

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 1st February 2021 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig, Cllr Stuart Elborn, Cllr Dorothy Harvey, Cllr Roger Robertson, Cllr Ian Wilson, Cllr Becky Moss and Cllr Fiona Sutton

In attendance: Karyn Reid (Executive Clerk), Megan Spiers (Support & Communications Officer), District Councillors Tim Southern and Anne Crampton plus 2 members of the public

20/21PC

62. OPEN FORUM

Resident A made a brief representation on behalf of Hartley Wintney Cricket Club informing of their intent to apply to the Tree Officer at HDC for the removal of four trees on Causeway Green/Cricket Green. They explained the key reasons for the Cricket Club's request highlighting the issues these trees presented to the ongoing viability and maintenance of the overall Outfield. It was confirmed that an initial discussion has taken place with the HDC Tree Officer.

ACTION: It was AGREED for this to be moved to the Planning Committee on 8th February for a more in depth discussion.

ACTION: The Executive Clerk will contact HDC Tree Officer to obtain more information prior to the Planning Committee meeting.

20/21PC

63. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST

Apologies were received from County Councillor David Simpson.

No interests were declared.

20/21PC

64. WARD MEMBERS REPORT

District Cllr Crampton addressed the Budget deficits that HDC will be confronted with in 2021/22 and 2022/23 and informed the Parish Council that this will be discussed during a HDC Finance meeting this month.

District Cllr Southern shared two updates. Works on Green Lane will be delayed until the end of March 2021 at the earliest due to unforeseen circumstances. The positive decision on the Lamb will be finalised soon allowing renovations to begin soon.

District Cllr Farmer stressed the impact that the 2021/22 Budget deficit will have on the affordability of any future projects.

20/21PC

65. APPROVAL OF MINUTES

Cllr Robertson requested several alterations to Item 20/21PC 60 prior to the meeting, of which the Executive Clerk highlighted to all members.

Cllr Harvey proposed approval of the minutes of the Full Council meeting on 4th January 2021; seconded by Cllr Wilson.

AGREED by all.

20/21PC

66. ACTIONS LOG & PARISH OFFICE REPORT

Cllr Robertson will send written proposal regarding the naming of Hartley Row Park to the Executive Clerk for approval before submitting.

The Executive Clerk proposed that the Community Award be presented at the Village Festival however members felt that the Village Festival was not an appropriate place for the Community Awards to take place.

After a request for alternative suggestions from Cllrs, the Executive Clerk confirmed that the Parish Team would consider an event taking place later in the year with the possibility of a virtual online event as suggested by Cllr Elborn.

The Executive Clerk proposed that the decision regarding the Community Awards be deferred until later this year to which all **AGREED**.

ACTION: Parish Team to consider alternatives for the 2021 Community Awards.

20/21PC

67. PARISH COUNCIL FINANCE

i) Income & expenditure, bank reconciliation & cashbook reports for December 2020 (attached)

Cllr Gee proposed approval of the income & expenditure, bank reconciliation & cashbook reports for November 2020; seconded by Cllr Wilson.

AGREED by all.

ii) Payments listings (attached)

Cllr Gee proposed approval of the payments listing; seconded by Cllr Elborn.

AGREED by all.

iii) Approve Finance Committee Recommendation (circulated)

Cllr Gee proposed Finance Committee recommendation of safety works to be completed outside the Jubilee Hall; seconded by Cllr Harvey.

AGREED by all.

iv) Review and approve Burial Ground fee structure April 2021 (circulated)

Cllr Airton briefly summarised the new Burial Ground fee structure. Cllr Craig queried whether the fee structure had been benchmarked against similar fee structures in the local area, to which the Executive Clerk confirmed it had.

Cllr Robertson proposed approval of Burial Ground fee structure; seconded by Cllr Gee.

AGREED by all.

v) Review and approve quotations for works at Sports field & Pavilion and to purchase benches (circulated)

Cllr Airton gave a verbal statement explaining the need for the drainage works on the Outfield and hammerhead of the driveway at the Sports field.

Cllr Elborn proposed approval of quote of £1995.00 for the above detailed work; seconded by Cllr Craig.

AGREED by all.

Cllr Airton explained the circulated quote for trench works for the services at the Pavilion, stressing the need for the works to start soon. The circulated quote was the highest to consider however a further third quotation was due.

Cllr Gee proposed approval of spend up to £31,000 for trench and services work at the Pavilion pending the third quote as well as delegated authority to Cllr Airton to select the Contractor to carry out these works; seconded Cllr Robertson.

AGREED by all.

The installation of four benches; two at the Orchard and two at St Mary's Park was discussed by the Council.

Cllr Robertson proposed approval of the purchase of four benches; seconded by Cllr Craig.

AGREED by all.

20/21PC

68. PARISH COUNCIL MATTERS

i) Approve Parish Council Policies as recommended by Policy Committee (all attached); HWPC Burial Ground Policy 2021 HWPC Memorial Benches Policy 2021 HWPC Winter Weather Policy 2021

Cllr Harvey proposed approval of Parish Council Policies; seconded by Cllr Elborn.

AGREED by all.

ii) Community Hub update and initiatives

Mr. Kelvin Fay updated the Council on the progress of the Community Hub for which a Facebook Group has been set up. One of the initiatives is to offer network support to those working from home or recently made redundant - the first meeting will be held this month. Cllr Gee asked whether there was any funding required from the Parish Council. Cllr Farrance explained that grants and external funding will be sought. Cllr Craig asked whether the meeting will be held virtually, Cllr Farrance confirmed that it would.

iii) Jubilee Fields Presentation (circulated)

Cllr Farrance gave a short presentation with a blueprint for the co-ordinated development of Jubilee Fields to meet a range of community needs. Councillors expressed their views with the proposed plan and discussed briefly. Many Councillors stressed that the proposed development plan be inclusive to all. Cllr Airton clarified the potential Football Association (FA) grant. The FA body have identified Hartley Wintney as a potential location to offer extensive funding to build sports facilities thanks to the success of the local football teams. Cllr Craig expressed concerns about a new Community Centre taking away from other Village centres such as the WI Hut and Victoria Hall who might be struggling in the post-COVID era. Cllr Harvey enquired about the plans for the current football grounds and Scout's Hut, Cllr Airton stressed the importance of utilising this existing infrastructure. Cllr Airton suggested forming a steering group with key stakeholders and interested parties to ensure all needs are being reflected, before consulting a sports planner. The Executive Clerk noted that Full Council should be involved in any discussions given the size of the project.

The Executive Clerk gave an update on the Jubilee Fields playground areas, outlining the timescale of the project. It is hoped that works will begin May/June time and completed by late July.

Cllr Airton recommended that as the plans for the Jubilee Fields area are unlikely to impact on the positioning of the new play area, progress on this project should not be delayed and work to continue as planned.

AGREED by all.

Cllr Airton proposed approval of up to £5000 for consultation with sports planner; seconded by Cllr Gee.

AGREED by all.

iv) Hart Garden Village Project (Shapley Heath)

Cllr Farrance updated the Council on the Hart Garden Village Project following recent meetings held by Hart District Council. District Cllr Crampton expressed concerns over the project going ahead without the necessary grants, particularly given the uncertain financial situation at HDC and is waiting for a response from the MHCLG on whether a second funding tranche will be offered by the government. The Council is unanimously against development at Shapley Heath. District Cllr Crampton stressed the need to continue actively participating in committees regarding the Hart Garden Village Project to challenge and oppose, otherwise the project will continue without resistance. District Cllr Farmer noted the Landowners Forum which is meeting later this month, highlighted the stakeholders sole

interest in Shapley Health and addressed the fact that the scope on some of the thematic groups was not in line with original proposals.

It was agreed that Cllr Farrance (as Council Chair) and Cllr Harvey (as Chair of Planning) would continue to represent the interests of the Parish/ Parish Council in discussions regarding the Hart Garden Village. Parish Councillors were asked to vote on this proposal.

FOR 10, AGAINST 0, ABSTAIN 0

20/21PC

69. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

i) Receive update on Community Bus Working Party (Cllr Craig)

Cllr Craig gave an update on the Community Bus. Discussions with the Rosie Mini Bus Organisation are going well and outline proposals regarding the purchase of a new bus will be taken to the Planning Committee next week. The bus timetables are in the process of being confirmed which will now include services enabling the use of concessionary bus passes. There is an upcoming meeting with HCC in which additional funds and subsidies will be discussed. A finalised plan will be presented to Full Council in due course.

ii) To receive approved minutes from Committees since last meeting (circulated)

Received.

20/21PC

70. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Farrance gave a special note of thanks to Cllr Dorothy Harvey for her contribution to the Parish Council over the years and expressed his support for her work going forwards with the Community Hub.

Cllr Airton - it was previously agreed that St Marys Site would be named the Lucy Pygott Centre. After contacting the family, Cllr Airton relayed their message of support to the Council.

20/21PC

71. DATES OF MEETINGS

Planning Committee – Monday 8th February 2021 at 7.00pm

Finance Committee – Monday 15th February at 7.00pm

The meeting closed at 9.26pm

.....Chairman

.....Date

Appendices

- Actions log
- Parish Office Report
- Monthly finance documents inc. quotations
- Finance Committee recommendation for works outside Jubilee Hall
- Burial Ground fee structure April 2021
- Jubilee Fields presentation slides

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~Hampshire County Council
HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council MHCLG ~ Ministry of
Housing, Communities & Local Government*

Actions Log – Full Council**Date/ Minute Ref. Action****PARISH COUNCIL ACTIONS**

06.07.20

19/20PC 211**PG:** Confirm estimated costs of Victoria Hall roof repair.

07.09.20

20/21PC 11**KR:** Circulate the Community Engagement Statement to the Policy Committee for review. **UPDATE** – item to be addressed as part of a wider project.

07.12.20

20/21PC 37.**RR:** submit a written proposal regarding the naming of Hartley Row.

04.01.21

20/21PC 60.**CF:** To this matter of suspected breach of Code of Conduct at the next StaffingCommittee. **COMPLETED****KR:** Add item regarding FTTP Connections to the next Planning Committee agenda.
COMPLETED

Date: 01 February 2021
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

Community Awards

We propose that this year's Community Awards are presented at the Village Festival on Saturday 12th June, in agreement with Rotary. It is unlikely that HWPC will be able to organise the usual Awards Evening before the summer. The Festival attracts a wide audience and has the advantage of being an outdoor event should social distancing measures still be in place. We would also use the opportunity to present last year's awards.

Community Awards are given in recognition of service to the village, as well as the presentation of the Royal British Legion Cup and the Vaughan Memorial Award. Last year we also awarded a new Lifetime Achievement Award and may want to consider a special award this year for an individual or group that has gone above and beyond during the pandemic. A full list of previous winners and more information about the awards can be found on our website.

Information about how to make a nomination will be posted on our website, social media and in Contact magazine with a deadline of the end of March. Nominations will be presented to Full Council in April for a decision.

Parish Council Achievements 2020 (*report still in progress*)

Community Responses – Between months of January 2020 and December 2020, the Parish Council responded to over 240 'public' queries outside of 'business as usual'. This averages over 20 queries a month ranging from concerns over vandalism, reports of damaged / missing items, traffic and parking concerns, responses to various community needs and general public enquiries.

The Planning Committee reviewed and responded to over 100 planning applications and/or appeals since January 2020.

In January / February the Parish Council responded to the community concerns regarding the removal of several the Reading bus services, by establishing a dedicated mailbox and updates via Facebook and Contact. Members of the Parish Council actively engaged with both Reading Buses and HCC to seek a resolution, if possible.

Council members worked with residents and the HW Care Group to respond over concerns within Vivid managed properties and met with representatives to seek a resolution and active engagement.

March / April, the Parish Council responded to the National Lockdown by swiftly moving to online meetings, taking appropriate steps to protect the community as in line with Government guidance as it transpired. The Parish Team and Council members successfully transitioned to a new working model to ensure it was 'business as usual' where possible.

HWPC were instrumental in the setting up and continue to offer ongoing support to the HW Community Hub, successfully creating and delivering a community wide survey and responses.

A Website Working Party was established in May / June with a small dedicated team consisting of both members and staff, working many hours to review, update and create new content for the new HWPC website which went live ahead of the deadline in September 2020.

HWPC Committee Terms of Reference was updated in response to Community feedback as was the Communications and Social Media Policy. Several 'new' policies and risk assessment have also been drafted, supported by the relevant Committees and Council members.

Works within the Appleton Hall and Victoria Hall have been approved, supported and carried out.

Village planters, green space works and ongoing improvements to the Village have continued to proceed despite difficulties due to COVID.

A new Team member job was created, successfully recruited and inducted into the Parish Office Team, working with members and staff on the ongoing Communication and Community Engagement project.

Council members and staff successfully delivered a COVID secure community Christmas event, supporting Retailers as well as the hugely popular Snow Windows project.

(more to follow)

DATE	SUPPLIER	AMOUNT	
01.02.21	GLASDON	£ 49.36	REPLACEMENT LOCK FOR BIN
01.02.21	WINCHFIELD LANDSCAPES	£ 180.00	LINE MARKING & OTHER
01.02.21	COPY CARE	£ 46.50	COPIER CHGS
01.02.21	LAMPS & TUBES	£ 1,026.48	REMAINING 20% OF CHRISTMAS LIGHTS
01.02.21	M. BIRD	£ 2,500.00	M&E SERVICES PAVILION
01.02.21	PATTEN ASSOCIATES	£ 600.00	SE DRAWINGS & CLACS PAVILION
01.02.21	BLUCANDO	£ 1,248.00	2 X STAFF LAPTOPS - SCO & HAO
01.02.21		£ 5,650.34	

Joseph Cousin

07733 266568

Quote

QUOTE TO:

Hartley Wintney Cricket Club
Cricket Green
Hartley Wintney

QUOTE NUMBER 21002

QUOTE DATE January 30, 2021

YOUR ORDER NO. / REF N/A

CONTACT NAME

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Site Address: St Mary's Park Pavilion		
	Job description: Relay land drainage pipe and address issue of standing water. Install yard gully and associated drainage. Re-landscape area adjacent to car park.		
	6 days labour and materials	1,675.00	£ 1,675.00
	Excavator Hire	320.00	£ 320.00
		SUBTOTAL	£ 1,995.00
		VAT	N/A
			£ 1,995.00
			TOTAL AMOUNT TO PAY

Prices are valid for 28 days from date of quotation

THANK YOU FOR YOUR BUSINESS!



Sustainable Furniture (UK) Ltd

Hewaswater House, Hewaswater, St Austell, Cornwall, PL26 7JF

Vat no: 923 4292 31

Company Registration No: 6430434

Quote: SFQ-39775

Quote Date: 14 August 2020

Sarah Daly
Hartley Wintney Parish Council

Deliver to:
Sarah Daly
Hartley Wintney Parish Council

United Kingdom
RG27 8RQ

United Kingdom
RG27 8RQ

Contact Information

01252 845152

deputyclerk@hartleywintney.org.uk

Purchase Order:

Code	Name	Price	Quantity	Line Total
TS-PIC-DIS2	Massive Double Disabled Access Picnic Bench - 12ft 2 x Parasol Holes on each table (at head ends on middle slat) - 50mm	£1030.00	4	£4120
002	Delivery - 4 week lead time	£160.00	1	£160
Grand Total:				£4360.00
Net:				£3633.33
Vat (@20.0000):				£726.67

Notes:

IMPORTANT: IF ITEMS ARE BEING DELIVERED VIA 3RD PARTY COURIER, PLEASE ENSURE YOU CHECK THE ITEMS ON ARRIVAL AND DO NOT SIGN UNLESS CHECKED. CLAIMS CANNOT BE ENTERED INTO IF GOODS HAVE BEEN SIGNED FOR.

Notes: We care about your data;

If you would like to know more about how we use/store your data please review our privacy policy here:

Purpose; Request approval to spend general reserves on projects not previously allocated.

Background: The Parish Council has an excess of unspent and unallocated general reserves which need to be considered against appropriate projects within the Parish for the benefit of all Residents. Between the various Committees, there are currently already identified projects with allocated spend/reserves and the Committees and associated Working Parties are progressing with these.

This recommendation is for additional projects and/or local needs which have been discussed and agreed at the Finance Committee on Thursday 17th December 2020.

Proposal: Fire and Health Safety measures Jubilee Hall up to max. £6,800

Following on from a comprehensive safety review of the Victoria, Appleton and Jubilee Halls and the previous request by the Parish Council to carry out this review, the report highlighted the inaccessibility of fire exits for wheelchair users from the Jubilee Hall. Three quotes were presented to ensure adequate wheelchair access in the case of an emergency from the Jubilee Hall.

The Finance Committee discussed the financial challenges Victoria Hall have faced and continue to face due to COVID-19, and its duty of care regarding the Disability Act.

It was proposed the necessary funds be allocated to implement emergency accessible exits from Jubilee Hall.

The Finance Committee **AGREED** that Victoria Hall must account for their long-term maintenance issues going forwards.

Considerations: It is necessary for these works to be carried out to ensure the viability of the Halls for future bookings and self sufficient income. The Parish Council has reserves and S106 funding which can be applied in this instance to support these works.

HARTLEY WINTNEY PARISH COUNCIL TABLE OF FEES

BURIAL

The interment fee includes burial in a 2.7m x 1.2m earthen grave with an Exclusive Right of Burial (unless otherwise requested) and erection of a memorial (including additional inscription where appropriate) and associated expenses. Memorial and inscription subject to Parish Council approval, please see Hartley Wintney Burial Grounds Policy 2021 for further details.

a.	Interment of an adult (exceeding 18 years old)	£3200.00
b.	Interment of a minor (up to 18 years old)	£125.00*
c.	Interment of a still born child	£125.00*
d.	Second burial in grave with 'Exclusive Right of Burial'	£1600.00

CREMATED REMAINS

Burial in a 1.4m x 1.2m earthen grave with an Exclusive Right of Burial (unless otherwise requested) interment and erection of memorial (including additional inscription where appropriate) and associated expenses. (Memorial and inscription subject to Parish Council approval.)

a.	Interment of ashes	£1600.00
b.	Interment of a minor (up to 18 years old)	£125.00*
c.	Interment of a still born child	£125.00*
d.	Second/third interment of ashes on grave with 'Exclusive Right of Burial'	£800.00

RESIDENTS OF HARTLEY WINTNEY QUALIFY FOR A 75% DISCOUNT ON INTERMENT FEES (EXCEEDING 18 YEARS OLD).**

MEMORIALS

Memorials can be erected on a grave where 'Exclusive Right of Burial' has been granted; memorial and inscription subject to Parish Council approval. There is no memorial fee; this was incorporated into the interment fee in 2000.

ADDITIONAL FEES

a.	Search of Register – for any one-year period	£10.00
b.	For each certified copy of a register entry	£10.00
c.	Exhumation – administrative fee	£100.00

NOTES

*From July 2019, the interment fees of a minor will be paid for via the Children's Funeral Fund for England. For more information, please visit <https://www.gov.uk/child-funeral-costs>

**The Parish Council provide a significant discount on the cost of interment to residents of Hartley Wintney.

You qualify for resident interment fees for burials if the deceased:

- was a resident of Hartley Wintney Parish at the time of death
- was the owner of a grave in Harley Wintney Parish Cemetery; or the spouse or civil partner of the owner of the grave; and was a resident when the grave was originally purchased
- was a near relative (next of kin) of the owner of the grave, and the owner is a resident (as indicated above)
- moved outside of Hartley Wintney Parish (such as in a nursing home or in the care of a relative) but was a resident of Hartley Wintney Parish immediately prior to this
- lived outside of Hartley Wintney Parish but can provide evidence of living within the Parish no more than 5 years prior to the time of death
- was a serving member of the armed forces living in temporary accommodation whose family still reside in Hartley Wintney Parish

The Council reserve the right to consider applications for residency interment charges where circumstances are not covered by the above conditions and make decisions accordingly.

THESE FEES WERE APPROVED AND ADOPTED BY FULL COUNCIL ON XXX AND WILL BE EFFECTIVE TO ALL NEW APPLICATIONS RECEIVED AFTER APRIL 2021

Hartley Wintney Parish Council Memorial Bench Policy & Procedure

Introduction

Hartley Wintney Parish Council (HWPC) will consider requests for benches to be installed in memory of a deceased friend or relative. The deceased must have lived in the Hartley Wintney parish immediately prior to their death or had a significant association with the parish in the past.

Standards for Benches & Plaques

In order to ensure that all installed benches and associated plaques are in keeping with the village in general and the proposed location, HWPC will maintain a limited list of appropriate benches from which a bench can be selected. The approximate costs associated with each bench will also be maintained but the precise cost will only be established on application. If an applicant would like a bench that is not on the maintained list, this can be requested, along with precise details, on the application form; this will then be considered but cannot be guaranteed.

HWPC also need to be mindful of the location and the quantity of benches and therefore a specific requested location may not always be possible, in which case an alternative location may be suggested.

The memorial plaque on the bench will be no greater than 20cm long and 8cm and will be fitted in the middle of the upper lath of the backrest by routing out to ensure that the plaque is fitted flush. It will be glued and screwed in position as appropriate.

HWPC, and only HWPC, will take full responsibility for placing the orders for benches and engraved plaques and arranging the installation.

Additional mementoes (e.g., statues, flowers, wreaths, vases) must not be placed or planted on or around the bench at any time.

Ownership and On-going Maintenance

To ensure that all benches are kept in good order and in keeping with surrounding area, HWPC will take ownership of the benches on installation and take responsibility for on-going maintenance. The Parish Council will endeavour to maximise the life of the bench but once a bench gets beyond the point where it is reasonable to repair, the Parish Council will attempt to contact the applicant or members of the deceased family and inform them that it is our intention to remove it and give them the opportunity to replace it at their cost.

Costs

The total costs of the benches will need to be paid by the applicant once the application has been approved and before any orders are placed. The total cost will include:

- The cost of the bench
- The cost of the plaque including engraving
- The cost of installation, including any required base
- A one-off contribution to the future maintenance of the bench

Application Procedure

Applications can only be made after the death of the individual or individuals and most be made using the standard application form which can found on the Hartley Wintney website www.hartleywintney-pc.gov.uk or requested from the Parish Office (HWPC, Appleton Hall, West Green Road, Hartley Wintney, Hook, RG27 8RQ).

1. The applicant completes the Application Form by either:
 - completing and submitting the form via the Hartley Wintney Website

- Printing the form from the Website and returning the completed form to the HW Parish office
 - Requesting a paper form from the Parish Office and returning the completed form to the Parish Office
2. The Parish Office will include all correctly completed applications on the Agenda of the next Environmental and Amenities Committee. This committee will consider the application and make the final decision.
 3. If the application is approved, the applicant will be sent a contract including all the details, location, plaque inscription and costs. If the application has only been approved for an alternative location, this will be made clear.
 4. If the application is NOT approved, the applicant will be informed of the decision, the reason for the decision and advice on any further action. The applicant may appeal and ask for the application to be reconsidered by the Full Council.
 5. The applicant will check the details and return the signed contract to the Parish Office along with full payment.
 6. The Parish Office will purchase the bench and engraved plaque and inform the applicant of a likely installation date. The bench will be added to the Parish Council's asset register.
 7. The Parish Council will arrange for the bench to be installed along with the engraved plaque.
 8. Once the installation is complete the Parish Office will inform the applicant, enclosing a picture of the bench in situ.

Existing Memorial Benches

Where permission for a bench has been granted prior to the approval of this policy, the Parish Council will continue to maintain the bench but when it gets to the point where it is not reasonable to repair the bench, the bench will be removed. The Parish Office will endeavour to contact the applicant or members of the deceased family and inform them and give them the opportunity to replace it.

Policy Review

This policy will be reviewed annually by the Environment and Amenities Committee.

Amendment Record

Version 1: Initial Issue as Interim Policy – 18th January 2021
Reviewed by Policy Committee – 25th January 2021
Adopted by Full Council -

Hartley Wintney Parish Council – Burial Ground Policy

1. Introduction

The purpose of this document is to provide guidelines for the purchasing of graves and placing of memorials and headstones in the Hartley Wintney Burial Ground. It is the duty of Hartley Wintney Parish Council to ensure that the site remains a place of peace and reflection for the relatives of the people they commemorate and visitors who come to pay their respects.

The burial ground extension site is blessed rather than consecrated and as such the Parish Council decision on memorials is final; there is no recourse to the Diocese at Winchester. However, this policy document is created with direct reference to the Chancellor's Regulations published in September 2011 and is broadly in keeping with their "Churchyards and Churchyard Memorial" guidance.

There is no specific right given to anyone to have a memorial erected in a churchyard or to have any inscription on that memorial.

Permission **must** always be obtained from the Parish Council Office first using the process detailed in Section 2 Notice of Interments. The final decision on the applicability, interpretation and implementation of this policy lies with the Parish Council.

The guidelines set out in this document apply not only to new memorials but to existing ones for which an alteration or addition is proposed.

2. Notice of Interment

The Notice of interment must be submitted to the Parish Office on the correct form found on the Council's website, at least one week before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). (See section 10(6) of The Local Authorities Cemeteries Order 1977).

Payment of fees (cheque made payable to Hartley Wintney Parish Council) must accompany the Notice or a notification to pay via BACS given to the office in advance. If the plot is being re-opened then a copy of the Grant of Exclusive Right of Burial is required.

If the Grant of Exclusive Right of Burial is not available then the Parish Office must be satisfied of ownership.

The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be submitted with the Notice of Interment form.

If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued. Please note that when a grave is purchased, this refers to the exclusive right of burial in a grave space and not the purchase of the land itself.

If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Parish Office, together with the original Grant of Exclusive Right of Burial. It is recommended that the ownership of the Grant of Exclusive Right of Burial is regularly reviewed by the 'Purchaser' as this does not automatically transfer to next of kin.

It is illegal for the Parish Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right.

For a burial other than that of the owners, both owners must give written permission for a burial is

to take place. All owners are entitled to be interred in the grave if there is room.

If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. It is recommended that a transfer of ownership takes place as soon as possible after the owner's death. For details of transferring the Exclusive Right please contact the Parish Office.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in St Marys Burial Ground is 70 years. At the end of this period the owner(s) of the rights may apply to the Parish Council to extend those rights. The owner(s) of Rights should keep the Parish Office updated of any changes of address.

3. Pricing

Interment fees

The interment fee includes burial in a 2.7m x 1.2m (or 1.4m x 1.2m for ashes) earthen grave with an Exclusive Right of Burial (unless otherwise requested) and erection of a memorial (including additional inscription where appropriate) and associated expenses.

Resident interment fees

The Parish Council provide a significant discount on the cost of interment to residents of Hartley Wintney. You qualify for resident interment fees for burials if the deceased:

- was a resident of Hartley Wintney Parish at the time of death
- was the owner of a grave in Harley Wintney Parish Cemetery; or the spouse or civil partner of the owner of the grave; and was a resident when the grave was originally purchased
- was a near relative (next of kin) of the owner of the grave, and the owner is a resident (as indicated above)
- moved outside of Hartley Wintney Parish (such as in a nursing home or in the care of a relative) but was a resident of Hartley Wintney Parish immediately prior to this
- lived outside of Hartley Wintney Parish but can provide evidence of living within the Parish no more than 5 years prior to the time of death
- was a serving member of the armed forces living in temporary accommodation whose family still reside in Hartley Wintney Parish

Proof of residency

You must provide proof of residency (for example electoral roll papers or Council Tax bills) when you book the burial.

Non-resident interment charges

Non-residents are charged the standard interment fee.

The Council reserve the right to consider applications for residency interment charges where circumstances are not covered by the above conditions and make decisions accordingly.

Charges

The principle of charging is as follows;

- The fee for a first Full Interment will be reviewed annually by the Environment and Amenities Committee and ratified by the Full Council
- The Ashes Only Interment fee will be 50% of the Full Interment fee
- A second Full Interment in the same plot will be 50% of the fee for a first Full Interment
- A second or third Ashes Only Interment in the same plot will be 50% of the fee for an Ashes Only interment

Residents of Hartley Wintney (see above definition) will get a 75% discount on all the above fees.

For more details on our fees, please see our website www.hartleywintney-pc.gov.uk or request a copy from the Parish Office.

For more information on possible financial support with burial fees, please see Appendix A of this policy.

4. Full Interments

It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones (where permitted) and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Parish Council. Funeral directors must advise the Parish Office of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight, although the practise of leaving a grave unattended is discouraged and must be approved in advance by the Parish Office for exceptional circumstance only.

The mound over a grave will be grassed and levelled by Hartley Wintney Parish Council when the ground has settled, usually 9-12 months after interment.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).

No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.

Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.

No person shall disturb any interred human remains or remove any soil.

Each plot is for two full interments. An additional ashes interment may be approved subject to the discretion of the Parish Office, should the plot allow.

5. Ashes Interments

As above, It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones (where permitted) and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Parish Council. Funeral directors must advise the Parish Office of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight, although the practise of leaving a grave unattended is discouraged and must be

approved in advance by the Parish Office for exceptional circumstance only.

The mound over an interment will be grassed and levelled by Hartley Wintney Parish Council when the ground has settled, usually 9-12 months after interment.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

Each plot will allow up to three ashes interments however the positioning of each interment will depend on the plot.

No person shall disturb any interred human remains or remove any soil.

6. Memorial Design

No memorial should be obtrusive or inappropriate. A burial ground is not a private place in which anything is acceptable. It is a place where many people have a shared interest in its appearance.

Hartley Wintney Parish Council recognises that memorials are for the family and as a place of remembrance for loved ones. We do request that memorials should be harmonious in appearance and reflective of the surrounding rural aspects and listed church of St Mary's.

Harmony however does not mean uniformity and headstones need not be restricted to a conventional rectangular shape. Attractive, well-conceived new designs by skilled and imaginative craftsmen are genuinely encouraged.

It is strongly recommended that **prior to submitting** the memorial application form, all applicants contact the Parish Office to discuss this policy and the guidance within it. The Parish Office has the right to refuse any application received via a third party if contact has not been made in advance.

It should be remembered that the Parish Council has the power to require the removal at the owner's expense of any inappropriate memorial, or an inappropriate feature on a memorial, placed in the burial ground without proper permission

Upright headstones for full interments should be:

- a. No more than 4ft (1200mm) high or less than 2ft 6ins (750mm) high measured from the surface of the ground.
- b. No more than 3ft (900mm) wide, or less than 1ft 8ins (500mm) wide
- c. No more than 6ins (150mm) thick, or less than 3ins (75mm) thick, except in the case of slate memorials which may be thinner, but no less than 1.5ins (38mm) thick.
- d. For a child aged 2+ the headstone may be smaller but should be no less than 2ft (600mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick.
- e. For infants up to the age of 2 years (including stillborn babies) the headstone should be a no more than 2ft (600mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick, or less than 1ft 6ins (455mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick.

Upright headstones for ashes interments should be:

- f. 2ft (600mm) high by 1ft 6 ins (450mm) wide by 3ins (75mm) deep on a 2ft 2ins (650mm) by 1ft 3ins (375mm) base.

Permission may normally be given on cremated remains plots for tablets and small 'open book' memorials.

Headstones may be of 3 types:

- g. So shaped that they can be inserted directly into the ground at sufficient depth to ensure stability
- h. On an integral base, no more than 9ins (225mm) high, 3ft (900mm) wide of projecting 4ins (100mm) in any direction
- i. On a vase base, no more than 4ins (100mm) on either side, the base being no more than 1ft 3ins (375mm) front to back.

Horizontal stones or ledgers are not permitted for full interments.

Subject to any other consideration, a memorial in the following types of stone will be granted permission:

- **Limestone** – Portland, Purbeck, Derbyshire, York, Hopton, Nabresina, French, Portuguese
- **Slate** – light grey, blue/black, green
- **Granite** – light grey, black or similar dark colour tone, can be honed or polished
- **Granite** – in blue or Rustenburg (charcoal) grey is also permitted provided the stone is rubbed to a matt finish rather than polished.

Highly polished red or white granite is not permitted.

A temporary wooden cross to mark a grave is permitted.

A headstone in the shape of a cross will be allowed, provided the size of the cross conforms to that of an upright headstone. Any proposal for a well-designed cross, including a Celtic cross may be granted provided it is referred to the Parish Council first.

Memorials in the form of a natural boulder taken straight from a quarry with a single sloped face to carry the inscription may be permitted at the discretion of the Parish Council.

A small well engraved image will be considered at the time of application and permitted at the Parish Council's discretion.

Memorials with railings, chains, chippings or glass shades will not be permitted.

Memorials with kerbed surrounds will no longer be permitted.

A photograph, such as ceramic portrait of the deceased designed within the headstone made be permitted at the discretion of the Parish Council.

Due to the lawn style layout of the cemetery, loose ornaments, windchimes, windmills, trinkets and any other item which may either impede upon the ongoing maintenance of the grounds or another plot are strictly prohibited and may be subject to removal.

An inscription should aim to be the most appropriate in all the circumstances and to commemorate accurately the existence of the person who has died. It should, therefore, record either his/her full name or the name by which he/she was generally known. There can be no reasonable objection to including any particular term of affection or nickname e.g. Dad or Tommy, perhaps in brackets or inverted commas.

It may also be appropriate to record what he/she did – 'farmer in this village for 50 years or some feature of his/her character – 'a much loved father and grandfather'. A short scriptural text or extract from a poem or some other suitable phrase may be added.

Inscriptions should be incised into the stone or carved in relief. Painting cut lettering can make the inscription easier to read over a longer period. Inscriptions may be painted black, white or in a colour that blends in with the underlying stone. With discretion, gold or gilded lettering may be permitted although this may deteriorate quite rapidly.

No advertisement or trademark may be inscribed on the face of the headstone. The stonemason's name may be discreetly inscribed on the side or on the reverse.

7. Installation

Installation of memorial stones will be permitted as follows:

- a. Full Interments – 6 months after interment or longer, at the discretion of the Parish Council, in wet ground conditions. This is to help prevent the memorial from moving.
- b. Ashes interments – 2 months after interment or longer, at the discretion of the Parish Council, in wet ground conditions.
- c. All memorials must be installed in accordance with the National Association of Memorial Masons Code for Lawn Memorials and Kerb Sets with the ground anchor systems being an integral part of the foundation.

8. Flowers and Trees

Except where the design of a headstone contains an integral receptacle for plants or flowers, flowers should be placed in a removable container sunk into the ground next to the headstone.

Any bulbs placed on the grave may, after 6 weeks be removed at the discretion of the Parish Council, especially if the plant encroaches upon surrounding plots, for reasons of preserving the undisturbed lawn appearance of the site. Trees, shrubs and other plants are not permitted on burial plots without prior permission from the Parish Council. The Parish Council reserves the right to ask for any plant to be reduced or removed should it at any time encroach other plots.

If a flower vase is the only memorial, it should be no more than 12ins (300mm) in height, width or length, and fixed securely to a foundation stone flush with the ground.

Artificial flowers are permitted but should be removed when they fade.

The Parish Office or their appointed officer is entrusted to remove unsightly flowers from any grave. To avoid unnecessary resentment, he/she should, wherever possible, contact in advance the relatives of the deceased, or leave an appropriate note on the grave, to indicate his/her intention. If there is any disagreement, the Parish Council's decision is final.

Existing memorial trees previously planted in the burial ground will be pruned by the Council annually to maintain their diminutive size.

9. Maintenance

Although the Parish Council will grass and level the ground after interment (as detailed above) it is the plot owner's responsibility to maintain both the headstone and plot. Part of the cemetery has a lawn style layout – this means that only headstones are allowed and the grass around them is kept mown.

The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.

Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks or when they die. The Parish Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

The Parish Office may give written permission for the temporary removal of a headstone from the Burial Ground for the purpose of cleaning repair, renovation or altering, or adding to, the inscription. Any changes to an existing memorial must be submitted to the Parish Office on the memorial application form.

It is the Parish Council's legal responsibility to carry out safety checks of all headstones. This is on a 5-year cycle and notices will be published. If a headstone is deemed 'unsafe', the headstone will be immediately made safe by props whilst the owner is contacted. It is the owner of the Exclusive Rights of Burial to instruct and pay for the headstone to be permanently made safe, otherwise the Parish Council reserve the right to remove it.

It is important that the contact details of the owner is kept up to date and/or transferred if required.

10. Garden of Remembrance

The Garden of Remembrance is designed as a place of quiet contemplation and is laid out as a formal parterre garden. As such, permission will only be given for small rose bushes and plaques. Requests must be submitted in advance to the Parish Office.

11. Memorial Benches

Due to limited space within the Burial Grounds, no more memorial benches will be permitted; however, the Parish Council reserve the right to place a limited number of additional benches in the Burial Ground in future should it be deemed necessary.

A small commemorative plaque may be placed on existing benches in the Burial Ground at the Parish Council's discretion. Plaques must be rectangular in shape and no larger than 7.87ins (200mm) by 2.95ins (75mm) and come with pre-drilled fixing holes.

Plaques must be made of brass or aluminium and the colour of the inscription must be black and contain only alphabetic characters and numerals.

All proposed plaques must be submitted to the Parish Council for prior approval.

Additional information

Information and forms for burials and memorials can be found on: www.hartleywintney-pc.gov.uk

For further information, please contact the Parish Office on 01252 845152 or admin@hartleywintney-pc.gov.uk

Amendment Record

- Version 1: Initial Issue as Interim Policy – March 2012
Adopted by Full Council – March 2012
- Version 2: Initial Issue as Interim Policy – 20th March 2017
Adopted by Full Council – 3rd April 2017
- Version 3: Adopted by Full Council – 5th March 2018
- Version 4: Reviewed by Policy Committee – 23rd July & 8th October 2018
Adopted by Full Council – 5th November 2018
- Version 5: Reviewed by E&A Committee – 18th January 2021

APPENDIX A

Financial Support

You may be eligible for a Funeral Expenses Payment (also called a Funeral Payment) if you get certain benefits and need help to pay for a funeral you are arranging.

Funeral Expenses Payment can help pay for some of the costs of the following:

- burial fees for a particular plot
- cremation fees, including the cost of the doctor's certificate
- travel to arrange or go to the funeral
- the cost of moving the body within the UK, if it's being moved more than 50 miles
- death certificates or other documents

You may also receive money for any other funeral expenses, such as funeral director's fees, flowers or the coffin.

You can get up to:

£700 if the person died before 8 April 2020

£1,000 if the person died on or after 8 April 2020

The payment will not usually cover all the costs of the funeral. How much you get depends on your circumstances. This includes any other money that is available to cover the costs, for example from an insurance policy or the deceased person's estate.

The Funeral Expenses Payment is paid into your bank, building society or credit union account if you've already paid for the funeral.

The money will be paid directly to the organiser of the funeral (for example, the funeral director) if you have not paid yet.

For more information and to check your eligibility please visit www.gov.uk/when-someone-dies

You can also access information on the Bereavement Support Payment, Widowed Parents Allowance and Guardians Allowance.

Support for child funeral costs (Children's Funeral Fund for England)

Since July 2019, the Children's Funeral Fund for England has been set up to help to pay for some of the costs of a funeral for a child under 18 or a baby stillborn after the 24th week of pregnancy. It is not means-tested: what you earn or how much you have in savings will not affect what you get however the burial or cremation must take place in England.

The Children's Funeral Fund for England can help pay for the:

- burial fees
- cremation fees, including the cost of a doctor's certificate
- coffin, shroud or casket (up to a cost of £300)

The fees for the **burial** or **cremation** will be claimed directly by Hartley Wintney Parish Council as the burial authority. Please speak to a member of the Parish Office Team.

Claiming for other expenses (for example, the coffin) will depend on if you are using a funeral director or not.

Claims must be made within 6 months of the funeral.

If you are using a funeral director, you do not need to submit any claims yourself.

Hartley Wintney Parish Council – Winter Weather Emergency Plan

Responsibilities

Clearance of ice and snow from priority 1 and 2 highway routes – HCC
www.hants.gov.uk/transport/roadmaintenance/severeweather

Clearance of ice and snow from HDC priority areas, e.g. Schools, Doctors Surgery, Care Homes and priority footways including Hartley Wintney High Street – HDC assisted by HWPC where appropriate.

www.hart.gov.uk/weather-advice

Work will be coordinated by Phil Bacon at Basingstoke – 01256 845278 and the Executive Clerk will liaise with him where appropriate.

Clearance of designated Prepared Rest Centre located at the Victoria Hall (Priority 1 HDC)

Clearance of Central Car Park – HDC responsibility.

Local contractors.

A list of local contractors will be held in the office and be accessible to the Executive Clerk, Deputy Clerk and HAO (Horticulture & Amenities Officer). In the event of snow, the Executive Clerk will make the initial contact. If only a light dusting, this can be done by a designated member of HWPC staff. For heavier snow, a contractor will be asked to clear (if required) and grit.

Installation of grit boxes – HCC (Blue boxes)

- Top of St Johns Road
- Walpole Gardens
- Hartford Road
- bottom of Arrow Lane
- Hazeley Close
- Vicarage Hill
- Champion Way
- Elvetham Lane
- Top of Pool Road

HWPC – (yellow / beige)

- Junction of Mabbs Road / Weir Road
- Doctors surgery
- junction of Weatherby Gardens and A30
- Kiln Gardens (x2) residents own bins but HWPC re-fill
- Vicarage Hill (Church Lane near Cottage Green)
- Causeway / Park Corner
- Mildmay Terrace (top)
- Junction of West Green Common and Thackhams Lane
- Heather Grove (x 2) by no.23 and no.53
- Sandy Lane round 1st bend
- Entrance to Haywarden Place
- Junction of Hartford Road / Harebell Close.
- Springfield Avenue (turning head)
- Hartford Terrace
- Top of Franklin Avenue

Checking grit levels in boxes – Levels in HWPC boxes will be checked monthly from November – March but checked twice a week when snow or icy conditions prevail.

The E&A Committee will review the number and locations of Grit Boxes in and around the Parish on an annual basis.

There is a small quantity of salt together with snow clearing equipment for use in emergencies at the toilets in the central car park. The key for the toilet's service corridor is held in the Parish Office.

The Executive Clerk is authorised to hire any plant / equipment to respond to severe weather.

Collation and dissemination of information regarding disruption of services, gritting and HCC/ HDC updates will be shared via email, the Council's website and social media.

Residents are asked to keep an eye on the levels in the salt bins around the Parish. A reminder will be put on social media and in Contact around September/October time to ask residents to check the bins near their houses. With Blue HCC bins there is a number / website listed inside the lid of the bin to call to obtain a refill.

Advice from HCC with regard to salt / grit box use is as follows: our new blue bins all have stickers on the inside which, as well as giving contact details, also give guidance on how much salt to use, e.g. 1 heaped tablespoon of salt can treat 1 square metre - people tend to think one needs a shovel full to treat the same area!

In the case of the beige / yellow Parish Council bins, please e-mail the Parish Office to request a top up of salt. Please be aware that if the office is closed over the festive break answerphone messages may not be picked up.

Information

The Get Ready for Winter website www.metoffice.gov.uk/barometer/get-ready-for-winter provides information and advice on how to prepare for winter weather including health and wellbeing advice.

Are you are aware of the emergency risks in your area?

- Hart District Council has a snow plan in place, which shows how they manage a snowfall event and their areas of priority: https://www.hart.gov.uk/sites/default/files/1_Residents/Environment/Weather_advice/Snow%20Plan%20Nov%202019.pdf
- Your local resilience forum has a community risk register outlining the risks in your local police force area. Contact details for your local resilience forum: www.gov.uk/guidance/local-resilience-forums-contact-details
- Check your local flood risks including coastal, river and rainfall /surface water: <https://flood-warning-information.service.gov.uk/long-term-flood-risk>
- Sign up for flood warnings and weather alerts: <https://www.gov.uk/sign-up-for-flood-warnings>
<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>
- The British Red Cross has developed an emergency app that provides local alerts for severe weather and other emergencies near you, and provides practical advice on how to prepare, respond and recovery from a range of emergencies including severe weather www.redcross.org.uk/What-we-do/Emergencyresponse/Emergency-app-landing

Useful Names and Numbers

Hampshire County Council – 0300 555 1375 (switchboard)

Hart District Council 01252 622122

Parish Council Office 01252 845152, email both admin@hartleywintney-pc.gov.uk

Police, Fire & Rescue and Ambulance Service - 999 or 101

Gas – National Gas Emergency Service (24hr) 0800 111 999

Water - South East Water 0333 000 0365, Castle Water 01250 718700 (office hours)

Electricity – emergency service 105

Environmental Incident (Pollution) - Environment Agency 0800 80 70 60

HCC web self-service facility enables residents to report empty, missing or broken blue salt bins online.

www.hants.gov.uk

Those without internet facilities can still contact HCC by telephone in the usual way.

For residents who are having difficulty with access to services during periods of severe weather, if it is safe to do so the Community Bus may be able to arrange door to door collections to take people to the shops. Alternatively, the village has excellent Milk and More service, which can supply essential groceries three times a week. Either leave your order with the milkman in the usual way or order online at www.milkandmore.co.uk

This policy will be reviewed annually each November after guidance has been issued from the District and County Councils.

Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

- Version 1: Initial Issue as Interim Policy - 26th January 2014
Adopted by Full Council - 26th January 2014
- Version 2: Initial Issue as Interim Policy - 20th March 2017
Adopted by Full Council - 3rd April 2017
- Version 3: Reviewed at Policy Committee meeting – 8th October 2018
Adopted by Full Council – 5th November 2018
- Version 4: Reviewed at E&A Committee – 22nd October 2020

DRAFT

From: [Chris Brown](#)
To: [Karyn Reid](#)
Cc: trees@hart.gov.uk; [Andy Ross](#)
Subject: Re: Tree removal application for Cricket Green
Date: 28 January 2021 15:54:54

Hi Karyn

Thanks for getting back to me. As requested by Hart council I am copying them on this mail, also copying Andy Ross who you know as the Secretary of HWCC.

The issue with the trees planted next to the drainage ditch in front of the Cricketers pub is that they are now severely affecting the health of the Green for playing cricket. So after speaking with Hart council I was going to apply to have them removed, but wanted the opportunity to inform the Parish council prior to the application.

The trees are one London Plane tree and four Oak trees , there are currently five oak trees but the furthest right of the oaks (when looking from the Green) is going to be removed in a few weeks by the district council as it is unhealthy.

1/ The Plane tree is on the land leased by the cricket club, immediately to the right of the Pavillion. This has grown so large it is affecting the outfield and we now struggle to maintain grass in the area by the tree. I attach a photo taken in the summer, we have overseeded the affected area now but it is still visible and we will have the same problems in the summer. It is also starting to affect the drainage ditch.

2/ The Oak trees that are the council side of the drainage ditch, were planted only some 30 to 40 years ago. It has to be said with not too much thinking ahead to when oak trees fully grow. I attach a photo from our archives when there were no trees (how much better it looks!) . They are causing problems with the outfield near the ditch , the same as with the plane tree, we really struggle to maintain the grass. Also we cannot now safely use that part of the outfield as a ball will be hitting the branches above a fielder's head. As with the plane tree the roots of these oaks are causing problems in the drainage ditch. Ideally all these trees need removing as the problems will only get worse. The cricket green was founded 251 years ago, so was around for well over 200 years before the trees were planted. I should also add that the Cricket Club gets marked by the Southern league on the quality of the outfield, and in recent years we have been marked very poorly. Unless we can improve the outfield this will limit the standard of the league the first team is allowed to play. A high standard of first team is vital to the future of the club, so we really do need to address the problem caused by these relatively newly planted trees.

I attach a few photographs, could you forward this mail to the councilors attending Monday's meeting and I will join the open forum to answer any

questions the councilors may have.

Regards
Chris

On Thu, Jan 28, 2021 at 12:21 PM Karyn Reid <clerk@hartleywintney-pc.gov.uk> wrote:
Good morning Chris

We have a Full Council meeting on Monday and I am happy to raise this matter under correspondence then.

If you can provide me with more details that would be appreciated.

Or if you wish, you are welcome to address the PC at the meeting during our Open Forum item at the start?

Many thanks

Karyn

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From: Chris Brown <chriscgbbrown@gmail.com>

Sent: Thursday, January 28, 2021 12:19:08 PM

To: Clerk <Clerk@hartleywintney.org.uk>; Hartley Wintney Administrators <admin@hartleywintney-pc.gov.uk>; Karyn Reid <clerk@hartleywintney-pc.gov.uk>

Subject: Tree removal application for Cricket Green

Hi Karyn

On behalf of the Cricket club I have had some communication with the tree department of Hart district council regarding problems caused by the Oak trees and a London Plane tree by the drainage ditch in front of the Cricketers pub. they have asked me to communicate with the Parish council prior to putting in an application to remove the trees, so it does not come as a surprise to the Parish council.

Who in the Parish council can I speak to explain the situation?

Please let me know

Regards
Chris