



Serving the Community



Albert Road Cemetery
&
War Memorial Garden
Hedge End

MANAGEMENT PLAN
2019 - 2024

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VISION FOR ALBERT ROAD CEMETERY & WAR MEMORIAL GARDEN HEDGE END

The cemetery has been set out to provide interments for full burial and cremation plots and has blanket Christian Consecration on these areas for a wide variety of denominations/faiths, as well as an area for Non-Christian Faiths.

The first interment took place in 1931 at which time memorial and kerbed plots were permitted, as well as full planting. However, in 1981, the Town Council designated the site a Lawn Cemetery from Section C onwards with special conditions as outlined in Cemetery Regulations (see appendix).

This Cemetery is complimented for the focal point it provides to the bereaved and visitors to the grounds. It benefits from the grounds covering a gradient, which even from its lowest point gives a magnificent vista, with Hedge End in the foreground to the far-reaching horizon of the Portsdown Hills.

Three boundaries are flanked by residential properties and the tranquility of the grounds are protected and screened with high fences, trees, shrubs and pruned Laurel hedges.

The fourth boundary, Albert Road, is screened with a thick bank of Silver Birch Trees, Evergreen Oak and pruned Laurel hedges.

Full use of the Cemetery is likely to be reached within 10 years; over the past 20 years it has become increasingly evident that the grounds have become extremely desirable to Non-parishioners. As Burial Authority, the Town Council have endeavored to protect the grounds and this essential amenity for the Parishioner by doubling the internment fees for Non-Parishioners.

In 2011 and the second application for the Green Flag Award, the Town Council, upon the advice of the Green Flag Inspector, included, the War Memorial Garden, situated in St. John's Road just a 5-minute walk from the grounds of Albert Road Cemetery.

The Town Council's vision and aim is to maintain the highest quality service and provision to the Parishioner, not only for an essential amenity at the most sensitive and demanding times but also in providing a peaceful, and tranquil place of rest that can be visited for its beauty, wildlife and quiet contemplation.

The small War Memorial Garden hosts the villages Remembrance Day parade each year. This tiny garden is attended by dignitaries and veterans whilst an enormous congregation of up to 1000 people line the streets for a glimpse of the ceremony and to pay their respects to those lost in battle.

To maintain this vision now and in the future, the Town Council will:

- Continue to serve the residents of Hedge End, by achieving the highest standards in Customer Care, as Burial Authority. Continue to maintain the grounds with a high standard of Horticultural Practice and offer a sustainable burial service to Hedge End Parishioners.
- Continue to develop and maintain Albert Road Cemetery to guarantee its future as an appreciated place of rest, to which the bereaved may mourn, remember and respect those that they have lost.
- Continue to develop a Mapping & Data service from which the public may learn from a unique research Data Base, and enjoy the landscape, the history of interments and even genealogy research.
- Continue to maintain the War Memorial Garden to a high standard ensuring best Horticultural practice, sympathetic management and accessibility ensuring it remains as a most valued and important part of Hedge End village.
- The Town Council will continue to maintain best practice in the services of its Burial Authority and provide ecologically sustainable facilities for the interment of the deceased whilst meeting the needs of the bereaved and visitors to the Cemetery.



INTRODUCTION

Albert Road Cemetery serves the residents of Hedge End and provides an important amenity to the community and is the only cemetery within the Parish.



The Town Council's Recreation & Amenities Committee administer the site, the grounds maintenance (including grave digging) is managed by the Operations Manager, and the duties of Burial Authority are undertaken by the Town Clerk.

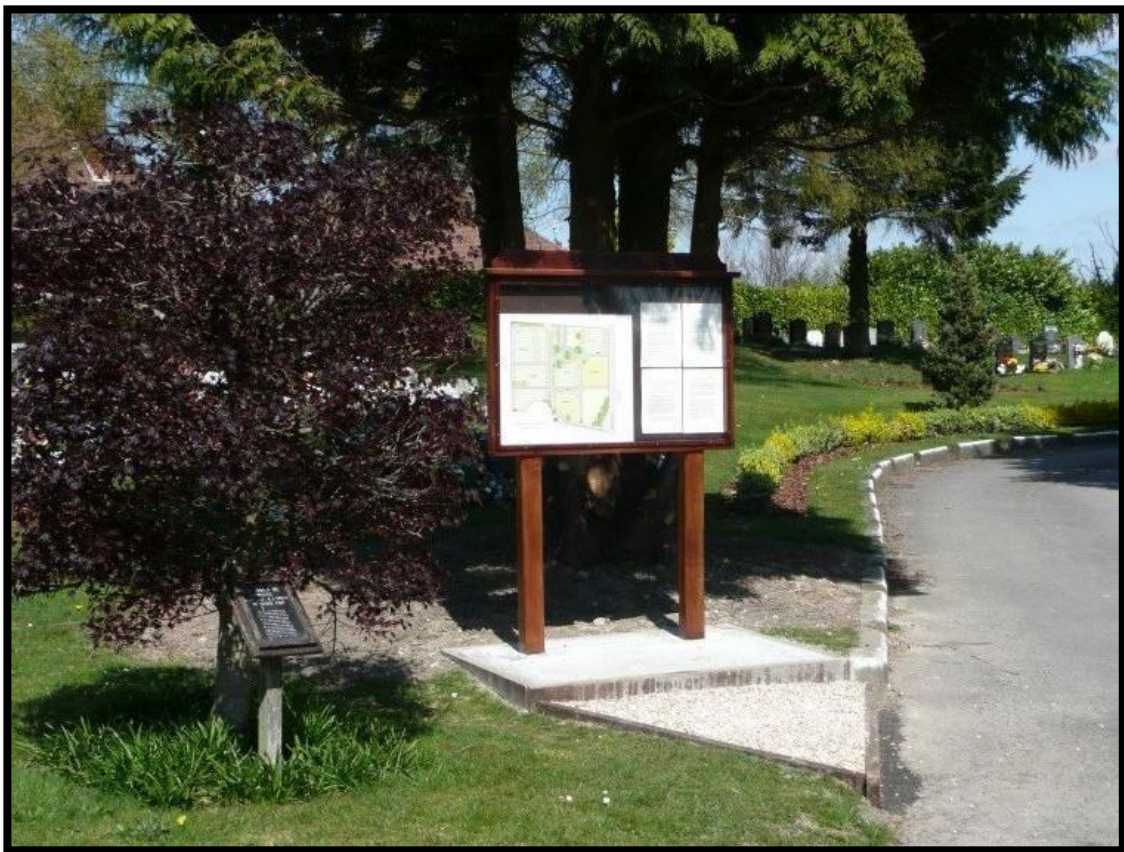
The Town Council prides itself in meeting the needs of the parishioner during the most sensitive and demanding times of bereavement by providing a concise Burial Authority Administration and maintaining grounds that are a peaceful and tranquil environment, whilst also striving to maintain ecological and environmentally friendly practices.

During the first Green Flag Award application and site inspection, the Inspector suggested that the War Memorial Garden, within a five-minute walk of the cemetery, should form part of the same application.

Our highly qualified and professional grounds team of five horticulturists are all involved in both the history of the site and its future.

The Plan has been developed with the Town Councils Head Groundsman who is responsible for the day to day on site activity, taking responsibility for physical areas of the cemetery, and studying areas for improvements whilst giving a uniform image to all ancillaries, i.e. commemorative seating, flower holders, litter and green bins, signage, appropriate spoil removal and enclosure etc.

A Management Plan and associated Budget has been in existence for 10 years, its concepts developed since 1st April 2009.



The plans ambition is to maintain the already high standards achieved and to plan for the future, endeavoring to change with the times and embrace forward thinking ideas. Through our management we strive to maintain its horticultural excellence and ecological importance. The Cemetery is a wonderful local amenity, through careful management it will remain a tranquil haven beyond its working life when we can no longer accept internments. Equal importance is given to the War Memorial Garden.



ASSESSMENT AND ANALYSIS

Vehicular Use

Through implementation of the management plan and additional action taken, control of vehicles within the site has been successful, eradicating problems of unauthorized vehicles, abuse of consecrated areas and safeguarding pedestrian access within the cemetery grounds.

This success had been based upon:

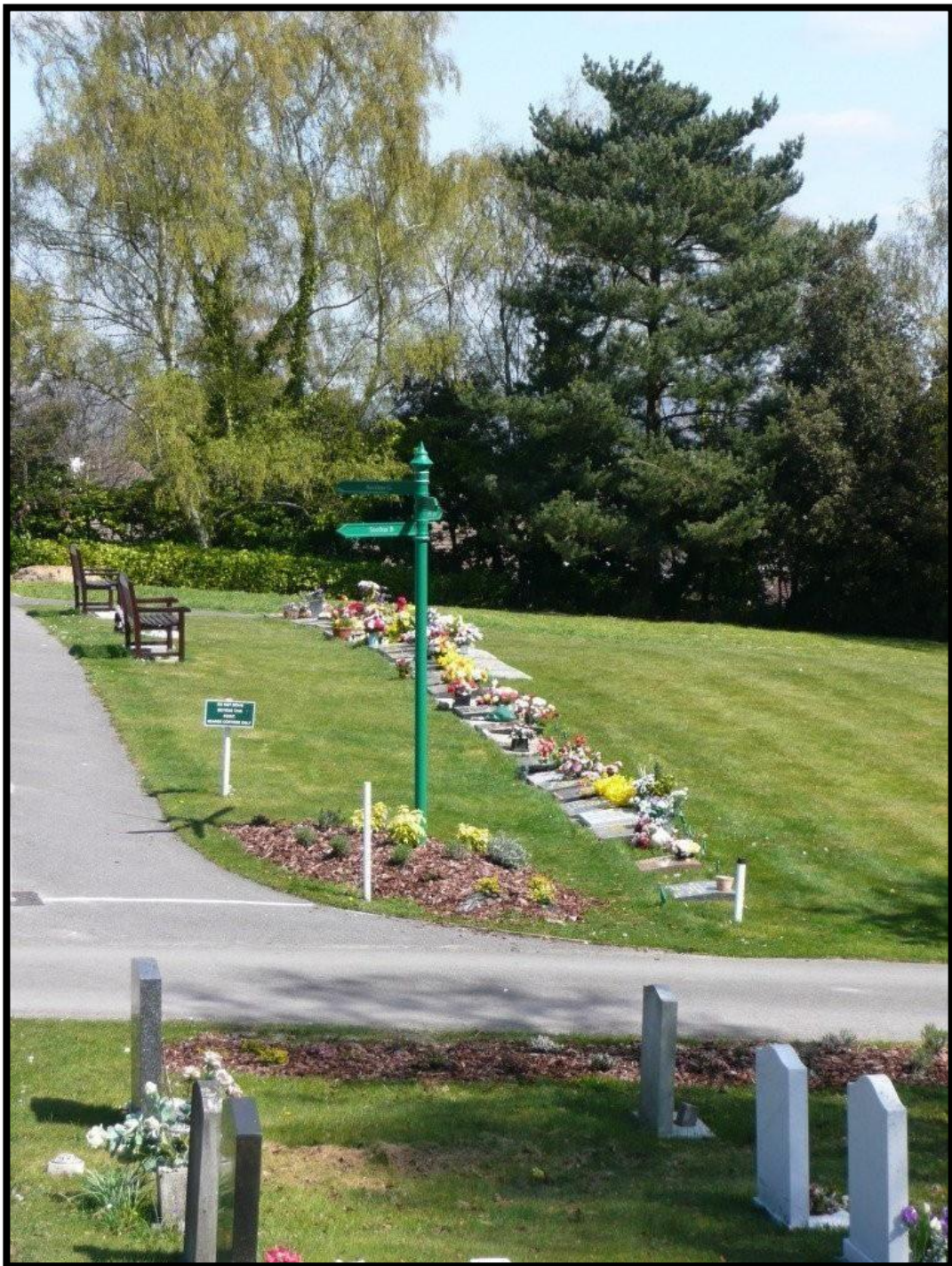
- Installation of retractable bollards on all paths, lowered only during maintenance or for a funeral cortege
- Installation of further tarmac pedestrian paths
- Installation of paths for access by the less able
- Pedestrian warning notices
- Speed limitation signs of 5 mph
- Clear signage for car parking adjacent and outside the entrance to the site.



Welcoming

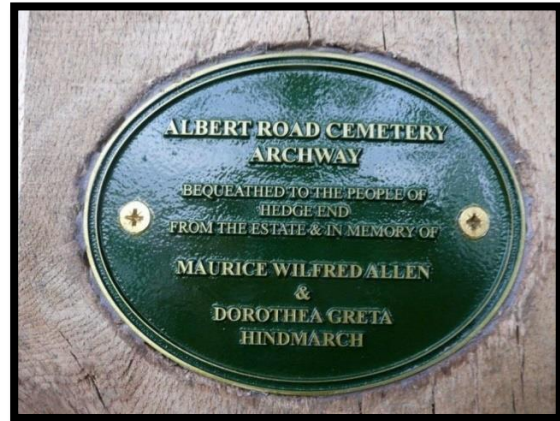
Further paths were installed to complete the assembly of future Burial sections and these provided both able bodied and disabled access. In 2013 paths within the older part of the cemetery and the main roadway through the grounds were resurfaced together with improvements to surface water drainage at the main entrance.

Finger posts giving directions to the various sections of the cemetery give visitors a clear indication and identification facility to locating graves.



In 2010 the Town Council commissioned a Designer Blacksmith to create a Cemetery Archway, completed and installed in November. It was important in the design not to reflect a traditional Victorian imagery and the Designer therefore added an Art Deco design in keeping with the age and purpose of the grounds and, for the first time, identifying and naming the entrance.

The Council were bequeathed the necessary funding for this project from the estate of the late Maurice Wilfred Allen and his sister Greta Hindmarch and what better lasting and befitting tribute to these benefactors; the latter having been remembered for her many dedicated duties to the parish and the community.



The Blacksmith/Designer was, once again, commissioned in 2012 to create the magnificent gate for the War Memorial garden that echoes the Art Deco design of the Cemetery Archway and includes, at the request and suggestion of a parishioner, three poignant poppies, signifying this most important landmark of Hedge End. Planters have been installed to enhance seating and make the garden more welcoming.

Community Involvement

Community involvement has been with the voluntary services of Mike Rogerson, who has developed a complete Data Service Computer Package mapping the entire grounds, not only to the sections but also identifying the grave spaces and the names of the interred. The Data Service also includes a Finder system for those trying to trace a grave space. Mr. Rogerson has afforded an extraordinary amount of his time and effort to a surmountable task with the assistance of his wife and the former Deputy Town Clerk. He has also designed a website for public awareness of the grounds and information purposes, however due to a change in the websites policy this is temporarily off-line whilst we find a new host. All information is ready to be transferred to the new site. We aim to have the site running again in early 2019:

<http://www.hedgeendcemetery.hampshire.org.uk>

Section A H-M						Section A H-M							
Plot	Names Row H	Plot	Names Row I	Plot	Names Row J	Plot	Names Row K	Plot	Names Row L	Plot	Names Row M	Plot	Names Row N
AH01	Snook James	A101	Kempster Walter	A.J01	Attwater Margaret Elizabeth A.J01 Attwater Joseph Humphrey	SEE EARLY CREMATIONS						AN01	Fowler Lionel John Porter P
AH02	Hampton Ethel Lucy	A102	Kempster Amy Beatrice	A.J02	Pritchard Frederick Charles A.J02 Hilliae Kathleen Margaret							AN01	Whettingsteel Sonia + Peter Berna
AH03	Hudson Lilian Audrey	A103	Osborn Lily Alice A103 Osborn Richard Nathaniel	A.J03	Banks Roy George							AN02	Stride Oliver James
AH04	Vernon Roseanne	A104	Gregory Alfred Henry	A.J04	White Ada Gladys A.J04 White Laurence Frank							AN02	Stride Mabel Sarah Louise(Dolly)
AH05	Maldman Frank Edger	A105	Hayward Margaret Grace	A.J05	Gleeson Alice Lavinia							AN03	Beasley Eva Gertrude
AH05	Maldman Lilian Ada	A105	Hayward John Richard			AN04	Stride Frank Edwin						
AH06	No Space	A106	No Space	A.J06	No Space	AK06		AM06		AN05	Stride Harold Walter	AN05	Stride Iris Kathleen
AH07	No Space	A107	No Space	A.J07	No Space	AK07		AM07		AN06	Saunders Charles Howard	AN06	Saunders Isobel Winifred (ashes)
AH08	No Space	A108	No Space	A.J08	No Space	AK08		AM08	No Space	AN07	Beasley Wilfred Cecil Patrick	AN07	Beasley Pat NOT recorded
AH09	No Space	A109	No Space	A.J09	No Space	AK09		AM09					
AH10	Windsor William George	A110	Reserved ??	A.J10	Gill William A.J10 Gill Elizabeth Ann	AK10		AL10		AM10			
AH10	Windsor Winifred Laura												
AH11	Hickman Arthur Charles	A111	Ingge Clifford Douglas	A.J11	Pink Kathleen Jessie	AK11		AL11		AM11	Paskins Herbert Frank	AM11	Paskins Amelia
AH11	Hickman Dorothy Thomas												
AH12	Knights Francis Henry	A112	Oliver Raymond Henry	A.J12	Reserved	AK12	Biggell Ada AK12 Biggell Berne	AL12	Mabey Andrew Tyrone	AM12	Tomlin Violet Olive	AM12	Tomlin Arthur
AH13	Norton George Alfred James	A113	Collins David	A.J13	Page Ellen	AK13	Storey Reginald Horace	AL13	Goodall Winifred Rose	AM13	Bell Patrick James	AM13	Bell Amy
AH13	Norton Dorothy Emily	A113	Collins Eva Anne	A.J13	Page Vandelew	AK13	Storey Betty						
AH14	Rogers Frank Ernest	A114	Swabey Wilfrid Arthur	A.J14	Guy John Bailey	AK14	Williams Edith Beatrice	AL14	Singleton William Read	AM14	Burridge Herbert Eric		
AH14	Rogers Lily	A114	Swabey Maude Eleanor	A.J14		AK14	Williams Clarence Hubert	AL14	Singleton Rachel Augusta Anne				
AH15	Deacon Elsie Ethel Dorcas	A115	Orman Thomas William	A.J15	Matthews George Silvester	AK15	Andrews William	AL15	Pitman Hedley Frederick	AM15	Garrett Albert		
AH15	Deacon Albert Charles	A115	Orman Ethel	A.J15	Matthews Lilian Helen	AK15	Andrews Ethel AK15 Maurice William	AL15	Pitman Olive May	AM15	Garrett Reginald John		
AH16	Ashton Bridget Agnes	A116	Davies Candivan	A.J16	Newell Clement Andrew	AK16	James Raymond John	AL16	Oaman Cyril Albert	AM16	Roach Alice Susan		

The Management Programme has completed the installation of two information boards, both with maps of the site and an indication that a Data Base is available for research and genealogy purposes, free of charge. One board strategically placed to provide easy access for the disabled and close to the entrance and the second further into the site for those searching the older part of the cemetery. Both boards provide good hard standing during inclement weather. This information will be updated once we have secured the new site.



Community involvement also lies in the very nature of the site. Those visiting are encouraged, within the Cemetery Regulations, to respect the requirements of a Lawn Cemetery, keeping all waste to a minimum and recycling and separating green waste from litter. Green waste is recycled through a partnership with Eastleigh Borough Councils recycling scheme. Those regularly visiting the cemetery compliment the condition and maintenance of the grounds and frequently write to the Town Council with their appreciation. The Town Council conducts a periodic inspection of the grounds for compliance with the Cemetery Regulations and if conditions to maintain a Lawn Cemetery have been breached, the Exclusive Right Grant Holder will be respectfully informed.

Applications for commemorative seats are received and considered by the Recreation & Amenities Committee. Once authorized, the cost of supply and installation is donated to the Town Council as a grant. The commemorative seat becomes the property of the Town Council and maintained to a uniform standard.

All seats are placed upon a concrete hard standing to provide an adequate foundation and protect the grounds from wear and tear.



Planting Schemes

The site benefits from a wide range of shrubs including *Lavandula Angustifolia*, *Choisya ternata* 'Sundance', *Potentilla fruticosa Elizabeth*, *Choisya ternata*, *Choisya* 'Aztec Pearl', *Geranium* (Cranesbill), *Erica carnea*, *Erica cinerea*, *Mahonia aquifolium*, *Euonymous spp.* and

We will be adding more shrubs in spring to include Rosemary (*Rosmarinus officinalis*) as a replacement for the short-lived Lavender, Box (*Buxus sempervirens*) and *Skimmia japonica* subject to availability.

The beds are dug over and kept weed free with a top dressing of wood chippings made using our own wood chipper. These chippings are used 'fresh' not composted as it is now widely accepted that this works best as a fresh product.

Excess Soil

Excess soil is stored at the end of the pathway on the north east of the site, this is removed on a regular basis.

We previously had an area that was enclosed to store the soil, however this had degraded beyond repair. Our aim is to build a new enclosure during 2019 using tanalised sleepers.

Water Stations

A water station has been provided together with supply of sturdy plastic Watering Cans (clearly marked HETC), this is sited adjacent to a General Waste and Green Recycled Waste Area.



ENVIRONMENTAL & BIODIVERSITY MANAGEMENT

Under the auspices of Eastleigh Borough Council and its Corporate Strategy, the Town Council has adopted principals and is dedicated to the promotion and improvement of the environment and endeavors to encourage good practices and waste management at the Cemetery.

Two green recycling points are strategically placed, also providing disposal for non-biodegradable waste. All green waste is recycled through Eastleigh Borough Councils garden waste scheme.

Excess soil, removed in preparation of grave spaces is either regenerated within the grounds or used within our open spaces such as sports fields, parks and allotments, i.e. replenishing wear and tear to play equipment surfaces such as Sports Walls and servicing and maintaining Goalmouths during the closed season.





Flower and shrub beds are designed to reduce the amount of watering required to maintain shrub and tree health, this enhances the cemetery with shrubs that are healthy and vibrant. We use fully sustainable wood chippings generated from council tree work to dress shrub beds, this helps as a weeds suppressant and also helps retain moisture during the growing months. The use of peat products in the Cemetery has been reduced and all flower and shrub beds have been prepared with spent mushroom compost and planted with drought resistant and low maintenance planting schemes.



Flowering from late April to June, the Cemetery boasts an area of Green-winged Orchid (*Anacamptis morio* of the Orchidaceae Orchid family). Although in this example not growing to its full height of 40 cm., it is similar in appearance to the Early Purple-Orchid, but has green stripes on the two lateral sepals, and lacks the spots or blotches of the Early Purple's leaves. The inflorescence is of various colours, mainly purple but ranging from white, through pink, to deep purple. Due to a rapid decline in the species they are protected and, therefore, special precautions have been taken on site. The area of growth is closed off to the public during the flowering season and once the area had been identified, the Town Council insured that no further interments would take place.

Green Winged Orchid (*Anacamptis morio*)



Laurel hedges (*Prunus Laurocerasus*) provide a good habitat for the nests of social wasps, The German Wasp (*Vespula Germanica*) one of the two most abundant wasp species in the British Isles. Many of the caterpillars and other insects preyed upon by wasps are garden pests, and in this respect wasps are beneficial in helping to regulate pest populations and prevent potential damage to plants. Therefore, wherever possible, wasp nests are left undisturbed in order to encourage the natural control of pests, and effectively creating a natural insecticide treatment. More importantly it will help protect wildlife and the environment from unnecessary exposure to pesticide contamination. If there is any threat to the public, a wasp nest will be removed in the interest of Health & Safety.

In the older section of the cemetery (Section A circa. 1934) planted heathers (*Erica*), form a colourful carpet and excellent wildlife-friendly haven for butterflies such as Greenkeeper (*pyronia tithonus*), Common Blue (*Polyommatus Icarus*), Speckled Wood (*Pararge Aegeria*), and the Large White (*Pieris Brassicae*). Bees are in danger of disappearing from today's environment and we are acutely aware of thriving ground nesting bees on site and these are protected.

Ants, such as Black (*Lasius Nigra*), Red (*Myrmica Rubra*), Yellow Meadow (*Lasius Flavus*) and Formica Fusca ant have also been identified. Ant nests allow air to get into the soil. Some ants eat harmful insects. Ants enrich the soil when they process their food. Some ants help in the spreading of seeds. Green Woodpeckers (*Picus viridis*) feed on insects and are unique from other species of woodpecker in that they will feed at ground level. This is because they eat ants, using their stout beak and long tongue with a sticky tip to extract ants and pupae from ants' nests and is clearly why they frequent the Cemetery.

The Stag Beetle (*Lucanus Cervus*) emerging late autumn, but remaining underground until the following summer has been identified on site and future sightings will be reported to www.stagbeetlehelpline.co.uk

The Management Plan includes the siting of various small chambered Bug Boxes made with waste/ reclaimed timber by our ground staff, providing over-wintering habitats for insects like Ladybirds (natural aphid predators) and a home for solitary bees (garden pollinators) and other beneficial insects in the Summer, and three natural silver birch log nest boxes suited to Blue Tits (*Cyanistes caeruleus*) have been placed at 2-3m heights above ground, secured to trees with old cycle inner tubes avoiding nailing boxes to trees, ensuring a clear flight path, to encourage roosting. Blue tits are often seen in the trees and hedgerows throughout the cemetery.



Roe Deer (*Capreolus capreolus*) frequent the site and are often in conflict with visitors to the cemetery, due to their feeding upon floral tributes. Fortunately, visits are sporadic and are mainly identified by hoof prints. Visitors are informed that there is very little the Town Council can do to deter deer visiting the site, but we are reliably informed that Roe Deer are not partial to Daffodils.

Inevitably, the Red Fox (*Vulpes vulpes*) is also a visitor to the Cemetery and often burrows. The Management Plan identifies careful monitoring of Red Fox evidence and the grounds are swiftly reinstated.

The Slow Worm (*Anguis fragilis*) enjoys loose soil and leaf litter for burrowing and although rarely seen on the surface, is known to inhabit the site. A favourite food of the slow worm is slugs, and as such, they are a huge benefit in this environment. The Slow Worm is a protected species under the Wildlife and Countryside Act 1981.

Frogs are known to visit the site but are more likely to inhabit neighbouring garden ponds.

HEALTH & SAFETY

Considering the principal sources of Health & Safety Regulation within Statute and Common Law- Health & Safety at Work Act 1974 and Management of Health & Safety at Work Regulations 1999, and Disability and Discrimination Act 2004, the Town Council has a statutory duty to ensure the health, safety and welfare of its employees and others, whilst also maintaining a safe place to work with adequate equipment, safe systems of work and employ competent people who will not pose a safety risk to others.

The Town Council under the guidance of the Local Authorities Cemeteries Order 1977 and as a Burial Authority may take any action that may be necessary to remove a danger which arises by means of the condition of a memorial. Under article 4.1 a Burial Authority shall keep the cemetery in good order and repair and article 10 gives the authority the discretion to grant a right to place and maintain a memorial on a grave.

A professional Risk Assessment has been developed for all tasks. In the event of an accident this would be immediately reviewed to investigate prevention of any further incident.

The preparation of graves is no longer carried out by contracted grave diggers. Historically it has been difficult to manage the quality and timings of external grave diggers, therefore in 2017 Hedge End Town Council decided to bring all grave digging 'in house'.

All staff who work on grave preparation are fully trained and have access to professional shoring equipment. The Shoring System is hydraulically operated and includes a complete cover for the prepared grave space, the aforesaid in consideration of the amount of time that a grave space may remain open and preventing the risk of any accident.

The benefits of this include better value and consistent pricing for customers, it also means that we are fully responsible for the quality and the safety of the site.

As the Town Council can only provide this highly professional shoring system to the preparation of one grave space at any one time, it has been necessary to consider that only one grave can be prepared per day, thereby developing part of a Safe Systems of Work.



ALBERT ROAD CEMETERY - SUMMARY OF THE SITE'S HERITAGE AND HISTORY



Eighty years ago, a Special Parish Meeting was held at the school on Monday 3rd June, 1929. The business before the meeting was the adoption of the Burials Acts 1852 1906. The attendance was small, possibly owing to the busy fruit season being at hand.

The Chairman, Cllr. W. H. Abraham opened the meeting by reading the public notice convening the meeting. He next gave a resume of the position, reminding the meeting that, as a result of a letter from the Vicar the Rev. Evan Jones, informing the Council that the churchyard (St. Johns the Evangelist Church) was almost full, the Council had at once taken action and elected a sub-committee to gather information and to inspect suitable sites.

The sub-committee had at once got to work and now had sufficient data to warrant the adoption of the Burial Acts, and the meeting tonight had been called for that purpose. The Council required a resolution from the meeting adopting the Burial Acts before anything more definite could be done.

Following further discussion, it was stated that the Council recommended about 2 or 3 acres to allow for future expansion. They would probably only need to use an acre which they estimated would last at least 50 years allowing for a steady increase in population. A further Special Parish Meeting was held at the school on the 28th October 1929. The meeting was called to sanction the Councils proposals, to approve the purchase of the site and to sanction application to the Minister of Health for consent to a loan in connection with the provision of a new Burial Ground. The Chairman, Cllr. W. H. Abraham explained that the Council had finally decided on the land owned by Miss D. Redman and proceeded to outline the Councils proposals and asked for resolutions as stated above.

Cllr. C. H. Lewry said he had great pleasure in moving that this Special Parish meeting give consent to the proposals of the Council and approves the purchase of the land for the purpose of providing a Burial Ground, Cllr. C. Taylor seconded. There was no amendment, the Chairman then declared it open for discussion.

The Clerk, by means of a sketch of the proposed site on a blackboard, pointed out the salient points, this assisting those present to more clearly visualise the proposals. This showed the ground to be divided into three sections with a central pathway, the end farthest from the road entrance to be used first; this section contained approximately 700 grave spaces 9' x 4'.

Clerks to Council during this time were either George Hales (1919 1929) or Herbert Smith (1929 1958). By Conveyance dated 13th April, 1930 between Miss Daisy Redman and Hedge End Parish Council as the Authority for the execution of the Burial Acts 1852 1906, by virtue of their statutory powers and with the consent of a Parish Meeting purchased land in Albert Road for the princely sum of £350.00, part of a £700 loan from the Ministry of Health to purchase and lay-out the land.



A table of fees/payments and sums, under sections 34 of the Burial Act, 1852 was approved by the Minister of Health and signed 28th February 1933 and included the fee for the exclusive right of burial in perpetuity in an earthen grave at 15 shillings, today's equivalent of 75 pence.

From the first interment on 21st October 1931 to date the Burial Registers record a total of 2429 burials at Albert Road Cemetery.

In 1981, the cemetery was designated a Lawn Cemetery, and therefore, sections C, D, F, G and Cremation Section J together with the area of rest designated to children and infants, Sections I and K, were to remain laid to lawn. On 9th October 1998 the re-interments of those likely to have been interred within St. Johns Churchyard between 1874 1908, took place in Albert Road Cemetery.

Today, the Town Council prides itself in managing and maintaining an essential amenity for the Parishioner. The Cemetery is often complimented for the peaceful and tranquil place of rest it provides and the Town Council seeks to maintain a professional and sensitive service for the community. The Cemetery is a place of rest for both grave and cremation interments.

WAR MEMORIAL AND CENOTAPH

The village of Hedge End and its community pay homage each year to those lost during the 20th Century World Wars on Remembrance Sunday. The Remembrance Parade regularly exceeds 900 people to the small War Memorial Garden and Cenotaph, located at the corner of St. Johns Road and Church Lane.



The Village War Memorial, that stands in the middle of a forty-foot square enclosure on turf, with a circular path round leading in from the gate, recorded at the time of its erection, thirty-seven men and lads who gave their lives in the Great War, 1914-1918, in what was thought to be the war to end all wars. The description of the Memorial is recorded as: A Market Cross of Hopton-Wood stone on Purbeck stone steps. The Memorial was unveiled by Rear- Admiral Sir E.P.F.G. Grant, KCVO, CB, on Wednesday 26th November 1924.

Those who gave their lives during the Second World War, 1939-1945 were added to the memorial in 1993, second and third portions placed 1995/96 respectively, a further inscription in memory of Richard John Smith was added as a result of an article published in the Parish Gazette, it came to light that Private Smith from Hedge End lost his life during the Second World War. Private Smith of the Pioneer Corps, died of his war wounds on 27th October 1943, aged 36.



The Town Council consulted with the War Graves Commission and concluded that Private Smith died on active service and his name should be fully entitled to be commemorated on the Hedge End War Memorial. A commemorative slab bearing his name was prepared and installed in 2009.

FUTURE MAINTENANCE AND STRATEGY

Grounds Maintenance for Albert Road Cemetery and, where applicable, the War Memorial Garden:

- March to October, grass cutting every 2 weeks variable according to weather and less during periods of drought. Grass cutting is now being extended into November due to extended growing season.
- April to October – Footpaths to be edged bi-monthly or as required.
- Hedges to be cut once per year following good horticultural practice. July/early August after bird nesting season. Cuttings to be shredded and composted.
- Shrub beds to be kept weed free. Weekly.
- Shrubs to be pruned using correct horticultural practices at the correct time of year for each species. Cuttings to be shredded and composted.
- All footpaths to be swept/ blown after grass cutting and at least once a week in the Summer.
- All footpaths to be swept at least twice per week during Autumn.
- Footpaths to be edged up once during Winter.
- Trees to be crown raised to 2m – this will allow vehicles to pass under and maintain distance from grave plots – annual.
- Excess soil removed – monthly.
- Benches – annual clean and repair.
- Notice boards – Ensure correct information is displayed and the notice boards are well maintained.

THE PREPARATION OF EARTHEN AND CREMATION GRAVES NOW FORMS PART OF THE BURIAL AUTHORITY SERVICE.

Future Strategy

- Investigate the feasibility of reducing all hedges to the same height through 2019/2020 within the cemetery – this could have local opposition from adjoining properties.
- Monitor and replace any shrubs that do not thrive, focusing on drought tolerant varieties.
- Build a new enclosure for excess soil, this to be made from softwood sleepers.
- Investigate new management techniques to encourage invertebrates and wildlife.
- Visit other Green Flag Cemeteries for ideas and inspiration.
- To maintain the highest standards of horticultural practices to achieve Green Flag Status.
- To ensure all staff working within the Cemetery receive all training applicable to the role.
- Trees to be surveyed by an Arboriculturist annually and any work recommendations carried out. This will be stored on our new QGIS mapping system.
- Cemetery plots to be recorded on new QGIS mapping system – to include photos of every plot.

WHY WE QUALIFY FOR A GREEN FLAG AWARD

Albert Road Cemetery & War Memorial Garden have existed for nearly 90 years and as Burial Authority, the Town Council seeks to provide improved services to the community and grounds, that can be suited best to its purpose, in continuing to give a tranquil and peacefully pleasing environment, as well as a respectful place of rest and remembrance.

As part of Future Maintenance & Strategy within the Management Plan, this year, services include the preparation of graves, so that the bereaved can receive the full complement of services available and staff have received specialised training. Furthermore, to ensure that the best standard is maintained for Green Flag status, the Head Groundsman will this year, direct specific improvements to the grounds.

There have been difficulties in maintaining the Cemetery Website as the server space could not be maintained. It is hoped that this community reference and much valued data will be back online as soon as possible.

Hedge End Town Council are fully invested in the site and have increased staff presence for the 2019/ 2020 period with the sole aim of raising the already high standard. We have also secured funding for a new ride on mower for the new financial year.

The Town Council is extremely aware of the high standard that must be maintained to achieve the Green Flag Award and sincerely hope that the Award, which has been held since 2010, may be attained in 2019.

HEDGE END TOWN COUNCIL RISK ASSESSMENT NOTES - ALBERT ROAD CEMETERY

Risk assessments have been carried out for all of the day to day activities at the Cemetery – here we have included areas of risk specific to the Cemetery.

The Risk Assessments have been designed following current HSE guidance and also ‘*Guide to Management of Safety in Burial Ground*’

The overall level of Risk Severity has been worked out by assessing the likelihood of an occurrence i.e. tripping/ slipping and the impact of that occurrence i.e. minor injury using the table below.

Overall Risk Severity				
Impact	HIGH	Medium	High	Critical
	MEDIUM	Low	Medium	High
	LOW	Low	Low	Medium
		LOW	MEDIUM	HIGH
	Likelihood			

This gives us an initial risk factor of Critical (C), High (H), Medium (M) or Low (L), we then look at ways we can control or limit the risk with existing or additional measures, once implemented we have a final risk factor.

The overall aim is to reduce all risks to low, however we do acknowledge that some things remain a risk despite our control measures; these are often activities that are out of our control, for instance we cannot assess all visitors to the cemetery to ensure they are fit enough to walk across the grass, but what we can do is ensure the grass is kept short, that the area is obstacle free and ensure that there is adequate access to minimize risk.

Site: **Albert Road Cemetery**Operation / Activity: **Visitors to Cemetery**Date of Assessment: **15/01/2019**Assessment undertaken by: **Brett Athow - Operations Manager and Paul Snelgrove - Head Groundsman**

Hazard(s) & Risk(s) Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk factor after control measures	Further Action to be Taken	Target Date
Risk of any person falling into an open grave	Any visitor to the cemetery.	L	Open graves are protected by a cover which is locked to the shoring system. An open grave is never left unattended for obvious safety reasons.	Yes	L	None required	N/A
Wet Grass – Risk of injury due to slip or fall.	As above.	M	It is expected that any visitors to the cemetery will make appropriate allowances for the prevailing weather conditions.	Yes	M	None required	N/A
Adjacent graves – Risk of injury due to tripping over existing masonry.	As above.	M	Designated paths - It is expected that any visitor to the cemetery will take appropriate care. Additional signage would not be appropriate for the site.	Yes	M	None required	N/A
Uneven ground – Risk of tripping over tree root etc. Uneven ground caused by spoil from graves.	As above.	L	The cemetery is maintained to a high standard. There is adequate access via tarmac roads / paths and at the time of assessment, no visible trip hazards. Grass is cut at regular intervals. All spoil is removed to a designated location in the cemetery.	Yes	L	None required	N/A
Unstable memorial – Risk of injury or even fatality from falling masonry	As above.	M	Council employees undertaking maintenance operations maintain surveillance of potentially unstable memorials. Nominated employees have been trained to test for unstable memorials. Any found to be unstable will be made secure through either additional support or laying flat.	No	L	Ensure that appropriate warning signs are deployed on any unstable memorials.	N/A
Inappropriate vehicle access to paths, damage to consecrated ground – Risk of accident involving pedestrians	As above.	M	Access to paths is controlled by retractable bollards in an attempt to restrict vehicle access where it is not essential	No	L	“Warning Pedestrians” & 5mph speed limit signs are to be erected	N/A

Site: **Albert Road Cemetery**Operation / Activity: **Interment**Date of Assessment: **02/01/2019**Assessment undertaken by: **Brett Athow, Operations Manager and Paul Snelgrove – Head Groundsman**

Hazard(s) & Risk(s) Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk Factor after Control Measures	Further Action to be Taken	Target Date
Risk of any person falling into an open grave	Any person entering the cemetery, for any reason	L	The shoring system has a locking cover used to protect an open grave prior to the interment. This is left in place until just prior to the interment. The grave is closed as soon as is reasonably practical after the interment. An open grave is never left unattended for obvious safety reasons.	Yes	L	None required	N/A
Wet Grass – Risk of injury due to slip or fall.	Mourners and Undertakers' employees.	M	Undertakers wear suitable footwear and provide temporary astro turf around the grave.	Yes	M	None required	N/A
Adjacent graves – Risk of injury due from tripping over existing masonry.	As above.	M	Suitable clearance between plots and rows. Persons undertaking the work are experienced and aware of hazards.	Yes	M	None required	N/A
Uneven ground – Risk of tripping over tree root etc. Uneven ground caused by spoil from graves.	As above.	L	The cemetery is maintained to a high standard. There is adequate access via tarmac roads / paths and at the time of assessment, no visible trip hazards. Grass is cut at regular intervals. All spoil is removed to a purpose protected location in the cemetery.	Yes	L	None required	N/A
Manual Handling – Risk of back injury when handling and lowering coffin into grave.	Undertaker's employees	M	Undertakers' employees are experienced and aware of hazards and correct handling methods. Reasonably close access for the hearse is possible.	Yes	M	None required	N/A

Site: **Albert Road Cemetery**Operation / Activity: **Maintenance at Cemetery**Date of Assessment: **15/01/2019**Assessment undertaken by: **Brett Athow, Operations Manager and Paul Snelgrove – Head Groundsman**

Hazards & Risks Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk Factor after Control Measures	Further Action To Be Taken	Target Date
Climatic conditions - Extremes of weather e.g. cold, rain, heat etc.	Council Employees undertaking maintenance such as Grass cutting etc.	L	Council employees wear suitable outer garments. Council employees will decide if it is appropriate to suspend any operations due to adverse weather conditions.	Yes	L	None required	N/A
Interface with members of the public. – Risk of injury due to activities of council employees	Council Employees and any members of the public visiting the cemetery.	M	Council employees are experienced at ensuring that they can carry out operations such as Grass cutting without disrupting visitors to council property.	Yes	L	None required	N/A
Risk of Injury when using council supplied tools and equipment	Council Employees	M	Council employees are trained and experienced. Equipment is maintained to manufacturers recommendations.	Yes	L	None required	N/A
Unstable memorial – Risk of injury or even fatality from falling masonry.	Council Employees	L	Council employees undertaking maintenance operations maintain surveillance of potentially unstable memorials. Nominated employees have been trained to test for unstable memorials. Any found to be unstable must be secured or laid flat.	Yes	L	Continuing surveillance of any memorials considered to be at risk and suitable measures taken to support any that are found to be unstable.	On Going

Site: **Albert Road Cemetery**

Operation / Activity: **Grave Digging with an Excavator**

Date of Assessment: **10/01/2019**

Assessment undertaken by: **Brett Athow, Operations Manager and Paul Snelgrove – Head Groundsman**

Hazard(s) & Risk(s) Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk factor after control measures	Further action to be Taken	Target Date
Struck by Digger	HETC Staff/ Visitors to site.	M	No personnel permitted in excavation during use of excavator. No persons allowed within digger bucket footprint during use of excavator. Banksman in place. Good visibility from excavator cab. Excavator operated by certified driver. Only trained and experienced personnel in vicinity of excavator.	Yes	L	No	-
Excavator falling into excavation	HETC Staff	M	Good visibility from excavator cab. Only trained and experienced personnel in vicinity of excavator. Each excavation planned and assessed by nominated supervisor prior to starting work. Trained and certified excavator driver. Trained and experienced personnel. Banksman. Excavator positioned is pre-planned and suitable distance to carry out work. On-going monitoring by supervisor. Ensure visual vehicle checklist is completed prior to digger use.	Yes	L	Ensure adequate number of employees trained to operate digger (foreseeable absence).	-
Collisions with vehicles and pedestrians	HETC Staff/ Visitors to site.	L	Authorised and trained excavator drivers. Travel route planned prior to moving excavator onto site. Banksman. Excavator has hazard warning light.	Yes	L	Training is kept up to date.	-
Overtipping, toppling, slipping of excavator during loading onto trailer or transportation.	HETC Staff/ Visitors to site	M	Public excluded from loading /unloading areas. Banksman employed during loading/ unloading. Trained and certified excavator drivers. Experienced and licensed vehicle drivers. Ensure trailer is correctly positioned. Ensure trailer is correctly hitched and supported. Ensure tracks are relatively free of debris.	Yes	L	Training is kept up to date.	-
Unauthorised use of excavator	HETC Staff/ Visitors to site	L	Excavator is locked away off site when not in use. Authorised driver is responsible for ignition key. Ignition key removed if excavator is unattended.	Yes	L	No	-

Collapse of adjacent structures into grave	HETC Staff/ Visitors to site	M	<p>Use of Hydraulic shoring equipment to stabilise.</p> <p>For re-opening memorial stone/ structure must be removed prior to works. Area where excavation to be carried out is assessed by a responsible person prior to starting work.</p> <p>Any unstable structures or possible undermining is identified, and work suspended pending further investigation by manager.</p> <p>On-going monitoring by employees.</p> <p>Supervision.</p> <p>Trained and experienced personnel.</p>	Yes	M/ L	Training is kept up to date.	-
Underground services	HETC Staff/ Visitors to site	L	<p>Water pipes are the only service identified on site.</p> <p>Possibility of underground services is identified during pre-start inspection and assessment by responsible person.</p> <p>If services are identified in vicinity, then work is postponed, and a safe digging procedure is agreed with manager. Hand digging only in vicinity of underground services.</p> <p>No lone working is permitted.</p>	Yes	L	It is recommended that the location of water pipes is confirmed / established, and the information plotted on the existing cemetery map.	-
Overhead cables		L	No overhead cables on site.	N/a	L	No	-
Exposure to adverse weather conditions	HETC Staff	M	<p>Appointed supervisor assesses likely impact of weather conditions prior to allocating work.</p> <p>Operator assesses likely impact of weather condition prior to and during work.</p> <p>Dress appropriate for weather. i.e. Wet weather clothing, Barrier cream, Safety sun glasses, overalls, hats.</p>	Yes	L	No	-
Biological Hazards e.g. Leptospirosis, contact with various human and animal body fluids, dog faeces etc.	HETC Staff	L	<p>Good observation prior to work commencing.</p> <p>PPE provided ie gloves, overalls, foot protection, eye protection etc. and must be worn when required.</p> <p>Employees are encouraged to report any ill health symptoms.</p> <p>Employees are encouraged to employ good personal hygiene e.g. prior to drinking, eating, smoking etc.</p> <p>Anti-bacterial wipes must available.</p> <p>First Aid kit must be available.</p>	Yes	L	No	-
Exposure to harmful noise	HETC Staff/ Visitors to site	M	<p>Hearing protection provided.</p> <p>Excavator should be turned off when not in use.</p> <p>Exclude public from working area.</p>	Yes	L	No	-

Exposure to harmful vibration levels	HETC Staff/ Visitors to site.	L	<p>Short exposure times.</p> <p>Employees with existing spine problems must not drive excavator.</p> <p>Trained and experienced employees are aware of the importance of selecting appropriate routes, speeds etc.</p> <p>Gloves are available to keep hands warm and dry.</p> <p>Employees are encouraged to report any early indicators e.g. pins and needle symptoms.</p> <p>Pre-use visual vehicle checks recorded.</p>	Yes	L	No	-
Fire	HETC Staff/ Visitors to site	M	<p>Equipment fueled when stopped.</p> <p>Smoking is forbidden during fueling. Diesel is kept in minimum quantities and stored in marked suitable containers.</p> <p>Appropriate fire extinguishers available in vehicles.</p> <p>Appropriate PPE must be worn.</p> <p>Spillages Kits must be available if fueling on site.</p>	Yes	L	No	-
Persons falling into open excavation	HETC Staff/ Visitors to site	M	<p>Unattended excavations are secured with substantial covers.</p> <p>During internments the general public are kept at safe distance from edges of excavation.</p> <p>Only trained and experienced employees work in and around open excavations.</p> <p>Access and egress to open excavations is by secured ladder extending above ground level.</p> <p>Excavation edge conditions are continually monitored by supervisor.</p> <p>Excavations are open for the minimal time possible to facilitate burial.</p> <p>Good general visibility around excavations.</p> <p>Supervision.</p>	Yes	L	No	-
General slips, trips and falls on the same level around excavation site.	HETC Staff/ Visitors to site	M	<p>Experienced and trained personnel employed in excavation work.</p> <p>Good general visibility around excavations.</p> <p>General area is left clean and tidy for attendance by public.</p> <p>Supervision.</p>	Yes	L	No	-
Unstable memorial – Risk of injury or even fatality from falling masonry.	As above.	M	<p>Council employees undertaking maintenance operations maintain surveillance of potentially unstable memorials. Nominated employees have been trained to test for unstable memorials. Any found to be unstable will be secured or laid flat.</p>	Yes	L	Surveillance of memorials and suitable measures taken to support any that are found to be unstable.	Ongoing
Adjacent graves – Risk of injury due to tripping over existing masonry.	As above.	M	<p>Suitable clearance between plots and rows. Persons undertaking the work are experienced and aware of hazards.</p>	Yes	None required	N/A	-

Site: **Albert Road Cemetery**

Operation / Activity: **Manual Grave Digging**

Date of Assessment: **02/01/2019**

Assessment undertaken by: **Brett Athow, Operations Manager and Paul Snelgrove – Head Groundsman**

Hazard(s) & Risk(s) Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk Factor after Control Measures	Further Action to be Taken	Target Date
Manual handling during transporting and setting out equipment.	HETC Staff	M	Task is pre-planned to identify necessary equipment, method of transportation, storage etc. Only trained and experienced personnel are employed on this task. Staff have received manual handling training All equipment undergoes pre-use visual inspection.	Yes	L	No	-
Manual Handling during digging activities	HETC Staff	M	Only trained and experienced employees carry out task. Staff have received manual handling training. Employees have control over work rate. Hand tools are maintained in good working order. Personnel with back or muscular type disorders are not required to undertake this task.	Yes	L	Continual assessment during excavation and training kept up to date.	-
Falls by persons into open excavation.	HETC Staff/ Visitor's to the cemetery	H	Unattended excavations are secured with substantial covers. General public are kept at safe distance from edges of excavation. Only trained and experienced employees work in and around open excavations. Access and egress to open excavations is by secured ladder extending above ground level. Excavation edge conditions are continually monitored by supervisor. Excavations are open for the minimal time possible to facilitate burial. Pre-start inspection and on-going monitoring carried out by experienced personnel to ensure safe soil conditions. Use of Hydraulic shoring system for all coffin burials. Banksman in attendance. Spoil is stored at as safe a distance as practical.	Yes	L	Continual assessment during excavation and training kept up to date.	-
Collapse or partial collapse of excavated grave.	HETC Staff	M/ H	Area where excavation to be carried out is assessed by a nominated supervisor prior to starting work. If a re-opening, then the memorial stone/ structures must be removed prior to works. Weather must be assessed and works only continue if safe to do so, excavation may have to be postponed.	Yes	M/ L	Continual assessment during excavation and training kept up to date.	-

			<p>Any unstable structures or possible undermining is identified, and work suspended pending further investigation by manager.</p> <p>Only trained and experienced employees work in and around open excavations.</p> <p>Shoring equipment is used to significantly reduce the risk of collapse.</p> <p>On-going monitoring by employees.</p> <p>Supervision.</p>				
<p>Collapse of adjacent structures into excavation, e.g. monuments, headstones etc.</p>	HETC Staff	H	<p>Area where excavation to be carried out is assessed by a nominated supervisor prior to starting work.</p> <p>If a re-opening, then the memorial stone/ structures must be removed prior to works.</p> <p>Any unstable structures or possible undermining is identified, and work suspended pending further investigation by manager.</p> <p>Only trained and experienced employees work in and around open excavations.</p> <p>Shoring equipment is used to significantly reduce the risk of collapse.</p> <p>On-going monitoring by employees.</p> <p>Supervision.</p>	Yes	M/ L	<p>Continual assessment during excavation and training kept up to date.</p>	-
<p>Flooding of excavation. Heavy rains etc.</p>	HETC Staff	M	<p>Unattended excavations are secured with substantial covers.</p> <p>General public are kept at safe distance from edges of excavation.</p> <p>Only trained and experienced employees work in and around open excavations.</p> <p>Access and egress to open excavations is by secured ladder extending above ground level.</p> <p>Shoring equipment is used to significantly reduce the risk of collapse.</p> <p>Excavation edge conditions are continually monitored by supervisor.</p> <p>Excavations are open for the minimal time possible to facilitate burial.</p> <p>Excavation inspected by nominated supervisor prior and during to starting work. On-going monitoring/supervision.</p> <p>Water pump available if required.</p>	Yes	L	No	-
<p>General slips, trips and falls on the same level around excavation site</p>	HETC Staff/ Visitor's to the cemetery	H	<p>Experienced and trained personnel employed in excavation work. Good general visibility around excavations.</p> <p>General area is left clean and tidy.</p>	Yes	M/L	No	-
<p>Tools and equipment falling into excavation</p>	HETC Staff	L	<p>Experienced and trained personnel employed in excavation work.</p> <p>Unattended excavations are secured with substantial covers.</p> <p>Only trained and experienced employees work in and around open excavations.</p> <p>Access and egress to open excavations is by secured ladder extending above ground level.</p>	Yes	L	No	-

			Designated area identified to store tools during excavation. Banksman in attendance. Use long reach tools to hook object out.				
Collapse of old coffin during reopening of grave	HETC Staff	L	Only trained and experienced employees work in and around open excavations. Rod ground to assess coffin depth. Avoid ingress into hole. If access is required do not put weight in centre of grave. Banksman in attendance.	Yes	L	No	-
Biological hazards e.g. Leptospirosis, tetanus etc.	HETC Staff	M	Good observation prior to work commencing. PPE provided ie gloves, overalls, foot protection, eye protection etc. and must be worn when required. Employees are encouraged to report any ill health symptoms. Employees are encouraged to employ good personal hygiene e.g. prior to drinking, eating, smoking etc. Anti-bacterial wipes/ gel must be available. First Aid kit must be available.	Yes	L	No	-
Exposure to adverse weather conditions e.g. strong sun, snow, frost, high winds, heavy rain etc.	HETC Staff	M	Appointed supervisor assesses likely impact of weather conditions prior to allocating work. Operator assesses likely impact of weather condition during work. Dress appropriate for weather. i.e. Wet weather clothing, Barrier cream, Safety sun glasses, overalls, hats.	Yes	L	Ongoing assessment	-
Interface with members of the public – Risk of injury due to activities of council employees	HETC Staff/ Visitor’s to the cemetery	L	Non- confrontational chat. Public excluded from work site. Direct any enquiries/ complaints to main office.	Yes	L	None required	-
Underground services	HETC Staff/ Visitors to site	L	Water pipes are the only service identified on site. Possibility of underground services is identified during pre-start inspection and assessment by responsible person. If appropriate, services will be located by locating device. If services are identified in vicinity, then work is postponed, and a safe digging procedure is agreed with manager. Hand digging only in vicinity of underground services. No lone working is permitted.	Yes	L	Develop a map of services within the cemetery.	-

Site: **Albert Road Cemetery**Operation / Activity: **Manual Grave Digging**Date of Assessment: **02/01/2019**Assessment undertaken by: **Brett Athow, Operations Manager and Paul Snelgrove – Head Groundsman**

Hazard(s) & Risk(s) Arising	Persons at Risk	Risk Factor	Control Measures - Existing Controls, Precautions, Arrangements, Procedures	Existing Controls Adequate?	Risk Factor after control measures	Further Action to be Taken	Target Date
Manual handling during transporting and setting out equipment.	HETC Staff	L	Task is pre-planned to identify necessary equipment, method of transportation, storage etc.	Yes	L	No	-
Manual Handling during digging activities	HETC Staff	M	Only trained and experienced employees carry out task. Staff have received manual handling training. Employees have control over work rate. Hand tools are maintained in good working order. Personnel with back or muscular type disorders are not required to undertake this task.	Yes	L	No	Manual Handling during digging activities
Manual Handling – Removing the cover slab	HETC Staff	M	Only trained and experienced employees carry out task. Staff have received manual handling training.	Yes	L	No	-
Falls by persons into open excavation.	HETC Staff/ Visitor's to the cemetery	L	Unattended excavations are covered.	Yes	L	No	-
General slips, trips and falls on the same level around excavation site	HETC Staff/ Visitor's to the cemetery	M	Experienced and trained personnel employed in excavation work. Good general visibility around excavations. General area is left clean and tidy.	Yes	L	No	-
Biological hazards e.g. Leptospirosis, tetanus etc.	HETC Staff	M	Good observation prior to work commencing. PPE provided ie gloves, overalls, foot protection, eye protection etc. and must be worn when required. Employees are encouraged to report any ill health symptoms. Employees are encouraged to employ good personal hygiene e.g. prior to drinking, eating, smoking etc. Anti-bacterial wipes/ gel must available. First Aid kit must be available.	Yes	L	No	-
Exposure to adverse weather conditions e.g. strong sun, snow, frost,	HETC Staff	M	Appointed supervisor assesses likely impact of weather conditions prior to allocating work.	Yes	L	No	-

high winds, heavy rain etc.			Operator assesses likely impact of weather condition during work. Dress appropriate for weather. i.e. Wet weather clothing, Barrier cream, Safety sun glasses, overalls, hats.				
Interface with members of the public – Risk of injury due to activities of council employees	HETC Staff/ Visitor’s to the cemetery	L	Non- confrontational chat. Public excluded from work site. Direct any enquiries/ complaints to main office.	Yes	L	No	-
Underground services	HETC Staff/ Visitors to site	L	Water pipes are the only service identified on site. Possibility of underground services is identified during pre-start inspection and assessment by responsible person. If appropriate, services will be located by locating device. If services are identified in vicinity, then work is postponed, and a safe digging procedure is agreed with manager. Hand digging only in vicinity of underground services. No lone working is permitted.	Yes	L	Develop a map of services within the cemetery.	-

Cemetery Regulations

HEDGE END TOWN COUNCIL THE BURIAL AUTHORITY - ALBERT ROAD CEMETERY, HEDGE END

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CEMETERY REGULATIONS

1. The Cemetery is administered by the Town Clerk to the Hedge End Town Council under the general direction of the Recreation & Amenities Committee. All matters concerning burials, graves or memorials should be addressed to the Town Clerk. All payments should be made to the account of Hedge End Town Council and delivered to the Town Clerk. A Table of Fees is available from the Clerk at the address provided.
2. A register of burials and deposits of cremated remains is kept and may be inspected free of charge and copies of entries obtained, for a fee, by arrangement with the Town Clerk.
3. Ashes may not be scattered in the Cemetery grounds under any circumstances.
4. The cemetery is open to the public. No person in the cemetery shall do anything which does, or is likely to, interfere with the proper conduct of any interment or ceremony. Children under 10 years of age will not be permitted within the grounds except under the care of a responsible adult. Visitors are expected to keep to the walk ways and to refrain from touching the memorials or flowers and to observe perfect decorum in all respects. No smoking is allowed in the grounds.
5. No animals may be brought into or allowed to come into the cemetery, except for working dogs for the disabled or by express permission of the Town Council.
6. In 1981, the Cemetery was designated a Lawn Cemetery, from Section 'C' and all sections thereafter, in alphabetical order. All new sections of the cemetery commenced after the publishing of these Regulations will be deemed to be lawned sections and the graves therein will be turfed flat except for any soil border or bed which the Town Council may provide.
7. No person may plant any tree within the cemetery, nor may potted plants be spread beyond the grave space.
8. Memorial vases are permitted within the Memorial Headstone only and not permitted elsewhere within the grave space.
9. No railings, chains or fencing of any description or glass wreath case will be allowed as part of any memorial.

RIGHTS TO A GRAVE OR MEMORIAL SPACE

10. The purchaser of an exclusive right of burial in any grave space shall have the right to deposit as many inhumations within that space as are specified in the grant of the right and in addition, may deposit cremated remains provided that for each such deposition the appropriate notice is given, due payment made, and that no previously deposited remains are disturbed. Each burial grave space will permit the interment of two burial coffins and subsequently, four Ashes Caskets in each corner of the grave plot and with regard to an Ashes Plot the interment of two caskets only, in each and every case.
11. The exclusive right of burial in any grave space, or interment of cremated remains shall be for a period of 75 years or part thereof.
12. The right to erect and maintain a memorial on a grave space shall be for a period of 75 years or adjusted to coincide with the period of right of burial if applicable.
13. If any activity is requested in respect of a grave or memorial space in which an exclusive right has been granted the Clerk will require evidence that the person making the application has the proper authority.
14. No memorial may be placed on any grave space unless an exclusive right of burial has been granted to the person making the application, or that person may give evidence that they are the proper authority (next of kin, executor to the estate of the person who held exclusive right of burial).
15. All memorials and any part or parts which have to rest in or upon the ground, or upon any brick stone or other foundations must be fairly squared and bedded off. Stones of uneven thickness or with corners knocked off will be rejected.
16. The owner of any memorial must keep it in repair so that it is safe and in a neat and tidy condition and the owners of any exclusive right of burial must ensure that the grave space is kept in a neat and tidy condition. If any owner fails to fulfil the obligations imposed by this regulation, the Town Council will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial or other object, for which, when applicable, the owner will be charged.

APPROVALS REQUIRED

17. All gravestones, monuments, memorials and inscriptions are subject to the approval of the Town Council. A copy of any proposed inscription and a drawing showing the material, shape and dimensions of any memorial must be forwarded by completing the Town Council's application, to the Deputy Town Clerk at least 30 days before work on the memorial is commenced or the inscription is to be cut, or the memorial placed.

WORK IN THE CEMETERY

18. No deposition of a body* or of cremated remains** may commence Monday to Thursday before 10.00 a.m. or after 2:30pm, on a Friday this is reduced to 10:00 am to 12:30 pm. There are no burials on a Saturday, Sunday or Bank Holiday..

*Deposition of a body means burial in a grave within a coffin.

**Deposition of cremated remains (ashes) means by burial within a casket only.

19. No-one other than a person acting with accredited authority - such as a Funeral Director or memorial masonry firm - shall dig or carry out memorial masonry work in the cemetery. Any accredited person working in the cemetery must take all reasonable steps to secure that no injury or damage is caused by any person or property, and to leave the area in a safe, neat and tidy condition.
20. Notice of any intended work within the cemetery must be given to the Town Clerk on the appropriate form (available from the Town Council Offices) at least seven working days in advance, to enable the necessary permission to be given and permits issued.
21. Any fees due shall be paid at the time the notice is delivered to the Town Clerk.
22. All vehicles conveying memorials to the Cemetery, shall unload from the roadside area. No vehicles may be driven on to the consecrated grounds under any circumstances.
23. During the Funeral Service, no vehicles other than that of the Funeral cortege will be permitted within the grounds and at all times no vehicles will exceed 30 cwt. Within the grounds unless for the purposes of ground maintenance by Town Council staff or for the purpose of delivering a memorial. At no time are vehicles to obstruct the safe passage of others. No vehicles may be driven on to the consecrated grounds.
24. No wooden crosses or statues may be erected in the Cemetery as a permanent. If placed for identification purposes they must be removed after six months.
25. All soil removals should only be disposed upon the designated site.
26. The Town Council retain the right at all times to remove vases, plastic and silk flowers from graves, where they interfere with the maintenance of the grounds and to dispose of wreaths, sprays and similar fresh flowers once these have perished.

MISCELLANEOUS

Conduct of Visitors

27. All persons who willfully destroy or injure any building, wall or fence belonging to the cemetery, or destroys or injures any plant therein or daubs or disfigures any wall thereof, or puts up any advertising therein or willfully destroys or defaces any monument or does any other willful damage, plays at any game or sport, or discharges fireworks in the cemetery, or willfully or unlawfully disturbs any persons assembled for the purposes of burying a body therein, or commits any nuisance within the cemetery is liable to legal action being taken against them by the Town Council.
28. No advertising boards, tablets or cards shall be placed on or around any memorial, nor shall any form of advertisement be displayed in any part of the cemetery. However, it is a requirement to inscribe the rear of each monument with its plot number and the Stonemason's identity. All grave markers should remain on site and located to the rear of memorials.

REGULATIONS

29. This cemetery is one to which the Local Authorities Cemeteries Order 1977 applies and accordingly the provisions of Schedule 2 to that Order, a copy of which may be inspected by arrangement with the Town Clerk.
30. The Town Council reserve the right to exclude any memorial not executed in a workmanlike manner or that would in any way disfigure the cemetery or which they consider unsuitable in design. They also reserve the right to refuse any inscription which they consider may cause offence.
31. Where any provision is made by the Regulations, whether in respect of any time limit or in some other way, it may be varied in a particular case by the Recreation & Amenities Committee (provided the Committee is satisfied that the variation will not be detrimental to the interests of any other person). Application for a variation should be made to the Town Clerk accompanied by reasons in support of the request. The Recreation & Amenities Committee shall not be obliged to grant any variation.
32. In cases where any question or controversy arises from the foregoing clauses, or anything omitted therefrom, the decision of the Burial Authority shall be final and binding in all circumstances.



The Missing Grave

In creating a Digital Record of the Cemetery, it soon became quite clear that the earliest interments were not arranged in any logical sequence but at least the plots were numbered sequentially. Checks were continually made to verify that the names on memorials agreed with information contained in the registers.

However, there was a missing grave which was recorded as being in section 'D' that could not be located. The Deputy Town Clerk arranged for the Cemetery staff to meet at the cemetery to try and find this grave which has been recorded as the resting place for up to four interments in the names of Pascoe and Sherwood.

All the spaces in 'D' section had clearly marked graves or memorials but there seemed to be a sufficient gap between the Morant family, civilian war grave, and the path at the top of what is now designated section 'E' that might hide what they were looking for. On closer inspection it was noticed that there was an outline of a possible mound.

After kicking around a suspected prominent corner, a memorial edge was exposed. This was further exposed to reveal a rectangular stone border. The grass and soil were removed and the sides cleaned up. The ground staff set to work to restore the grave and fill the top with fresh granite chippings.

On one of the sides the inscription for William and Kathleen Pascoe could clearly be seen and the other side was inscribed with the names of Henry and Louise Sherwood. The missing grave had been found!

Subsequent enquiries have revealed that all four were killed when a bomb landed on their caravan in what was then known as Stubbs Grove (now Stubbs Drove), Hedge End on 22nd June 1942. It would seem that Mr. & Mrs. Pascoe were visiting Louise Sherwood, then aged 57 and her son Henry who was just 16.

The Morant Family

In June, 1941 “Elnathan”, Northam Road, Hedge End, the home of Phillip and Winifred Morant and their children Florence (21), Sidney (15), Reginald (12), twins Elsie and Norman (9) and Leonard (8) took a direct hit from enemy bombing and all said members of the family were killed. Also lost on that day, were an evacuee Gladys Martin (23) and a sailor home on leave William Moore (21). Two other children Sheila Morant, a cousin aged just 6 and Kenneth Martin aged 2 were rescued alive from the debris and taken to Cold East Emergency Hospital. Sadly, Kenneth died the same day. Sheila Morant survived and recalls that she had been visiting the house during preparations for the marriage of Florence to William Moore - she was to be their bridesmaid. Sheila was told that her life was saved by her Aunt Winifred, when she threw herself across her body during the blast.

Joyce Chambers (nee Whitlock) recalls her father, George Whitlock, being a member of the Rescue Team on the Winchester Council ARP. He and Mr. Bert Hallett, Mr. Sid Abraham, Mr. Tom Trump (from Winchester) recovered the family from the ruins. Bert Hallett was also the village grave digger and he was joined by George Whitlock in preparing the family plot. Gordon Whitlock, Joyce’s brother played with the Morant children.

Those lost in this tragedy were interred together and laid to rest in Grave ‘D’ of Albert Road Cemetery.

This story was uncovered when the Town Council sought the consent of the family to commemorate a newly planted copse after the Morant family. The original site of their home “Elnathan” overlooked the new copse. The trees were planted in 1996 with the help of a Woodland Grant from the Forestry Authority based at Alice Holt in Surrey. Seventy people stepped forward to brave driving rain and complete a two-day challenge organised by the Itchen Hamble Countryside Project to plant 1,500 trees and shrubs. Volunteers included West End and Hedge End Scouts, Hampshire Conservation Volunteers, Itchen Hamble Conservation Volunteers and 21 recruits from HMS Sultan, Havant.

Native shrubs were planted in the southern hedge in the hope that plants, insects and animals living in the surrounding hedges would colonise the woodland as it matured. The original plan allowed for a small amount of open areas to form woodland glades to give increased habitat diversity. The Copse consists of 20% Oak, 30% Ash, 10% Wild Cherry, Hazel, Hawthorn, Blackthorn, Dog Rose, Guelder Rose, Goat Willow, Alder, Buckthorn, Crab Apple and Field Maple. A Commemorative Ceremony was held on 15th December 2001 and a Memorial Stone was put in place.

Hedge End Town Council hoped that from what must have been a tremendous tragedy 60 years prior, a commemoration and a woodland that will flourish for years to come would be a befitting tribute to those who were lost and by which we could ensure that they will be remembered and become part of Hedge End’s history.

In 2003, the Town Council gave special dispensation for the interment of the late Raymond Stanley George Morant, who had passed away at the age of 80 years. He was the only surviving member of the immediate family, when aged just 19 years he had returned from the car to find that his home had been demolished and had to find his Grandmother to inform him that his entire family had been killed by enemy action.

PEAT- FREE COMPOST NOTICE

THE TOWN COUNCIL ENDEAVOUR TO PROMOTE GOOD HORTICULTURAL & ENVIRONMENTAL PRACTICES ON THIS SITE AND IN SO DOING WILL ONLY USE PEAT-FREE COMPOST.

Please consider the environment when visiting this Cemetery and wherever possible ensure that tributes are grown or planted with the use of peat-free compost. We all want to do our bit to help the environment and many gardeners pride themselves on their close relationship with nature, but research has shown that the environment can potentially be damaged if gardeners continue to use certain types of compost. In switching to peat free compost, we contribute to reducing landfill and the destruction of peat beds which have taken many hundreds and thousands of years to form. Today, lowland peat bogs and their wildlife are threatened through peat extraction for garden composts and other uses. Peatland wildlife such as dragonflies, butterflies and birds depend on peat for its survival and gardeners can choose alternatives. Across the globe, peat covers about 3% of global land surface, yet the amount of carbon stored within it is enormous - equivalent to twice that of all the world's forests combined. Peat develops very slowly, no more than 1mm in depth per year. A 10m deep peat reserve will have taken 10,000 years to develop. So, when peat is mined for garden compost it will take 1,000 years to replace every metre that is taken away.

Peat Free Compost is a totally natural and eco-friendly multipurpose compost which is made from recycled garden cuttings and tree surgeons waste. This waste would previously have been sent to landfill sites, it is now being recycled into a quality and versatile peat substitute and can be used successfully as a Soil Improver, Feeding Mulch, Shrub & Plant Compost, Lawn Top Dressing and Turf Laying.

PLEASE PROTECT THE ENVIRONMENT & SEPARATE LITTER FROM GREEN COMPOSTABLE WASTE, MAKING USE OF THE BINS PROVIDED.

PLEASE REFRAIN FROM THE USE OF GLASS VASES, NOT ONLY ARE VASES A BREACH OF THE CEMETERY REGULATIONS BUT EXTREMELY DANGEROUS AND AN INTERFERENCE TO THE GOOD WORK OF OUR GROUNDS STAFF.

PLEASE CONSIDER THE DANGER THAT MAY BE CAUSED BY FLYING GLASS FROM A STRIMMER.

