

Littlehampton Town Council

Metal Detecting Procedure Policy

Date: 05 September 2019

Document Number: 1

Edition Number: V1

Replaces: None

Policy Maker: Juliet Harris, Assistant Town Clerk

Responsibility: Community Resources Committee

Resolution Number: CRC 5/9/19 Minute 22.9

Review Cycle: Every Three Years

This information pack contains:

Metal Detecting Procedure Policy

Procedure version 1

Appendix A – License Permit

Appendix B – Letter of Approval

Appendix C – Rosemead Park Map

Littlehampton Town Council Metal-Detecting Procedure Policy

1. Persons or organisations wishing to carry out such research will need to apply in writing to the Town Council for permission to use a metal detector as well as to undertake associated survey work on land owned, leased or managed by the Town Council.
2. Persons or organisations will be notified in writing that their application has been approved (Appendix A) and issued with a license (Appendix B) if approved.
3. Permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Council. Any individual or organisation carrying out metal detecting on land owned, leased or managed by the Town Council shall record finds on the said land with third parties including:
 - The Portable Antiquities Scheme [PAS]
 - Historic Environment Records [HER]
 - Any museum service only after gaining the appropriate permission of the Council to do so and then to an accuracy of findspots that all parties are comfortable with.
4. Any individual or organisation carrying out metal detecting on land owned, leased or managed by Littlehampton Town Council shall hold a current National Council for Metal Detecting [NCMD <https://www.ncmd.co.uk/>] membership card showing details of their £10,000,000 Public Liability Insurance cover. This also confirms that they will adhere to the NCMD voluntary Code of Practice for Responsible Metal Detecting or belong to Federation of Independent Detectorists (FID) <http://www.fid.org.uk/> which is also one of the recognised authority for metal detecting.
5. All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others: metal objects (including coins, weapons and jewellery etc.), worked flints, pottery, building materials, slags, worked bone and other proceeds of any discovery on land owned, leased or managed by the Town Council will be split 50/50 between the finder and the Town Council.
6. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with (see <https://finds.org.uk/treasure> for further information).
7. Tenants of land owned by the Town Council will be provided with a link to this procedure and will be made aware that it is their duty to ensure that its details are complied with.

Littlehampton Town Council

Metal Detection Permit

Littlehampton Town Council having introduced Byelaws for Pleasure Grounds and Open Spaces of the Town, in exercise of powers conferred upon them by Sections 12 and 15, of the Open Spaces Act 1906 and section 164 of the Public Health Act 1875 of Littlehampton with respect to the Rosemead Open Space permits:

Name: (Insert)

Of

Address: (Insert)

Under Part 6 of the above-mentioned Byelaws, to undertake activities in Section 32 exclusively using any device designated or adapted for detecting or locating any metal or mineral in the site shown on the rear of this licence.

Date of issue: (insert)

Date of expiry: (insert date one year after date of issue)

This permit is issued on the condition that all other Byelaws and conditions set out within the License are adhered to. This permit may be immediately revoked on the council giving notice to the permit holder at the address above.

Signed:

Peter Herbert,
Town Clerk

07 October 2019

Dear

Re: Metal Detector License

I enclose your metal detector license (s) for use at Rosemead Park.

The permit (s) expires on (see date on license), and you may apply for a replacement if you wish to.

I would like to take this opportunity to remind all permit holders of the importance of ensuring that any reinstatement of soil/turf is carried out properly and that disturbance is kept to a minimum. Digging of the play area is to be voided completely, in order to ensure it is left in a safe condition for users.

Thank you for your cooperation and I hope you will continue to enjoy using your metal detector.

Yours sincerely,

Peter Herbert
Town Clerk

Rosemead Park

Littlehampton CP



Author:
 Date: 07/10/2019



© Contains Ordnance Survey Data : Crown copyright and database right 2019 © Crown copyright and database right. All rights reserved. (00051176) 2019 © Crown copyright and database right. All rights reserved.