

A MEETING OF THE CEMETERY COMMITTEE,
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD
ON THURSDAY 16th JANUARY 2020, STARTING AT 10.00 A.M.

Present:

The Mayor – Councillor B J Canham (Chair)

Councillors:

D M Crawford

D Hodgkinson

J Hollis

Officers in attendance:

Roz Barnett

Deputy Town Clerk

Nick Thompson

Cemetery Officer

Minutes

662/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS

None.

663/19 APOLOGIES FOR ABSENCE

None.

664/19 MINUTES

RESOLVED: The minutes of the Committee's meeting held on 1st November 2019, received by the Council on 26th November 2019 be confirmed as a true record and signed/initialled by the Committee Chairman.

665/19 COMMITTEE PRIORITIES AND BUDGET REVIEW

The Deputy Town Clerk tabled an update on the Cemetery priorities shown in blue on the attached paper (see appendix A). The budget was discussed, and it was noted income had been reduced due to less burials this year so far.

666/19 ARCHITECTS QUOTES FOR IMPROVEMENTS

The Deputy Town Clerk asked Councillors to consider the costs and approve a programme of works for the cemetery including peace project, water fountain, wildlife areas, toilet facilities and improvements to works yard area. After a discussion the following programme of works were agreed at the Cemetery:

Spend in order of Priority

1. Councillors agreed to purchase second-hand canteen container and storage container for works yard £5000 (Delivery costs will be on top) **Nominal Code 8223**).
2. Fencing of the compound total cost £4936 (**Nominal Code 8223**)
3. New fencing around cemetery cottage £1415. (**Nominal Code 5500**)
4. Rental to Staniforth for the coach house £2400 (**Nominal Code 8223**)
5. Removal of Asbestos shed estimate £1000 TBC (**Nominal Code 8223**)
6. Fountain Project and Peace project noticeboards funded by the Mayor and external agencies.
7. Improvements to the current toilet and office block for staff Approximately £15,000. (**Nominal Code 8223**)
8. Installation of new memorial garden Approximately £15,000. (**Sweyn Close reserve**).
9. Installation of new wildlife pond and reflection area Approximately £15,000. (**Sweyn Close reserve**).

10. Public toilet at chapel Approximately £27,500(**Sweyn Close reserve**).

- 667/19 CEMETERY POLICY RULES AND REGULATIONS
The Deputy Town Clerk said she would send out a revised document for councillors to comment on.
- 668/19 OPTIONS FOR MEMORIAL WALL AND PLAQUES
The Chair asked councillors to consider options for sponsorship and memorials. After a discussion the councillors agreed to work towards a variety of memorial options at the cemetery. They agreed that memorial plaques for the cherry tree avenue will be offered at a cost of £525 for a 15 year period. This cost will include memorial plaque and vase. They also agreed to the development of a Sanctum Ashes burial area with the units being solid at a cost of £1215 (These will be available for pre-purchase). Councillors also agreed to change the memorial bench policy to marble benches as opposed to wood benches to reduce maintenance costs. They also wished to invest in a statue for memorial plaques for miscarriages and still births when resources allow.
- RESOLVED: That Thetford Town Council build a new memorial ashes garden at an approximate cost of £15,000. (Sweyn Close reserve). When funding allows proceed with the installation of new wildlife pond and reflection area Approximately £15,000. (From Increased revenue)**
- 669/19 BURIALS MONITORING
There was no update from our Environmental & Geotechnical consultants to consider.
- 670/19 MEMORIAL MANAGEMENT
The Deputy Town Clerk asked Councillors to consider how the council proceeds with the ongoing management of failed memorials. After a discussion it was agreed to reduce height of the stakes used and no longer use the blue nylon rope to reduce the visual impact on the memorial staking.
- 671/19 CORRESPONDENCE & COMPLAINTS
There had been many compliments on the condition of the Cemetery.
- 672/19 COMMITTEE OFFICERS UPDATE
None.

Chairman.

Appendix A - Cemetery Committee objectives update

To seek the necessary consents and make arrangements for widening the main access gate with works being completed by April 2020.

3 quotes obtained; councillors awarded contract. The gates will be completed this financial year.

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.

The peace project are organising a noticeboard telling the stories of some of Thetford's fallen. Christmas service organised on Friday 6th of December. Internal information panels will be completed by the end of March.

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 wildflowers and birds.

New flower beds established, planters installed, and sponsorship arrangements are in place from the undertakers/stonemasons. Wildlife improvements have been made and a new wildlife garden and pond is being designed.

To prepare the plans and consents to upgrade/relocate the existing cemetery office block to include disabled toilet and appropriate facilities for staff by Autumn 2019.

Architect has been appointed and will complete the plans for improvements by the end of March ready for works to begin Spring 20/21.

To develop the cemetery yard as a storage compound for the town council. Replacing the existing decaying units for watertight containers and install extra container by April 2019.

Majority of Works completed May 2019 improvements planned for January-March 2019.

DRAFT