

MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE

Held on Wednesday 3rd July 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)
Cllr Darren Loose (Vice-Chairman)
Cllr Philip Day
Cllr Hilary Edge (*from 7:10pm*)
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Charmaine Bennett, Manager of Carvers
Cllr Jeremy Heron

ABSENT: Cllr Gareth Deboos

OS/5889 PUBLIC PARTICIPATION

One member of the public was present. There was no public participation.

OS/5890 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Gareth Deboos.

OS/5891 DECLARATIONS OF INTEREST

There were none.

OS/5892 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 5th June 2019, having been circulated, be approved and signed as a correct record.

OS/5893 CARVERS CLUBHOUSE

The Manager reported that the café at Carvers Clubhouse is now open 7 days a week (10 - 5pm and 10 – 2pm on Sundays) and the response has been positive with more teenagers from the skate park also using the centre.



She outlined the Town Council's involvement with other organisations to support disadvantaged groups in Ringwood, with a specific focus on extending the provision of meals, at Carvers Clubhouse during the school holidays, to those eligible for free school meals and facilitating sessions aimed at pre-school age children, to bridge the vocabulary gap and help those starting school in September.

There will be a varied programme of activities over the Summer holidays for different age groups, which will include craft activities, a first aid workshop for skaters, possible kick-about sessions and activities run by Kings Church and Ringwood Library.

Cllr Edge joined the meeting at 7:10pm.

When asked about the level of fee paying bookings, the Manager explained the climate currently, where it seems groups are facing difficulties with cuts in funding and lack of volunteers. There are a number of groups using the centre regularly, but not all are fee paying as they meet the Counsel's criteria for reduced or free bookings.

Members enquired about activities for teenagers and whether, for example sports coaching, was something that would be well received. It is envisaged that the youth project work due to commence shortly will identify areas where support is needed and Ringwood School students will be asked to complete a survey about what they would like to see in Ringwood, not just at Carvers.

Members agreed that, in future, a written report was required quarterly and they invited the Manager to attend the Committee meeting in October.

RESOLVED: That the verbal report in respect of Carvers Clubhouse be received.

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| ACTION C Bennett |
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**OS/5894
EVENTS MANAGEMENT**

Fireworks Event

Cllr Day provided an update in respect of the arrangements for the fireworks event and requested authority for the Events Co-Ordinator to be able to approve expenditure up to a total of £10,000. It was noted that Ringwood Events Team intention is that the event breaks even. It was agreed that a recommendation be made to the Policy and Finance Committee to approve the budget requested.

The intention is to provide more entertainment at this year's event and, as it is expected that more than 500 people will attend, Cllr Day requested authority to apply for a permanent premises licence for Carvers on the Council's behalf. This would allow for entertainment, but not the sale of alcohol. The Town Clerk would liaise with Cllr Day in order to facilitate this.

Christmas Event

The event has been publicised on social media, inviting interest from stall holders.

VE Day Anniversary commemoration – Bank Holiday Friday 8th May 2020

The Events Team mooted a proposal for an event to mark the 75th anniversary of VE Day. Informal discussions had taken place with other organisations who had indicated a willingness to be involved.



RESOLVED: That approval be given for the submission of a premises licence application for Carvers and the associated fees.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That the total budget for the fireworks event of £10,000 be approved.

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| ACTION C Wilkins / C Bennett |
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OS/5895

CEMETERY MANAGEMENT MATTERS

Members considered the Town Clerk's report on cemetery management matters (*Annex A*).

In respect of the first recommendation, Members were sympathetic to the family's position, however, the caskets had been placed there without permission and they did not wish to set a precedent by allowing them to remain. It was agreed that scattering of the ashes be offered, without charge.

In respect of the grant and transfer of Exclusive Right of Burial, the Town Clerk highlighted issues with the Council's current policy and asked Members whether it would be appropriate for it to be reviewed. He explained the requirement to track the owner of a burial plot and how the rules would be applied in various scenarios. He also provided information on how other burial authorities manage their cemeteries, in terms of timescales and fee structure.

Cllr Heron explained that the Town Council retaining the cemetery, when NFDC became the burial authority and why current policy and fees were deliberately set so there was disparity between parishioners and non-parishioners. He indicated that the Chairman and Town Clerk had been allowed discretion to consider individual cases and the appropriate fee, given the circumstances.

The Town Clerk also asked if Members felt it appropriate to review the cemetery fee structure and whether a reasonable charge be introduced to register the transfer of Exclusive Rights, in order to recover the cost of officer time involved.

Members agreed that the Town Clerk prepare a report setting out the areas to be reviewed. This would include quantification of the likely cost in officer time for registering transfers and a proposed fee, suggest amendments to the fees to address the discrepancies identified, an indication of the budgetary implications of any proposals, confirmation from NFDC of residents contribution towards cemetery costs (if available). There was also some interest in the effectiveness of the multiplication of fees in dissuading non-parishioners.

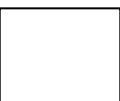
RESOLVED: 1) That permission not be granted for the caskets identified to remain and the family be offered scattering of the ashes at no charge;
2) That a report, in relation to the cemetery management issues identified, be brought forward to the next meeting.

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| ACTION C Wilkins |
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OS/5896

PROJECTS

A8 – Christmas Lights replacement/procurement – The Town Clerk indicated that the panel had scored the tenders received and those short-listed will be asked to provide detailed proposals for further consideration.



RESOLVED: That the update in respect of projects (*Annex C*) be noted.

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| ACTION C Wilkins |
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There being no further business, the Chairman closed the meeting at 8:54pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
31st July 2019

APPROVED
4th September 2019

TOWN MAYOR

COMMITTEE CHAIRMAN



RECREATION LEISURE & OPEN SPACES COMMITTEE**3rd July 2019****Cemetery management matters****1. Introduction and why a decision is needed**

- 1.1 The owner of the Exclusive Right of Burial in a grave space at the cemetery has asked that two caskets (containing the cremated remains of deceased pets) be allowed to remain notwithstanding that this is not generally permitted. Only members have authority to approve such a departure from the Cemetery Regulations.
- 1.2 This is also a convenient opportunity to review the position regarding registration of transfers of Exclusive Rights of Burial, the fees charged for this and the fee structure generally.

2. Background information, options, impact assessment and risks

- 2.1 Regulation 25 of the current Cemetery Regulations states “No ornaments or articles are to be placed on or adjacent to graves without Town Council permission.”
- 2.2 A photograph of the relevant grave space appears below as Figure 1. It is understood that the pets in question belonged to the person whose remains are interred in the plot.
- 2.3 The Regulation clearly contemplates that ornaments or articles that are considered suitable might be allowed by way of exception. Relevant considerations in this case are that this is an old grave with a kerb-set and the articles in question are of a size and design that render them relatively unobtrusive and inoffensive.
- 2.4 The issues around the grant and transfer of Exclusive Right of Burial and fee structure are too complicated to put in writing without producing a report of inordinate length and will therefore be explained by the Town Clerk at the meeting. However, it may help members to be able to refer to the current table of fees attached.

3. Issues for decision and any recommendations

- 3.1 *Whether permission should be granted to allow the caskets to remain.***
(RECOMMENDATION: Grant permission)
- 3.2 *Whether there should be a review of the Council’s policy on granting Exclusive Right of Burial and the fees charged for this and other services (especially registering transfers) and, if so, how it should be undertaken.***

For further information, contact:

Chris Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

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Figure 1



RINGWOOD TOWN COUNCIL

CEMETERY FEES 2019/20

| Interment Fees | Parisioner | Non-Parisioner |
|----------------------------|------------|----------------|
| Child up to age 7 | No charge | |
| Child aged 7 to 16 years * | No charge | |
| Person aged 16 and over* | £280 | £1120 |
| Burial of Ashes | £140 | £560 |
| Scattering of Ashes | £60 | £240 |

*Excludes grave digging

Purchase of Exclusive Rights of Burial for 5 years

| | | |
|---|-------------------------------|-------------------------------|
| Child's grave up to 12 years | £200 | £800 |
| Earth grave age 12 and over | £450 | £1800 |
| Construction of Walled Grave or Vault in Old Section only | Cost to be borne by Applicant | Cost to be borne by Applicant |

Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery

| | | |
|------------------------------|-----|------|
| Child's grave up to 12 years | £40 | £140 |
| Earth Grave age 12 and over | £80 | £300 |

Purchase of Exclusive Right of Burial for 30 years at time of Interment

| | | |
|---|-------------------------------|-------------------------------|
| Child's grave up to 12 years | £200 | £800 |
| Earth Grave age 12 and over | £450 | £1800 |
| Construction of Walled Grave or Vault in Old Section only 8' deep | Cost to be borne by Applicant | Cost to be borne by Applicant |

Purchase of Exclusive Right of Burial of Ashes for 5 years

| | | |
|--|------|-------|
| Each single plot has a plot number | £125 | £500 |
| Each double plot has two consecutive single plot numbers | £250 | £1000 |

Renewal of Reserving Exclusive Right of Burial of Ashes for 5 years

| | | |
|-------------------|-----|------|
| Single Ashes Plot | £30 | £120 |
| Double Ashes Plot | £55 | £220 |

Purchase of Exclusive Right of Burial of Ashes for 30 years at time of Interment

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|--|------|-------|
| Each single plot has a plot number | £140 | £500 |
| Each double plot has two consecutive single plot numbers | £260 | £1000 |

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APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

| | | Parisioner | Non-Parisioner |
|---|--------------------------------------|------------------------------|------------------|
| Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave | 900 x 300 x 900mm 3' x 1' x 3' | Unconsecrated £140 | £560 |
| Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees | | Consecrated £400 | £1600 |
| Vase with name inscribed | | £65 | £260 |
| Each inscription after the first | | £65 | £260 |
| Photo plaque on headstone | | No charge | No charge |
| Flat stone (where no room on an existing memorial for added inscription) | 12" x 18" | £80 | £320 |

Memorials in New Garden of Rest for Purchased Cremation Plots

| | | | |
|--|--|------|-------------|
| Each single plot has a plot number | 22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm | £80 | £320 |
| Each double plot has two consecutive plot numbers CONCRETE SLAB UNDER ASHES TABLET 24" X 24" OR 24" X 12" | 22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm | £160 | £640 |

Memorials in Old Garden of Rest (note size differs)

| | | | |
|------------------|---------------------------------|------|-------------|
| Single plot size | Memorial size 24" x 12" x 2" | £80 | £320 |
| Double plot size | 24" x 24" x 2" | £160 | £640 |

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|--------------------------------------|---|
| Cemetery and Memorial Search Fees | First 15 minutes free of charge, thereafter £50 |
|--------------------------------------|---|

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|--|------|
| Faculty for Exhumation in Consecrated Ground | £250 |
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Why we apply these fees

Introduction

Most local authorities in the country are running short of space to allow burials and have been seeking more land to provide this service to their residents. The local burial authority is normally the District Council, Borough or City, but increasingly Town Councils are taking on this responsibility. This means the Town Council get no subsidy from the District Council but can provide residents the opportunity to be buried in the town where they had lived. While it will invariably mean a more expensive service with our limited resources, it also means that as a town we can assure our residents that their loved ones can be buried locally rather than in towns or districts further away. Ringwood Town Council spent £80,000 in securing additional land for this purpose and to provide temporary allotments and maintains the cemetery to the high standard our residents expect.

Additional charges have been levied on 'Non-residents' of the town to discourage use and ensure there will always be availability of plots for those residents within the town. While this will clearly not meet the approval of everyone, our duty is to our own residents who must take priority while ensuring no additional burden is placed on other council tax payers who may not require this service.

Our fees and charges are enclosed for all items which might be requested by potential purchasers and should be examined by you before making your purchase.

We will ask you to sign an acknowledgement slip below on confirmation of purchase

Our charges include

- Purchase of the plot
- Annual administration costs of the plot
- Weekly maintenance of the plot for 30 years
- Remedial work for subsidence
- Annual Inspections
- Faculty
- Contingency

Acknowledgement

I acknowledge the explanation given above and the charges attached to this document and have been provided with a copy of this information to take away and consider.

Name.....

Signature.....Date.....



| Item No. | Name | Recent developments | Resource use | | | | Finish in 2019-20? | Notes |
|---|--|--|--------------------------|---------------|--------------------|-------------|-----------------------|--|
| | | | Finance | | | Staff time | | |
| | | | Cost & source | Spent to date | Predicted out-turn | | | |
| Projects with budgetary implications (bids included in 2019-20 budget) | | | | | | | | |
| A1 | Play equipment replacement | Painting and snagging issues have been resolved. The final stage payment has been released. | £44,000 Reserves | £44,000 | £44,000 | Minimal | Finished | Funded £40K from earmarked reserve with balance from general reserve. This item will not be updated further. |
| A2 | War Memorial repairs | Carried forward from 2018-19. Architect invited to submit fee proposal. | £10,000 Grant and budget | £125 | Uncertain | Significant | Possible | Pre-application grant form has been approved. Initial tender information obtained from three specialist masons. Further advice awaited from architect. |
| A3 | Mansfield Road verge | Carried forward from 2018-19. Still no word from Rotary on possible donation of plants needed. | £1,160 Donation? | £0 | £1,160 | Minimal | Possible | Merits review on sources of funding. |
| A4 | Carvers Rec improvements | Carried forward from 2018-19. Proposal to lay new path to play area rear gate abandoned on arboricultural advice. Quote of £3,250 for surfacing under picnic tables. | £10,000 CIL | £4,300 | £10,000 | Moderate | Probable | Fixed table-tennis tables proposal to be considered by Working Party as part of wider development plan on 2nd July. |
| A5 | Grounds department workshop & store facilities | Not yet started. Options being researched and evaluated. | £3,000 Budget | £0 | £3,000 | Moderate | Possible (study only) | Feasibility study into consolidating workshop and storage facilities in new secure facility at Carvers Rec (inc. financial impacts of implementation) |
| A6 | Tree Management Plan - Survey | SLA entered into with NFDC. Updated advice received on progress and impact of Ash die-back. | £5,416 | £0 | £5,416 | Minimal | No | An initial three-year programme to create a database to inform a rolling tree safety inspection regime across the Council's estate |
| A7 | Tree Management Plan – Tree works | Tree works confined to urgent cases only pending outcome of survey work. | £8,060 | £0 | £8,060 | Moderate | N/A | Implementation of the new policy on prioritised tree safety work |

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|--|---|---|----------------|----|---------|-------------|-----------|--|
| A8 | Christmas Lights – Replacement/re-procurement from 2019 | Tenders closed on 21 st June. The 7 received are currently being evaluated by the selection panel. | £17,000 Budget | £0 | £17,000 | Moderate | Essential | The outcome will be the Policy & Finance Committee on 17 th July or the Town Council on 31 st July. |
| Projects with budgetary implications (not included in 2019-20 budget but added since) | | | | | | | | |
| | | | | | | | | |
| Projects with no budgetary implications in 2019-20 | | | | | | | | |
| C1 | Long Lane recreation facilities development feasibility study | Guidance received from Football Foundation about grants for artificial grass pitches and the procurement process. | | | | Significant | Probable | The Clerk and representatives of RTFC are working up detailed proposals for the progression of this project which will be presented to the Working Party when ready. |
| C2 | Bickerley drainage works | Ground by pumping station has subsided following recent collapse and is being monitored. | | | | Moderate | Probable | Some further over-seeding by WW is likely. Officers are working to conclude the compensation claim. |



| Item No. | Name | Brief description & notes (define scope and quality requirements) | Resource requirements | | | | Budget Bid Priority (specify number) |
|--|-------------------------------------|--|---|--|--------------------|-------|---|
| | | | Finance | | Time and attention | | |
| | | | Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc. | | Members | Staff | |
| Projects with budgetary implications (for possible inclusion as bids in 2020-21 budget) | | | | | | | |
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| Projects with budgetary implications (for possible inclusion as bids in later budgets) | | | | | | | |
| B1 | Tennis at Carvers Rec | Revive existing and/or provide new facilities. May be considered by Working Party as part of wider development review. | Unresearched at this time | | | | |
| B2 | Land adjoining Poulner Pits | Access and environmental improvements. Delayed pending lease negotiations. | Unresearched at this time | | | | |
| B3 | Footpath extension at The Bickerley | Extend path – previously stalled by objection | Unresearched at this time | | | | |
| B4 | Brockey Sands | Environmental improvement – land ownership unknown | Unresearched at this time | | | | |
| B5 | Land at Folly Farm | Develop leisure use | Unresearched at this time | | | | |
| Projects with no budgetary implications | | | | | | | |
| | None | | | | | | |