

A MEETING OF THE CEMETERY COMMITTEE,
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD
ON WEDNESDAY 16th JANUARY 2019, STARTING AT 11.30 A.M.

Present:
Councillors:

S J Armes (Chairman)
C Harvey

B J Canham
J Hollis

Officers in attendance:

Sarah Lewis
Roz Barnett
Kerry Leeder
Nick Thompson
Chris Crimmen

Deputy Town Clerk
ALP Officer
Civic Secretary
Cemetery Officer
Committee Secretary

Minutes

621/18

DECLARATIONS OF ANY PECUNIARY INTERESTS

None.

622/18

APOLOGIES FOR ABSENCE

Councillor C R P Burnett.

623/18

MINUTES

RESOLVED: The minutes of the Committee's meeting held on 18th October 2018, received by the Council on 30th October 2018 confirmed as a true record and signed/initialled by the Committee Chairman.

624/18

BURIAL MONITORING

The Councillors received an update and review burials. In 2018 they were a running average of 69 and it was decided that no review was needed.

625/18

CEMETERY CHAPEL

The Deputy Town Clerk reported the work to the Bell Cote and repointing work has been completed and the final bill was £10,306. This was noted by Councillors.

The Chair reported that the Memorial Service on the 7th December 2018 was attended by 50 people and was considered a success that will be repeated next Christmas.

626/18

GROUND WATER MONITORING

The Deputy Town Clerk reported that the new ground water monitoring company has issued their second report on the 5th November 2018 and she had sent a copy to the Environment Agency who was satisfied with the findings. This was noted by Councillors.

627/18

MEMORIAL MANAGEMENT

The Cemetery Officer provide an update on memorial testing stating that N plot was almost complete and they are starting on P plot in February. The Cemetery Officer explained the test they use exerts a force of 25 Kg which is the average weight of a person leaning/pulling on the headstone when a kneeling relative might pull on the headstone to stand up. With all memorials being installed by BRAMM registered companies who use a technique that anchors the headstone this H&S problem will reduce in the future.

628/18

CORPORATE PLAN PRIORITIES

The Committee discussed and agreed the following priorities for 2019/2020.

PRIORITY 1	
To improve facilities to enhance the visitor experience and increase community engagement with the cemetery.	
AIMS/ACTIONS	
1.	To seek the necessary consents and make arrangements for widening the main access gate with works being completed by April 2020.
2.	To develop the Chapel as a visitor centre by making arrangements for the building to be open to the public and developing an internal display providing information on the history of the site.
3.	To work with the funeral directors to enhance the planting around the cemetery and chapel. New planters to be introduced May 2019 and additional bulb planting completed autumn 2019. Committee to consider options for improving the environment for wild flowers and birds.
4.	To prepare the plans, consents and prepare tenders to upgrade/relocate the existing cemetery office block to include disabled toilet for the public and appropriate facilities for staff by December 2019.
5.	To develop the cemetery yard as a storage compound for the town council. Replacing the existing decaying units for water tight containers and install extra container by April 2019.

There followed a discussion and it was agreed that a small task and finish group meet to discuss the above work needed and on objectives 1 & 4.

629/18

STORAGE FACILITIES AT THE CEMETERY

The ALP Officer explained the changes that will be required to improve the storage at the Cemetery Yard.

- Gates will require widening. This will require planning consent and consultation with highways about impact of a wider entrance.
- The two old containers to be replaced with the two water tight containers from Telford Way and further container to be purchased and installed.
- A skip will need to be located with the cemetery yard area
- The site may require further security and this will need some consideration in the future.

Councillors agreed these changes on the proviso that the skip is not visible from the front of the site.

630/18

CORRESPONDENCE

The Deputy Town Clerk reported on 3 letters received on the Cemetery and these were reviewed and noted by Councillors.

631/18

ITEMS OF URGENT BUSINESS

None.

ACTION POINT	BY WHOM	BY WHEN
A Task & Finish group to discuss and recommend a way forward to update the Cemetery	Members of the Committee and Officers	March