

HEATHFIELD AND WALDRON PARISH COUNCIL
BURIAL GROUNDS AND AMENITIES COMMITTEE
MONDAY 23 MARCH 2015 AT 7.15 PM
AT PARISH COUNCIL OFFICES, HEATHFIELD

PRESENT: Mrs Clark (Chairman), Dr Huggett, Ms Kift, Mr Rivers, Mr Taylor and Mr Waterhouse.

The Clerk and Administrative Officer were in attendance.

Mr Davis representing Agrifactors (Parish Council's Contractor) was present in relation to the burial grounds at Theobalds Green.

01/15 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mrs Holmwood and Mr Ridley.

02/15 **DISCLOSURE OF INTERESTS**

Members disclosed the following interests:-

Mr Hough disclosed a non-prejudicial interest under paragraph 7 (1) of the Code of Conduct in relation to his membership of Waldron Parochial Church Council.

Ms Kift disclosed a prejudicial interest in respect of Theobalds Green allotments as she is an allotment holder.

Mr Waterhouse disclosed a prejudicial interest in respect of matters affecting Heathfield Funeral Directors as a Director of the Company

03/15 **MINUTES**

RESOLVED: That the minutes of the meeting held on 25 November 2014 having been previously circulated, be signed by the Chairman as a correct record.

04/15 **MATTERS ARISING**

There were none.

05/15 **ST BARTHOLOMEW'S BURIAL GROUND**

(i) Verbal report on Burial Inspection held in January 2015

An inspection had taken place in January when wreaths and dying flowers were removed. Two headstones had been identified as being extremely loose and one had been laid flat and the owners had been informed.

(ii) To consider quote for repairs to J2

This would be ratified at the next meeting.

(iii) To ratify inspection for Ghyll Garden Plot GM13

The Committee had received a copy of an inscription for a wheatsheaf to be engraved. It was **RESOLVED** to allow the inscription.

(iv) To consider engraving for Ghyll Garden GL6

The Committee had received a copy of a rose engraving for a memorial stone in the Ghyll Garden. It was **RESOLVED** to approve the inscription. A member of the Committee had asked about the proposed wording on the headstone and asked that information be sought regarding the proposed additional inscription and the relationship to the deceased. Once this information had been obtained it should then be recorded in the Parish Council's burial records.

Mr Hough abstained from voting.

06/15 **BURIAL GROUNDS GENERAL**

(i) **Old Heathfield**

It was reported that a lot of clearance work had taken place.

(ii) **Waldron**

It was reported that a lot of work to the burial ground had been carried out by Wealden District Council and the area of burial ground owned and managed by the Parish Council was fine.

07/15 **WAR MEMORIALS**

(i) **Waldron**

It was reported that the memorial was chipped at the base. The situation would be monitored.

(ii) **Cade Street**

It was reported that the stone had become very green in places but would be cleaned in the Autumn in time for Remembrance Day.

08/15 **THEOBALDS GREEN**

General Matters

It was **RESOLVED** that the new natural area should be known as 'Theobalds Woodland Burial Ground' and the traditional area be known as Theobalds Burial Ground.

It was also **RESOLVED** to erect a memorial wall in the barn upon which plaques in memory of loved ones could be placed. The size and material of the plaques to be discussed further.

There was discussion about the means by which individual plots would be measured out and marked and it was proposed that bolus markers be used. Further information on the method to be used to be obtained in time for the next meeting.

It was **RESOLVED** that no markers of any kind would be allowed in the Theobalds Woodland Burial Ground.

It was agreed that further investigation should be made into the provision of a map showing the area and the plots around the trees.

In terms of maintenance, the grass would be cut once in May and again in the Autumn.

The Committee noted the report from the Contractor that the water table was at 3.5 metres, therefore the maximum depth of graves would be 2.5 metres.

In order to meet the conditions of the planning permission, the height of the hedge in front of the cart barn and between the allotments and amenity land would be reduced to 1.5metres.

(i) Hardwood gates at the entrance to the Cart Barn

The Committee considered the quote to supply and install 2 No 3m hardwood gates on 200 x 200 hardwood posts with all the necessary furniture to the entrance to the Cart Barn. This would prevent unauthorised vehicles from having access to the ground or possible damage to the cart barn. It was **RESOLVED** to accept the quote from Agrifactors Limited in the sum of £1,416.00 plus VAT for the gates.

(ii) Measures to prevent vehicular access to burial ground

The Committee considered ways to prevent vehicles driving onto the traditional burial ground. These included round bollards, stone boulders, shrubs and round posts. It was **RESOLVED** that sandstone boulders should be installed to protect the boundaries.

(iii) Fencing to Cuckoo Trail

The Committee has received two quotes for fencing to the Theobalds Green site. The first option consisted of fencing from the Woodland Burial Ground to the Traditional burial ground at a cost of £960.00 +VAT. The second option was for fencing to be erected from the Woodland Burial Ground and to run along the field behind the allotments at a cost of £1,176.00 + VAT. The Committee **RESOLVED** to accept the quotation from Agrifactors Limited in the sum of £1,176 + VAT.

(iv) Fees for the Burial Grounds

Following consideration, it was **RESOLVED** that the fees for the traditional Burial Ground should be the same as those in respect of St Bartholomew's Burial Ground. With regard to the new Woodland Burial Ground, a schedule

of fees was considered. Subject to a correction to the interment fee and a fee for strewn ashes added, it was **RESOLVED** to adopt the proposed fees. The corrected list would be ratified at the next meeting in May.

It was also **RESOLVED** that as well as parishioners, non-parishioners from adjoining parishes would be accepted into the burial grounds.

(v) Rules and regulations for the Woodland Burial Ground

The Committee discussed draft Rules and Regulations. It was **RESOLVED** that no reservations would be taken for the Woodland Burial Ground. A number of amendments to the rules and regulations were proposed by the Committee and an amended version would be presented at the next meeting.

In view of the importance of preserving the natural appearance of the woodland and the need for plot owners to understand the restrictions which apply, it was **RESOLVED** that all plot owners should be required to sign a form to say that they had read the rules and regulations and agreed to comply with them.

(vi) Layout of the plots

A rough plan of the proposed layout was shown to the Committee and their comments were considered. The proposal showed plots with a tree in the centre surrounded by 16 burial plots or 32 ashes plots. It was **RESOLVED** that the layout be adopted and that there should be separate sections for burial and ashes plots in the Woodland Burial site. It was noted that in the planning conditions eight species of trees were allowed.

It was **RESOLVED** that all the trees around which graves would be placed should be planted prior to opening the woodland burial ground. It was also **RESOLVED** that a rose bed would be planted around the car barn.

(v) Risk Assessment

A risk assessment of the burial areas would be carried out. In the meantime, the Contractor had reported that the make-up of the soil would necessitate the use of shoring equipment when graves were dug. A method statement relating to use of the equipment would be prepared.

Dr Huggett left the meeting at 8.25 pm

09/15 **ALLOTMENTS**

Allotments at Theobalds Green

The site was operating well and there were no matters to report.

Allotments at Punnetts Town

An allotment holder had asked if signs could be erected to stop dog fouling on the ground. It was **RESOLVED** that signs be erected.

10/15 **MILL ROAD CONVENIENCES**

There was nothing to report.

11/15 **TO APPROVE LIST OF URGENT WORKS SINCE LAST MEETING**

No details of urgent works had been received.

12/15 **MATTERS RAISED BY COUNCILLORS**

There were none.

13/15 **CRIME & DISORDER ACT 1998 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were no new matters arising.

14/15 **RISK MANAGEMENT**

To consider effects (if any) arising from items on the Agenda

Grave shoring equipment to be used at all times. A risk assessment of the Burial sites to be completed.

15/15 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would take place on **WEDNESDAY 27 MAY 2015** at **7.15pm**, in the Parish Council Meeting Rooms, 73 High Street, Heathfield. This meeting would be followed by a meeting of the Leisure, Environment and Recreation Committee.

The meeting closed at 9.30 p.m.

Signed:

Chairman

Dated: