Okehampton Town Council
Parks Committee Meeting 23rd November 2026
Meeting Report

Date:	16th November 2026
Name:	Emma James/Abi Horn

7. Simmons Park

7.1 A) Bookings

Booking Name	Start Date	End Date
Park Runs	Sat 28/03/2026 08:45	Sat 26/01/2030 10:15

7.2

Calculate your fee

There is a service charge for submitting online planning applications that attract a planning fee of over £100. Application fees are to be paid to the Planning Portal by using the payment options that are presented to you as part of the application process and before the application is submitted to the Local Planning Authority.

To calculate your planning fee answer the below questions, your planning fee will be calculated based on your answers to these questions.

Fee for establishing the lawfulness of an existing use ◯

Please select all the existing uses, operations or matters to which the application relates

Residential (Dwellinghouses)

☐ Enlargement, improvement, or other alteration of existing dwellinghouse(s) or flat(s) ◯

☐ For an existing single dwellinghouse or flat: ◯

- The carrying out of operations (including the erection of a building) within the boundary, for purposes ancillary to the enjoyment of it; and/or
- The erection or construction of gates, fences, walls, or other means of enclosure along a boundary.

☐ Existing use as dwellinghouses

Other

☐ Existing use of buildings e.g. commercial, community, charity, residential (not dwellinghouses, agricultural or glasshouses)

☐ Existing use as agricultural buildings (not glasshouses) on land used for agricultural purposes

☐ Existing use as glasshouses on land used for agricultural purposes

☐ Existing use/operation of plant or machinery

☐ Existing use of land for disposal of refuse or waste materials

Other existing use/operation - other than winning and working of minerals

What is the site area? * Required

1830

Unit * Required

Square metres

☐ Exisiting use as car parks, service roads and other means of access where the used for a purpose incidental to the existing use of the land

☐ Other existing material change of use of a building or land

Lawfulness of previous failure to comply with conditions or limitations

☐ Any other matter constituting a failure to comply with any condition or limitation subject to which planning permission has been granted

Fee concessions

There are certain specific circumstances where reductions or exemptions to the application fee can be claimed. You will be required to evidence your eligibility for any claim.

The validity of any claim will be checked and confirmed by the Local Authority once the application is received by them. If deemed to be invalid, the correct fee will be due. This will cause delays to the processing of the application and could be considered fraudulent if not claimed in error.

Reductions

Please select a reduction if one applies.

- [ ] The application is being made on behalf of a parish or community council

Exemptions

Please select any exemptions that apply.

Legislative exemptions

- [ ] Is the proposal solely for extensions and alterations to a disabled person's dwelling house to improve access, safety, comfort etc?
- [ ] Is the proposal solely for the provision of means of access for disabled persons to public buildings?
- [ ] Is this application for a lawful development certificate (existing use) where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation?

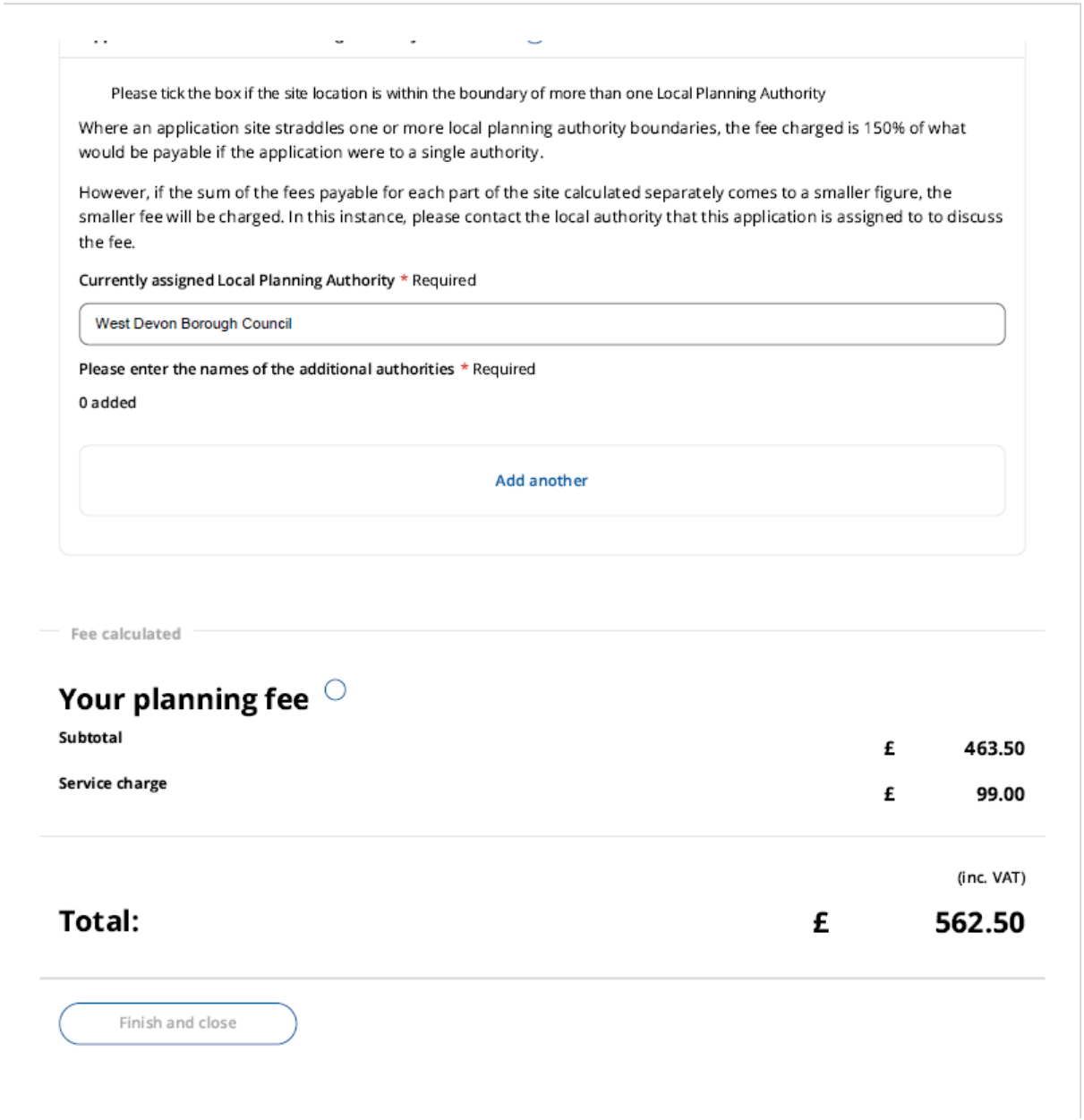
Details of claim

Please provide evidence as to why the application is eligible for the fee reduction or exemption(s) you have selected (including reference to any supporting documentation you are providing) * Required

The application is being submitted by Okehampton Town Council

2939 characters remaining.

NOTE: Please ensure that you upload any evidence referred to as a supporting document, and that you do not include any personal or sensitive information. If you are unsure that the application is eligible for a concession, please discuss with the local authority before using one.



Fee concessions

There are certain specific circumstances where reductions or exemptions to the application fee can be claimed. You will be required to evidence your eligibility for any claim.

The validity of any claim will be checked and confirmed by the Local Authority once the application is received by them. If deemed to be invalid, the correct fee will be due. This will cause delays to the processing of the application and could be considered fraudulent if not claimed in error.

7.3 Bowls Club

Hello emma its [redacted]om the bowling club,we are having trouble with foxes coming on our green and digging it up,i was wandering where we stand on putting up a electric fence around the perimeter of the green to try and stop this,we know its a fox because i can see on the cameras.I have spoken to james and he is quite happy for us to go ahead just checking with you as well

I'm not comfortable with the idea of an electric fence in such a public space and feel that even if you put one around the hedges, a fox will still be able to get through or over the gate.

However, I will ask the Parks Committee when they meet on 23 rd November if they are happy to agree to the request.

8.1 Burials

2 Burials

1 EROB

2 memorial permits

Okehampton Town Council

Cemetery Schedule of Fees and Payments 2027/2028

FEES AND PAYMENTS are settled under Section 34 of the Burial Act by Okehampton Town Council, effective on and from 1st April 2027. Cheques are to be made payable to Okehampton Town Council.

1.	INTERMENTS	Resident	Non-Resident
a.	For interment of a coffin in an earthen plot, at single or double depth	£250	500
b.	For interment of a coffin in an earthen plot, at single or double depth, for a person whose age at time of death did not exceed 18 years	No charge	£50
c.	For interment of cremated human remains in a burial plot If cremated remains are interred into a full grave space, no further coffin burials can **ever** take place within that plot	£200	£400
d	For interment of cremated human remains in a cremation plot	£150	£250
e	Scattering of ashes in the Garden of Remembrance	£40	£80
The fees cover Okehampton Town Council's administration and associated costs. They do not include any excavation work which should be arranged and paid for through the undertaker, or service fees.			

2.	EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	Resident	Non-Resident
a.	Purchase of single plot (up to two burials deep)	£600	£1500
b.	Purchase of a single plot (up to two burials deep) for a person whose age at time of death did not exceed 18 years	£0	£50
c.	Purchase of a plot for person who age at the time of death did not exceed 12 months	£0	£50
d.	Purchase of a cremation plot (up to two cremations deep)	£250	£450
e.	Extension of Grant for a further 10 years	£250	£1000
f.	Assignment to second party	£100	£250

- The purchase of a plot means that you purchase the exclusive right of burial of a grave but do not actually buy the land that the grave occupies. Purchase means that no burials can take place in that plot without your permission and it gives you the right to purchase a permit to place a memorial on the grave. You may purchase a grave in Okehampton Cemetery for a period of 30 years. At the end of the lease the rights to the grave will revert to the Council, and any memorial on the grave may be removed. Leases may be extended during their lifetime but can only be extended back to the original 30 years. The fee shall be applicable to the residency applying at the time the extension is applied for, not the residency at the time of the original application.
- In the case of the person being under the age of 18 years at the time of death, as at b.
  and c., the full fee for an extension of the grant applies.
- A grave can be purchased for the reservation of future burials
- Fees include the charge for the Certificate of Grant.

i) The Council cannot guarantee the suitability of a plot to be used for multiple interments.

3.	MEMORIAL STONES AND INSCRIPTIONS	Resident	Non-Resident
a.	Memorial Stone or Scroll Book (not exceeding 0.91m high x 0.61m wide (3ft x 2ft))	£200	£400
b.	Tablet (not exceeding 0.48m x 0.48m (1½ ft x 1½ ft))	£100	£175
c.	Removal of memorial stone for the reopening of a grave or addition of a subscription	£0	£0
d.	Plaque for Garden of Remembrance (provided by Okehampton Town Council)	~~£30~~ £40	~~£60~~ £80

- Fees include the first and subsequent inscriptions which are to be arranged by the purchaser
- Memorial stones and scrolls are not permitted to be placed on cremation plots.
- Memorial stones on a child's plot must not exceed 0.61m high x 0.48m wide (2ftx1½ ft)
- Tablets must lie flush with the grass
- In order to apply for a permit to place a memorial on a grave, exclusive right of burial must have been purchased
- Permission must be sought from the Council for removal of the memorial stone for any purpose

4.	OTHER CHARGES	
a.	Search Fees (for burials within Okehampton Town Council's Cemetery only)	£15

Records prior to 1st April 2021 are provided from information recorded in the Burial Register by Northmoor Team Ministry who were responsible for the burials prior to that date.

5.	DEFINITIONS AND NOTES
a.	A Resident is someone who pays their council tax in the civil parish of Okehampton Town (not necessarily those who have an Okehampton postcode) unless they have moved to a Residential/Nursing Home indefinitely from an Okehampton Town address, in that case that they are a parishioner until death. Proof of previous address may be requested.

b.	Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.
c.	Provision of a scattering lawn is being progressed, the fees and charges within this schedule will be applicable once the facility is available for use.

FOR FURTHER INFORMATION CONTACT:
Okehampton Town Council Town Hall Fore Street Okehampton EX20 1AA 01837 53179 cemetery@okehampton.gov.uk www.okehampton.gov.uk

Okehampton Town Council

Okehampton Cemetery





Contact details:
Okehampton Town Council
Town Hall
Fore Street
Okehampton
EX20 1AA

01837 53179
cemetery@okehampton.gov.uk
www.okehampton.gov.uk

Address:
Church Path
Okehampton
EX20 1LE

What 3 Words:
scanner.bibs.square

Council Cemetery

Okehampton Town Council only owns and is responsible for the newest Cemetery area at All Saints Church. This is known as Okehampton Cemetery and is highlighted in green on the map.

The Cemetery was managed by the Northmoor Team Ministry until 1st April 2021 when the Cemetery management was brought in-house and run by the Town Council under the Local Authorities Cemeteries Order 1977. Management of all aspects of the cemetery is subject to the Town Council's regulations

The Cemetery area owned by Okehampton Town Council is un-consecrated.

Cemetery Regulations

The Council believe in offering as much choice as possible to bereaved people and have attempted to keep regulations to a minimum. It is recognised, however, that some regulations are necessary in order to ensure that the cemetery is a safe, attractive, and fitting place for all those who visit and work in them.

Full copies of the Council's Rules and Regulations, together with its Memorial Management Policy, are available from the Town Clerk. They can also be viewed online at www.okehampton.gov.uk.

A brief summary of some of the regulations and other factors relating to the upkeep and working of the cemetery are given here.

Okehampton Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the cemetery are welcome, but please respect the special nature of the site, the needs of all users, and safety factors.

Memorials on graves must be of good quality, hard-wearing materials and must be approved by the Council before being fixed. It is recommended that accredited memorial masons are used. More information is available from the Town Clerk.

We require cooperation in keeping the grassed area of graves free of pots, plants, and other artefacts. This is so that the grass can be cut using mowers without causing damage or risking injury to the operator and visitors from glass or plastic shards.

We recognise that you may wish to leave tributes, therefore we allow pot plants and suitable artefacts to be placed at the head of the grave where they are at less risk of damage by mowing. We ask that vases are made

from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff, and wildlife in the cemetery. Plastic flowers are not permitted. Please think carefully about your choice of container and seek advice from the Town Clerk if necessary.

Please note that if you place articles along the length of the grave, we will not be able to cut the grass for you and the grave may look untidy compared to those around it. We reserve the right to remove the articles and place them at the head of the grave or take them to the Council offices for collection. Please be aware that the cemetery is a community asset and choose items for your grave that are in-keeping and appropriate.

Please note that it may be necessary at some point in the future to excavate the graves surrounding yours. If so, we will need to place boards over the grave and a box to accommodate the soil, and you may therefore not be able to visit the grave for a short while. Please be assured that this will only be necessary where there is no other option, and that the grave will be cleaned and tidied and returned to its usual condition as soon as the burial has taken place.

Exclusive Rights of Burial

When you purchase a grave, you do not actually buy the land that the grave occupies – that remains in the ownership of the Council. Purchasing a grave means that you purchase the Exclusive Right of Burial of the grave. This means that no burials can take place in the grave without your permission. In Okehampton Cemetery, purchasing the Exclusive Right of Burial also gives you the right to have a memorial placed on the grave, subject to current memorial regulations and the payment of a permit fee.

If the Exclusive Right of Burial of a grave is not purchased, the Council retains the rights, and may use any remaining space in the grave for further unrelated burials. No memorials are allowed on unpurchased graves.
The purchase of a grave gives you:
Control over who is buried in the grave
The right to place a memorial stone or other type of memorial
You can choose to transfer the rights to the grave to another person, but this must be done using an official form available from the Town Clerk, and it is subject to an administration charge. You may bequeath the rights in your Will, but the Executor will need to contact the Town Clerk in order to effect the Transfer to the new owner. If you do not leave a

will, your next of kin will need to contact the Town Clerk for advice on how the rights can be transferred.

Deed of Grant

When you purchase a grave, the Council will issue you with a Deed of Grant. The Deed is proof of your ownership and is a very important document. You should keep the Deed in a safe place as you may be asked to produce it when you ask for a burial to take place in the grave.

Length of purchase
You may purchase a grave in Okehampton Cemetery for a period of 30 years. At the end of the lease the rights to the grave will revert to the Council, and any memorial on the grave may be removed. Leases may be extended during their lifetime but can only be extended back to the original 30 years.

Responsibilities of Owners

As the owner, you are responsible for the safety and condition of any memorial on the grave.
Although the Council has responsibilities under Health and Safety legislation to ensure the safety of visitors and staff in cemeteries, the responsibility for the safety of individual memorials rests with the owner. If a memorial becomes dilapidated and/or unsafe, the Council has the right to remove it or make it safe. The cost for any such work can be claimed from the grave owner.
The Council undertakes regular safety checks on all the memorials in the Cemetery. Where possible, the grave owner will be contacted if a memorial is found to be in need of work. The owner would then be given the option of having the work done themselves using a mason of their choice or paying the Council to do the work for them. If neither option is chosen, the Council retains the right to remove the danger presented by the memorial.
In order to keep our records up to date so that we may contact you, if necessary, it is important that any changes of address are notified to us as soon as possible.

Responsibilities of the Council

Whether the grave is purchased or not, the Council will maintain it to a decent standard by cutting the grass regularly and ensuring that it is topped up and levelled if it should sink.
The Council will carry out periodic testing of the stability of any memorial on the grave and will contact you if there are any problems. The Council is not responsible for the maintenance of individual memorials.

Okehampton Town Council

Cemetery Memorial Management Policy

Introduction

Okehampton Town Council owns and manages the Cemetery at All Saints Church, Okehampton, known as Okehampton Cemetery. The Cemetery was opened in 2008 and is still in use, with approximately 12 burials per year.

Burial authorities are expected to ensure that the memorials in their cemeteries are safe and do not pose a risk to anybody visiting or working in the site. Older memorials may be neglected and can become worn and damaged over time, thus presenting a danger. Relatively new memorials may be equally as dangerous, however, if they were poorly fixed and are loose on their foundations.

Okehampton Town Council has adopted this policy for the Management of Memorials in its Cemetery.

The policy covers 2 distinct categories:

A. Existing Memorials

B. Future Installations

A. Existing Memorials

Okehampton Town Council recognises that memorials can become unstable and consequently pose risks to the health and safety of members of staff, Cemetery visitors, funeral directors, mourners, contractors and stone masons working in the cemeteries.

In order to comply with its duty of care under the Health and Safety at Work Act 1974 the Council intends to embark on a systematic programme of inspection of all memorials and removing the risk from those that are deemed to present a danger to those working in or visiting the Cemetery.

This policy supplements the Council's health and safety policies.

The strategic aim of this policy is to make the Cemetery a safe place for staff, mourners and all others who may visit or work in the Cemetery.

The regime of inspection and actions has been formulated using the advice contained in the Institute of Cemetery and Crematorium Management's Code of Practice for the Management of Memorials, the Ministry of Justice's Managing the Safety of Burial Ground Memorials and British Standard 8415, with adaptations to suit local conditions. All staff involved in the inspection programme will receive appropriate training regarding inspections, and appropriate training in the safe use of any lifting or other appropriate equipment from the supplier of such equipment. Specialist consultants may be used to carry out the testing in place of Cemetery staff, if necessary.

Communications

Okehampton Town Council recognises that adverse publicity could be attracted if the reasons for the inspection regime and subsequent actions are not properly communicated to the public prior to the commencement of the programme. To counter this, notices will be placed on the Cemetery noticeboard and the website for a minimum of a month before the programme start date. The notices will explain what is happening and why and will provide contact details for those wishing to find out more. Those who wish to witness their memorial being tested may do so.

It is not deemed feasible or desirable to try and contact every grave owner prior to the commencement of the programme.

Responsibilities

Okehampton Town Council recognises its duty of care under the Health & Safety at Work Act 1974 with regard to the provision of safe places of work for members of staff and the extension of this duty to include the safety of members of the public and others visiting or working in their cemeteries.

The supervision of the memorial management programme will be the responsibility of the Town Clerk.

The owners of memorials have a responsibility to maintain their property.

General Risk Assessment

A general site risk assessment with regard to memorials must be the starting point for the memorial management system. The following factors have been considered for the Cemetery:

a. Sizes of Memorials Present

It is reasonable to state that the height and size of a memorial directly relates to its potential to do harm. A memorial over 1 metre in height has the potential to cause a death should it fall on an unsuspecting person whereas a modern lawn memorial of 1 metre or under may not cause a death but could cause serious injury. There is only one memorial stone that is over 1 metre in height in the Councils Cemetery. Future memorials will be restricted in height to be less than 1 metre.

b. Frequency of Visitation by the Public

It is reasonable to state that in a heavily visited Cemetery the potential exists for more people to come into contact with potentially unstable memorials. It follows that volume of visitation must be considered when planning the inspection regime.

c. Level of vandalism

The level of vandalism in the Cemetery has been considered on the basis that there have been a number of reported deaths of children who have been killed by falling memorials whilst playing in cemeteries across the country. The action of vandals can also give rise to the possibility that their activities may have caused an increase in the number of potentially dangerous memorials. Level of vandalism has been assessed for the Cemetery with due consideration then being made in the general risk assessment for the site.

d. Cemeteries Risk Rating

Okehampton Town Council owns and manages the Okehampton Cemetery at All Saints Church, as shown on the map at Appendix A. The Cemetery is un-consecrated and is laid out in rows with a path along one side.

The following risk matrix indicates the general assessments made for the Cemetery in relation to memorial size, visitation and vandalism.

SITE	**Memorials above 1 metre**	**Memorials 1 metre and under**	Visitation	Vandalism	*Site Risk Rating*	*NOTES*
Okehampton Cemetery	One	All others	3	1	**3**	

Note: 1= low risk, 5=high risk

Inspection Regime

~~The initial inspection regime will be divided into the following phases with each phase being conducted in the oldest sections first, followed by the most visited sections:~~

~~1. Inspect and make safe where necessary all memorials between 1.0 metre and 2.5 metres in height. There are no memorials over a height of 2.5 metres.~~
~~2. Inspect and make safe where necessary all memorials of 1 metre and under.~~

The inspection of each memorial will include a full visual assessment, hand testing for stability, recording of findings, immediate actions taken and future actions required.

The testing of each memorial, including those found to be in a good and stable condition, will be recorded following which the records will be input onto the office administration system for production of worklists for follow-up actions and notification to grave owners.

Inspections

General

A systematic process will take place starting from the oldest using appropriate statutory plans in order to ensure that all memorials receive appropriate attention.

All inspectors will receive full and comprehensive training in the processes of visual inspection and testing of memorials. If specialist consultants are used, Okehampton Town Council will ensure that they are appropriately qualified and experienced and carry adequate public liability insurance.

The Town Clerk or nominated staff member will arrange for periodic re-inspection of a random sample of memorials in order to ascertain consistency amongst inspectors. Should discrepancies among inspectors be found, it may be necessary for re-inspections of all memorials to take place.

Each memorial will receive a full visual inspection in order to alert the inspector to any potential problems prior to testing taking place. The results of a visual inspection of a memorial are used to assess the risks that might be posed by that particular memorial. The opinion of the inspector is confirmed or otherwise by the physical testing.

In certain circumstances, and in accordance with findings, memorials may be categorised for re-inspection. Re-inspection categories are discussed later in this document.

Following visual inspection of a memorial it will be tested by hand by the application of a steady, increasing pressure.

Specific guidance and information with regard testing of memorials is contained within the risk assessment and safe system of work which follows later in this document.

On finding an unstable memorial immediate action must be taken in order to eliminate the hazard or prevent any person coming into contact with the hazard pending its elimination. Immediate actions could include laying flat, use of a temporary support or cordoning off, but consideration will be given to the severity of the risk and the likely impact the action will have on the appearance of the Cemetery and the potential to cause distress to mourners.

The cordoning off or supporting of a memorial is considered to be a temporary solution with further action being undertaken at the earliest possible opportunity to eliminate the hazard. The Council will place a sign on the cordoned off memorial asking any visitors to contact the office so the situation can be explained. The Council will also write to the registered grave owner, wherever possible, to advise them of the state of the memorial and make recommendations for how this should be resolved.

A general risk assessment relating to inspectors is contained in the following table.

It should be noted that members of the public and others are exposed to the risks identified in items 1 – 6 in the table. The actions identified * in the table will eliminate or significantly reduce risk to members of the public and others.

HAZARD	**RISK**	**TYPE OF INJURY**	*ACTION TO REDUCE / ELIMINATE RISK*
1.Unstable vertical structure	Fall of structure **Risk is increased in relation to size of structure**	Impact / crush /fatality **Severity increases in relation to size of structure**	**Stand to side when testing.** **Check area and make sure visitors, other workers etc are not in the vicinity** ***Take and record immediate action to prevent any person coming into contact with hazard.** **Report and record any further actions that are required to eliminate the risk.**
2. Detached components	Trip	Impact injuries	**Vigilance. *Stack detached components on landing/foundation**
3. Small memorials (tablets, vases etc)	Trip	Impact injuries, sprains	**Vigilance. *Grass cutting** ***Raise / erect on slab**
4. Uneven ground	Trip	Impact injuries, sprains	**Vigilance. *Report subsidence for re-instatement**
5. Glass jars	Trip/Fall onto glass object/ Risk of breakage	Cuts, lacerations	**Log items for removal. Report for removal. (Regulations)**
6. Unauthorised memorials, fences etc	Trip/Fall onto fences	Impact injuries, puncture wounds from	**Log items. *Report for removal (Regulations)**

		fall onto fence	
7. Aggressive behaviour	Physical assault	All categories of injury	**Vacate area. Report to senior manager.** **Complete incident form.** **Public awareness campaign relating to memorial management.**

Memorial Inspection Risk Assessments

Personal Protective equipment: Wear appropriate boots at all times. Protective gloves to be worn when handling memorial components or glass objects.

Visual Inspection

Prior to any physical testing of a memorial a full visual examination must take place. This examination will alert the inspector to any possible faults, which may indicate that the memorial will fail the stability test and thus lead the inspector to take a cautious approach. Unless a full visual inspection is carried out prior to testing the possibility exists for the memorial to fall suddenly on the exertion of minimum pressure thus causing the inspector to fall also.

The visual inspection should take into account all joints, kerbs and corner posts where present, angle of lean, cracks and faults, condition of inscription, whether hard or soft stone, ground conditions and action of nearby trees.

It should be noted that a memorial may appear perfectly fine on a visual inspection but exhibits enough movement to render it unsafe on a hand test. This is particularly the case on lawn type memorials, where it is not always possible to tell how the headstone is fixed to the base, nor the base to the foundation. Conversely, a memorial may be leaning and have cracks between the joints but does not move under a hand test. A visual inspection alone is therefore not a rigorous enough test to proclaim a memorial as safe or unsafe.

Testing

All memorials up to a height of 2.5 metres will be tested for stability by inspectors.

A hand test, as recommended by the ICCM, will be used to establish the stability of memorials.

Inspectors must wear appropriate safety footwear.

The inspector must stand to the side of the memorial being tested and apply pressure towards the apex of the memorial in a steady forward motion. Memorials must never be pulled toward the inspector.

The inspector must remain vigilant and ensure that no other person stands within the radius of fall of a memorial being tested.

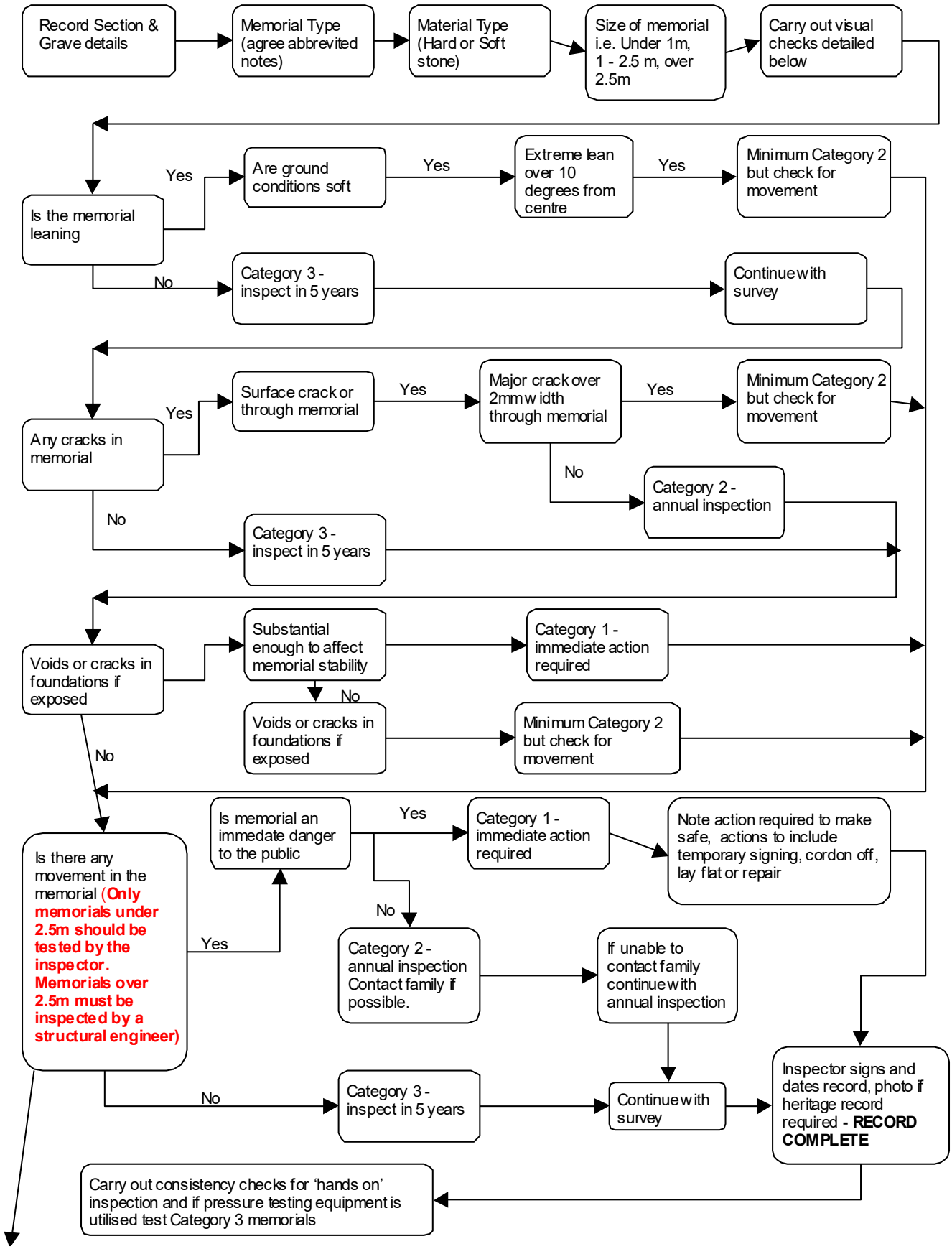
If a memorial moves under the hand test and would continue to move and fall should pressure continue to be applied, the inspector must cease testing straight away and before reaching the maximum test loading. Such memorials will be deemed as unstable and will require immediate action. Immediate actions are detailed in the specific section below.

It is possible that some memorials may exhibit limited movement when the hand test is applied, but they would not fall if the pressure up to the maximum test loading continued to be applied. Such memorials are not unsafe, but the grave owner should be notified so that they can contact their memorial mason to have the memorial repaired if required.

Memorials that are found to be stable should be judged using the results of the visual inspection, current state of deterioration and possible further deterioration prior to placement in a re-inspection category.

The flow chart contained on the following page expands the inspection regime and indicates factors affecting the placement of memorials in re-inspection categories.

Inspection of Memorials – Flow Chart



NOTE: Full visual inspection only is made of memorials over 2.5 metres in height. Where visual inspection indicates that a problem may exist the inspector should take immediate action to cordon off pending full inspection by structural engineer. Structural engineer must inspect all memorials over 2.5 metres in height commencing with those identified by the inspector as possibly posing a hazard.

Actions

Immediate Actions

Whenever a memorial that poses an immediate danger is identified the inspector must take immediate action to eliminate the hazard or prevent any person coming into contact with the hazard.

Immediate action is limited to cordoning off or installing temporary supports pending the use of lifting equipment. Inspectors must only attempt to lift minor components of memorials.

Immediate actions must be recorded together with further actions that are required. This information will be used to compile worklists for further actions designed to eliminate the hazards.

Immediate actions such as cordoning off or installing supports must only be considered as temporary measures and further actions as described below must be taken to eliminate the hazard.

It is in the best interests of the authority to carry out further actions required as soon as is practicably possible. Should a delay in taking further actions be experienced, supports or cordons that have been installed will require inspection to ensure continued security until such time as further actions are taken.

Further Actions

Town Council staff will contact the registered owner of any grave to inform them of the stability problems and provide options for dealing with these. In the event that the owner cannot be traced, the Council may take further action to make the memorial safe.

Actions to make the memorial safe may include:

- Laying flat (this should be a temporary measure only)
- Staking the monument and ratcheting the stone to the stake
- Re-erecting the memorial as a monolith, ie burying the lower third of the memorial in the ground
- Having a suitably qualified memorial mason re-fix the memorial to current industry standards
- If the memorial is derelict and beyond repair, a photographic record should be made and the memorial should be removed and destroyed.

Proper lifting equipment in the form of a gantry with block and tackle will be used to handle those memorials that have been identified by inspectors as being unstable.

Works staff will only tackle memorials of a height less than 2.5 metres.

Only works staff trained in the proper use of the gantry lifting equipment will be permitted to use such equipment. Records of inspection of the lifting equipment and lifting slings that are compliant with the Lifting Operations and Lifting Equipment Regulations will be kept and maintained by the supervising officer.

B. Future Installations

In order to prevent future problems with unstable memorials, Okehampton Town Council strongly recommends that Memorial Masons used to carry out work within Okehampton Cemetery are registered with the British Register of Accredited Memorial Masons (BRAMM). Accredited Masons can be found on the BRAMM website http://www.bramm-uk.org/find-masons/

Memorial Masons working within Okehampton Cemetery must:

- Insurance – every business must be covered for public liability insurance to the value of £5 million for any one incident. Similarly, employers liability insurance cover to the value of £10 million
- Health & Safety policy – every business must be compliant with current health and safety legislation.
- Risk Assessment – every business must be compliant with current risk assessment legislation for its practical work
- Written guarantee – every business must provide its customers with a written company guarantee which, at the very least, provides a stability and safety guarantee for a minimum of 10 years.
- BS8415 - every business is expected to have a copy of the British Standard "Monuments within burial grounds and memorial sites – Specification BS8415: 2005" (or updated version currently in force)

All people who purchase the Exclusive Right of Burial in a grave plot, which includes the right to erect a memorial, will be issued with a brochure advising them of their responsibility for ensuring the continued safety of any memorial on a grave.

Permits

Okehampton Town Council operates a permitting system for the installation of memorials on graves within the Cemetery. Memorial masons must submit an application for a permit to erect or carry out any work to a memorial on the form provided by the Council. The application must include details of the memorial, the proposed inscription and the fixing method, together with the permission of the grave owner. On payment of the appropriate fee the Council will process the application, and if all is in order, issue a permit to allow the mason to fix the memorial. Once the memorial has been erected, the mason must return the permit to the Council to demonstrate that it is in place.

Checks

Once a permit has been returned by the memorial mason, Council Officers will inspect the memorial to ensure that it has been fixed on the correct grave and to the correct standards. Any defects or issues with location will be notified to the memorial mason immediately, who must return to the Cemetery as soon as possible to rectify any problems.

Once the memorial has been checked and proven to be satisfactory, it will be placed into category 3, ie to be inspected in 5 years. The category may be reclassified if any issues with the memorial become apparent during the 5 years, or if there is a further burial in the grave requiring the memorial to be removed and re-fixed.

Okehampton Town Council	**Okehampton Town Council** **Cemetery Memorial Mason Registration Scheme**

Introduction

The Memorial Mason Registration Scheme aims to establish a consistent standard of workmanship and working practices in Okehampton Town Council cemetery. The scheme will address the standards required for the installation, repair, and maintenance of memorials, both new and existing, insurance cover, health and safety and administrative requirements with a view to producing a collective approach at our cemetery. It is Okehampton Town Council's intention to identify and promote industry best practice by all registered members.

The following procedures will be applied to all memorial masons registered to work in Okehampton Town Council operated cemetery. The registration procedures are intended to:

- Protect the interests of memorial owners in respect of unsatisfactory workmanship.
- Standardise the quality of fabrication and installation methods.
- Ensure memorial masons comply with Okehampton Town
- Council's management of the Health and Safety regulations.

Memorial masons who are not registered under this scheme will not be permitted to work within Okehampton Town Council operated cemetery.

Eligibility

Memorial masons who have been barred from executing work in any cemetery within the last two years may be ineligible to join the scheme. In these instances, each case will be considered individually, and any decision will be at the discretion of Okehampton Town Council's Parks Committee.

When submitting an application to join the Memorial Mason Registration Scheme, details of any disciplinary actions within the previous two years must be included. Where full disclosure is omitted but subsequently comes to the attention of The Council, we reserve the right to issue an immediate ban on working within Okehampton Town Council cemetery for an agreed period of two years.

Registration Requirements

All registered members of the scheme will be expected and obliged to adhere to the following requirements. These are the minimum acceptable requirements of Okehampton Town Council and may be updated as and when deemed appropriate. Memorial masons are welcome to surpass these requirements and are encouraged to propose suggestions that they believe may improve or enhance current working procedures. Any suggestions implemented by Okehampton Town Council will be applied to all registered members of this scheme.

A. **Insurance** – each memorial mason firm shall be insured for public liability to the minimum value of £5,000,000 for any one incident, a copy of which will be held on file annually by Town Council.

B. **Experience and Qualification** – memorial masons and their staff shall be suitably qualified, experienced, and competent to perform all works necessary when erecting, dismantling, and repairing memorials to meet current industry and statutory health and safety requirements and guidelines. Each memorial mason must be able to prove upon request the required standard has been obtained either through experience and/or qualification from a national accreditation scheme.

C. **Discipline and Workmanship** – each memorial mason will be required to sign a statement that they have not been barred from carrying out monumental work in any other cemetery in the previous two years. The standard of workmanship will be evidenced by qualifications obtained from an accreditation scheme operated by a recognised industry body, for example the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM). A letter detailing the qualifications and experience of each member of staff or contractor and, where available, trade references should accompany the application for registration. The statement will also include confirmation that each memorial mason will comply with all statutory requirements, cemetery rules and regulations, the Memorial Mason Registration Scheme requirements, the NAMM Code of Working Practice and British Standard 8415 (latest editions) and BRAMM Code of Best Practice.

D. **Health and Safety -** each memorial mason must have a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and its employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.

Rules and Regulations

Application to Erect/Repair/Amend a Memorial

1. Every memorial mason shall guarantee each individual memorial in respect of safety and stability for a period of no less than five years. ~~All memorials installed are subject to an inspection at least every five years by Town Council Staff.~~

2. It is the Council's policy that no memorial may be placed on a burial plot after interment for a minimum of twelve months. Memorials in the cremated remains section are exempt from the twelve-month waiting period.

3. Applications for the placement of memorials will be refused if the burial plot is unpurchased or a signed statutory decoration is not received for burials that took place before April 2021, or as necessary.

4. All measurements are to be taken from the surrounding ground level where the memorial is to be placed. Ground level is to be clearly identified on the submitted design. Full grave memorials shall be laid level with the surrounding ground.

5. Application forms must be completed in full and signed by both the deed holder and the memorial mason. Application forms should then be forwarded to the Town Council office with the relevant fee for approval. Permits will only be issued when the application is approved.

6. The grave number must be clearly etched on the reverse right-hand side of the base. The name of the memorial firm installing the memorial must also be etched on the reverse of the base no more than 15mm in height.

Work at the Cemetery

7. Memorial masons are not permitted to work in the cemetery out of the Town Council's working hours including weekends and bank holidays.

8. All memorials in Okehampton Town Council cemetery must be ground anchored and installed in accordance with NAMM Code of Working Practice (1st September 2003 edition and any new editions). Copies can be obtained from their head office at:

   The National Association of Memorial Masons

   1 Castle Mews

   Rugby

   Warwickshire

   CV21 2XL

   Tel: 01788 542264

   E-Mail: enquiries@namm.org.uk
   NAMM Website

9. Prior to work commencing the Town Council must receive confirmation of the installation date. This is to ensure work undertaken does not conflict with any other activity within the cemetery. No work will be permitted without receipt of the permit.

10. Upon completion of the work all waste materials shall be removed and the ground cleaned and made good to its original condition by the memorial mason. Once the work is completed the permit must be returned to the Town Council offices.

11. All memorials removed including ground anchor plates, by a memorial mason for whatever reason must be taken to their place of business until such time as the memorial is able to be re-installed.

12. Okehampton Town Council may take down and remove any memorial which has been placed in the cemetery without the required approval, or which in the opinion of the Council has become dangerous or unsightly.

13. When any work is carried out other than specified on the approved application form (repairing or laying down of nearby unsafe memorials), then the responsibility of repairs or re-fixing will become the memorial mason's at no cost to Okehampton Town Council for the length of the guarantee.

Workmanship Guarantees and Insurance

14. All work shall be covered by a guarantee of workmanship, to protect against poor workmanship in respect of materials and construction for a period of no less than five years. This guarantee shall be issued to the grave owner with a copy supplied to the Town Council.

15. Memorial masons shall provide advice to purchasers of memorials against accidental damage, acts of theft or vandalism and details of any security markings on memorials. This advice shall be contained within the workmanship guarantee.

Health and Safety

16. All work carried out shall be in accordance with the Health and Safety at Work Act 1974 and it's supporting regulations.

17. Okehampton Town Council staff are not permitted to assist in the installation or removal of memorials by memorial masons. It is the responsibility of the memorial mason firm to ensure that sufficient operatives are present to carry out the work specified on the approved application form.

18. Any uncompleted work to be left for an extended period must be made safe by cordoning with tape and warning signs placed to avoid the risk of injury to visitors and cemetery staff. The Town Council must be informed prior to exiting the cemetery.

Penalties

For Okehampton Town Council's registration scheme to be effective and trusted it is essential that action is taken against those who no longer meet with our requirements.

Okehampton Town Council will review the continued inclusion of a memorial mason on the register following a memorial mason's suspension, removal, or exclusion from the BRAMM/NAMM registers. Okehampton Town Council reserves the right to notify

BRAMM/NAMM of any concerns it may have regarding the standard of a memorial mason's workmanship or failure to comply with cemetery regulations.

"Memorial mason" refers to the memorial company and/or the individual memorial mason named as the lead memorial mason on the memorial permit application form, or any person working in conjunction with or under a memorial mason's employment or supervision.

Any breach in the rules and regulations may lead to removal from Okehampton Town Council's Memorial Mason Registration Scheme. However, in practice Okehampton Town Council will seek to work with the memorial mason concerned in order to obtain understanding and conformance with the rules and regulations. This may include introducing certain measures.

19. Any approved Memorial mason who is in breach of the Registration Scheme or Cemetery Regulations will be informed immediately and a first written warning will be issued detailing an improvement notice. This will remain on record for a period of 12 months. Assuming the breach is corrected, and no further breach of the rules occurs during this time, the warning will be removed from the records.

20. If, during the course of the 12-month period there is a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations, a final written warning will be issued, along with a further improvement notice. This will remain on record for a period of two years. Assuming the breach is corrected and if no further breach of the rules occurs during this time, the warning will be removed from the records.

21. If during the two-year period of the final written warning a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations occurs, the memorial mason will be excluded from carrying out work in Okehampton Town Council cemetery for two years.

22. Any memorial mason returning from exclusion who breaches the rules and regulations in any way during the first twelve months will be excluded for a further three years and may only return on written application and approval of Okehampton Town Council.

23. Dependent on the seriousness of the breach the Town Clerk has the right to miss any stage of the penalty procedure and go directly to the next stage.

Gross Misconduct

24. Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being excluded immediately and permanently. Other local authorities in the area will be notified of any gross misconduct.

    Examples of gross misconduct are:

    a. Installation of a memorial without approval.
    b. Refusal to correct an error of a memorial installed after approval.
    c. Abusive or aggressive behaviour to the public, Council staff or Councillors.
    d. Failure to adhere to the council's latest edition of the Cemetery Regulations or the conditions of Permit Application.
    e. Causing nuisance within the curtilage of the councils' cemetery
    f. Dangerous working practices.
    g. Intentionally providing false or fraudulent information on a memorial permit application form.

This is not an exhaustive list and the Town Clerk in conjunction with the Chairman of the Parks Committee, will make a final decision on gross misconduct.

Exclusion from the registration Scheme

25. Exclusion from the Registration Scheme will result when memorial masons are found guilty of Gross Misconduct or commit a further breach of the Rules or Specification whilst the 36-month term, as described in Stage 3, is in effect. An exclusion from the Registration Scheme will be for a period of 2 years, during this period a memorial mason will be forbidden to undertake any work within the council's cemetery. In instances of exclusion for Gross Misconduct the Town Clerk may consider advising other local authorities of the circumstances, at their discretion.

Re-registration to the scheme following an exclusion

26 Any memorial mason re-registering on the Registration Scheme following exclusion will be monitored for a period of 18 months. A memorial mason committing any breach of the Cemetery Regulations, or an act of Gross Misconduct, during that period will be excluded from the Registration Scheme for an undetermined period, but not less than 36 months, at the discretion of the Town Clerk.

27. All suspected breaches of the Memorial Masons Registration Scheme &/or Okehampton Cemetery Regulations will in the first instance be subject to an investigation carried out by the Town Clerk. Penalties will not be issued until an investigation concludes a breach.

Appeals

28. Any memorial mason who is dissatisfied with the decision taken against them will be entitled to appeal in writing to Okehampton Town Council and a hearing will be arranged to make a final decision.

Assignment

29 No aspects or obligations of the Registration Scheme agreement may be assigned, subcontracted or transferred to a third party without approval, confirmed in writing by the council.

Registration Compliance

Each memorial mason who has signed up to the Memorial Mason Registration Scheme will be deemed to have agreed to comply with the following:

- Local Authorities Cemetery Order 1977
- Okehampton Cemetery Rules and Regulations (current edition)
- NAMM Code of Working Practice (current edition)
- The British Standard 8415 (current edition)
- Health and Safety at Work Act 1974, associated regulations and
- HSE guidance notes

- Memorial Mason Registration Scheme
- All other relevant statutory requirements

Okehampton Town Council reserves the right to update and amend the registration requirements as and when deemed appropriate. Significant changes to the scheme will be communicated as soon as reasonably practicable to all current approved memorial masons.

Memorial Masons Registration Statement

1. Public liability insurance of £5,000,000 for any one incident is held by this memorial Mason firm and a copy will be forwarded to the cemetery office on an annual basis.

2. All staff employed by this memorial Mason have received relevant training and are competent to carry out monumental work in Okehampton Town Council operated cemetery.

3. This memorial Mason or its employees have not been barred from carrying out monumental work in any other cemetery in the last two years. Should any employee be barred from carrying out such work in a cemetery for whatever reason, the cemetery office will be notified immediately.

4. This Memorial Mason has a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and their employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.

5. This memorial mason and its employees will comply with all statutory requirements, including the Okehampton Town Council's rules and regulations, the Memorial Mason Registration Scheme requirements, The NAMM Code of Working Practice and British Standard 8415 (latest editions).

Memorial Mason:

Address:

Telephone Number:

Email:

Name: (print)

Position:

NAMM/BRAMM Registration Number:

Signature:

Date:

Allotment Holders AGM minutes

Welcome and refreshments

The Clerk welcomed everyone to the meeting

Poison Gardens talk

Sophie gave a talk on poisoned plants including rhubarb leaves, sweet pea pods and toxic squash syndrome.

Q&A

- With drought conditions in summer and wet winters- would it not be better to let us have as many water containers as we can round our shed as to maximise water collection? We will take this back to the Parks committee to consider but the agreement with water is the same as it was under OUC it has not been changed although IBC containers may now be used with prior approval.
- Castle Road will OTC be taking over the payment of the pest control contract? OTC is taking over the contracts on the same basis as OUC at the moment.
- Can the associations apply for a grant to help with the cost of a new water pump? The associations can apply for a grant but there is not much money left in the Councils grant pot this year.
- Why did OTC take over running the allotments? The Town Council has a statutory duty to have allotments if requested by 10 residents. The Council does not have land suitable, but the OUC did so the Town Council has been paying for the OUC to manage the allotments on their behalf. The OUC have other charitable aims they wish to focus on and so asked the Town Council to take back the management which the Council agreed to do. There will

be no change the sites will stay as allotments and not sold for housing as they are still owned by OUC.

- The bank on North Street is cut frequently and short- why? We will be in contact with the contractor and can talk about this.
- Could North Road have a skip to get rid of the rubbish left on vacant plots? We can ask the council about this, but it will not be for general waste.
- Concerns about water storage on Castle Road as we have no mains water and only a 2-hour river pump once a month. We can ask the council
- New gate locks are causing problems numbers too small, difficult to move figures. These are the biggest numbered padlocks we could find- if anyone finds bigger let us know. We will trial them for a while if they do end up becoming a big problem will look for another solution.
- Before plots are given to people could they be strimmed down and or cleared to give new tenants a fair chance with a plot. We will aim to have the plots strimmed before they are leased to new tenants. It will not be the Parks team doing it at this time as they don't currently have the hours or staff but we will ask the contractor to clear them.