



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

LEISURE & AMENITIES COMMITTEE

A meeting of this Committee was held at The Hub Community Centre, Cambourne on Tuesday 17th February 2015

Present:

Cllr Mrs R Poulton (Chairman)

Cllr S Crocker

Cllr Mrs L Doidge

Cllr T Hudson

Cllr J Patel

Cllr Dr S Smith

In attendance:

John Vickery Parish Clerk

Liz Pinchen Deputy Parish Clerk

3 members of the Public were in attendance for the meeting.

1. **APOLOGIES**

Apologies for absence were received from Cllr Dr G Mehboob.

It was:

RESOLVED that the apologies for absence from Cllr Dr G Mehboob be approved.

2. **MINUTES**

It was:

RESOLVED that the Minutes of the meetings held on Tuesday 18th November 2014 (M59) were a correct record and duly signed by the Chairman.

3. **MEMBERS DECLARATION OF INTEREST OR REQUEST FOR DISPENSATION** for items on the agenda.

Cllr J Patel declared a disclosable pecuniary interest in item 5 as he is Treasurer of the CYP.

Cllr Dr S Smith declared a personal non disclosable interest in item 6.2 as she has an allotment and in item 7 as she knows the young people that have been involved in the Skatepark project.

4. **CHAIRMAN'S ANNOUNCEMENTS**

- The Chairman thanked the Deputy Parish Clerk for the work she has done on the Skatepark extension and in supporting the group of youngsters who initiated the project.
- The Chairman thanked Nigel Taylor for producing a comprehensive report on the activities of the Cambourne Youth Partnership.

Signed

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5. CYP

A report had been received from Nigel Taylor, Chairman of the CYP (Report attached)

Nigel Taylor reported that the Trustees had been concerned that the Family Fun Day was due to be held on the same day as Roger Hume's funeral however it was felt that as a former Trustee of the CYP Roger would have been happy to see such an event taking place so it was decided to go ahead.

The CYP currently has a need for 1 or 2 additional Trustees.

The Chairman thanked Nigel Taylor for his attendance and reported that it was encouraging to see the growth of the activities and increased attendance.

It was:

RESOLVED that the report be received

6. REPORT ON FACILITIES

6.1 BURIAL GROUND

The Parish Clerk, the Deputy Clerk and Apprentice Office Administrator have attended the Cemetery Legal Compliance course in preparation for the opening. Work on the implementation of the software package for the management of the Cemetery is progressing. Following the Legal compliance course, some amendments to the Cemetery Rules and Regulations have been made; these are highlighted in red on the attached copy. A schedule of charges (attached) has been drafted for approval by the Committee. The proposed charges are based on an average of charges made by 13 Councils in Cambridgeshire.

It was:

RESOLVED that that the report be received and that the amended Cemetery Rules and Regulations be approved and adopted.

The Committee felt that the charges for non-residents should be quadruple that for residents.

It was:

RESOLVED that that Schedule of Charges as amended are approved and adopted.

6.2 ALLOTMENTS

The waiting list for Brace Dein has now been cleared. There are still plots available which are being allocated to new tenants who have been taking on an allotment preparing for spring. There is still a waiting list for plots at Crow Hill. The Deputy Clerk reported that the Apprentice Office Administrator has taken over the administration of the allotments and is handling this very well.

It was:

RESOLVED that that the report be received.

6.3 PLAYGROUNDS, OPEN SPACES AND FOOTPATHS

6.3.1 Upper Cambourne Play Area Extension

The opening of the extension is still on schedule to take place week commencing 23rd March 2015. A group of Upper Cambourne residents are proposing to hold a small community event to mark the opening.

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6.3.2 Open Spaces

The Chairman congratulated the Grounds staff on the work they had done on the tree shredding and their work on the LAPs.

6.3.2 Skatepark

The Parish Clerk reported that the Grounds Staff had been painting over the unauthorised graffiti on the existing Skatepark in readiness for the opening on the Skatepark extension.

It was:

RESOLVED that the report be received.

6.4 THE HUB

Hub Extension

Tenders for the works will be received by Stuart Bremner on Friday 27th February 2015. A report on the tender process will be presented at the Council meeting on 3rd March 2015.

It was:

RESOLVED that the report be received.

6.5 CAMBOURNE SPORTS FACILITIES

6.5.1 Sports Centre

Shane Railley from Everyone Active was in attendance for this item.

Shane reported that the Sports Centre is doing well and attracting new participants. He has been looking at ways to improve the efficiency of the business by cutting utility costs and has been working on two proposals.

1. To improve lighting efficiency in the Sports Hall by replacing the current lighting with LED lights. This will require a £10,000 investment which will be paid back over a period of four and a half years in terms of the kw/hour consumption saving.
2. To harvest water reclaimed from the showers and taps that will be filtered and treated to be used to flush the toilets.

Everyone Active are seeking the Parish Council's support for both schemes and possible use of funds from the Parish Energy Fund.

It was:

RESOLVED that the proposals will be considered in conjunction with the Sports Centre end of year finances.

Shane reported that the staff at the Sports Centre are being asked what the position is regarding the provision of a swimming pool and that it would be useful to have some clarification in the form of a statement that the staff can refer to.

It was:

RESOLVED that the Chairman and Parish Clerk be delegated authority to write a statement regarding the current position on a swimming pool.

Shane reported that the management of the pitches and the MUGA is still working well and will continue to do so. Shane requested that a review of the

pricing structure for the pitches is carried out in conjunction a review of the management fee.

It was:

RESOLVED that the pricing structure of the pitches and MUGA and management fee be reviewed at the end of the financial year.

Shane reported that the work to incorporate a Post Office into the Sports Centre is still progressing. The process is very bureaucratic and there is only a small time frame to complete the process once the disclosures are in place. Shane reported that he will have more time to focus on the project once the year end is complete.

It was:

RESOLVED to invite David Bibby, MD SLM Ltd, to a meeting with the Chairman, Vice Chairman and Parish Clerk to discuss the progress of the Post Office.

Shane reported that the introduction of the Tesco Click and Collect service to the Sports Centre car park is progressing. There is no financial arrangement involved between Tesco and SLM Ltd but more collaborative working which enables SLM Ltd to promote their Sports Centres through Tesco stores. There is a benefit to the residents who are able to utilise the online shopping facility without having to pay the delivery charge.

The Chairman thanked Shane for his attendance.

It was:

RESOLVED that the report be received.

6.5.2 New Cricket Pavilion & Pitches

Tenders for the works to the Cricket Pavilion will be received by Stuart Bremner on Friday 27th February 2015. A report on the tender process will be presented at the Council meeting on 3rd March 2015.

It was:

RESOLVED that report be received

6.6 BOWLS CLUB

The remedial works have now been completed apart from the replacement of the green baize that protects the gullies. This should be completed in time for the start of the season. The Bowls Club have decided not to join a league this year but to concentrate on building up club membership.

It was:

RESOLVED that report be received.

6.7 SPORT IN CAMBOURNE

No Sport in Cambourne meeting has been held recently as there are no current issues. The youth football teams have been working together to hold a joint youth football tournament on Saturday May 16th 2015

It was:

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RESOLVED that the report be received

6.8 TRAILER PARK

Non-residents who have received eviction notices have until the 31st March 2015 to remove their vehicles. The waiting list currently has 10 residents interested in having a space to store their caravans. This means the trailer park will be at full capacity for Cambourne residents only.

It was:

RESOLVED that the report be received.

7. SKATEPARK

The Deputy Parish Clerk reported that the tarmac base has been laid by D A Cant and the dropped kerbs prepared. The equipment is due to arrive around February 20th ready to be installed week commencing 23rd February by installers from the American Ramp Company. D A Cant are due to complete the paths and dropped kerb week commencing 16th March 2015. An opening ceremony will be held once this is complete.

It was:

RESOLVED that the report be received.

8. LOAN OF PARISH BBQ

The purchase of the BBQ is in progress but no loan agreement has been drafted as yet.

It was:

RESOLVED that the report be received and that the Parish Chairman and the Chairman of Leisure & Amenities be delegated authority to draw up a suitable loan agreement to be reviewed at the March Council meeting.

9. CORRESPONDENCE

No correspondence had been received.

10. DATE OF NEXT MEETING – 21st April 2015

Cambourne Youth Partnership Report (February 2015)

Summary:

Cambourne Youth Partnership has been through a significant period of transition since April 2014, following the loss of several trustees in the previous 18 months and the departure of the previous Youth Development Worker from Cambourne in April 2013. A report on CYP's involvement in Children's and Young People's Work in Cambourne 2013-2014 was provided to the Parish Council in February 2014.

A new Board of Trustees was formed and in place for the beginning of the financial year 2014-15, comprising Nigel Taylor (Chair); Neil Perry (Vice-Chair); Jey Patel (Treasurer); Richard Brown (Secretary); Neil Thompson; Rev Matthew Trick; Len Thornton; Roger Hume. (We are all greatly saddened by the recent death of Roger Hume, recognising the enormous commitment he showed to the development of the Cambourne Youth Partnership as a trustee over many years.)

Cambourne Youth Partnership maintained a range of core activities in the period April to August 2014 with the help of the Youth Support Worker from Romsey Mill, along with Romsey Mill's Youth Coordinator and a range of other volunteers, including CYP trustees.

CYP are grateful for the financial support of the Cambourne Parish Council in providing an annual grant of £20,000 for the financial year 2014-15, supplementing the income of approx £11,000 received from the Section 106 revenue grant for youth work in Cambourne.

As a result of this financial commitment, a revised and expanded programme of activities was launched in September 2014, following the employment by CYP of a new team of youth and children's workers.

Jackson Nazombe: Youth Development Worker based at Romsey Mill (RM) - 3 days per week
Jonathan Buwert: Youth Worker based at Cambourne Church (CC) - 1 day per week
Jane Brooks: Children's and Family Worker based at Cambourne Church (CC) - 1 day per week

CYP are also grateful to Romsey Mill and Cambourne Church who offer support for these youth workers as they carry out a proportion of their work in Cambourne.

The following is a summary of the programme of activities which CYP has put in place from September 2014.

Young Carers Group (Tuesday evenings 6-8pm)

This group is run by Centre 33, a Cambridge-based charity, and continues to meet weekly in the Cambourne Soul Building to provide support for young people who carry out caring tasks on a regular basis, offering support or assistance to another family member who is disabled, physically or mentally, or has a substance misuse problem.

Young people attend the sessions on a fortnightly basis, with one group for primary age children alternating with a second group for secondary age children.

Lads Football Project (Tuesday evenings 8.45 – 10.15pm)

This popular activity continues to attract 30-40 young people, most of whom participate in soccer on the Muga, but some of whom attend for the opportunity for social contact, facilitating one-to-one discussions with youth workers and volunteers. Some of this group are NEET or in and out of trouble with the police. We are grateful to the Parish Council who grants us the use of the MUGA at no charge. The sessions are currently run by volunteers (including a CYP trustee) with some oversight from the CYP Youth Development Worker (RM).

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School Support

The CYP Youth Development Worker (RM) currently supports 5 young people at Comberton Village College on a one-to-one basis who are very challenging for the school, as well as conducting some group work and generally supporting Cambourne young people attending Comberton VC; he currently attends twice a week on Wednesdays and Fridays, liaising with staff in the 'Green Room', Comberton VC's Inclusion Unit.

For information, in addition, the CYP Youth Worker (CC) supports challenging students at Cambourne Village College on a one-to-one basis, using time allocated from his church role. In due course, both CYP youth workers are likely to be concentrating their support in Cambourne VC as this college grows and the number of Cambourne pupils attending Comberton VC diminishes.

Junior Youth Club (Wednesday 4-6pm)

This club for younger secondary school pupils (Years 7&8) was launched in October 2014. The numbers attending are currently quite small, but those who attend are enjoying it and appreciate the contact with the two CYP youth workers and volunteers who attend. Growth is anticipated as news of the club spreads, especially through the school contacts. Opportunities for the youth workers to build relationships at this age will be of benefit as these young people graduate to the older group in due course.

Senior Youth Club (Wednesday 7-9pm)

The senior club for pupils from Year 9 upwards (14+) is also run by the two CYP youth workers and some volunteers. This is an extension of the club which has been running for a number of years and is very busy, with an average of 27 young people each evening, and at least 40 in contact with the group. Many of these young people have complex needs and come from difficult backgrounds. Relationships with the youth workers and volunteers are developing well, enabling support to be offered, and sometimes requiring liaison with others beyond the club. In some cases it has been necessary to activate Child Protection case files following established safeguarding procedures. As well as the opportunity for social activities, an artist from the Wysing Centre has been involved in an arts project in the spring term 2015 and a DJ from Romsey Mill ran a session in February.

Music Studio (major development: Wednesday evenings and at other times))

Since September 2014, the music studio (located behind the main Soul Building) has been upgraded, and volunteers and young people have fed into discussions about how the facility can best be used. Most of the equipment in the studio was purchased several years ago and, as with many areas of technology, it is important to maintain and upgrade hardware and software to keep the set-up functioning as a professional studio. Considerable time has been given to this maintenance and the purchase of new equipment:

Acoustic damping and sound proofing material has been donated to us from an excess at Cambourne Village College. This has been fitted around the walls of the studio, greatly improving the quality of recording.

Two Mac Mini computers have been given to us by Richard Brown (Arts Development Manager at Comberton Village College). These were left over from a previous arts project and they have been set up in the studio, along with two laptops which were part of our original equipment, to form an audio workstation which can be used for recording, editing and production work.

The main software used for recording has been upgraded from Cubase 5 to Cubase 8 Pro (the latest version). Five versions of this software have been bought (in two different forms) to allow it to be

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used on multiple machines; this will allow group work sessions to happen much more easily and young people to be editing their work simultaneously.

Waves Gold, a suite of audio plug-ins, has been purchased for the main recording computer. This will allow us to perform professional editing, mixing and mastering.

Equipment has been purchased to extend the Internet connection from the main building to the studio using the mains power, and to split this signal to give Internet access to all the computers in the studio.

A dehumidifier has been set up to ensure that the electronic equipment is looked after and kept in good condition.

The purchase of USB data sticks has helped to form a better system to store young people's work and allow it to be accessed from different computers.

We have improved other aspects of the layout and set-up of the studio, such as increasing the number of monitor headphones, adding an extra computer monitor to the main computer, buying an assortment of audio cables to allow increased flexibility in recording and acquiring a filing cabinet for better storage of smaller items.

The new alarm system installed at the youth centre has been extended to the studio to increase security and monitor access.

Several young people and volunteers have been involved in supporting this work of improving the equipment in the studio.

There are currently three adult volunteers interested in supporting the work at the studio, and we aim to have DBS checks and volunteer contracts in place by Easter 2015.

Jonathan Buwert, CYP Youth Worker (CC), has started weekly sessions with a small group of young people who attend the Wednesday evening youth club, and is supporting them to write and record their own music.

Aspire Group (Wednesday evening)

The Aspire group is for children with Asperger Syndrome or other high functioning Autistic Spectrum Conditions and who are in mainstream school. The group is run in the Sports Pavilion in Cambourne by Romsey Mill's Aspire Programme Youth Development worker, supported by volunteers. Romsey Mill prioritises places for young people from Cambourne.

Young Mums group (Wednesday morning)

CYP has contributed to this work at the Children's Centre by using some of the hours available from CYP's Children's and Family Worker (working with a new Family Worker at the Children's Centre). This group meets on a Wednesday morning and works with 8-11 young mothers, a number of whom are in their teens. As well as receiving practical support, these young mothers are encouraged to take ownership of the activities of the group and are also offered opportunities to discuss and investigate potential training and/or work possibilities.

Children's Clubs (new launch - Thursday: Allstars 3.45 - 4.45; Crazy Crew: 5.00 - 6.15)

CYP has reorganised its provision for the infant/primary age range in Cambourne and are now in contact with 16 families through these clubs.

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We are currently running 2 children's clubs on a Thursday afternoon during term time. The clubs are run by CYP's Children's and Family Worker (CC), supported by a paid sessional worker 3 hours a week and one parent who volunteers as a leader. We are currently exploring the possibility of taking on another volunteer supplied by the CHS group (formerly Cambridge Housing Society) who is seeking work experience in order to find employment working with children.

Allstars is for 4-7 year olds (school years Reception through Year 2). It runs from 3.45 – 4.45pm. Reception children have been coming since January (in our experience the children are too tired to do an afterschool activity in their first term). We now have 8 regulars, 9 on roll.

Crazy Crew is for 8-11 year olds (school years 3-6). It runs from 5.00 – 6.15pm. We now have 9 regulars, 11 on roll.

The format is broadly the same. Children arrive and take part in games, a craft activity, and are offered a healthy snack and drink (all included in the subs of £1 per week). Part way through the session there is a time of more active group games (which will be outside as the weather improves), followed by Tuck shop. Leaders play games with the children, as well as facilitate the other activities.

Craft materials are bought termly and we plan to provide other new resources for these clubs. Table top games and toys, and games equipment for playing outside are needed. (Second hand good quality complete toys would be gratefully received – especially construction toys such as Knex and Lego).

The children learn social skills, and we intentionally try to build self-esteem through the activities and the interactions each week. There is a need to develop their ability to cope with losing, and things not always going their way, as well as children learning that they cannot always be in charge. We also have a lot of fun and laughter. The children are a pleasure (most of the time!!!)

Boxing (Thursday 4-6pm)

12 young people (mostly aged 14-16) attend boxing sessions at Hardwick Boxing Club, coordinated by the CYP Youth Development Worker (RM). This activity encourages exercise, boosts self-esteem and engages with young people who might not otherwise attend mainstream activities

Chillax (Friday 4.00-6.30pm)

This open youth group meets at Cambourne Church and is run by the Cambourne Church youth worker and other members of a church team, also supported by the CYP Youth Development Worker (RM). About 50% of the young people attending also attend the CYP Wednesday clubs, enabling positive relationships to be developed with youth workers through more frequent contact.

Detached Youth Work

Both youth workers have spent time in detached youth work, meeting young people in various locations around Cambourne, mainly in the first half of the autumn term. It is anticipated that this will resume in the summer, in the light of time available once commitments to other activities have been fulfilled.

In total we expect to have contact with around 200 young people by the end of the year 2015, whether through clubs on Wednesdays, Thursdays and Fridays, specific activities such as football, boxing and music studio sessions, or one-to-one/group work in local schools.

Family Fun Days (new development)

On Thursday 19th February we are holding our first Family Fun Day, coordinated by the CYP Children's and Family Worker (CC). Currently we have 13 primary age children and 7 adults booked

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on to the day (including some new children not regular members of the clubs). We have places for up to 24 participants and anticipate that all places will be taken. (24 is the limit set by the Everyone Active Multi-sports session). We can probably accommodate a few more by asking some of the parents not to take part in the multi-sports session. A flier attached to this report for your information. This event was also advertised in the Crier.

Depending on the success of the day and on staff/volunteer availability, CYP will look at organising a similar activity during the Easter holidays, summer half term and the summer holidays.

Our thanks are extended to Everyone Active for accommodating our Family Fun Day. They move their holiday club out of the main hall for the hour and a half that we are holding our session.

For the Easter and Summer Fun days we will explore working with The Wildlife Trust as well as Everyone Active to provide activities. We will also utilise the new Water Park in Upper Cambourne when it is open.

Half-term Family Fun Day

Thursday 19th February

Come and join in the fun - we will make pizzas for lunch, go to Everyone Active for Multi-sports, and then return to Cambourne Soul for a craft and games session.

When? Thursday 19th February
Time? 11.45 - 4.15pm
Cost? £3 per child
Who? Families - parents and children of primary age (a few preschool children can be accommodated - please talk to Jane Brooks at the time of booking.)
Please note - it is expected that parents/carers will attend with their children.
Programme: 11.45am Make your own Pizzas
1.00pm Multi-sports at Everyone Active (cost included, please bring your Everyone Active card)
2.45pm Crafts/games, squash and tuck shop
4.15pm End

For more details and to book on to this activity, please email Jane on officecyp@gmail.com





CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

CEMETERY RULES AND REGULATIONS

PLEASE NOTE:

The cemetery is designated a Lawn Cemetery which means that all graves have flat, grassed surfaces with vertical headstones. Shrubs, trees, bushes etc. may not be planted on the grave. Flowers should only be placed in receptacles which can either be placed on the memorial base-stone or in the case of graves without a memorial on the base-stone placed on the grave by the Parish Council.

In the interests of health and safety, and to allow proper maintenance, particularly when mowing, the placing of any object, shingle, stone or artificial surround on the grave is not

1. In these Regulations, unless the context otherwise requires, the word "Council" means Cambourne Parish Council.
2. The Cemetery will be open to the public at the following times:

October – March	9.00 am to 4.00 pm
April – September	9.00 am to 7.00 pm
3. Interments shall take place between the hours of 10.00 am and 4.00 pm.
4. All enquiries concerning the use of the Cemetery should be made to the Parish Office, The Hub, High Street, Cambourne, Cambridge CB23 6GW.
Telephone: 01954 714403
e-mail: clerk@cambourneparishcouncil.gov.uk

The office will be open at the following times:

Monday to Thursday (inclusive)	9.00 am to 5.00 pm
Friday	9.00 am to 4.30 pm

An answerphone is available for messages to be left outside office hours.

5. All fees and charges must be paid to Cambourne Parish Council, The Hub, High Street, Cambourne, Cambridge CB23 6GW.
6. The form of Notice of Interment must be received by the Parish Office, The Hub, High Street, Cambourne, Cambridge CB23 6GW, in the case of a proposed interment in an earthen grave, not later than 10.30 am two days prior to the date of the interment, and in the case of a proposed interment in a brick grave, not later than 10.30 am three days prior to the date of the interment.

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7. The Council reserves the right to refuse to accept a notice of interment in special circumstances.
8. The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone.
9. The Parish Clerk may require such notice in excess of these periods, as he may deem necessary. In calculating these periods, Saturdays, Sundays, Christmas Day, Good Friday and Public Holidays are to be excluded.

In case of infectious diseases and other urgent cases, 24 hours notice shall suffice upon the production of a Medical Certificate to that effect.

10. The Council will only be responsible for the preparation of Ashes graves; all other excavations applicable thereto will be the responsibility of the Funeral Director or Undertaker concerned and graves must be left tidy after Interment.
11. Interments will be of coffins only; there will be no un-coffined burials or caskets. **Ashes containers must be made of a biodegradable material.**
12. Cremated remain may not be disposed of on the surface of any part of the cemetery.
13. The box containing the body of a stillborn child must bear an indelible inscription (including the name of the parent) and the interment shall take place by arrangement with the Parish Clerk.
14. On every opening of a grave in which the Exclusive Right of Burial has been purchased, the Deed of Grant, Certificate of Ownership and written authority from the Owner must be produced to the Parish Clerk when Notice of Interment is given.
15. A Certificate from the Registrar of Deaths of the registration of the death, or in cases where a Coroner's Inquest has been held, the Coroner's Warrant must be produced to the Parish Clerk prior to the interment.

In the case of a stillborn child a certificate in accordance with the Births and Deaths Registration Act 1926 will be required.

16. The selection of a purchased grave space is, in all cases, subject to the approval of the Council, or of a Committee or officers approved by them. The wishes of the persons applying will be met as far as may be deemed practicable.
17. Undertakers shall at all times provide sufficient bearers for the carrying and lowering of the coffins into the graves. The Cemetery Staff will not be permitted to assist with the lowering of coffins into the graves.

Anyone acting as a bearer during an internment 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.

18. In the event of Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain the whole or part of the interment fee.
19. The Undertaker, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.

20. After interment, a book supplied for the registrations of burials shall be filled in and signed by the officiating Ministers.
21. Funeral Directors, Monumental Masons, or any Member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space except to bury a member of that person's family.
22. The Parish Clerk has authority to remove any Memorial which, in their opinion, should be removed to facilitate the opening of any adjoining grave. Any Memorial so removed will be replaced at the earliest opportunity.
23. No motor vehicles including motor cycles other than those used by Council Employees or contractors employed by the Council and registered Memorial Masons are permitted in the Cemetery.
24. The use of bicycles, skateboards, rollerblades and scooters is prohibited in the Cemetery.
25. Smoking is strictly prohibited and mobile telephones must be switched off within the Cemetery.
26. No firearms may be brought into and/or discharged within the cemetery without prior written consent of the Council
27. All persons entering the Cemetery must conduct themselves in a quiet and orderly manner, and not stand or sit on any grave or monument.
28. It will be a disciplinary offence for any member of staff of the Parish Council to receive any gratuity in connection with work at the Cemetery other than from the Parish Council.
29. When circumstances render it desirable to deviate from any of the above Regulations, special application must be made to the Parish Clerk.
30. Children under the age of 12 will not be permitted in the Cemetery unless in the charge of some responsible person, except with the consent of the Parish Clerk.
31. Any person soliciting orders within the Cemetery shall be removed from the Cemetery.
32. No dogs (or other animals), except guide dogs shall be allowed into the Cemetery (unless part of a cortège)
33. Any unauthorised person detected picking or damaging shrubs, trees or flowers will be prosecuted.
34. The Council reserves the right to place a mark of reference to all graves.
35. With the exception of purchased graves, interments shall take place in order consecutively, if the soil will permit, until the whole area shall have been buried in or appropriated.
36. The ownership of the exclusive rights of burial for any one grave shall rest with a maximum of three persons. This number may be exceeded in exceptional circumstances at the sole discretion of the Parish Clerk.

REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS

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37. Extra fees shall be chargeable for erection of headstones, **ashes plaques and brass bench plaques**. Only inscribed headstones **and plaques** will be permitted.
38. The Council reserves the right without giving any notice whatsoever:
- 38.1 To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council.
- 38.2 To remove any headstone or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
- 38.3 To remove and replace any headstone so that the opening of a grave may be facilitated.
- 38.4 To remove any unauthorised headstone, temporary markers, memorial plaque, flower container, stone chippings, kerbstones, **and** planted flowers/shrubs/trees, **ornamentation and personal possessions**.

In the event of the exercise by the Council of the rights reserved to them by 34.1 above, any expense incurred by the Council shall be recoverable from the persons to whom the headstone, memorial or plaque belongs.

39. Prior to the placing of any headstone on a grave, the Parish Council's consent must be sought by completion of an application form obtainable from the Parish Council office. This form must include all dimensions, proposed inscription, choice of materials and include a sketch. When approved, a signed copy of the form will be returned to the applicant.
40. No headstone may be removed from the Cemetery (by any person other than the Council) until the consent in writing of the Owner of the headstone has been deposited with the Parish Clerk.
41. No responsibility will be accepted by the Council for the safe keeping of or damage done to any memorial unless caused by the Council's own negligence.
42. Headstones must be prepared ready for fixing before being taken into the Cemetery and Masons and other workmen must provide and afterwards remove all tools, planks, blocks, etc required in the work of erecting headstones.
43. Masons and other workmen will not be permitted to the Cemetery before 9.00 am and must leave by not later than 4.30 pm or the stated time of closing, whichever is earlier. Work will not be permitted on Saturdays, Sundays and Public Holidays.
44. Masons or other persons engaged in the erection, renovation or repainting of any stone monument, must perform the work expeditiously and in all respects in accordance with these Regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is so damaged.
45. Masons or other persons engaged in the erection, renovation or repainting of any stone monument are prohibited from exhibiting their addresses on Memorials erected in the Cemetery.

46. All monuments must be properly fixed to a reinforced concrete plinth for stability. Where a base-stone is used, provision for flowers should be incorporated. Dimensions for memorials are as follows.

	Minimum	Maximum
	Height x Width x Depth	Height x Width x Depth
Concrete Foundation (laid into the ground)	75 x 900 x 450 (mm) (3" x 3' 0" x 1' 6")	75 x 900 x 450 (mm) (3" x 3' 0" x 1' 6")
Base-stone	75 x 750 x 300 (mm) (3" x 2' 6" x 1' 0")	100 x 750 x 400 (mm) (4" x 2' 6" x 1' 3 ³ / ₄ ")
Headstone	600 x 450 x 75 (mm) (2' 0" x 1' 6" x 3")	750 x 600 x 100 (mm) (2' 6" x 2' 0" x 4")

47. **Children's Section** - Memorials in the Children's' Section shall not exceed the minimum dimensions for the memorials shown above. The Council will consider all reasonable designs for this section.
48. **Ashes Section** – Inscribed Memorials of a maximum of 450mm by 450mm (18" by 18") are permitted in the Ashes Section. This may incorporate a flower container. The maximum permitted height is 12" (300 mm) from the concrete foundation.
49. **Bench Plaques** - All bench plaques must brass and 125mm X 65mm in size.
- ~~49. Single memorial plaques on the Ashes Wall shall be no larger than 250 mm (10 ins) by 100 mm (4 ins) and double memorial plaques to be no larger than 250 mm (10 ins) by 225 mm (9 ins).~~
50. Receptacles – All flowers etc. must be placed in a receptacle of a durable material which, if damaged, will not create a health and safety hazard. **Items placed in glass or china receptacles or similar materials will be removed.**
51. The Council reserves the right to refuse permission to erect a memorial if the style, materials or inscription is unsuitable or inappropriate to the dignity of the cemetery.

Note: Any memorial removed by the Council as a result of a breach of these regulations shall be stored for a maximum period of three months prior to disposal.



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Cemetery Fees and Charges.

PLEASE NOTE. The cemetery is designated a Lawn Cemetery

All cheques should be made payable to 'Cambourne Parish Council' and sent to The Parish Clerk

1. Interment Fee for residents	Fees £
Monday to Friday (excluding Weekends & Bank Holidays)	
a. The body of a still born child or infant whose age at the time of death does not exceed one year.	No charge
b. Any child whose age exceeds one year but not twelve years.	£100.00
c. Any person	£300.00
d. For the interment of cremated remains	£100.00
Saturday, Sunday or Bank Holiday	
50% added to fees set out in b to d above	
2. 50 years Exclusive Rights of Burial in an Earthen Grave for Residents	
a. Exclusive Right of Burial - Child (1-12)	£120.00
b. Exclusive Right of Burial - Adult	£250.00
c. Exclusive Right of Burial - Ashes	£100.00
3. Non Residents The charges for non-residents of Cambourne will be double that for residents as set out above.	
4. Transfer of Ownership of Exclusive Rights Transfer of Ownership on interment of Exclusive Rights holder or at any time with permission from the owner.	£45.00
5. Exhumation	
a. Exhumation of Coffin – Minimum Charge	£1500.00
b. Exhumation of Cremated remains – Minimum Charge	£300.00
6. Grant for the Right to Erect a Memorial – for the right to erect	

Signed

Date 21st April 2014
16-17

or place on a grave or vault, <u>in respect of which an exclusive right of burial has been granted only.</u>	
a. Erect a single headstone on an adult or child grave	£120.00
b. Lay a single tablet on a cremation vault.	£65.00
c. Erect a temporary wooden cross. <i>If replaced by a stone memorial within 6 months, the above fee is deemed to have been paid</i>	£120.00
7. Plaques For the right to erect commemorative brass plaques on a bench.	£35.00
8. Other Matters	
a. To purchase bench, contact the Parish Council Contact the Parish Council	
b. For information on any other matter contact the Parish Council.	