



Order of meetings 27<sup>th</sup> February 2019:  
7.00pm Planning  
7.30pm Cemetery

## STOTFOLD TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend a meeting of the Cemetery Management Committee, on Wednesday 27<sup>th</sup> February 2019, at 7.30pm, in the Council Chamber, Greenacre Centre, Stotfold

---

### AGENDA

1. **Apologies for absence**
2. **Disclosures of Members Interest on matters contained in this agenda**  
Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **Public participation – questions, comments and responses**  
Up to 3 members of the public are given 3 minutes each to speak on any item relating to this Committee.
4. **Clerk's Report, correspondence received and matters arising for information**  
Nothing to report as at production of agenda.
5. **Relocation of water tap**  
To enable refurbishment works on the Garden of Rest (top of hill), a water tap needs to be relocated. Members are asked to consider two quotes to re-site the tap:  
Raf Contessa (Driveway Rejuvenation Ltd) £1,400 plus vat (see quote)  
Dyno Plumbing £1,303.45 plus vat (see quote)  
  
Even if the works on the garden of rest do not go ahead for some time, it is suggested that the water tap is relocated as soon as possible. This enable work on the garden of rest to be undertaken at any time, without the need to consider relocation of the tap.
6. **Garden of Rest**  
As Members will be aware, we have had great difficulty in finding a company willing to provide a quote to carry out requested repairs to the new garden of rest (specification attached). To date we have only received one quote (not detailed). This quote is above our current Financial Regulations contract figure which means that if we consider the project value to be above that rate, we must follow tender requirements. A further issue is that our Financial Regulations are currently being reviewed, and legislation has significantly reduced that contract figure.  
  
It is therefore suggested that the matter is reconsidered. Members should be prepared to put a maximum value on the project in order that we can determine whether tender requirements should be followed. This may involve amending the specification or seeking an alternative solution to the damage problem in the garden of rest. It may be sensible to ask a professional, i.e. a builder or a cemetery design company to provide expert advice as to whether a repair would be suitable and if the specification we have provided is adequate, or an alternative is available.

**7. Re-siting of yew hedging**

To consider a quote from our Landscape Contractor, Rik Golder, to remove the yew hedging around the new garden of rest, and reset around the burning area, after removing a section of the old existing hedge to allow access, digging out a trench around two sides of the burning area and back fill with fresh top soil (to be provided by STC). £1,750 plus vat.

Top soil (15 tonnes)

Thomas Bros. £220 per load

Even if the works on the garden of rest do not go ahead for some time, it is suggested that the yew hedging is relocated as soon as possible – we are nearing the end of suitable period to re-plant and their removal now will enable work on the garden of rest to be undertaken at any time.

**8. Tree works**

To consider quotes for tree work identified following a walkabout by our Landscape Contractor Rik Golder, Committee Chairman and Vice-Chairman, using the last Cemetery Tree Inspection Report 2015. Copy of specification provided for Members which outlines works to be carried out by a tree surgeon and separate work to be carried out by our Landscape Contractor.

Tree surgeon spec (copy of quotes attached)

Steve Dear Trees	£1,680 plus vat
with option to stump grind	£ 280 plus vat
4Seasons Specialist Tree Surgeons	£2,110 plus vat

STC Contractor spec (copy of quote attached)

Rik Golder Ltd £525 plus vat

**9. Additional inscription to War Memorial**

To consider a report and request from Councillor Cooper to add an inscription in memory of WEJ Coleman to the War Memorial. Inscription costs are awaited and will be circulated before the meeting.

**10. To consider actions to be taken from the inspection of the Cemetery following the walkabout carried out by Councillor Collier.**

**11. Items for information purposes, relevant to this Committee only**

*KA Elliott-Turner*

**Kate Elliott-Turner  
Town Clerk**

22<sup>nd</sup> February 2019

To: Members of the Cemetery Management Committee: Councillors Collier, Cooper, Mrs Cooper, Dhaliwal, Mrs Hyde, Pickering and Saunders. All other Councillors for information only