

**MINUTES OF THE MEETING OF THE  
NEW BURIAL GROUND WORKING GROUP  
HELD ON 5<sup>th</sup> JULY 2005 AT 8.00 p.m. AT PAVILION, MANOR FIELD**

**Present :** Cllr Mr C Alford  
Cllr Mr A Barnett  
Cllr Mr J Gaywood (Chairman)  
Cllr Mrs A Oxtoby  
Cllr Mr B Ramsay

**In attendance :** Mrs J Hoad (Clerk)  
1 member of the public

**1. Apologies for absence**

Apologies had been received from Cllr Tremain.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes**

RESOLVED: That, the minutes of the meeting of the New Burial Ground Working Group held on 6<sup>th</sup> June be approved and signed as a correct record.

**4. Terms of Reference**

RECOMMENDED: That, the Terms of Reference be amended, as shown on appendix 1 attached to these minutes.

**5. New Burial Ground**

The Working Group considered a report on actions taken since the previous meeting to provide (1) access to the site of the new Burial Ground on land owned by the Council and (2) means of access to Manor Field.

(1) Access to the new Burial Ground

The Working Group considered information provided by the Association of Burial Authorities in respect of its design and consultancy service for new burial grounds. Members held differing views as to whether it was necessary to appoint a consultant, but agreed it may be necessary to seek advice at sometime in the future. In the meantime, the Burial Ground and Garden of Remembrance Committee would continue to work up a design and layout for the new Burial Ground, based on the information provided by the grave digger in respect of the size, spacing and orientation of the grave spaces. It would be necessary for the layout to make provision for a new shed and a water point within the new Burial Ground. It was noted that whilst work is being undertaken to set out and establish the new Burial Ground, large machinery will require access to the area and this being the case, provision should be made for a large field gate.

The Working Group received a verbal report on a meeting with the Council's grave digger and a local firm of funeral directors to discuss their requirements in respect of access arrangements to the new Burial Ground and working practices. In light of the discussions with the grave digger and the funeral director, the Working Group was satisfied that an adequate means of access to the new Burial Ground could be provided within the curtilage of land owned by the Council.

The funeral director confirmed that his company prefers to carry coffins to the point of burial and that his company would be willing to carry coffins from the car park in Manor Field to the point of burial in the new Burial Ground. He explained some funeral directors prefer to transport coffins on a trolley and this being the case, any new paths provided to and within

the new Burial Ground would need to be finished with a smooth surface, possibly tarmac. The required width for the new access path would be 6 feet. The funeral director requested consideration be given to designating a number of car parking spaces in the Manor Field car park for the hearse and the mourner's vehicles.

The grave digger requested that consideration be given to the provision of a utility area in the new Burial Ground for the storage of spoil and equipment. The Working Group was informed that spoil is required to be removed once every twelve to eighteen months and that the preferred method of removal is by means of a lorry with a grab. If spoil was to be stored on the new Burial Ground access would be required for large, heavy vehicles and therefore spoil removal would have to be restricted to such times when conditions would allow access without causing any damage to the ground. This being the case, the Working Group favoured transporting the spoil from the new Burial Ground to the spoil heap located in the existing Burial Ground, but this would incur an additional charge from the grave digger. Access to the new Burial Ground for the grave digger's mini digger could be provided along the new path, but care would need to be taken to ensure no damage was caused to the surface and no residual mud left on the path.

The Working Group considered a number of options with regard to the screening of the proposed new path leading from the car park to the new Burial Ground and whether it would be prudent for the Council to define the boundary between land owned by the Council and Messrs H F & J H Glover along the southern boundary of Manor Field.

RESOLVED: That, Mr Munday be asked to supply and fit round chestnut posts, 5' in height at 25' centres, to be placed inside Manor Field 20 feet from the boundary with Hartley Court and the existing Burial Ground and to run from the edge of the overspill car park, extending through the Orchard to the Foxborough Wood.

## (2) Access to Manor Field

At the previous meeting the Working Group had favoured siting the entrance gate to Manor Field further into the field, thus avoiding the need to excavate the adjacent bank. After some discussion, the Working Group held the view that by repositioning the gate further into the field on land owned by Messrs H F & J H Glover, the Council may run into some difficulty with seeking agreement from the landowner. As the landowner had previously agreed to the Council's proposal to replace the field gate and provide a pedestrian means of access to Manor Field along the line of the existing gate and in view of the dilapidated condition of the gate, the Working Group considered that it would be expedient for the Council to progress the replacement of the gate as a matter of some urgency and avoid any further negotiations with the landowner which may delay the implementation of the works.

RECOMMENDED: That, the existing field gate be replaced with a new metal field gate of sufficient width to allow access for emergency vehicles and that provision be made for the installation of a new kissing gate positioned immediately adjacent to the new field gate suitable for prams, pushchairs and wheelchair access and that provision be made for improvements to the surface of the ground by forming a new apron in the vicinity of the new gates and that consideration be given to the provision of a drop down lockable bollard.

## 6. **Date of the next meeting**

Friday 2<sup>nd</sup> September 2005 at 10.00 a.m. at the Pavilion.

The meeting closed at 10.05 p.m.

Signed:.....  
Chairman

Date:.....

## New Burial Ground Special Projects Working Group

### Terms of Reference

1. To explore the means to provide access to the new Burial Ground at Manor Field, within the curtilage of the land owned by the Council and to undertake such investigations necessary to secure a solution.
2. To recommend **to the Council** final proposals for the means of access to **Manor Field**, ~~the Council~~ including details and provisional costing of the work involved.
- 3. To consider any other projects referred to it by the Council and to report back after such investigations.**

Note : The design and establishment of the new Burial Ground shall remain within the Terms of Reference of the Burial Grounds Committee.

### Delegated Powers

1. To seek any necessary advice.
2. To spend such monies considered necessary to achieve **article 1 of the Terms of Reference** ~~4 above~~ from the budget provision for the new Burial Ground contained in the approved estimates of the Burial Ground Committee.
- 3. To spend such monies as allocated by the Council for other projects.**

***Proposed additions indicated in bold italics.***