

NORTHAMPTON BOROUGH COUNCIL
Scrutiny Panel 1 - Cemeteries

Your attendance is requested at a meeting to be held in The Jeffrey Room,
The Guildhall, St. Giles Square, Northampton, NN1 1DE on
9 November 2017 at 6pm

Simon Bovey
Interim Chief Executive

If you need any advice or information regarding this agenda please phone Tracy Tiff, Scrutiny Officer, ext 7408 who will be able to assist with your enquiry. For further information regarding **Scrutiny Panel 1 Cemeteries** please visit the website www.northampton.gov.uk/scrutiny

Members of the Panel

Chair	Councillor Brian W Sargeant
Panel Members	Councillor Mohammed Azizur Rahman (Aziz) Councillor Alan L Bottwood Councillor Vicky Culbard Councillor Andrew Kilbride Councillor Arthur McCutcheon Councillor Dennis Meredith
Co-opted Member	Simon Hollowell

Calendar of meetings

Date	Room
8 January 2018 6:00 pm 15 March	All meetings to be held in the Jeffery Room at the Guildhall unless otherwise stated

Northampton Borough Scrutiny Panel 1 Cemeteries

Agenda

Item No and Time	Title	Pages	Action required
1. 6:00pm	Apologies		The Chair to note any apologies for absence.
2.	Declarations of Interest (including Whipping)		Members to state any interests.
3.	Deputations and Public Addresses		<p>The Chair to note public address requests.</p> <p>The public can speak on any agenda item for a maximum of three minutes per speaker per item. You are not required to register your intention to speak in advance but should arrive at the meeting a few minutes early, complete a Public Address Protocol and notify the Scrutiny Officer of your intention to speak.</p>
4.	Minutes	1 - 5	The Scrutiny Panel to approve the minutes of the meeting held on 27 September 2017.
5.	Witness Evidence		The Scrutiny Panel to receive a response to its core questions from a number of Expert Advisors:
5 (a) 6:05pm	Funeral Directors	6 - 7	
5 (b) 6:15pm	Funeral Celebrants		
6. 6:25pm	Best Practice	8 - 13	The Scrutiny Panel to receive a briefing note detailing best practice.
7. 6:45pm	Background Information - Green Burials	14 - 15	The Scrutiny Panel to receive a briefing on green burials.
8. 7:00pm	Background Information - Fees and Charges	16 - 23	The Scrutiny Panel to receive a briefing note containing fees and charges information from neighbouring local authorities.
9. 7:15pm	Background Information - Burial Space	24 - 25	The Scrutiny Panel to receive a briefing on burial space.

NORTHAMPTON BOROUGH COUNCIL

MINUTES OF SCRUTINY PANEL 1 CEMETERIES

Wednesday, 27 September 2017

COUNCILLORS PRESENT: Councillor Brian Sargeant (Chair), Councillor Vicky Culbard (Deputy Chair); Councillors Alan Bottwood, Arthur McCutcheon and Dennis Meredith

CO-OPTED MEMBER: Simon Hollowell

Witness Ruth Austen, Environmental Health and Licensing Manager

Officers
Julie Seddon, Director of Environment and Culture
Mick Tyrrell, Contracts Manager
Tracy Tiff, Scrutiny Officer

Member of the Public Thomas Appleyard

1. APOLOGIES

Apologies for absence were received from Councillors Aziz and Kilbride.

At this point the Chair welcomed Simon Hollowell, of Hollowells Funeral Directors, Co-Optee to the meeting. He emphasised the value of co optees to the Scrutiny process.

2. DEPUTATIONS AND PUBLIC ADDRESSES

There were none.

The Chair confirmed that he had received written documentation from Mr Appleyard, member of the public, regarding some of the town's cemeteries. This information would be documented as received and he invited Mr Appleyard to address the Panel on this information at the next meeting under Public Addresses.

3. DECLARATIONS OF INTEREST

There were none.

4. MINUTES

The minutes of the meeting held on 6 July 2017 were signed by the Chair as a true and accurate record.

5. EXPERT ADVISORS

(A) CABINET MEMBER FOR ENVIRONMENT, CABINET MEMBER FOR FINANCE AND THE ENVIRONMENTAL HEALTH AND LICENSING MANAGER, NBC

The Scrutiny Panel noted Councillor Hallam's apologies for attendance of this agenda item.

Julie Seddon, Director of Environment and Culture and Mick Tyrrell, Contracts Manager, presented the response to the core questions from the Cabinet Member for Environment and highlighted the key points contained within.

Ruth Austen, Environmental Health and Licensing Manager, presented the written brief around Local Authority funerals and highlighted the key points.

The Scrutiny Panel made comment, asked questions and heard:

- There is a need to ensure that the Policies and Regulations regarding cemeteries are adhered to. The Scrutiny Panel felt that a potential recommendation of its final report could be that the Policies, procedures and guidance are tightened up and a zero tolerance policy is applied.
- Should a tombstone become unstable and unsafe, Officers can organise for it to be made safe.
- The Co Optee referred to the Scrutiny Panel to a cemetery within a local churchyard where the Vicar had given notice that all solar lights and toys must be removed within six months. If they were not removed by this date, he removed them himself.

AGREED; That the comprehensive updates are noted and inform the evidence base of this Scrutiny review.

6. SITE VISITS

The Scrutiny Panel referred to its recent site visits and the written brief detailing the findings and potential recommendations:

The cemeteries visited were all of a high standard and were well maintained.

The paths and edges in Towcester Road Cemetery were pristine.

One of the litter bins, as located in Towcester Road Cemetery, as detailed in paragraph 2.2 of this briefing note requires replacing.

The Site Visit was concerned that some of the graves located in Towcester Road Cemetery had trees planted on them.

A potential recommendation of the final report was suggested – some of the trees in situ in Towcester Road Cemetery are removed as soon as possible.

A potential recommendation of the final report was suggested – consideration is given to the issuing of key passes to the Chapel in Towcester Road Cemetery.

A potential recommendation of the final report was suggested – the water tanks located in the extension at Duston Cemetery are plumbed in as soon as practicable.

A potential recommendation of the final report was suggested – the trees that are obscuring the sign at the entrance to Duston Cemetery are pruned as soon as possible.

In discussing the findings as detailed above, the Scrutiny Panel felt that the potential recommendation regarding the removal of trees at Towcester Road cemetery should be widened to include the removal of trees at all cemeteries, where appropriate.

It was highlighted that the potential recommendation regarding a key pass for the cemetery in Towcester Road should be widened to emphasise that the key pass is for the use of toilet facilities within the cemetery.

A further potential recommendation was suggested:

Signs be erected in cemeteries “ Dogs to be kept on a leash at all times” “Please clean up after your dog.”

The Scrutiny Panel felt it would be useful for a potential recommendation to be included within its final report that litter and recycling bins in situ within the cemeteries are replaced with modern bins, where appropriate.

A further potential recommendation for inclusion within the final report was suggested:

“All signs erected within the borough’s cemeteries are of the same style and standard”

and

“The tops of the vaults are made secure”

The Scrutiny Panel discussed green burials and asked that a briefing note regarding green burials is presented to the next meeting.

AGREED: That the information is noted.

7. BACKGROUND INFORMATION - RELEVANT LEGISLATION

The background information was noted.

8. FEES AND CHARGES - CEMETERIES

The Scrutiny Panel considered the briefing note around fees and charges for cemeteries. The fees and charges are set by the Local Authority annually. Benchmarking takes places across the country.

The Scrutiny Panel felt it would be useful for consideration to be given to the building of a crematorium in Northampton and that this would be considered as a potential recommendation for its final report. The Scrutiny Panel had been very impressed by the crematorium at Kettering which it had visited as part of the scheduled site visits. It was noted that Billing Road cemetery is closed to new burials.

The Chair requested that the Scrutiny Officer undertakes research regarding price comparisons for burials and cremations from:

Kettering, Wellingborough and Rugby

This information would be presented to a future meeting of the Scrutiny Panel.

AGREED: The information on fees and charges is noted and informs the evidence base of this Scrutiny Review.

9. CEMETERY GUIDANCE

The Cemetery Guidance was noted. The Scrutiny Panel reiterated that a potential recommendation of its final report could be that the Policies, procedures and guidance are tightened up and a zero tolerance policy is applied.

The meeting concluded at 7:21 pm

Response to Core Questions - Hollowells Funeral Services

D. Cemetery Accessibility.

Vehicular access is sufficient to allow easy access, turning and exit of all cemeteries. However, there is insufficient parking in all of the cemeteries for following funeral cars and other visitors without sometimes, regrettably, using the lawn.

The road surface at all cemeteries, but urgently at Towcester Road (Hardingstone), in places needs improvement where it has degraded. Solution – resurface.

Occasionally at Dallington (Harlestone Road) overhanging trees and branches and unkept trees that line the drive prove obstructive. This can make turning vehicles at the end of the cemetery drive difficult. Solution – better and sustained gardening/grounds keeping.

Parking for clients' cars can be difficult at Kingsthorpe cemetery in the area where the mausoleum is situated. The road is narrow and parked cars make it difficult to pass without driving on the lawn. Solution – I'm not sure there is one since the graves in this area abut the road leaving little space for a small car park or passing space.

In all cemeteries access when shouldering a coffin along pre-existing paths can be hampered by low hanging boughs that threaten to whip the flowers from the coffin. Solution – better and sustained gardening/grounds keeping.

Some of the tarmacked paths become very slippery when wet. Solution – application/addition of a non-slip compound to existing tarmac. Alternatively, new non-slip pathways. In either choice, proper signage displayed to mitigate risk.

From time to time the height of the grass is such that access to graves becomes unsafe if not using a pre-existing path. It is not always enough to have the grass cut only at the site of the grave. Mourners often use a funeral as an opportunity to seek out other family graves. Solution – better and sustained gardening/grounds keeping.

E. Provision of Amenities.

The chapel at Kingsthorpe is ideal and well-kept and has to date served its purpose adequately.

The chapel at Towcester Road (Hardingstone) by comparison is dark and dreary and not used as much. Solution – brighten it up.

I'm not sure that many people know about these chapels. Would it be feasible for you to promote them more?

I believe the water troughs and rubbish bins are adequately scattered throughout all of the cemeteries and are widely used.

Would it be possible to encourage recycling at this level or is all rubbish sorted and recycled elsewhere following collection? Either way 'a nod' to recycling should be publicly displayed.

The notice boards in all cemeteries need so work, not just aesthetically but also the content.

Parking. See D, Cemetery Accessibility.

There are no other amenities available for use. I appreciate the cost to install a toilet may be beyond any allocated budget, given the number of visitors to the cemeteries, it may worth a thought.

F. Any Other Information.

Signage within the cemetery whilst adequate can be abused and from time to time (when children are on holiday from school) we find ourselves misled.

Reassurance was once delivered in the form of a cemetery superintendent or similar who would not only be present but would also show exactly where the grave was located, be on hand during the interment and be able to address any problem that may arise. If any issue prevails during a service apart from the gravediggers there is nobody to approach: Solution – reinstate an ‘on the ground’ superintendent or similar.

Grave size. Currently the only grave size that appears to be available is large. I believe this is because under new policy the graves are shored-up. A large grave space makes it very difficult to safely position a coffin over the grave without overstretching.



NORTHAMPTON BOROUGH COUNCIL

SCRUTINY PANEL 1 – CEMETERIES

9 NOVEMBER 2017

BRIEFING NOTE: BEST PRACTICE GUIDANCE AND CEMETERIES

1 INTRODUCTION

- 1.1 At its inaugural scoping meeting, Scrutiny Panel 1 (Cemeteries) agreed that it would receive details of best practice to inform its evidence base.

2 BEST PRACTICE GUIDANCE

2.1 The International Cemetery, Cremation and Funeral Association (ICCFA)

- 2.1.1 The International Cemetery, Cremation and Funeral Association (ICCFA) published in May 2006, Top 10 Cemetery Best Practices.

2.1.2 The ICCFA suggests five criteria:

1. Does it do something for the customer? Does it improve the delivery of products or services for your families?
2. Does it benefit your company? Does this practice help you become more profitable, reduce costs or increase safety?
3. Does it benefit the employee? Does it increase employee morale, or foster teamwork and buy-in?
4. Does it also improve the community?
5. Does it raise the bar for the entire profession and make funeral and cemetery services that much more relevant to consumers?

2.1.3 The ICCFA further suggests:

- Have a good performance management system in place
- Have written policies and procedures
- Have a focus on career development

- Have a vehicle, equipment and facilities maintenance programme
- Undertake internal inspections and quality control and compliance audits
- Disclose the nature of all services
- Have a system in place for resolving any customer complaints
- Have good technology, such as an informative Webpage
- Have cemetery master planning, and build this around what you know about your customers
- Have safety processes in place:
 - Safeguard the deceased
 - Safeguard the employees
 - Safeguard the visitors

2.2 ICCM

2.2.1 The ICCM has produced excellence criteria for Cemeteries and Crematoria. It is reported that the guidance is a tool to encourage organisations to pursue recognised principles of organisational excellence. The guidance is for organisations that provide and operate cemeteries, using the experiences of organisations working in this field.

2.2.2 The guidance states that the excellence criteria incorporates elements that are relevant of specific quality initiatives for cemeteries and crematoria such as ISO9002, ISO14001.

2.2.3 The excellence criteria is split into 18 sections:

1. **Leadership** - The aim being Leaders demonstrate commitment to providing value-adding cemetery and crematoria services, and to the concepts and practices of continuous improvement; Leaders create a system in which the team and individuals “own” the responsibility for planning, delivering and improving the service, Leaders seek to develop partnerships and relationships with other bodies to deliver integrated cemetery and crematoria services for the community,
2. **Public Consultation and Research** - The aim being a proactive approach to formal and informal consultation is implemented, to develop an understanding of the needs, wants and expectations of the various individuals and groups in the community for cemetery and crematoria services, external market information is used to develop an understanding of the needs of the various

individuals and groups in the community for cemetery and crematoria services.

3. **Policy and Strategy** - The aim being the organisation reviews and develops its strategic approach to ensure that it is attempting to meet the needs and expectations of the community for cemetery and crematoria services, the organisation effectively implements and communicates its policy and strategy.
4. **Process Management and Improvement** - The aim being the processes involved in providing cemetery and crematoria services are systematically identified and managed to ensure that they are effective and efficient, the processes involved in operating cemetery and crematoria services are improved as required, in order to generate increasing value for the stakeholders, particularly the bereaved.
5. **Environmental Performance Planning** - The aim being the organisation's formal policy and strategy reflects a commitment to sustaining and improving the environment, particularly relating to bio-diversity, management of waste, pollution, global warming and the use of non-renewable, global resources, the environmental policy and strategy is effectively implemented and communicated.
6. **Financial Management** - The aim being the organisation values the cemeteries and crematoria as assets, and is committed to using financial resources to ensure sustainability and to enhance these assets, the organisation's financial resources are managed in a way which ensures added value to the community
7. **Staff Planning, Training and Development** - The aim being Cemetery and crematoria staffing is planned, managed and improved to enable the services to be provided safely, effectively and efficiently, the organisation ensures that all staff involved in planning and implementing the service are competent, and that the service is improved continuously through ongoing training and development.
8. **Service Design** - The aim being Cemetery and crematoria facilities and services are designed and regularly reviewed and developed, bearing in mind the identified needs, wants and expectations of the community.
9. **Grounds Maintenance** - The aim being Preparation and maintenance of the grounds is planned, based upon the identified needs of the bereaved, and these plans are implemented effectively, Grounds maintenance work outside of the planned work is identified and action is taken effectively.

10. **Burials** - The aim being Burials are organised and conducted in a dignified manner, to meet the identified needs and expectations of the bereaved, based on the statutory requirements and the standards identified in the ICCM Charter for the Bereaved (“Rights” and “Targets”).
11. **Cremations** (this is outside the scope of the Scrutiny Review, but the aim is Cremations are organised and conducted in a dignified manner, to meet the identified needs and expectations of the bereaved, based on the statutory requirements and the standards identified in the ICCM Charter for the Bereaved (“Rights” and “Targets”).
12. **Buildings, Equipment and Consumables** - The aim being Suitable equipment and consumables are provided to support the provision of the service, Maintenance of buildings and equipment is planned, based upon the needs of the service and available resources, and these plans are effectively implemented, Repairs to the buildings and equipment are carried out in an effective manner to ensure that any adverse effects are minimised, The negative impact upon the environment arising from buildings, equipment and consumables is reduced.
13. **Health and Safety Management** - The aim being the organisation implements a planned and proactive approach to the management of health and safety for the bereaved and staff, in conjunction with partners; e.g. Funeral Directors, etc.
14. **Communication with the Bereaved** – The aim being the organisation manages communication with the bereaved so that all staff deal with users in a sensitive, friendly, professional and informative manner, portraying a suitable image.
15. **Feedback** - The aim being routine feedback from the bereaved regarding the service is encouraged and dealt with in a manner which attempts to achieve satisfaction, and this feedback is used as a means of improving the service.
16. **Public Relations** – The aim being Cemetery and crematoria services are effectively communicated throughout the community.
17. **Measurement and Review** – The aim being the organisation regularly measures and reviews its progress in pursuing its desired outcomes, to enable improvements to be planned and initiated.

18. **Results Achieved** - The aims of this area are to analyse how well the organisation is performing in achieving its desired outcomes throughout the community that it serves.

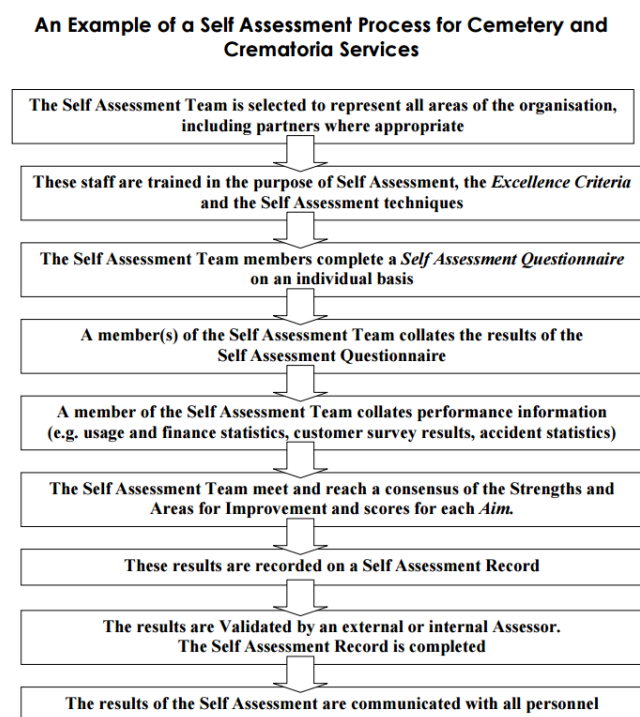
2.2.4 The Guidance states that it is important that self-assessments are undertaken as these are a key part of continuous improvement. ICCM states that effective self-assessment provides:

- Identification of the organisation's strengths;
- Identification of the organisation's areas for improvement;
- Measurement of the organisation's progress (i.e. through scores);
- A basis for the development of plans for improvement.

The process of carrying out Self-Assessment can also improve:-

- staff awareness of the organisation; April 2001 40
- staff ownership of improvements;
- values of continuous improvement;
- teamwork;
- understanding of what is required to improve the service;
- ability to view the organisation through customers' eyes.

2.2.4 The Guidance provides an example of a self-assessment process for cemetery and crematoria services:



2.2.5 The Guidance states that best practice benchmarking plays a significant role in assisting and driving continuous improvement. It goes on to suggest that benchmarking could involve the following steps:

1. Identify the issue which needs to be the subject of benchmarking. This could be carried out using Self-Assessment or process measurement and review activity;
2. Establish project team and plan;
3. Clarify the subject to be benchmarked;
4. Find suitable internal, external or competitive benchmarking partners. The following tools could be considered:-
 - I Researching Industry media for information on organisations and benchmarks;
 - II The ICCM facilitate Benchmarking partnerships through workshops and personal contact, involving organisations which have carried out ICCM Best value Charter Assessment, or have undergone an Excellence Recognition assessment;
 - III Staff networks often identify suitable partners, particularly regional groups;
 - IV Consultants can be used to identify and facilitate suitable partnerships;
 - V Industry networks; through the ICCM, etc.
5. Make contact and establish partnership;
6. Meet, discuss and collect the information;
7. Plan and carry out improvements;
8. Review progress.

2.2.6 A copy of the Guidance can be [accessed](#).

3 CONCLUSIONS

3.1 That the information provided informs the evidence base of this Scrutiny Review.

Brief Author: Tracy Tiff, Overview and Scrutiny Officer

Date: 15 August 2017



NORTHAMPTON BOROUGH COUNCIL

SCRUTINY PANEL 1 – CEMETERIES

9 NOVEMBER 2017

BRIEFING NOTE: GREEN BURIALS

1 INTRODUCTION

- 1.1 At a previous meeting, Scrutiny Panel 1 (Cemeteries) agreed that it would receive details regarding green burials.

2 INFORMATION

2.1 Green/Woodland Burial Area

- 2.2 A specific area in Kingsthorpe Cemetery has been dedicated for green/woodland burials. Families have a choice of graves available, but there are only a limited number of graves suitable to have a tree planted.

- 2.3 Only Cardboard coffins, wicker coffins and bamboo coffins, are to be used in this area. No other type of coffin will be permitted.

- 2.4 Each grave is for one burial only and additional graves may be pre-purchased.

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The following items will not be permitted in the green/woodland area: pots, tubs, lights, lanterns, fences, pebbles and conifers.

- 2.5 Natural wood markers may be purchased but the plaque must not exceed 8x6 inches and must contain text only etched into the wood. no border, designs, or images will be permitted.

- 2.6 Temporary markers are permitted however they must conform within the overall dimensions of 18 inches in length (with at least one third positioned in the ground) equalling 12 inches tall, a plaque can be fixed to the marker but must not exceed the dimensions of 8 inches in width and 4 inches in height.

- 2.7 The Council/Contractor reserves the right to remove the marker from the cemetery if a marker does not conform to the measurements stated herein.

- 2.8 There are approximately 10 burials per annum and have approximately 57 spaces remaining in the only green burial area at Kingsthorpe.
- 2.9 The purchase price of a plot and the interment costs are the same for a green burial as for a normal burial.

3 CONCLUSIONS

- 3.1 That the information provided informs the evidence base of this Scrutiny Review.

Brief Author: Tracy Tiff, Overview and Scrutiny Officer

Date: 2 October 2017



**NORTHAMPTON BOROUGH COUNCIL
SCRUTINY PANEL 1 – CEMETERIES**

9 NOVEMBER 2017

**BRIEFING NOTE: FEES AND CHARGES –
NEIGHBOURING AUTHORITIES**

1 INTRODUCTION

1.1 At its September meeting, Scrutiny Panel 1 (Cemeteries) agreed that it would receive details regarding fees and charges for burials and cremations from neighbouring authorities:

- Kettering Borough Council
- Wellingborough Borough Council
- Rugby Borough Council

2 KETTERING BOROUGH COUNCIL

2.1 Information regarding fees and charges for burials and cremations has been gathered from Kettering Borough Council and is detailed below:

Schedule of Charges

As from 1st April 2017

Crematorium Fees	£	£	2017/2018
Cremation Fee	598.00		Over 18's only
Medical Referee	18.00		Over 18's only
Environmental Fee	<u>120.00</u>		Over 18's only
Total Crematorium Fee		736.00	

Crematorium Music Fee (Inc VAT)		<u>75.00</u>
(Invoiced directly from Crematorium Music Ltd)		
Total Fee For Cremation Inc Crematorium Music Fee		<u>811.00</u>
Saturday Cremation Fee (All Services)	902.00	
Medical Referee	18.00	
Environmental Fee	<u>120.00</u>	
		1040.00
Total Crematorium Fee		<u>75.00</u>
Crematorium Music Fee (inc VAT)		
(Invoiced directly from Crematorium Music Ltd)		
Total Fee For Cremation Inc Crematorium Music Fee		<u>1115.00</u>
Pre-Paid Cremation Plan (music not included)		
Medical Referee	635.00	
Environmental Fee	18.00	
	<u>120.00</u>	
Total for Pre-paid cremation Plan		<u>773.00</u>
Ancillary Charges		
Scatter No Witness (free of charge)		00.00
Scatter With Witness		32.00
Scatter cremated remains from away		40.00
Ashes on hold – per month or part thereof		50.00
Use of Additional Crematorium Chapel Time		130.00
(Excluding Crematorium Music Fee)		
Mausoleum Charges		£

Mausoleum Chamber (Subject to availability, contact Bereavement Services for details) Dimensions:- 2m long x .903m wide x .690m high	5000.00
Cemetery Fees	2017/2018
Purchase of Exclusive Right of Burial	
Baby or Childs Grave (6' x 3' x 4')	99 years 320.00
Interment Fee	185.00
Single Depth Adult Grave (9' x 4' x 4'6")	99 years 595.00
Interment Fee	520.00
Double Depth Adult Grave (9' x 4' x 6'3")	99 years 960.00
Interment Fee	635.00
Cremated Remains Plot (4' x 3' x 2'6")	99 years 525.00
Interment Fee	240.00
Right to construct a brick chamber or vault (additional to interment fee and excluding building works)	400.00
Use of Crematorium Chapel (Excluding Organists Fee)	130.00
Re-Assignment of the Exclusive Right of Burial	50.00
Green Burial – Rothwell Cemetery Only	

Fee	
Single Graves Only	960.00
Reservations	£
(Excluding Rothwell Road)	
Reserving 1 plot only at the time of interment – (Excluding Exclusive Right) – relates to Broughton, Rothwell & Desborough Only – all other cemeteries will incur the reservation fee.	As Above
All other reservations – (Pre purchase excluding Exclusive Right of Burial)	1935.00
Fees for the Right to Place a memorial or headstone on a grave where the Exclusive Right of Burial has been purchased – From 1st April 2015.	2017/2018
Additional inscription	70.00
Fees for the Right to Place a memorial or headstone on a grave where the Exclusive Right of Burial has been purchased – Before 1st April 2015	
Headstone (or footstone) including 1 st inscription	125.00
Full kerb memorial (each grave space) including 1 st inscription	215.00
Additional inscription	70.00

Exhumation	
Cost of exhumation of a full grave space in addition to the cost of opening the grave.	2045.00
Cost of exhumation of a cremated remains plot in addition to the cost of opening the grave.	395.00

3 NOTE FOR BURIAL FEES

- 4 Any person in permanent residence within the Borough of Kettering at the time of death may be buried in a cemetery of the Authority at the basic fees determined in the Authority's fees and charges applicable at that time.
- 5 Any person not in permanent residence within the Borough at the time of death but who had been resident and been required to move out of the area for circumstances beyond their control e.g. health care issues, armed forces etc. – subject to evidence of previous residency and reason for relocation may be buried in a cemetery of the Authority at the basic fees determined in the Authority's fees and charges.
- 6 Any person not in permanent residence within the Borough at the time of death and not meeting the requirements of the paragraph above may be buried in a cemetery of the Authority at the basic fees determined in the Authority's fees and charges **multiplied by 4.**
- 7 Where the deceased is a child (under 18) then the above paragraphs apply and evidence of the parent's residency may be required.
- 8 **Note:** *Details of the person for whom an exclusive right of burial is being purchased in advance will be required and residency checks may be carried out.*

3 WELLINGBOROUGH BOROUGH COUNCIL

3.1 Fees and charges 2016/2017:

CEMETERIES	CHARGES 2016/17 £
EXCLUSIVE RIGHTS	
Earth Graves (9ft x 4ft)	368.00
Childs Plot (4ft x 3ft)	180.00
Memorial Garden (2ft x 2ft)	120.00
Burial Chambers (Double or Single)	359.10
Ashes Memorial Chamber (including Plaque)	299.10
Family Ashes Plot	438.00
Mausolea – Purchase, facia tablet and inscription	3264.10
Purchaser if a Non-inhabitant (applies to purchase of Exclusive Rights only)	Add 100% to above charges
INTERMENTS	
Public and Purchased Graves Monday – 11.30am Friday	
Under 16 yrs	0
Adult 16yrs + at 6ft/4ft 6 depth	358.10
Burial Chamber – 4ft 6 Interment	262.90
Burial Chamber – 6ft Interment	476.20
Mausolea	753.60
Garden of Rest - Cremated Remains GOR1	83.80
Family Ashes Plot	83.80
Ashes Memorial Chambers - Cremated Remains GOR2	77.50
Deceased was a Non-inhabitant (applies to Interment Fee)	Add 100% to above charges
Friday (After 11.30am to 3.30pm), Saturday (9.00am – 10.30am) (Applies to ALL interments)	Add 50% to basic charges
MEMORIALS	
Headstone or other monument	182.20
Vase or Tablet	33.10
Kerb	103.50
Headstone Additional Inscriptions	51.70
Replacement Headstones	58.90
Replacement Tablet	23.00
Tablet Additional Inscriptions	17.00
Deceased was a Non-inhabitant (applies to Memorial applicants)	Add 100% to above charges
A Non-inhabitant is a person who has not resided in the Borough for at least one year, in the five year period prior to the Memorial application, Interment or Exclusive Right	

CEMETERIES	CHARGES 2016/17 £
Other	
Use of Chapel	36.10
Use of Organ	36.10
Grave Search Fee	40.20
Exhumation	Cost
Exhumation of Ashes	Cost
MAINTENANCE OF GRAVES	
Levelling and turfing grassed graves on one occasion	85.80
Maintaining other graves for 25 years	703.90
Planting on a single occasion	58.90
Spring and Summer flowers for 25 years	1408.90

4 RUGBY BOROUGH COUNCIL

4.1 Current fees and charges for Rainsbrook Crematorium:

Cremation Fees

Prices inclusive of organist fee, scattering fee and Environmental Levy

Child - up to and including 15 years of age: no charge

Adult - service (9am to 4.45pm): £795

Adult - no service (from 8.15am): £550

Cremation of body parts: price on application

Weekend Surcharge

Saturday (10am to 12 noon, strict rotation): £500

Saturday scattering of cremated remains (AM only): £75

Saturday interment of cremated remains (AM only): £150

Cremation Sundry Fees and Charges

Scattering of ashes when cremation has taken place elsewhere: £25

Supply of casket (with name plate): from £60

Forwarding cremated remains by post (inland): price on application

Audio recording of services: £50

DVD recording of service: £60

Subsequent copies: £40

Webcast: £75

Use of Rainsbrook Ceremony Room only (no cremation): £200

Bearer's fee (advance booking only): £20

Memorial flowers: £40 (medium) or £60 (large)

5 CONCLUSIONS

- 5.1 That the information provided informs the evidence base of this Scrutiny Review.

Brief Author: Tracy Tiff, Overview and Scrutiny Officer

Date: 2 October 2017



NORTHAMPTON BOROUGH COUNCIL

SCRUTINY PANEL 1 – CEMETERIES

9 NOVEMBER 2017

BRIEFING NOTE: BURIAL SPACES

1 INTRODUCTION

- 1.1 At a previous meeting, Scrutiny Panel 1 (Cemeteries) agreed that it would receive details regarding burial spaces within Northampton's cemeteries.

2 INFORMATION

- 2.1 From the information detailing the number of available spaces and the average number of burials, it has been estimated that the life span of the existing interment space is as follows.

Towcester Road cemetery cremated remains	10 years burials – 17 years cremated remains
Kingsthorpe cemetery cremated remains	4 years burials – 17 years cremated remains
Dallington cemetery remains	2 years burials – 7 years cremated remains
Duston cemetery remains in old part of cemetery (As there has been an extension to the cemetery in recent years, it is difficult to estimate the annual number of burials, as it has been a number of years since there was cemetery space available for new burials.	10 years burials – 7 years cremated remains
Weston Favell cemetery existing purchased graves.	Closed – Only interments into existing purchased graves.
Great Houghton cemetery	Closed – Only interments into family owned graves – 5 years cremated remains.

- 2.2 There are some areas within existing open cemeteries that have the potential to provide extra burial spaces:

Kingsthorpe cemetery – The “Goat Field” could be extended into, subject to a ground survey. Potential for 300 extra plots if the area is usable.

Dallington cemetery – Old allotment land to the side of the cemetery could be used to accommodate at least 1,000 extra plots.

Towcester Road cemetery – The removal of a groups of trees would provide extra burial space.

3 CONCLUSIONS

- 3.1 That the information provided informs the evidence base of this Scrutiny Review.