

**Decision under Delegated Powers**

**Officer Requesting the Decision**

Programme Manager, Cleansing & Open Spaces

**Officer Making the Decision**

Head of Cleansing & Open Spaces

**Recommendation**

That the proposed Cemeteries and Recreational fees and charges as detailed in Appendix A are implemented from 1st April 2019.

**Reasons**

It is customary for the Head of Cleansing & Open Spaces to review the fees and charges within the Department. The revised charges have been established through careful consideration and following guidance from the Strategic Director of Corporate Services and are intended to help ensure financial income targets can be achieved in 2019/20.

**Authority for Decision**

Item 1of the delegations to Heads of Service in section 8.3 of the Constitution gives authority to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Council's Income and Charging Policy Framework. The lead members for Open Spaces & Leisure and Finance and Internal Support Services have also been consulted as part of the review process.

**Decision and Date**

APPROVED



MATT BRADFORD

HEAD OF CLEANSING AND OPEN SPACES

12.3.19.

## Background

The Authority for approving fees and charges has been delegated to the Head of Cleansing & Open Spaces. The proposed fees and charges detailed in the report have been put forward having taken into consideration the Council's Income and Charging Policy.

An extensive benchmarking exercise was carried out between January and February 2017. Two baskets of authorities were used as comparators. The first basket included local authorities with similar characteristics as categorised by the Chartered Institute of Public Finance and Accountancy (CIPFA), while the second basket consisted of all the Leicestershire districts and boroughs. After analysing the results, it was found that Charnwood Borough Council has been consistently charging considerably lower fees compared to the other authorities. In February 2019 a sample selection and comparison within the same groups revealed that the Council was still charging below the average in most of the categories.

At the same time, it was highlighted that the income the Council generates from hiring its facilities is not enough to offset the cost of their maintenance.

Considering both of the above facts, it was agreed that Charnwood Borough Council would uplift the fees and charges for Open Spaces 2.5% above the annual Retail Price Index (RPI) inflation. This will ensure that the Council will continue to be able to provide the same quality of service for all users.

## Financial Implications

The additional income expected as a result of the price increase is estimated to be in the region of £3,000 and will be used to offset part of the maintenance cost of the sites. Despite the price increases, Charnwood Borough Council still provides a good value for money service in line with its Open Spaces Strategy.

## Proposed Charges

The following recreational and cemetery charges are proposed for implementation from the 1st April 2019.

The charges have been increased by 5% which is 2.5% above RPI. The Head of Finance and Property Services has advised that RPI is running at 2.5%. With roundings there may be slight variations from this figure.

Appendix A details the associated revised fees and charges in Tables 1 – 6:

Table 1: Non-standard recreational and amenity charges
Table 2: Hiring of open spaces
Table 3: Interment charges
Table 4: Burial charges
Table 5: Monuments and gravestones (including inscriptions)
Table 6: Cemetery – miscellaneous charges

### **Risk Management**

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Management Actions Planned</b>
Resistance to price increases by clubs/customers	Possible	Moderate	Benchmarking with other local providers has been undertaken and the proposed charges reflect this local variance.

### **Key Decision**

No

### **Background Papers**

No

## **APPENDIX A:**

### Non-Standard Recreational and Amenity Charges 2019/20

The following recreational charges are peculiar to Charnwood Borough Council  
The following charges are suggested for implementation from 1st April 2019

*Table1: Non-Standard Recreational and Amenity Charges*

Amenity	Description	2018/19	2019/20
Fishing	Day Fishing at Charnwood Water		
	Adults (day ticket) – per rod	5.20	5.60
	Concessionary (day ticket) – per rod	2.60	2.80
	Adult (Season ticket)	54.00	56.00
	Concessionary (Season ticket)	27.00	28.00
Rounders	Per occasion – Adult	40.00	42.00
	Per occasion – Concessionary	20.00	21.00
Golf	Use of Shelthorpe Golf course inclusive of club and putter hire		
	Winter Greens Oct – Mar inclusive		
	Adult (per 18 holes)	6.80	7.20
	Concessionary (per 18 holes)	3.40	3.60
	Adults (per 9 holes)	5.20	5.60
	Concessionary (per 9 holes)	2.60	2.80
	School parties (per person per 9 holes)	2.40	2.60
	Summer Greens Apr – Sept inclusive		
	Adults (per 18 holes)	7.80	8.20
	Concessionary (per 18 holes)	3.90	4.10
	Adults (per 9 holes)	6.00	6.40
	Concessionary (per 9 holes)	3.00	3.20
	School parties (per person per 9 holes)	2.40	2.50
	Adult season ticket	136.00	144.00
	Concessionary season ticket	68.00	72.00
	Miscellaneous		
Lost or damaged putter	24.00	25.00	
Lost or damaged club	34.00	36.00	
Golf ball sale (higher quality)	2.80	3.00	
Golf ball sale (lower quality)	2.20	2.30	
Pack of tees (10 pack)	1.20	1.30	



Amenity	Description	2018/19	2019/20
Allotments	Ploughing, rotavating, scuffing or flailing of allotments		
* See Below	Per operation / per plot	POR	POR
Allotment rent 2018/19	Rent of allotments on permanent sites.	2018/19	2019/20
	Per 100 sq. yds per annum	19.40	20.40
	Rent of allotments on temporary sites		
	Per 100 sq. yds per annum	15.60	16.40
Allotment rent 2019/20	NB. Allotment holders should receive 12 months notification of rent increases. The rental for 2018/19 is also shown at 5%		
	Rent of allotments on permanent sites.	2019/20	2020/21
	Per 100 sq. yds per annum	20.40	21.50
	Rent of allotments on temporary sites		
	Per 100 sq. yds per annum	16.40	17.30

\* Due to the wide variations in plot size, accessibility and machinery needed, a single price is impractical. Individual prices will be given on request.

Amenity	Description	2018/19	2019/20
Cricket	Use of Pitch and Changing Facilities		
	Adult	52.00	55.00
	Concessionary	26.00	27.50
	Use of Pitch only		
Football	Use of Pitch and Changing Facilities		
	Adult	52.00	55.00
	Junior	26.00	27.50
	Use of Pitch only		
Rugby	Use of Pitch and Changing Facilities		
	Adult	52.00	55.00
	Junior	26.00	27.50
	Use of Pitch only		

	Use of Pitch only		
	Adult	48.00	51.00
	Junior	24.00	25.50
Tennis	Use of Court per Hour		
	Adult	6.80	7.20
	Concessionary	3.40	3.60
Netball	Use of Court per Hour		
	Adult	11.20	12.00
	Concessionary	5.60	6.00
Bowls	Use of Court per Hour		
	Adult	4.80	5.00
	Concessionary	2.40	2.50
Model Yacht Club Use of Charnwood Water	Annual fee by agreement per person	30.00	32.00

It was recognised in 2016 that the pricing structure for the hiring of Open Spaces was in need of a review. The aim was to develop a clear, consistent, transparent and fair structure that could be easily followed and explained to the public.

The new structure is based on the size of the event as well as the nature and scope of the organiser.

Table 2: Hiring of Open Spaces

<b>Charges 2019 / 2020</b>				
	<b>Standard Event Charge</b>	<b>Bigger Event Enhanced Rate</b>	<b>Concession @ 33%</b>	<b>Charge Waived</b>
<b>Large Scale Event Areas (up to 2000 people daily estimated)</b>	<b>£660.00</b>	<b>Price on application</b>	<b>£220.00</b>	<b>On application to Head of service</b>
Southfields Park				
Queens Park				
<b>Medium Scale Event Areas (up to 750 people daily estimated)</b>	<b>£450.00</b>	<b>£660.00</b>	<b>£150.00</b>	<b>On application to Head of service</b>
Charnwood Water				
Morley Quarry				
The Outwoods				
Stonebow Washlands				
<b>Small Scale Event Areas (up to 150 people daily estimated)</b>	<b>£135.00</b>	<b>Not Applicable</b>	<b>£45.00</b>	<b>On application to Head of service</b>
Radmoor Road				
Shelthorpe Open Space				
Jubilee Park				
Gorse Covert				
Stapleford Park				
Garendon Green				
Booth Wood				
Pignut Spinney				
Sidings Park				
Forest Road Green Belt				

## Proposed Categories

### 1. Charge Waived. Exemption On Application (EOA) to Head of Service

Principally targeted at smaller scale community groups and organisations, this could also apply to internal CBC projects promoting the Council's values.

Specifically, small scale events run by local groups and organisations which are not formally constituted as a charity, Community Interest Company (CIC), social enterprise or other similar body or linked to a larger organisation.

For example these might include local "Friends of park" groups but not local branches of larger national organisations.

This new category relates to hire groups 11 and 2 from the previous structure:

11. Residents only events (supported by Residents, associations or groups)
2. Borough festivals and promotions

### 2. Concessionary Charge

This is principally targeted at charities and formally constituted Not for Profit Organisations.

Charities, social enterprises or other such organisations with a constitution or articles of association which include appropriate non distribution of profit and dissolution clauses.

This will be set at 33% of the standard rate, which for small scale events in smaller areas, is **broadly similar to the charge from last year**. Additionally, individual exemptions could be made by the Head of Service where the event is in line with the Council's Corporate Plan or Open Spaces' Strategy.

This category relates to hire groups 6 and 7 from the previous structure:

6. Charity events
7. Charity fund raising

### 3. Standard Charge

Principally targeted at private events where an open space is hired for a private event and is not open to the general public, and **Commercial Organisations** running events of varying sizes on a commercial or profit making basis. These might include fun fairs and rides, trade fairs, corporate events and other similar themed events.



This category relates to hire groups 8, 10 and 12 from the previous structure:

- 8. Regulated car boot sales (Nanpantan Sports Ground and Derby Road Playing Fields only)*
- 10. Private use (Wedding photographs)*
- 12. Commercial bodies*

In the case of a large event with exclusive access, then this should be treated / charged for as a commercial event. Where a bigger event is planned with estimated attendance over and above the usual capacity of a medium or large site, an additional charge for bigger events may apply.

### **Potential exemption (by Head of Service) on application**

There are a small number of events for which in most instances, charges may be waived. It is important to have a process in place to ensure the exemption is consistently applied.

This relates to category 3 under the existing structure:

- 3. Worship and religious groups*

### **Other Categories**

There are a number of organisations which currently are exempt that would also need to be considered on a case by case basis by application to the Head of Service. This is an important safeguard when dealing with applications for example by fringe political organisations.

This refers specifically to hire groups 4 and 5 of the existing structure:

- 4. Political events*
- 5. Political fund raising*

Finally, there are some categories which can be covered under the other exemptions already described depending on how the organisation is constituted and the purpose of the event.

This relates to the existing groups 1, 9, and 13 which is subject to a separately identified charge.

- 1. Primary school parties / pre-school groups*
- 9. Student events*
- 13. County Education Department (Regarding hire of Southfields Park)*

Table 3: Interment Charges

INTERMENT	DESCRIPTION	CHARGES FOR 2018/19	PROPOSED CHARGES FOR 2019/20
		£	£
1.1	Of the body of a still-born child, body parts, or of a child who at the time of death had not attained the age of 4 years: Loughborough resident Charnwood resident Non Charnwood resident	No Charge 122.00 183.00	No Charge 128.00 192.00
1.2	Of the body of a child who at the time of death was aged 4 years but had not attained the age of 16 years: Loughborough resident Charnwood resident Non Charnwood resident	No Charge 175.00 262.50	No Charge 184.00 276.00
1.3	Of the body of a person who at the time of death was 16 years and over: Resident Charnwood resident (double fees) Non Charnwood resident (treble fees) Muslim style burial additional charge for frame New Muslim style burial additional charge for wood	450.00 900.00 1,350.00 250.00 143.00	474.00 948.00 1,422.00 263.00 150.00
1.4	<b>Of cremated remains:</b> Resident (under 16 years of age) Loughborough resident (16 years and over) Charnwood resident (double fees) Non Charnwood resident (treble fees)	No Charge 95.00 190.00 285.00	No Charge 100.00 200.00 300.00
	Scattering of cremated remains (residents/non resident)	27.50	30.00

1.5	<b>In a vaulted or walled grave:</b>		
	Loughborough resident	545.00	575.00
	Charnwood resident (double fees)	1090.00	1,150.00
	Non Charnwood resident (treble fees)	1,635.00	1,725.00
1.6	Exhumation of confined body	3,540.00	3,720.00

Table 4: Burial Charges

EXCLUSIVE RIGHT OF BURIAL	DESCRIPTION	CHARGES FOR 2018/19	PROPOSED CHARGES FOR 2019/20
		£	£
2.1	<b>Class A Graves:</b>		
	Loughborough resident	670.00	705.00
	Charnwood resident (double fees)	1,340.00	1,410.00
	Non Charnwood resident (treble fees)	2,010.00	2,115.00
2.2	<b>Class C (Children's):</b>		
	Loughborough resident	183.00	193.00
	Charnwood resident (double fees)	366.00	386.00
	Non Charnwood resident (treble fees)	549.00	579.00
2.3	<b>Class D Lawn Section:</b>		
	Loughborough resident	512.00	540.00
	Charnwood resident (double fees)	1,024.00	1,080.00
	Non Charnwood resident (treble fees)	1,536.00	1,620.00
2.4	<b>Class E (Cremated Remains):</b>		
	Loughborough resident	187.00	200.00
	Charnwood resident (double fees)	374.00	400.00
	Non Charnwood resident (treble fees)	561.00	600.00

Table 5: Monuments and Gravestones (including inscriptions)

<b>MONUMENTS, GRAVESTONES, TABLET &amp; MONUMENTAL INSCRIPTIONS</b>			
<b>TYPE OF MEMORIAL</b>	<b>DESCRIPTION</b>	<b>CHARGES FOR 2018/19</b>	<b>PROPOSED CHARGE FOR 2019/20</b>
		£	£
3.1	A flat stone, footstone, kerbstone, border stone or tablet	143.00	150.00
3.2	Headstone	143.00	150.00
3.3	Vase/memorial not exceeding 24" in height	88.00	93.00
3.4	Splayed Marble base	58.00	61.00
3.5	Additional Inscription (after first inscription)	37.00	39.00

Table 6: Cemetery – miscellaneous charges

<b>MISCELLANEOUS CHARGES</b>			
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>CHARGES 2018/19</b>	<b>PROPOSED CHARGE FOR 2019/20</b>
		£	£
4.1	<b>Searches of Burial Registers:</b> Copy of each entry in Burial Register	34.00	36.00
4.2	<b>MEMORIAL SEAT WITH PLAQUE:</b> Up to 90 letters Additional plaque (only)	1,134.00 193.00	1,190.00 203.00
4.3	<b>MEMORIAL TREE WITH PLAQUE:</b> Up to 80 letters	320.00	336.00