



Order of meetings 8<sup>th</sup> August 2018:

**7.00pm WALKABOUT GREENACRE CENTRE**

7.00pm Cemetery Management

8.15pm Buildings Management

## STOTFOLD TOWN COUNCIL

Dear Councillor,

**You are hereby summoned to attend a meeting of the Cemetery Management Committee, on Wednesday 8<sup>th</sup> August 2018, at 7.00pm, in the Council Chamber, Greenacre Centre, Stotfold**

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### 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**  
See Agenda Report.
5. **Garden of Rest – the future**  
To consider proposals by the Clerk and Chairman regarding the 3 Garden of Rest projects. See Agenda Report.
6. **Tree work – Beacon Limes**  
To consider a request from the Landscape Contractor to lift the crowns of the avenue of Lime trees in the Beacon area, and to ball-shape to reduce overhang onto the adjacent roadway.
7. **Relocation of Beacon**  
Following a recent inspection of the Beacon area by the Landscape Contractor and discussions with the Clerk and Council Chairman regarding the forthcoming 'Beacon of Lights' ceremony for the 100-year anniversary of the end of the First World War, Members are asked to consider relocation of the Beacon to a more suitable location.

The cluster of trees in the Beacon area are mature and have significantly reduced the sightline to the current position of the Beacon. It is suggested that the Beacon is relocated to an area opposite, as per the attached plan, which will give better line of sight, and is in an area unhindered by growing trees. Investigations are being made into the physical relocation of the pole, whilst the 'Stotfold' hanging sign is currently being repaired.

8. **To consider actions to be taken from the inspection of the Cemetery following the walkabout**
9. **Items for information purposes, relevant to this Committee only**

*Kate Elliott-Turner*

**Kate Elliott-Turner  
Town Clerk**

3<sup>rd</sup> August 2018

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

# AGENDA REPORT

## CEMETERY MANAGEMENT COMMITTEE

<b>AGENDA ITEM 4</b>	<b>Meeting date: 8<sup>th</sup> August 2018</b>
<b>Clerk's Report, Correspondence Received &amp; Matters Arising for Information</b>	
<p><b>Clerk's Report</b> Following the formal inspection of trees within the Cemetery and subsequent report in 2015, those marked as Red requiring immediate work have been carried out. Those marked as Amber are being referred to tree surgeons for advice and quotes for consideration by the Committee – work to take place during the autumn/winter.</p> <p><b>Correspondence</b> A complaint has been received from an officiating minister at a recent interment at the Cemetery. They felt that the proximity of the grave was too close to the one beside it, making it difficult for bearers to approach in a dignified manner. They also felt that the edges of the grave had been raised too high by using boards, making it dangerous for the bearers, and there were trip hazards caused by the green surround covering.</p> <p>The funeral directors responsible for the grave digger have been contacted and advised of the concerns regarding trip hazards, etc. A letter has been sent to the minister advising that the graves are marked out with the standard spacing required, and that this particular grave had been pre-purchased and so there are now other interments either side, making access tight, but not impossible. We have explained that the reason for the boards is to avoid grave side collapse and is usual practice, and that the green covers were placed in the usual way – it is possible that the wind may have moved them in places.</p> <p><b>Matters Arising</b> Minute 20/18 – a sonic test of the Beech tree adjacent to the Chapel is being undertaken and findings will be reported to the Committee in due course.</p>	
<b>Decision required: n/a</b>	
<b>Expenditure required: n/a</b>	

# AGENDA REPORT

## CEMETERY MANAGEMENT COMMITTEE

<b>AGENDA ITEM 5</b>	<b>Meeting date: 8<sup>th</sup> August 2018</b>
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### **Garden of Rest – the future**

#### **Report from the Clerk**

Following the full tender process, using the Government's contract finder website – due to the size of the contract, we received only two tenders. These were quite obviously designed to price themselves out of the running.

I discussed this problem with CDS and they felt that it was really a contract of two halves, the technical work for the interment niches and general building for the layout and other walls. They also agreed that their tender had been too specific and did not allow for contractors to modify to suit build purposes against the design. They then tried to contact individual companies to gauge their interest on a slightly revised project (removing some of the smaller walls and splitting the contract) prior to us putting it out to tender again but have had no interest.

At a previous Cemetery meeting, I expressed concerns regarding taking on three individual projects, which has grown from the original new large garden of rest idea. The three projects were:

- To provide the new large garden of rest between the burning area and mast as per CDS design
- To 'make good' the existing garden of rest, which was something brought back to the table
- To construct a basic, interim garden of rest due to the increasing shortage of plots

All three were to 'run concurrently' and together would have significant cost, well above the Committee's Earmarked Reserves available.

Our Cemetery Administrator has confirmed that she is managing the allocation of plots at the moment in the old Garden of Rest, now that we have created more space. This cannot be long-term, and a resolution must be reached and completed in the near future.

After discussion with the Committee Chairman, and Cemetery Administrator, as RFO looking at the finances, how we make best use of our money available, and so that we come to a swift conclusion to enable us to continue providing ashes interment space, I suggest the following:

1. To put a 'temporary' halt on the large CDS garden of rest proposal, on financial grounds
2. To put a complete halt on the interim 'emergency' garden of rest between the current one and the mast, on the grounds that this money could be better spent
3. To 'make good' the current garden of rest

The original idea of putting in a new garden of rest (number 1), giving multiple interment options and creating a significant number of plots was a good one. However, an initial project figure wasn't determined before designs were produced, resulting in a larger estimate that we might have originally anticipated. I don't think we should completely shelve this idea, but we should seek other funding sources to assist as a

future project (developers?).

Number 2 may have been a reaction to a serious shortage of plots. However, assessing again and considering discussions in a previous meeting as to its construction and siting, this would likely look very much out of place next to the existing garden of rest, and would look wedged in – we still hadn't made a decision on its future at that time. After discussing with our Cemetery Administrator, she is happy that as long as we push on for a resolution and get something finalised very soon, she can manage the plots we have available.

Due to uncertainty as to how repair of the current garden of rest could practically be done, and concerns that the Committee wasn't in full agreement on completing only the larger project, I was unsure that repair was the best option. However, considering from a financial perspective, and in light of the above problems with the tender, it now seems to be the best way to use our funds and would cost significantly less than the CDS project but still gives us a good number of plots.

If Members are in agreement with this suggestion, there may still be some fees owing to CDS for tender work up to the point we stop the project. We also need to obtain quotes to repair the current of garden of rest. This would be to remove the wooden sleepers and replace with brick walls and foundations.

To agree to the above, this would mean recommending to Council that the following minutes are rescinded – 5/17 which resolved to construct a new garden of rest in the area between the burning area and the telecommunications mast, and 18/18 which asked for quotes to be obtained to put in the interim garden of rest between the mast and the current garden of rest until the matter of the two other areas is resolved.

**Decision required:** put large CDS garden of rest project on hold, shelve 'emergency' garden of rest area, and 'make good' current garden of rest and make recommendations to Council accordingly

**Expenditure required:** depending on decision and quotes to be received