
Avant A448736 S30 Hydraulic side shift	£7,490.00	£898.80	x1	£6,591.20
Avant A435550 S30 Rotary hedge cutter	£5,200.00	£624.00	x1	£4,576.00
Avant A37505 S30 Flail mower	£3,210.00	£385.20	x1	£2,824.80
A49063 Side weight kit for S30	£745.00	£89.40	x1	£655.60
<b>Subtotal</b>				<b>£60,627.60</b>

- 6.1 The cost of the equipment is set out above. The loader itself is separated from the cost of attachments, with the Council able to invest in those swappable attachments it needs to complete its work. This would allow the Council to invest in attachments over successive years to take advantage of the machine's flexibility.
- 6.2 The Council holds EMR (£30,000) and a capital budget (£30,000) for Operations Vehicles and Mowers. A smaller EMR (£4,567) is held for Equipment. These budgets were intended to building funds for the

replacement of vehicles and mowers as the need arise, as the Council is away these will be large costs when they arise. Therefore, expenditure on a new item of equipment will need to be considered as part of the Council's budget setting along with its reserves.

**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.

# SPECIFICATIONS – AVANT 760i

## LIFT CAPACITY

**1400  
kg**

## ENGINE POWER

**57 hp  
diesel**

## LIFT HEIGHT

**3.1 m**

## SPEED

**26  
km/h**

*Avant 760i with turbocharged common rail diesel engine complies with the US Tier 4 Final emission regulations. It doesn't need a diesel particulate filter nor AdBlue/urea.*

*Avant 760i with turbocharged common rail diesel engine complies with the EU Stage V emission regulations, equipped with diesel oxidation catalyst (DOC) and diesel particulate filter (DPF) with automatic regeneration.*

## SPECIFICATIONS

<b>LENGTH</b>	3060 mm
<b>WIDTH</b>	1450 mm
<b>HEIGHT</b>	2110 mm
<b>WEIGHT</b>	2100 kg
<b>STANDARD WHEELS</b>	400/50-15 TR
<b>TRANSMISSION, DRIVE</b>	hydrostatic Avant Optidrive™
<b>PULLING FORCE MAX.</b>	1880 kp
<b>DRIVE SPEED MAX.</b>	26 km/h
<b>AUX. HYDRAULICS OIL FLOW / PRESSURE</b>	80 l/min 225 bar
<b>TURNING RADIUS INSIDE/OUTSIDE</b>	1240/2780 mm
<b>LIFTING HEIGHT TO PIVOT POINT</b>	3100 mm
<b>MAX. LIFTING CAPACITY (HYDR.)</b>	2100 kg
<b>MAX. TIPPING LOAD *</b>	1400 kg
<b>MAX. BREAKOUT FORCE / 50 CM</b>	1700 kg
<b>ENGINE MAKE AND TYPE</b>	Kohler KDI 1903 TCR Stage V
<b>ENGINE OUTPUT (ECE R120)</b>	42kW (57 hp)
<b>MAXIMUM TORQUE</b>	220 Nm @ 1500 rpm
<b>FUEL</b>	Diesel
<b>PRODUCT NO:</b>	<b>A438139</b>

\*) with extra counterweights



# PULLING FORCE

WHEEL SIZE	DRIVE SPEED	PULLING FORCE
400/50-15	26 km/h	1600 kp

# WIDTH

WHEEL SIZE	PROFILE	WIDTH
27x8.50-15	TR	1080 mm
26x12.00-12	TR or grass	1350 mm
320/60-12 HD	TR	1350 mm
320/55-15	TR or grass	1360 mm
400/50-15	TR or grass	1450 mm

# HEIGHT WITH CAB

	26X12.00-12 OR 320/60-12	320-55/15*
L Cab	2060 mm	2094 mm
LX Cab (735 only)	2078 mm	2112 mm
DLX Cab	2105 mm	2139 mm
DLX with A/C on the roof	2241 mm	2275 mm

\*) With 400/50-15 machine is 30 mm higher

# DIMENSIONS



Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget (for OPs meeting on 15 Oct 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>201</b>	<b><u>Cemetery/Churchyard and Allotm</u></b>									
1000	Allotment Rents	1,500	1,168	2,325	754	0	0	2,325	0	0
1100	Cemetery Income	41,500	44,825	43,575	12,274	0	0	43,575	0	0
1107	Grants/Donations Received	0	3,906	0	450	0	0	0	0	0
	<b>Total Income</b>	<b>43,000</b>	<b>49,899</b>	<b>45,900</b>	<b>13,477</b>	<b>0</b>	<b>0</b>	<b>45,900</b>	<b>0</b>	<b>0</b>
4100	Repairs & Maintenance	15,000	14,587	15,000	2,139	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	201	0	0	1,200	0	0
4113	Memorial Inspections	3,000	8,480	4,000	0	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	0	0	0	0	0	0
4131	Electricity	150	140	150	0	0	0	150	0	0
4135	Water	1,150	1,004	1,150	17	0	0	1,150	0	0
4145	Rates	2,750	2,041	2,750	613	0	0	2,250	0	0
4382	Insurances & Eng. Inspections	1,000	975	1,000	547	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>29,250</b>	<b>75,606</b>	<b>30,750</b>	<b>3,517</b>	<b>0</b>	<b>0</b>	<b>29,250</b>	<b>0</b>	<b>0</b>
	<b>201 Net Income over Expenditure</b>	<b>13,750</b>	<b>-25,706</b>	<b>15,150</b>	<b>9,960</b>	<b>0</b>	<b>0</b>	<b>16,650</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>13,750</b>	<b>(20,227)</b>	<b>15,150</b>	<b>9,960</b>	<b>0</b>		<b>16,650</b>		

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget (for OPs meeting on 15 Oct 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>210</b>	<b><u>Play Areas and Open Spaces</u></b>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0
	<b>Total Income</b>	18,615	18,615	18,615	18,615	0	0	18,615	0	0
4100	Repairs & Maintenance	17,000	82,629	17,000	7,057	0	0	17,000	0	0
4107	Tree Maintenance	15,000	19,810	15,000	3,275	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	0	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
	<b>Overhead Expenditure</b>	56,200	120,653	52,200	14,774	0	0	53,200	0	0
	<b>210 Net Income over Expenditure</b>	-37,585	-102,038	-33,585	3,840	0	0	-34,585	0	0
5003	plus Transfer From EMR	0	84,802	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(37,585)</u>	<u>(17,236)</u>	<u>(33,585)</u>	<u>3,840</u>	<u>0</u>		<u>(34,585)</u>		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget (for OPs meeting on 15 Oct 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>220</b>	<b><u>Depot &amp; Operational</u></b>									
1201	Sundry Income	2,000	1,137	1,000	148	0	0	1,000	0	0
	<b>Total Income</b>	<b>2,000</b>	<b>1,137</b>	<b>1,000</b>	<b>148</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4026	Operational Staff	409,980	404,563	437,807	102,837	0	0	437,807	0	0
4100	Repairs & Maintenance	13,000	10,761	13,000	2,489	0	0	13,000	0	0
4103	Depot Maintenance Costs	2,500	3,456	4,000	795	0	0	4,000	0	0
4106	Rent & Rates for Depot	40,000	39,120	45,000	11,230	0	0	47,500	0	0
4108	Waste Disposal	7,000	11,526	10,000	3,991	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	2,195	0	0	7,000	0	0
4135	Water	560	507	560	0	0	0	560	0	0
4143	Defibrillators	0	253	0	1,345	0	0	1,500	0	0
4200	Vehicle Running Costs & Repair	25,000	26,745	26,250	7,918	0	0	26,250	0	0
4329	Staff Welfare & Uniforms	6,000	8,559	7,000	1,506	0	0	7,000	0	0
4382	Insurances & Eng. Inspections	5,500	5,524	5,500	5,432	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>524,040</b>	<b>541,213</b>	<b>556,117</b>	<b>139,736</b>	<b>0</b>	<b>0</b>	<b>556,617</b>	<b>0</b>	<b>0</b>
	<b>220 Net Income over Expenditure</b>	<b>-522,040</b>	<b>-540,076</b>	<b>-555,117</b>	<b>-139,588</b>	<b>0</b>	<b>0</b>	<b>-555,617</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(522,040)</b>	<b>(539,263)</b>	<b>(555,117)</b>	<b>(138,243)</b>	<b>0</b>		<b>(555,617)</b>		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 3)

Note: Budget (for OPs meeting on 15 Oct 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>230</b>	<b><u>Community Buildings</u></b>									
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	2,125	0	0	8,500	0	0
	<b>Total Income</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>3,125</b>	<b>0</b>	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>
4115	General Reserves Approved Exp	0	560	0	0	0	0	0	0	0
4118	Gatelodge Expenses	1,155	906	1,155	0	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	2,885	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	16,295	0	0	76,840	0	0
4505	Public Toilets	38,500	39,375	40,000	6,382	0	0	40,000	0	0
4506	CCTV	16,400	16,369	16,369	17,384	0	0	17,500	0	0
	<b>Overhead Expenditure</b>	<b>132,355</b>	<b>138,901</b>	<b>140,064</b>	<b>42,947</b>	<b>0</b>	<b>0</b>	<b>145,195</b>	<b>0</b>	<b>0</b>
	<b>230 Net Income over Expenditure</b>	<b>-122,855</b>	<b>-129,401</b>	<b>-130,564</b>	<b>-39,822</b>	<b>0</b>	<b>0</b>	<b>-135,695</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	1,500	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(122,855)</b>	<b>(127,901)</b>	<b>(130,564)</b>	<b>(39,822)</b>	<b>0</b>		<b>(135,695)</b>		
	<b>Total Budget Income</b>	<b>73,115</b>	<b>79,151</b>	<b>75,015</b>	<b>35,365</b>	<b>0</b>	<b>0</b>	<b>75,015</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>741,845</b>	<b>876,372</b>	<b>779,131</b>	<b>200,974</b>	<b>0</b>	<b>0</b>	<b>784,262</b>	<b>0</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>-668,730</b>	<b>-797,221</b>	<b>-704,116</b>	<b>-165,610</b>	<b>0</b>	<b>0</b>	<b>-709,247</b>	<b>0</b>	<b>0</b>
	plus Transfer From EMR	0	92,594	0	1,345	0	0	0	0	0

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**St Neots Town Council 2024/2025**  
**Annual Budget - By Centre (Actual YTD Month 3)**  
**Note: Budget (for OPs meeting on 15 Oct 24)**

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(668,730)</u>	<u>(704,627)</u>	<u>(704,116)</u>	<u>(164,265)</u>	<u>0</u>		<u>(709,247)</u>		

**St Neots Town Council 2024/2025**  
**Annual Budget - By Centre (Actual YTD Month 3)**  
**Note: Budget (for OPs meeting on 15 Oct 24)**

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b>301 Highways and The Environment</b>									
4105 Bus Shelters	3,000	0	3,000	0	0	0	3,000	0	0
4109 Street Lights	8,500	20,358	8,500	32	0	0	8,500	0	0
4123 Highways Improvements	20,000	3,145	40,000	45	0	0	40,000	0	0
4503 Notice Boards	2,500	112	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(77)</b>	<b>0</b>		<b>(51,500)</b>		
<b>Total Budget Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(77)</b>	<b>0</b>		<b>(51,500)</b>		

Annual Budget - By Combined Account Code (Actual YTD Month 3)

Note: Budget (for OPs meeting on 15 Oct 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Rec.	EMR	Carried Forward
<b><u>Overhead Expenditure</u></b>										
4902	CAP - Ops ride-on mow and veh	30,000	0	30,000	0	0	0	30,000	0	0
	<b>Overhead Expenditure</b>	30,000	0	30,000	0	0	0	30,000	0	0
	<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	30,000	0	30,000	0	0	0	30,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(30,000)</u>	<u>0</u>	<u>(30,000)</u>	<u>0</u>	<u>0</u>		<u>(30,000)</u>		



## Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>1000</b>	Allotment Rents	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>1100</b>	Cemetery Income	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4101</b>	Memorial Benches- Rechargeable	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4102</b>	Street Furniture	<b>201</b>	Cemetery/Churchyard and Allotm	Bins and notice boards-same as 24/25
<b>4110</b>	Allotments	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4113</b>	Memorial Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25-Prov to earmark for inspections every 5y
<b>4116</b>	War Memorials	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4131</b>	Electricity	<b>201</b>	Cemetery/Churchyard and Allotm	Electricity for mortuary building-same as 24/25
<b>4135</b>	Water	<b>201</b>	Cemetery/Churchyard and Allotm	Same as 24/25
<b>4145</b>	Rates	<b>201</b>	Cemetery/Churchyard and Allotm	Reduced by £500 to reflect actual /
<b>4382</b>	Insurances & Eng. Inspections	<b>201</b>	Cemetery/Churchyard and Allotm	Total ins costs shown under admin
<b>1151</b>	CCC - Grass Cutting Service	<b>210</b>	Play Areas and Open Spaces	same as 24/25
<b>4100</b>	Repairs & Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4107</b>	Tree Maintenance	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4114</b>	Street Furniture and Signs	<b>210</b>	Play Areas and Open Spaces	Same as 24/25
<b>4122</b>	Planting	<b>210</b>	Play Areas and Open Spaces	Increased by 8000 based on move to external
<b>4124</b>	Glasshouses rental	<b>210</b>	Play Areas and Open Spaces	No longer needed as external planting
<b>4382</b>	Insurances & Eng. Inspections	<b>210</b>	Play Areas and Open Spaces	Total insurance shown under admin costs
<b>1201</b>	Sundry Income	<b>220</b>	Depot & Operational	Same as 24/25 Serv to parish councils
<b>4026</b>	Operational Staff	<b>220</b>	Depot & Operational	Will be reviewed as part of salaries before F&G
<b>4100</b>	Repairs & Maintenance	<b>220</b>	Depot & Operational	Same as 24/25
<b>4103</b>	Depot Maintenance Costs	<b>220</b>	Depot & Operational	Same as 24/25
<b>4106</b>	Rent & Rates for Depot	<b>220</b>	Depot & Operational	Incr by £2,500 because of contract renewal
<b>4108</b>	Waste Disposal	<b>220</b>	Depot & Operational	Incr by £2,000 based on actuals
<b>4131</b>	Electricity	<b>220</b>	Depot & Operational	Same as 24/25
<b>4135</b>	Water	<b>220</b>	Depot & Operational	Same as 24/25
<b>4143</b>	Defibrilators	<b>220</b>	Depot & Operational	Maintenance for adopted defibs-earmark if not spent
<b>4200</b>	Vehicle Running Costs & Repair	<b>220</b>	Depot & Operational	Same as 24/25

### Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4329</b>	Staff Welfare & Uniforms	<b>220</b>	Depot & Operational	Same as 24/25
<b>4382</b>	Insurances & Eng. Inspections	<b>220</b>	Depot & Operational	Shown as part of total insurance in admin costs
<b>1003</b>	Table Tennis Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1006</b>	ATC Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>1007</b>	Gatelodge Rent	<b>230</b>	Community Buildings	Same as 24/25
<b>4118</b>	Gatelodge Expenses	<b>230</b>	Community Buildings	Same as 24/25
<b>4119</b>	The Cage Lock up	<b>230</b>	Community Buildings	same as 24/25
<b>4126</b>	Steve Van De Kerkhove exp	<b>230</b>	Community Buildings	Increased by £4,000 to reflect 2.5K rates and costs of occupamcy
<b>4127</b>	Ex - Service Club	<b>230</b>	Community Buildings	Same as 24/25
<b>4351</b>	Museum Grant/Running Costs	<b>230</b>	Community Buildings	Incl current grant £60,800 same as 24/25
<b>4505</b>	Public Toilets	<b>230</b>	Community Buildings	Same as 24/25
<b>4506</b>	CCTV	<b>230</b>	Community Buildings	Increased by £476

**Budget Notes**

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<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
<b>4105</b>	Bus Shelters	<b>301</b>	Highways and The Environment	Same as 24/25 to be earmarked if unspent
<b>4109</b>	Street Lights	<b>301</b>	Highways and The Environment	Same as 24/25
<b>4123</b>	Highways Improvements	<b>301</b>	Highways and The Environment	Same as 24/25





**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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## 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 at St Neots Town Council, The Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH.

## 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.

### 3. Burial Authority

The Burial Authority is St Neots Town Council located at Council Offices, Priory Lane, St Neots, PE19 2BH.

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

Postal enquiries: Council Offices, Priory Lane, St Neots, PE19 2BH.

Telephone enquiries: 01480 388 911

Email enquiries: [enquiries@stneots-tc.gov.uk](mailto: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 Road, St Neots, PE19 2BX. [\(click for map\)](#)

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:

- Full burial
- Baby section (full 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.

### 6. 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 \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/CEMETERIES & BURIALS)

### 7. 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.

Purchasing of a grave space will only be allowed in rotation.

#### 7.1 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 four 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.

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.

## **7.2 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.

## **8. 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 8.1 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 take place 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.

### **8.1 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 or can be downloaded from the Council's website. 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.

## **8.2 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.

### **8.3 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.

### **8.4 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.

## **9. 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.

### **9.1 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.

### **9.2 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.

### 9.3 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.

#### **9.4 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.

#### **9.5 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: -

- Unauthorised memorials
- Unauthorised kerb edgings
- Unauthorised trees and plants
- Artificial grass
- Flower vases which are not integral to the memorial headstone
- Glass items or breakable containers
- Stone chippings on graves
- Wire / plastic fencing
- Lantern stands with a pointed top
- Balloons
- string/rope lights

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.

## 9.6 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.

## 10. 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.

## 10. 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

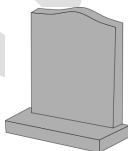

prior to being granted approval does so at their own risk.

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.


## 10. 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.			
<b>Maximum Measurements permitted</b>	<b>Height of Headstone (including base/plinth)</b>	<b>Width of memorial (including base/plinth)</b>	<b>Depth (including base/plinth)</b>	<b>Thickness of headstone</b>
	40" (1000mm)	36" (914mm)	12" (305mm)	4" (102mm)
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	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
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<b>Cremated Remains</b>	Flat horizontal tablet			
<b>Maximum Measurements permitted</b>	<b>Height</b>	<b>Width</b>	<b>Depth</b>	<b>Overall Plot Size</b>
	2" (20mm)	18" (457mm)	18" (457mm)	18" x 18"
<b>Planting</b>	Not Permitted			
<b>Additional Items Permitted</b>	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

## 10. 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.

## 10. 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.

## 10. 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.



## 10. 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.

## 10. 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.

## 11. 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.

## 12. 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.

## 13. 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/Document/Details/109)

**14. 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 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.

DRAFT



**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, The Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH.

## 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.

### 3. Burial Authority

The Burial Authority is St Neots Town Council located at Council Offices, Priory Lane, St Neots, PE19 2BH.

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

Postal enquiries: Council Offices, Priory Lane, St Neots, PE19 2BH.

Telephone enquiries: 01480 388 911

Email enquiries: [enquiries@stneots-tc.gov.uk](mailto: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](#))

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 choice 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 Ballons**

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 \(stneots-tc.gov.uk\)](http://stneots-tc.gov.uk)

## 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.

Purchasing of a grave space will only be allowed in rotation.

### 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 four 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.

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 8.1 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 take place if burial is to take place at 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 or can be downloaded from the Council's website. 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.

### 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. Items will be removed by staff of St Neots Town Council and either disposed of (if 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"><li>• Unauthorised memorials</li><li>• Unauthorised kerb edgings</li><li>• Unauthorised trees and plants</li><li>• Artificial grass</li></ul>	<ul style="list-style-type: none"><li>• Glass items or breakable containers</li><li>• Wire / plastic fencing</li><li>• Lantern stands with a pointed top</li><li>• Balloons</li><li>• String/rope lights</li></ul>
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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 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 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.

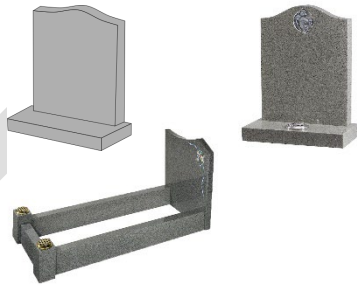
Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.

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.

### Memorials

Section	Memorial Type Permitted		Example	
All sections	Memorial designs can include a headstone at the head 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 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.

DRAFT

ST NEOTS TOWN COUNCIL

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Date:	10 <sup>th</sup> September 2024
Committee:	OPERATIONS & AMENITIES
Title:	Event Equipment Hire
Contact:	Jacqui Coleman – Events & Communications

**1. Purpose of the Report**

- 1.1 To provide the Committee with a summary report regarding the Event Equipment Hire to support a recommendation from the Promotions and Events Committee.

**2. Recommendations**

- 2.1 The Committee notes the report, and the information set out within it.
- 2.2 The Committee considers the recommendation from the Promotions and Events Committee regarding equipment load hire:

That due to the resource implications of lending or hiring event equipment “the Operations & Amenities committee consider the resource required to hire council event equipment to Eaton Socon Community Association, Eynesbury Village Association, Loves Farm Association, Wintringham Association and St Neots Museum and a policy is recommended to the Finance & Governance for adoption.”

**3. Background**

- 3.1 Officers provided a report to the Promotions and Event Committee regarding the hiring of St Neots Town Council Equipment and the longevity of the current practice.
- 3.2 St Neots Town Council currently owns a variety of equipment that is used at our events, this includes gazebos, chairs, tables, and a PA System. Historically, we have lent this equipment out to other partners to support their events such as St Neots Museum, St Neots Festival and ESCA May Day. There is a current loan agreement in place which covers breakages and damages but no document stating who we loan to.

**4. Information**

- 4.1 The Promotions and Events Committee considered the officers’ report and felt that it was unmanageable to continue hiring out Council Equipment due to the time taken away from the Operations Team and the rising increase in wear and tear costs.



4.2 However, it was felt the Council should continue to support small and local annual events to not for profit organisations and agreed to only loan to the following: Eaton Socon Community Association, Eynesbury Village Association, Loves Farm Association, Wintringham Association and St Neots Museum

**5. Financial Implications**

5.1 The steady increase in public requesting to borrow the equipment is causing and more wear and tear on the equipment and increasing the need to replace items sooner than initially planned and budgeted for. By limiting those we loan to, reduces this impact.

5.2 The Operations Team are increasingly getting used to delivering and/or set up equipment when we loan it. Their time is sometimes charged but others it is done during the work day which takes away from their usual duties. By limiting those we loan to, reduces this impact.



## Equipment Hire Policy

Reference	SNTC/EV002	Adopted by
Prepared by	J Coleman (Communications and Events Officer)	Adopted date
Monitored by	Deputy Town Clerk	Minute reference
Monitoring Review	Every 4 Years	Review date

### 1. INTRODUCTION

- 1.1 The purpose of this policy is to ensure its equipment is maintained to the highest standard for use by all stakeholders, while still being available for use to third party organisations who are local community groups/not for profit organisations for community events held within the town.
- 1.2 Due to the increasing wear and tear of equipment and the operation cost association with the loan of equipment, the Town Council will only loan equipment to the following for 1 annual event each year:
  - 1.2.1 St Neots Museum – Living History Festival
  - 1.2.2 ESCA – May Day
  - 1.2.3 Loves Farm Community Association
  - 1.2.4 Wintringham Community Association
  - 1.2.5 Eynesbury Community Association.
  - 1.2.6 Any charity which is being supported by the Mayor during their term in office.
- 1.3 The equipment is available free of charge for use to the above-listed organisations during normal council operational times. Outside of these times a fee will be levied to cover additional staffing costs for out of hours working and subject to our terms and conditions set out in the 'Equipment Loan Hire Agreement' attached in appendix A.

### 2. EQUIPMENT AVAILABLE

- 2.1 The items the Town Council have available on loan include:
  - Gazebos
  - PA System
  - Projector
  - Tables & Chairs
  - Barriers
  - Litter Pickers



### 3. REQUESTING FOR LOAN EQUIPMENT

- 3.1 An "Equipment Loan Agreement" Form (appendix A) must be completed and signed by the borrower; this will ensure that the borrower agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.
- 3.2 The Town Clerk has the discretion to make exceptions to this policy based upon the nature of request received.
- 3.3 Those requesting to loan the equipment must provide a minimum of 3 months' notice and complete the "Equipment Loan Hire Agreement" to confirm liability, delivery and collection dates and times.