

**Council – 9<sup>th</sup> September 2019**

**Recommendations from Asset Management Committee - 3<sup>rd</sup> September 2019**

**Item 14**

1. To approve the Fees and Charges for the Cemetery and advise on the date for the implementation of the changes. Summary of the schedule is attached
2. To approve a nil increase for the Dinghy Storage Park for the year 2020 and that fees increases in future years would be pegged to the Consumer Price Index as at July.
3. That £17,000 is set aside as an earmarked reserve to enable the purchase of replacement wooden slats for the seats on the area adjoining the Royal Southern Yacht Club, the Northern Quay and the seats around the circular seat. This is in addition to the earmarked reserve for the Southern Quay.
4. To set up a working group to review the current working policy and procedures for working on or the use and hire of our facilities with a view to producing updated guidance by the end of October 2019 (see attached)
5. To not change the current arrangements for the use of the Donkey Derby Field in the light of correspondence from a potential user.
6. To confirm to the Harbour Management Board that HPC having provided the shower facilities at Hamble Lifeboat would wish the Hamble River Authority to take over the day to day running of the facilities for those using their moorings.

## **Asset Management Committee – Revised for Council**

**3<sup>rd</sup> September 2019**

### **Events on the Foreshore – Working Group**

Recommendation: To set up a working group to review the current working policy and procedures for working on or the use and hire of our facilities with a view to producing updated guidance by the end of October 2019

The Council's assets are regularly used by the community. Efforts to regulate the use of our assets and put them on a more formal footing have taken place over the last few years although these have focused more on the Foreshore and Donkey Derby Field.

The Working Group should address the following along with any related pertinent issues.

#### **Key issues:**

Use of the Foreshore for events such as the Food Market, River Raid and Brocante attract a range of providers. Are there any activities that we wish to restrict using the space?

Should we better regulate organised events that take place on the Foreshore that are not authorised? If so how?

Our playing fields are being used in the evening and at the weekend by groups and clubs for training without authorisation and without access to facilities such as toilets. Are we willing to tolerate this?

Third party contractors such as grave diggers are coming to our sites – what level of checks are we expected to make ourselves and what responsibility should sit with the undertakers?

We now require more information and a deposit for the use of the DDF – have we got the balance right? Could we allocate more days? Is the size of the deposit reasonable?

We have over the summer requested a deposit for the use of RUP following damage to a window. The deposit is £50.00. Is this the correct level?

People using College Playing Fields for organised events such as work team building days or work BBQs are now being asked for basic event information to ensure that BBQ for example are being responsibly used. Is this reasonable? Should we include other activities?

All contractors coming to work on our facilities/sites will be asked to sign that they have read and will confirm with our H&S policies. We also ask for their public liability insurance. Should we include other items?

#### **Outcome**

The Working Group are asked to provide consistent policies that are:

- Easy to understand
- Applied across a range of activities
- Set out key documentation expected
- Set the level of fees and charges
- Give regard to the balance of promoting public use, with our need to ensure that safeguarding and public safety is uppermost in all that happens on our land and ensure that the user pays a reasonable charge towards the costs of usage.

**Timescale**

The work needs to conclude no later than the end of October to ensure that any changes to the allocation of the DDF are done in a timely fashion. Work on charges will also feed into the budget review.

**Hamble le Rice Parish Council**  
**St Andrew's Cemetery interment fees with effect from 1<sup>st</sup> January 2019**

**1. Exclusive Right Of Burial Fee** For a period not exceeding 20 years:

|                              | Burial Plot          | Ashes plot           |
|------------------------------|----------------------|----------------------|
| Child not exceeding 12 years | £150                 | £150                 |
| Body of person over 12 years | £250 <del>£500</del> | £150 <del>£250</del> |

- Monuments may only be erected, installed **or maintained** with prior written authorisation of the Clerk to the Council. The current Memorial Regulations are available at [hambleparishcouncil.gov.uk](http://hambleparishcouncil.gov.uk)
- Exclusive Right of Burial must be purchased, if not already in force, when applications are received to re-open a grave or ashes plot.
- No memorial may be erected, nor tablet placed on an ashes plot, unless Exclusive Right of Burial is valid. (This applies to ashes plots or graves where historically Exclusive Right of Burial was not in place)
- Headstones are not permitted on ashes plots.

**2. Interment Fee**

|                      |   | Interment fee        | Total including<br>Exc. Right of Burial |
|----------------------|---|----------------------|---|
| Burials:             | The body of a still-born child                | No charge            | £150                                    |
|                      | The body of a child up to twelve years of age | No charge            | £150                                    |
|                      | The body of a person over twelve years        | £400 <del>£500</del> | £650 <del>£1000</del>                   |
| Cremated<br>Remains: | Children up to twelve years of age            | No charge            | £150                                    |
|                      | Persons over twelve years                     | £300                 | £450 <del>£550</del>                    |

**3. Monuments, Tablets & Inscription Fees** for a period not exceeding 20 years:-

|  |                      |
|--|----------------------|
| Headstone (burial plots only) installation and maintenance | £200 <del>£400</del> |
| Tablet (burial or ashes plot) installation and maintenance | £150 <del>£200</del> |
| Additional inscription                                     | £100 <del>£150</del> |

- Replacement headstones or tablets will be charged at 50% of the above rates
- Please see the guidelines for monument dimensions

**4. Miscellaneous Fees**

|                                |                          |
|--------------------------------|--------------------------|
| For the right to scatter ashes | No Charge <del>£50</del> |
| Exhumation                     | At cost                  |
| Duplicate of EROB              | £30                      |
| Assignment/Transfer of EROB    | £50 <del>£100</del>      |
| Searches in Burial Register    | £20                      |

- The Funeral Director is responsible for arranging for the grave digger. Where an existing burial plot is to be re-opened the undertaker must make arrangements for the depth of the existing burial to be checked at least 5 working days before the proposed date of the re-opening to ensure there is sufficient legal depth for a second burial. There must be no less than 6 inches of soil separating the first and second interment and no less than 3 feet of soil between the top of a casket/coffin and the normal ground level. The Parish Council does not accept any responsibility for historic insufficient grave depth.
- Where no Funeral Director is used, the applicant is responsible for arranging the grave digger. Graves must be re-turfed following the interment.
- All graves must be at least double depth (7 feet)
- Up to four sets of ashes may be interred in an ashes plot, but plots may not be purchased in advance.
- **We can only accept payment by bank transfer full details will be on our invoice. We cannot accept cheques or cash.**

If in rare or very exceptional cases burial or interment of a non-resident\* is permitted by the Council a triple fee multiplier will apply in respect of: interment fees, Exclusive Right of Burial fee and memorial fees. This also applies to historical graves.

\*as defined in the Burial Regulations.

The current Burial and Memorial Regulations are available from the Hamble Parish Council website [hambleparishcouncil.gov.uk](http://hambleparishcouncil.gov.uk)