WEST HOE CEMETERY

A Meeting of the West Hoe Cemetery Management Committee will be held at the Swanmore Parish Council Office, Hollythorns House, New Road, Swanmore, SO32 2NW on Thursday 14th May 2026 at 5.45pm.

The meeting will be open to the press and public unless the Committee direct otherwise. All papers/reports are available from the Council offices (except where classified as confidential).

Agenda

1. Election of Chairman of the Committee
2. Election of Vice Chairman of the Committee
3. To receive and accept apologies for non-attendance
4. To receive and accept Declarations of Disclosable Pecuniary Interests and any Personal, Pecuniary and Non-Pecuniary Interests relating to items on the agenda
5. Public Session *(for information only)*
6. Grounds/Funeral Director Reports
7. Approval of the minutes of the meetings of the 12th March 2026 and 30th April 2026
8. Actions Arising from the meeting of the 12th March 2026 *(for information only)*
9. To consider finance matters:
   i) Payments Schedule for Authorisation – *to approve and note payments made*
   ii) Cost Centre Report – *to note current position*
   iii) Staffing Hours – *to approve and note*
10. Memorial Service Report – *for information*
11. Update Regarding Memorials Requiring Remedial Works – *for consideration*
12. Proposed Updates to Cemetery Regulations and Cemetery Forms - *for consideration*
13. Cemetery Update - *for information*
14. Date for Cemetery Tidy Up – *for consideration*
15. Requests for future agenda items *(for information only)*
16. Date of next meeting – 9th July 2026
17. Motion for confidential business:
    The following motion will be moved on the completion of the above business: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
18. Quotations for Ground Works to Prepare New Cremation *Area – for consideration*
19. Unauthorised Memorials – *for consideration*

C. Wilkinson
Clerk to the Committee
06.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Ruby Room, The Jubilee Hall, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee held in the Ruby Room of the Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED, on Thursday 12th March 2026 at 6.00pm.

Present:

Committee Members:	Cllr Marsh	
	Cllr Newhouse	Chairman
	Cllr Williams	Vice Chairperson
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	0	

WH101 **To receive and accept apologies for non-attendance**
Councillor Campbell-Gurry – Family Commitments
Councillor Conduct – Work Commitments
Councillor Woodman – Work Commitments
Resolved: To accept apologies for non-attendance.
Proposed: Cllr Marsh
Seconded: Cllr Newhouse
All in favour.

WH102/25 **To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.**
None relating to the business of the meeting.

WH103/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH104/25 **Public Session**
No members of the public were present.

WH105/25 **Grounds/Funeral Director Reports**
The lych gate had been cleaned earlier in the day by the grounds team.

The Groundsman had reported guttering required attention. Following any work on the lych gate, a repaint would also be advisable.

WH106/25 **To approve the minutes of the meeting of the 15th January 2026.**
Resolved: To approve the minutes of the meeting of the 15th January 2026.
Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour.

WH107/25 **Actions Arising from the meeting of the 15th January 2026.**
The gates had been reinstated and the paint finish was of a good quality. The next maintenance priority was to be the improvement of the drainage around the lychgate.

WH108/25 **To consider finance matters:**
i) Payments Schedule for Authorisation
Resolved: To approve the payments tabled to a total amount of £6,513.87.
Proposed: Cllr Marsh
Seconded: Cllr Newhouse
All in favour.

ii) Cost Centre Report
Noted.

iii) Staffing Hours and Charges Update

Resolved:

a) **To note and approve the increased staff hire fee of £22.00 per hour effective from April 2026 until March 2027.**

b) **To note and approve the continuing staffing arrangement for the Cemetery of 15 hours of groundsmen's time, 5 hours of Clerk's time and 2.5 hours of Finance Manager's time (all figures are per week).**

Proposed: Cllr Marsh
Seconded: Cllr Newhouse
All in favour.

vi) Financial Reporting and Parish Councils' Agreement Update
Noted.

WH109/25 **Proposal for Layout of New Cremation Area**
For consistency with other areas in the cemetery, the small new area of hedging to the left of the entrance to the section would be beech rather than laurel.
Resolved: To approve the proposed tabled layout for the new cremations area at West Hoe Cemetery, with a central memorial tree (field maple) to be planted to provide a focal point and to instruct the gravediggers to prepare the first two clusters of plots, ready for future interments.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour **Action: Clerk**

WH110/25 **Memorials Regulations for the New Cremation Area**
The various options were discussed with the objective of achieving some flexibility for families whilst also creating a consistent and tidy appearance to the section.
Resolved: For permitted memorials in the new cremation to be either:

i) **Of the standard flat plaque type (measuring 18 inches wide by 14 inches front to back), with or without a separate vase to be made of the same material as the plaque and measuring no more than 6 inches in height.**

ii) **Of a desktop type (measuring a maximum of 18 inches by 18 inches with a maximum height of 5 inches) with or without an integrated vase. Integrated vases must be positioned in the centre of the rear of the plaque.**

Proposed: Cllr Newhouse
Seconded: Cllr Williams
All in favour.

WH111/25 **Layout for Remaining Burials in Section C**
It was acknowledged that care should be taken not to encroach on the roots of the nearby tree line.
Resolved: Further burials in Section C would be redistricted to the completion of the row currently in progress and one additional row, with the central walkway to be continued.
Proposed: Cllr Newhouse
Seconded: Cllr Marsh
All in favour

WH112/25 **Memorial Service 2026**
The arrangements for the upcoming memorial service were nearing completion.
Resolved: To request email addresses from new deed holders, via the Notice of Interment form, to enable to the Committee to publicise future memorial services and to communicate regarding other issues pertaining to the relevant grave or plot.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour **Action: Clerk**

WH113/25 **Cemetery Update**
Noted.

WH114/25 **Memorial Bench Policy Draft**
Clause 1.3 would be updated to read "Memorial benches, once approved, will be purchased by the applicant, who will also be responsible for the installation costs".
An additional photograph would be included (under Operating Principle number 3) to give an example of benches manufactured from recycled plastic.

Resolved: To adopt the tabled West Hoe Cemetery Memorial Bench Policy with the updates as specified above and to forward to both Bishop's Waltham and Swanmore Parish Councils for their awareness.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour — Action: Clerk

WH115/25 Requests for Memorial Benches
Resolved: To approve the request for the memorial bench in principle, pending a site visit to determine a mutually agreeable location. A photograph would not be permitted on the bench, but a memorial plaque could be included, consistent with existing memorial benches.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour — Action: Clerk

WH116/25 Requests for future agenda items
Lych gate drainage
Guttering repairs
Memorial update

WH117/25 Date of next meeting – Thursday 14th May 2026, 6pm

WH118/25 Motion for Confidential Business
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

WH119/25 Memorial Maintenance Works
Resolved:

i) Where contact details for deed holders of graves were available, letters would be sent to inform them that remedial works were required to the grave's headstone and to request that they instruct a stone mason to undertake the necessary repairs (and to inform the Clerk of any planned works). Action: Clerk

ii) Following the first round of communication with known deed holders, the extent of the remaining issues would be assessed and reported to the Committee to enable consideration of further actions. Action: Clerk

iii) To repeat the assessment of the affected headstones to determine whether any posed an immediate danger, in which case a supporting stake would be installed and hazard tape used to make cemetery visitors aware that due care was required. Action: Clerk

Proposed: Cllr Williams
Seconded: Cllr Newhouse
All in favour.

There being no further business the meeting closed at 6:41pm.

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Ruby Room, The Jubilee Hall, Bishop's Waltham. SO32 1ED

Minutes of the Meeting of the Committee held in the Ruby Room of the Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED, on Thursday 30th April 2026 at 7.15pm.

Present:

Committee Members:	Cllr Campbell-Gurry	
	Cllr Conduct	
	Cllr Marsh	
	Cllr Newhouse	Chairman
	Cllr Williams	Vice Chairperson
	Cllr Woodman	
Also in attendance:	Mrs C Wilkinson	Clerk
Members of the public:	0	

WH120/25 **To receive and accept apologies for non-attendance**
All councillors were present.

WH121/25 **To receive any Declarations of Disclosable Pecuniary and Non-Pecuniary Interest relating to items on the agenda.**
None relating to the business of the meeting.

WH122/25 **To receive any personal, pecuniary and non-pecuniary interests relating to items on the agenda.**
None relating to the business of the meeting.

WH123/25 **Public Session**
No members of the public were present.

WH124/25 **Date of next meeting –** Thursday 14th May 2026, 6pm

WH125/25 **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

WH126/25 **Unauthorised Memorial**
The Committee discussed the unapproved and non-compliant memorial that had recently been installed at the cemetery.
Resolved: To respond to the initial contact with the deed holder for the plot to ask what action they would be taking to address the issue of the memorial being non-compliant with the Cemetery's Regulations and to offer the opportunity to meet with representatives of the Committee to discuss the matter further, should they wish.
All in favour. **Action: Clerk**

WH127/25 **Requests for Resident's Discount for Interments**
Resolved:
i) To maintain the policy of applying resident's discount on the basis of the deceased's address, not the address of the applicant on the Notice of Interment.
ii) To accept the request for the application of resident's discount on the basis of the deceased having a longstanding relationship with Bishop's Waltham. Examples of this connection included their work at the cemetery itself and that they had been a founding member of the Rotary Club of Bishop's Waltham.
All in favour.

There being no further business the meeting closed at 8:00pm.

West Hoe Cemetery Management Committee

Actions Arising report for meeting on 14.05.26

Minute Number	Subject	Date for completion	Action by	Notes
WH030/22	Second Cremation Area - actions to be progressed	Ongoing	Clerk/Grounds	See agenda item 18
WH084/23	Drainage solution for lych gate	Jul-24	Clerk	One quote received
WH025/24	Letters to be sent to plot holders not abiding to rules	Ongoing	Clerk	To be actioned following adoption of updated regulations.
WH074/24	Gather competive quotes for maintenance contract for benchmarking purposes.	Mar-25	Clerk	
WH061/25	To write to two plot owners to request that plot demarcation be removed.	Ongoing	Clerk	1 infringement resolved, 1 ongoing
WH073/25	To gather quotations for works required to memorials.	Jan-26	Complete	Estimates from 2 stone masons received, closing as now succeeded by WH074/25
WH073/25	To send letters to plot owners to inform them and request financial contributions.	Jan-26	Ongoing	Deedholder addresses available for Section C graves. Further investigation required for Sections A and B. See agenda item 11.
WH074/25	To gather quotations for high priority works required.	Jan-26	Ongoing	Requests for quotations sent to three contractors. Two quotations received.
WH109/25	To instruct the gravediggers to prepare the first two clusters of plots in the new cremation area.	May-26	Complete	Gravediggers unable to accommodate work, see agenda item 18.
WH112/25	To request email addresses via the Notice of Interment form.	May-26	Complete	See agenda item 12 for proposed update to form.
WH114/25	To forward the newly adopted West Hoe Cemetery Memorial Bench policy to both Parish Council's for their awareness.	May-26	Complete	
WH115/25	To undertake site visit to confirm precise location of the bench in Cremation Section.	May-25	Clerk	Site meeting scheduled.
WH119/25	Send letters to known deed holders to inform them that remedial works are required.	May-25	Complete	
WH119/25	After first round of communciations to update the Committee related the extent of remaining issues.	May-25	Ongoing	See agenda item 11.
WH119/25	To repeat the assessment of affected headstones.	May-25	Clerk	
WH126/25	To respond to the initial contact with the deed holder for the plot to ask what action they would be taking to address the issue of the memorial being non-compliant	May-25	Complete	

Payments For Authorisation

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
ACELIFT	31/03/2026	30/04/2026	230340	£51.40	£10.28	£61.68	3140	810	WHC Waste Mar 26	Yes		BT	30.04.26	West Hoe
Inter Account Transfer	31/03/2026	31/03/2026	20521459	£1,575.00	£0.00	£1,575.00	N/A	N/A	WHC Staff Hire Mar 26			BT	10.04.26	West Hoe
Inter Account Transfer	10/04/2026	10/04/2026	20521462	£652.00	£0.00	£652.00	N/A	N/A	Supplier payments			BT	10.04.26	West Hoe
Inter Account Transfer	10/04/2026	10/04/2026	20521459	-£652.00	£0.00	-£652.00	N/A	N/A	Supplier payments			BT	10.04.26	West Hoe
Inter Account Transfer	30/04/2026	30/04/2026	20521459	£2,062.50	£0.00	£2,062.50	N/A	N/A	WHC Staff Hire Apr 26			BT	30.04.26	West Hoe
Inter Account Transfer	24/04/2026	24/04/2026	20521462	£2,458.98	£0.00	£2,458.98	N/A	N/A	Supplier payments			BT	24.04.26	West Hoe
Inter Account Transfer	24/04/2026	24/04/2026	20521459	-£2,458.98	£0.00	-£2,458.98	N/A	N/A	Supplier payments			BT	24.04.26	West Hoe
PAYROLL	30/04/2026	30/04/2026	N/A	£2,062.50	£0.00	£2,062.50	3060	810	WHC Staff Hire - Apr 26			BT	30.04.26	West Hoe
UNITYTRUST	31/03/2026	30/04/2026	016	£7.00	£0.00	£7.00	3071	810	Bank Service Charge - Mar 26	Yes		N/A		West Hoe
Total				**£5,758.40**		**£5,768.68**								

All invoices listed have been examined, verified and certified by the Finance Manager (RFO)

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/04/2026

Month No: 12

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
810	Site Operation Net Costs											
2010	Local Internments	635	7,200	6,565	13,634	7,200	(6,434)	7,200			189.4%	
2015	Local Cremations	0	3,180	3,180	4,454	3,180	(1,274)	3,180			140.1%	
2020	Other Internments	0	1,500	1,500	3,822	1,500	(2,322)	1,500			254.8%	
2025	Other Cremations	0	1,500	1,500	2,625	1,500	(1,125)	1,500			175.0%	
2030	Memorials and Inscriptions	930	3,600	2,670	4,695	3,600	(1,095)	3,600			130.4%	
2045	Admin Charges	0	0	0	210	0	(210)	0			0.0%	
2050	Interest Received	252	150	(102)	944	150	(794)	150			629.6%	
2079	Licence Mowing	0	0	0	83	0	(83)	0			0.0%	
	Site Operation Net Costs :- Income	**1,817**	**17,130**	**15,313**	**30,467**	**17,130**	**(13,337)**	**17,130**			**177.9%**	**0**
3060	Staff Hire	1,575	7,800	6,225	23,669	7,800	(15,869)	7,800		(15,869)	303.4%	
3061	Software Support & Maintenance	0	350	350	900	350	(550)	350		(550)	257.1%	
3070	Audit Fees	0	300	300	350	300	(50)	300		(50)	116.7%	
3071	Bank Service Charges	14	0	(14)	80	0	(80)	0		(80)	0.0%	
3080	Insurance	0	200	200	168	200	32	200		32	84.2%	
3081	Subscriptions	0	100	100	105	100	(5)	100		(5)	105.0%	
3089	Risk Assessment	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
3090	Grounds Main - Contract	0	15,600	15,600	0	15,600	15,600	15,600		15,600	0.0%	
3100	Grounds Maint - Non Contract	279	3,600	3,321	2,591	3,600	1,009	3,600		1,009	72.0%	
3102	Memorial Repairs	0	500	500	0	500	500	500		500	0.0%	
3103	H&S Conformance Costs	0	500	500	255	500	245	500		245	51.0%	
3110	Maint. & Repairs	0	500	500	620	500	(120)	500		(120)	124.0%	
3130	Water (Metered Supply)	0	100	100	89	100	11	100		11	89.2%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/04/2026

Month No: 12

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3140	Waste Disposal (Refuse Sacks)	14	480	466	562	480	(82)	480		(82)	117.0%	
3202	Tree Works	0	1,000	1,000	1,000	1,000	0	1,000		0	100.0%	
3312	Materials/Tools - GMaintenance	136	0	(136)	179	0	(179)	0		(179)	0.0%	
	Site Operation Net Costs :- Indirect Expenditure	**2,018**	**32,030**	**30,012**	**30,568**	**32,030**	**1,462**	**32,030**	**0**	**1,462**	**95.4%**	**0**
	Net Income over Expenditure	**(200)**	**(14,900)**	**(14,700)**	**(101)**	**(14,900)**	**(14,799)**	**(14,900)**				
820	Site Project Planning											
3225	Pet Cemetery	0	100	100	0	100	100	100		100	0.0%	
3250	2nd Crem Area Work	0	500	500	0	500	500	500		500	0.0%	
3251	Natural Burial Site	0	500	500	0	500	500	500		500	0.0%	
3280	4th Burial Area Work	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
3282	Groundsman's Shed	0	0	0	3,884	0	(3,884)	0		(3,884)	0.0%	3,884
3283	Noticeboard	0	2,000	2,000	0	2,000	2,000	2,000		2,000	0.0%	
	Site Project Planning :- Indirect Expenditure	**0**	**4,100**	**4,100**	**3,884**	**4,100**	**216**	**4,100**	**0**	**216**	**94.7%**	**3,884**
	Net Expenditure	**0**	**(4,100)**	**(4,100)**	**(3,884)**	**(4,100)**	**(216)**	**(4,100)**				
6000	plus Transfer from EMR	0	0	0	3,884	0	(3,884)	0				
	Movement to/(from) Gen Reserve	**0**	**(4,100)**	**(4,100)**	**0**	**(4,100)**	**(4,100)**	**(4,100)**				

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/04/2026

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**1,817**	**17,130**	**15,313**	**30,467**	**17,130**	**(13,337)**	**17,130**			**177.9%**	
Expenditure	**2,018**	**36,130**	**34,112**	**34,452**	**36,130**	**1,678**	**36,130**	**0**	**1,678**	**95.4%**	
Net Income over Expenditure	**(200)**	**(19,000)**	**(18,800)**	**(3,984)**	**(19,000)**	**(15,016)**	**(19,000)**				
plus Transfer from EMR	**0**	**0**	**0**	**3,884**	**0**	**(3,884)**	0				
Movement to/(from) Gen Reserve	**(200)**	**(19,000)**	**(18,800)**	**(101)**	**(19,000)**	**(18,899)**	**(19,000)**				

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 9iii) – Staffing Hours – *for approve and note*

The Clerk would like to request approval for one hour of overtime work in relation to the recent West Hoe Cemetery Memorial Service. Since this work occurred on a Saturday, the rate of pay will be 1.5 times the hourly rate.

The current workload for the cemetery does not easily allow for the absorption of this time into the approved weekly clerking hours (5 per week).

Proposal: **To consider the request for one hour of overtime in the Clerk's fulfilment of their duties relating to the West Hoe Cemetery (to be paid a 1.5 times the hourly rate due to the work taking place on a Saturday).**

Clerk to the Committee

07.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 10 – Memorial Service Report – *for information*

The Memorial Service was held on Saturday 25th April, 2.30pm. The weather was dry and sunny.

The ecumenical service was conducted by Reverand Philip Griffin who produced an order of service document which was sent to the Clerk for printing.

The service included two hymns, music was played via a portable speaker and attendees were invited to place stones and light tea lights on the ground to form the shape of the cross in memory of their loved ones. Before the service started, Reverand Griffin asked attendees to add their loved ones' names to a list for him to read as part of the service. One member of the public gave one of the readings as part of the service.

Over 30 people attended the gathering, including Cllr Conduct, Cllr Marsh, Cllr Williams and the Clerk to the Committee. Fliers had been sent to people who had organised interments at the cemetery over the last three years, and posters placed in local noticeboards.

This is the second time that the service had been held in Spring. The cemetery was looking fresh and in good order.

Proposed: To note the above and make any relevant recommendations.

Committees Officer

07.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 11 – Update Regarding Memorials Requiring Remedial Works – *for consideration*

Developments since the Committee meeting held on 12th March 2026:

Headstones that are no longer under warranty

The records relating to the affected headstones have been investigated. Of the 38 headstones that displayed movement, 10 have deeds associated with them for the Exclusive Right of Burial (these are all located in Section C). Accordingly, contact with the deedholders could be attempted.

Of the 28 graves that do not currently have Deeds of Exclusive Right of Burial associated with them, two avenues exist to identify contact details for the next of kin from the Cemetery's paper records:

- To check the Cemetery's Registers of Memorials to obtain the name of the applicant for the memorial (or potentially the applicant for any second inscriptions to be added). These records also contain the applicants' addresses (at the point when the Memorial Application was submitted).
- To check archived Notice of Interment paperwork, currently believed to have been bundled by year of interment. This paperwork is currently being stored at the Jubilee Hall.

Headstones under warranty

A site visit will be undertaken prior to the meeting to ascertain how many of the seven headstones that were still covered by the stonemason's warranty have been made safe. A verbal report update will be given at the meeting.

Proposal: To note the update and to make relevant recommendations.

Clerk to the Committee

07.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 12 – Proposed Updates to Cemetery Regulations and Cemetery Forms – *for consideration*

The Committee are requested to review the following proposed additions to documentation related to the West Hoe Cemetery:

i) Updates to Regulations relating to memorials in the new Cremations area and relating to memorial safety.
ii) Update to the Memorial Application form to emphasise that the applicant has ongoing responsibility for the safety of the memorial (see highlighted wording).
iii) Update to the Notice of Interment form to gather email addresses for deedholders for use to inform them of annual memorial services and of any issues relating to the grave for which they hold the exclusive right of burial (see highlighted wording)..

i) Regulations Updates

Relating to memorials in the new cremations area

9.8 Memorials in cremated remains areas.

Cremation Section 1

Within the Cremated Remains Section 1, all plaques will be flat and of a standard size, that being 18 inches by 14 inches. A single flower holder may be incorporated with the plaque and should be made from the same material as the plaque.



(Typical plaque for use in cremated remains area.)

Cremation Section 2

Within the Cremated Remains Section 2, all plaques will be either:

- Flat and of a standard size, that being 18 inches by 14 inches. A separate vase, to be made from the same material as the plaque, may be placed on the plot. Vases must measure no more than six inches in height.
- Of a desktop style, measuring a maximum of 18 inches by 18 inches with a maximum height of 5 inches. Desktop style memorials may have a single integrated vase that must be positioned in the centre of the rear of the plaque.

Relating to memorial safety

6.1 The Committee follows a defined process for memorial installations, safety inspections and making safe unstable memorials.

The registered owners of memorials have a responsibility to maintain the memorial so as not to present a hazard and accept liability for all expenditure incurred to make safe the memorial.

If a memorial is identified as dangerous, the West Hoe Cemetery Management Committee will contact its registered owner, or their successor in title, so that they can commission any necessary repair work.

The West Hoe Cemetery Management Committee reserves the right to remove or fix monuments which are considered to be unsafe, if remedial works are not undertaken by the Registered Owner within 3 months of being given notice that the memorial has become unsafe. The cost of any such works will be recovered from the memorial owners or their successors in title.

Proposal: **To consider and approve the proposed additions to the Cemetery Regulations, Notice of Interment Form and Memorial Application Form.**

Clerk to the Committee

09.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Application for approval of a Memorial and Inscription

at

West Hoe Cemetery, Bishops Waltham

This application is to be sent to the Clerk to the Cemetery with the relevant payment, prior to the erection, refurbishment or replacement of a memorial, plaque or vase. No work is to commence until a written confirmation has been issued.

West Hoe Cemetery Management Committee
The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED

Name of Deceased		**Grave number**	
		Deed Number:	
Details of proposed work			
Method of fixing			
Type of stone to be used			
Script			
Overall size			
Headstone		**Base**	
Height		Height	
Width		Width	
Depth		Depth	

Proposed inscription	**Sketch of memorial**

Name and address of Deed holder:	**Name of Memorial Mason undertaking the work**

WEST HOE CEMETERY MANAGEMENT COMMITTEE

Application for approval of a Memorial and Inscription

at

West Hoe Cemetery, Bishops Waltham

This application is to be sent to the Clerk to the Cemetery with the relevant payment, prior to the erection, refurbishment or replacement of a memorial, plaque or vase. No work is to commence until a written confirmation has been issued.

West Hoe Cemetery Management Committee
The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED

	Name and address of Agent submitting the Application form

Statement of responsibility for memorial safety and liability for costs associated with memorial repairs or remedial works:

As the registered owner of the memorial I am requesting approval for, I accept responsibility to maintain the memorial so as not to present a hazard.

If a memorial is identified as dangerous, the West Hoe Cemetery Management Committee will contact its registered owner or their successor in title. As the Registered Owner I accept that I am responsible and liable for all expenditure incurred to make safe the memorial and that if I do not make it safe within 3 months of being given notice, the Council can initiate the necessary work and then recover costs from me.

The West Hoe Cemetery Management Committee reserves the right to remove or fix monuments which are considered to be unsafe, if remedial works are not undertaken by the Registered Owner within 3 months of being given notice that the memorial has become unsafe.

I have read and understood the Rules and Regulations pertaining to West Hoe Cemetery and agree to abide by them.

Signed:	**Date:**	**Fee:**	

WEST HOE CEMETERY MANAGEMENT COMMITTEE
Bishop's Waltham Parish Council Office, The Jubilee Hall, Little Shore Lane,
Bishop's Waltham. SO32 1ED
Telephone: 01489 892323 Email: westhoe@bishopswaltham-pc.gov.uk

Notice of Interment Form

This notice is to be delivered to the Cemetery Clerk, at the address given below, between the hours of 10.00am and 4.00pm, at least three working days prior to the interment. All fees must be paid not later than the day of interment.

1	Name and surname of person to be interred.	
2	Description or occupation.	
3	Age last birthday.	
4	Place where death occurred.	
5	Abode.	
6	Date of Death.	
7	State whether parishioner of Bishop's Waltham or Swanmore.	
8	Day and date of intended interment.	
9	Hour to arrive at the cemetery.	
10	Description of Grave required.	
11	If grave to be re-opened, state name and address of previous interment.	
12	Grant Number (if a grave is to be reopened, if known)	
13	Size of coffin or casket. *(Coffins wider than 28" or American casket style will incur an additional 50% charge).*	

14	Name and address of stonemason authorised to remove memorial.	
15	Stillborn child- name and address of parents.	
16	Name of minister to officiate.	
17	Name and address of Funeral Director.	
18	Name and address of next of kin.	
19	Email address of next of kin. This email address will be used to inform you of any important matters relating to the grave	
20	Please indicate whether you would like to be informed via email of the memorial services held annually at the cemetery	Yes / No Please delete as appropriate
21	Date of Application.	
22	Signature of Applicant.	

Mrs C Wilkinson
Clerk to the West Hoe Cemetery Management Committee
The Jubilee Hall
Little Shore Lane
Bishop's Waltham
Hampshire
SO32 1ED.

If the interment is to take place in a grave to which the Right of Burial has been purchased, the Grant of Right must be produced. If lost or mislaid, a Statutory Declaration or other evidence of such loss, satisfactory to the Committee, must be completed.

If applicable the following consent must be signed by the owner.

I hereby consent to the above interment taking place in the above-described grave.

Signed ..... (Owner)

Address.....

.....

.....

Date .....

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 13 – Cemetery Update – *for information*

Since the last report on 05.03.26 the following events have taken place at the cemetery.

27.03.26	Hartley	Existing grave reopened to single depth
05.05.26	Legge	New single depth grave

Memorial Applications

Several applications have been received and are in the process of being approved since they are within the Cemetery's Regulations.

Transfers of Exclusive Right of Burial

One transfer has been requested following a grant of probate; another request for a transfer is anticipated following a conversation with an attendee at the recent memorial service.

Clerk to Committee

07.05.26

WEST HOE CEMETERY MANAGEMENT COMMITTEE

14th May 2026

Agenda Item 14 - Date for Cemetery Up – *for consideration*

The Committee are requested to agree a date for the next Committee Tidy visit to the cemetery, to remove spent flowers and items that have become unsightly, from the Cemetery.

Proposal: **To agree a date for the Committee to undertake a Tidy Up visit to the West Hoe Cemetery.**

Clerk to the Committee

07.05.26