



**Burntwood**  
TOWN COUNCIL

BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

The Old Mining College Centre  
Queen Street  
Chasetown  
BURNTWOOD WS7 4QH

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Our Ref: JM

04 January 2018

**To:** All Members of the Burial Grounds Committee  
Councillors Humphreys (Chairman), Ms Brettell (Vice Chairman), Birch, Drinkwater, Miss Fisher,  
Mrs Stokes and Mrs Rigby

**Copy:** N Caine, Direct Services Manager  
Cllr Mrs Tranter  
Cllr Mrs Evans

Dear Councillor

#### BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet in **The Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Thursday 11 January 2018 at 6.00 p.m.** to consider the following business.

Yours sincerely

*Jayne Minor*

Jayne Minor (Ms)  
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

#### AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTEREST AND DISPENSATIONS
3. MINUTES

To approve the Minutes of a Meeting of the Burial Grounds Committee held on 15 June 2017 (Minute Nos. 1-5) (ENCLOSURE NO. 1).

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

To receive the Direct Services Manager's report (ENCLOSURE NO. 2).

5. 2018/19 FINANCIAL YEAR

5.1 Proposed 2018/19 Fees and Charges for Burntwood Cemetery (ENCLOSURE NO. 3)

RECOMMENDED by the Policy & Resources Committee on 08 January 2018.

5.2 2018/19 Draft Budget (ENCLOSURE NO. 4)

6. BURNTWOOD CEMETERY : PROVISION OF BENCHES (ENCLOSURE NO. 5)

7. BURNTWOOD CEMETERY : SCATTERED ASHES MEMORIAL WALL (Minute No. 4.1 - 15 June 2017 refers)

Members to retrospectively agree to the revised cost (ENCLOSURE NO. 6)

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN  
ON THURSDAY 15 JUNE 2017 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Humphreys (in the Chair)  
Councillors Mrs Conolly and Mrs Stokes

**In attendance**

Ms J Minor, Senior Administration Officer  
N Caine, Direct Services Manager

**1. APOLOGIES FOR ABSENCE**

Councillors Mrs Evans and Miss Fisher.

**2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**3. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 13 March 2017 (Minute Nos. 26-34) be approved and adopted.

**4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND**

Members received the Direct Services Manager's (DSM) report.

**4.1 Burntwood Cemetery**

**Interments**

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 157 new adult grave plots purchased. There had also been 125 cremated remains plots and 7 child grave plots purchased.

**Maintenance**

Members were informed that the cemetery continues to be maintained to a very high standard of workmanship by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands (burial areas).

The DSO made reference to Minute No. 19.1 (Burntwood Cemetery - Maintenance: 19 January 2017 refers) and informed Members that the laurel hedge that encompasses the cemetery had now been reduced to a manageable height and will continue to be kept manageable. The hedge was found to be in excellent condition with thick vegetation, the

reason for this was that the original planting method which was a double row parallel diagonal pattern which ensured stability and growth.

Members were informed that as part of the ongoing grounds maintenance programme, quotations had been sought from three contractors for the removal of excess moss from the tarmacadam footpath in the area of the cremated remains and child grave areas. The work had been undertaken by Lichfield District Council's DSO at a cost of £225.50 plus VAT.

Members were informed where required all burial plots will be turfed in the autumn together with minor landscaping as necessary to all areas.

### **Memorial Stone Tests (Topple Testing)**

Members were informed that topple testing commenced in autumn 2016 and tests were ongoing. All of these tests are carried out to ICCM guidelines. None of the results have proven negative.

### **Rules and Regulations**

Members were informed that BTC encourage relatives and friends to visit the cemetery and place wreaths at Christmas, Easter and special occasions but there is currently no provision in the Rules and Regulations as to when these wreaths should be removed. The DSM requested that the following minor amendment be made to the Rules and Regulations:

"The Council reserves the right to remove flowers/wreaths for maintenance purposes and to remove them permanently when they are withered (after 14 days either by relatives and friends of the deceased or the Proper Officer)."

**RESOLVED** That the wording "The Council reserves the right to remove flowers/wreaths for maintenance purposes and to remove them permanently when they are withered (after 14 days either by relatives and friends of the deceased or the Proper Officer)" be included in the Rules and Regulations with effect from 26 July 2017.

### **No Smoking Signs**

Members were informed that no smoking signage had been erected throughout the cemetery however the DSM felt that better signage i.e. to include the wording "no smoking including E-cigarettes" was needed.

### **Dogs**

The DSO made reference to Minute No. 19.1 (Burntwood Cemetery - Dogs: 19 January 2017 refers) and it was noted by Members that the DSM had increased the number of signage with a concentration within the burial plot area following further complaints from residents due to the exercising of dogs and other peripheral uses associated with dogs. The DSM informed Members that he had made visits on several occasions to the cemetery in the hope of witnessing people exercising dogs in the cemetery. Members were informed that the dog signage which had been erected for three months had now deteriorated and these had been replaced.

### **Litter Bin Provision**

The DSO informed Members that there was a growing amount of litter along St Matthew's Road and at the entrance and exit gates to the cemetery (this litter is removed by either the DSM or the contractors). The DSM stated that he had contacted LDC's DSO regarding the provision of a litter bin and Members were informed that LDC's DSO had placed a dog litter bin on LDC's land at no cost to the Town Council.

### **Seating Provision**

The DSO informed Members that he had been asked by members of the public if extra seating could be provided for visitors. The main reason for the request was that the existing seating provision was not in the burial plot or cremated remains areas most visited by people. Members were informed by the SAO that "uniformity" was needed and that the previous benches (two) supplied and installed in 2010 by LDC's DSO had cost £1,400 plus VAT. Members were informed by the SAO that the cost of the bench(es) would need to come out of earmark reserves.

**RESOLVED** That the DSM be instructed to obtain three quotations for the supply and installation of three benches (to include ground works i.e. concrete plinth) and that these be paid for out of earmark reserves.

### **Scattered Ashes Memorial Wall**

The DSO made reference to Minute No. 30 (Burntwood Cemetery - Memorial Wall: 13 March 2017 refers) and an in depth discussion took place.

**RESOLVED** That company E be awarded the contract for the memorial wall in the sum of £14,268 (angled wall) and in addition company E be approached so that a price can be obtained for a five sided angled wall.

## **4.2 Coulter Lane Cemetery**

### **Maintenance**

The DSO made reference to Minute No. 19.2 (Coulter Lane Cemetery - Maintenance: 19 January 2017 refers) and informed Members that the flail cutting has not commenced at this moment in time as there is still pockets of wildflowers in evidence.

### **Boundary Wall**

The DSO made reference to Minute No. 19.2 (Coulter Lane Cemetery - Boundary Wall: 19 January 2017 refers) and informed Members that the re-pointing of the entire perimeter wall and rebuilding of a section of the wall had commenced (week commencing 12 June 2017).

### **Commonwealth War Graves**

Members were informed that the Commonwealth War Graves Commission are responsible for a number of war graves within the Coulter Lane cemetery. The grass footways are maintained so as to allow ease of access to the graves.

**Trees**

The DSO made reference to Minute No. 19.2 (Coulter Lane Cemetery - Trees: 19 January 2017) and informed Members that unfortunately due to recent high winds, a large branch from a Cypress Lawson tree had made contact with the ground. Photographs of the tree in question had been emailed to LDC's Arboricultural Officer who had recommended that the tree be reduced to ground level. The main trunk of the tree and branches will remain in situ and the scrub removed (this is now normal practice and good for the local ecology). The SAO reminded Members that the Cypress Lawson tree is covered by a TPO.

Members were informed that LDC's Arboricultural Officer had recommended that the best replacement tree for the local area and soil would be a Calocedrus Decurrens. The DSM informed Members that this type of tree is not available from growers normally until September however a Calocedrus Decurrens had been obtained and that the costs were as follows:

Tree felling and removal from site	£145.00
Replacement tree	£109.00
Planting of replacement tree	£172.00

Members were informed that the works had been undertaken.

The DSO made reference to Minute No. 19.2 (Coulter Lane Cemetery - Trees: 19 January 2017) and informed Members that unfortunately a horse chestnut tree had deceased. Contact had been made with LDC's Arboricultural Officer who had recommended the following action:

Replacement tree: Sweet chestnut 90cm/100cm  
Replant: in the vicinity of original tree late November/early December  
The tree must be supported by mulch mat and tree tube.

The DSO informed Members that three quotations would be sought for the works.

**RESOLVED** That the information be received and noted.

**5. CREMATED REMAINS PLOTS**

An in depth discussion took place between all Members present taking into account the advice received from the solicitor and the Institute of Cemetery and Crematorium Management.

**RESOLVED** That following the advice obtained from the solicitor and the Institute of Cemetery and Crematorium Management it was considered that the Town Council has no obligation to reimburse part or all of the previously purchased cremated remains plots.

(The Meeting closed at 6.42 pm)

Signed .....

Date .....

## Burial Grounds Committee

11<sup>th</sup> January 2018

### Burntwood Cemetery and Coulter Lane Burial Ground

#### Burntwood Cemetery

##### **Interments**

The Cemetery was opened in 2007 and the following have been purchased to date:

165 Adult Graves

129 Cremated Remain Plots

7 Childrens Graves

From May 2017 until December 2017 there have been:

8 Burials

4 Cremations

0 Child Burials

##### **Maintenance**

As the Cemetery does not carry out Burials or Cremated Remain interns on Mondays, whenever possible and practical, Maintenance is preferred to be carried out on this day.

The Cemetery is continuing to be maintained to very high standards of Workmanship, by the appointed Contractors; LDCnl DSO (Open Spaces) and Grassland's (Burial Areas).

As part of the continuous Maintenance Programme, the Horse Chestnut trees (*Aesculus Hippocastanum*) in the Spring season, will require the lower branches to be cut, this will allow easier access for LDCnl DSO to maintain this area of the Cemetery. As all of these Trees are protected (TPO'd) then the requisite Planning Permission will be required, before commencement, and Members will be advised when Planning Permission has been granted and the start date for such work to commence.

##### **Burial Plots**

Burial Plots are allowed to find their natural state and when this has been achieved, these Plots are levelled to the surrounding area height, adjacent to the area, and then turfed. Additional minor Landscaping is included.

##### **Memorial Stone Tests (Topple Testing).**

The requirement for Topple Testing commenced in the Autumn of 2016. All of the tests are carried out to ICCM guidelines. Topple Testing was completed in October 2017. None of the tests have proven to be negative. The retesting is recommended to be a guideline of 10 years, however this will be done whenever possible every 3 years, to ensure the best possible standard.

## **Rules and Regulations.**

There have been no additions to the Rules and Regulations.

## **Scattered Ashes Memorial Wall.**

There is a separate Agenda Item for this

## **Brambles.**

Concern was expressed by regular users of the Cemetery, to the DSM, as to the close proximity of the above, at the exit and water supply areas. Costs were obtained, Members advised, and sanctioned the removal of the Brambles. This work has now been completed, which consisted of laying of turf and all spoils removed from site. This negotiated cost was £625.00.

## **Gates and Fences.**

The above are in need of a clean. The metalwork has attracted Treesap, which has adhered to the surface and is in need of removal. A minimum of 3 quotes will be obtained for this work and Members advised. There are areas of the Laurel hedge that require replacement due to non-growth or decay. This is in the area of the Compound.

## **Gulley Pots.**

The Gulley Pots have been emptied and cleaned of Silt and associated Debris. This was undertaken by Burntwood Sweepers. The costs incurred were £38.50 per hour (min 3 hours) and an Environmental Tipping Charge (Disposal) £70.00.

## **Graffiti**

During the month of November, a Tree was attacked with graffiti in the Cemetery. This consisted of a Name and War Decals. The LDCnl DSO was approached to remedy the situation which was successful. The cost was £25.00 + VAT (1Hr). It was removed using a Hand Held Brush, so as to minimise damage to the outside of the Tree.

## **Coulter Lane Burial Ground**

### **Maintenance.**

There are 2 organisations which operate within the Cemetery, LDCnl DSO, who continue Grass Cutting after the Wild Flower Season has finished, and the Commonwealth War Graves Commission, who take responsibility to maintain a limited amount of War Graves.

### **Boundary Wall.**

The Contractor who was awarded the repointing of this wall, has now completed this task with the minimum amount of disruption, in this area. All residents who passed this wall, whenever I was present, whilst communicating with the Contractor, expressed their gratitude that this was being repaired, and the repair would enhance the area for some considerable time.



## **Memorial Wreath**

A memorial Wreath was attached to the Entrance Gate, at the Burial Ground on Monday 30<sup>th</sup> October 2017. This remained in place over the Christmas period and removed in the week commencing 2<sup>nd</sup> January 2018.

## **Trees.**

The trees within the Burial Ground are monitored on a weekly basis, for fallen Timber and a more thorough in depth inspection, on a Monthly basis for other issues. During these inspections the DSM had monitored a particular tree, Horse Chestnut, (*Aesculus Hippocastanum*) which had died. The DSM contacted LDCnl Tree Officer, Gareth Hare, who, upon examination of taken photographs, recommended that the Tree be felled and removed from the Site. A replacement tree will be replaced within the area of the removed tree. The Tree Officer's recommendation was a Sweet Chestnut (*Castanea sativa*). Three quotations will be sought for this, and Members notified when the work is complete.

## **Tree Removal**

As per Standing Orders three quotes were obtained for the felling and removal of the Tree.

Company A £250.00 + VAT

Company B £280.00 + VAT

Company C £800.00 + VAT

The lowest Tenderer has carried out the work required. Company A.

## **Tree Replacement**

As per Standing Orders three quotes are required for Quotes, however six Companies were contacted to quote for the Tree replacement.

Company A £34.99 + VAT

Company B £10.00 + VAT (grow from seed)

Company C Unable to Supply

Company D £180.00 + VAT

Company E £38.00 + VAT

Company F £36.00 (No VAT)

Company F will supply and plant the replacement Tree. The total cost is Tree £36.00 and Planting £105.00 (£141.00). This included a discount of 20% for repeat work negotiated by the DSM. All Members were emailed details, and the Chairman confirmed to proceed with placing the Order.

Nigel Caine

DSM

**BURNWOOD TOWN COUNCIL CEMETERY FEES**  
01 April 2018 - 31 March 2019

	2014/15		2015/16		2016/17		2017/18		2018/19	
	£		£		£		£		2%	4%
<b>Exclusive Right of Burial</b>										
Adult Grave & Memorial Licence - 30 Year Licence	945		945		945		965		984	1004
Adult Grave - Additional 10 Years	265		265		265		270		275	281
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50		50		50		50		50	50
Child Grave & Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	630		630		630		640		653	666
Child Grave - Additional 10 Years	160		160		160		165		168	172
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50		50		50		50		50	50
Cremated Remains Plot (Max 4) & Memorial Licence - 30 Year Licence	630		630		630		640		653	666
Cremated Remains Plot (Max 4) - Additional 10 Years	160		160		160		165		168	172
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50		50		50		50		50	50
<b>First Interment Fee</b>										
Adult Grave - Single Standard Coffin Size (Max 6' 6" x 26")	390		390		390		400		408	416
Adult Grave - Double Standard Coffin Size (Max 6' 6" x 26")	465		465		465		475		485	494
Adult Grave - Triple Standard Coffin Size (Max 6' 6" x 26")	570		570		570		580		592	603
Child Grave - Child aged 5 or under - Single Grave Only	NIL		NIL		NIL		NIL		NIL	NIL
Cremated Remains Plot - Single Cremated Remains Casket	240		240		240		245		250	255
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	295		295		295		300		306	312
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL		NIL		NIL		NIL		NIL	NIL
<b>Re-Opening Burial or Cremated Remains Plot - Interment Fees</b>										
Adult Grave - Double - Second Interment	390		390		390		400		408	416
Adult Grave - Triple - Second Interment	465		465		465		475		485	494
Adult Grave - Triple - Third Interment	390		390		390		400		408	416
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	240		240		240		245		250	255
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	295		295		295		300		306	312
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL		NIL		NIL		NIL		NIL	NIL
<b>Other</b>										
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55		55		55		55		55	55
<b>Interments</b>										
Late or Early Arrival at the Cemetery per Quarter Hour	30		30		30		30		30	30
<b>Out of Parish Area Charge (Interment Fees Only)</b>										
4x	4x		4x		4x		4x		4x	4x
<b>Exhumations</b>										
Graves & Cremated Remains Plots - ALL at Actual Cost										
<b>Memorials</b>										
Additional Inscription Licence Fee	50		50		50		50		50	50
Late or Early Arrival at the Cemetery per Quarter Hour	10		10		10		10		10	10

	2016/17		2017/18				2018/19
	Budget £	Actual £	Agreed £	EMR £	Projected £	Actual YTD £	
<b>401 Burntwood Cemetery</b>							
1000 Burial Fees/Licenses	25,000	42,335	25,000	0	25,000	20,860	25,500
<b>Total Income</b>	<b>25,000</b>	<b>42,335</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>20,860</b>	<b>25,500</b>
4132 Computers: Software Licences	280	342	280	0	280	30	280
4133 Computers: Support	570	456	456	0	456	304	456
4180 Professional Fees	0	650	0	0	0	0	0
4200 Courses/Training Fees (Computing)	0	506	0	0	0	0	0
4800 Grounds Maint: LDC	3,412	2,813	2,890	0	2,890	0	3,020
4801 Grounds Maint: Other	2,543	2,960	2,750	1,500	4,250	5,195	4,380
4802 Grounds Maint: Sister Dora Ave	276	260	266	0	266	0	277
4803 Grounds Maint: Front Verge	276	260	266	0	266	0	277
4807 Turf	200	0	200	0	200	0	200
4809 Weed Killing (selective)	300	326	383	0	383	0	350
4810 Grave digging	4,500	5,830	4,500	0	4,500	4,410	4,680
4812 Cemetery Gatekeeper	1,468	1,575	1,677	0	1,677	1,117	1,710
4813 Trade Refuse	400	480	410	0	410	177	410
4814 Skips	150	300	300	0	300	180	360
4815 ICCM Membership	90	90	90	0	90	90	90
4819 Water Rates	45	49	45	0	45	34	50
4820 NNDR: Burntwood Cemetery	925	801	800	340	1,140	1,056	1,185
4921 Trees: Maintenance, etc	800	0	800	0	800	0	1,000
4825 Storage Container	600	140	0	0	0	0	0
4830 Courses/Training: Fees (DSM)	0	0	0	0	0	95	0
4856 General Maintenance, etc	200	68	200	0	200	35	2,200
4857 Memorial Plaques	100	0	100	0	100	0	100
4858 Gritting Paths/Road	1,000	0	1,000	0	1,000	0	1,000
4860 Cemetery: Road Sweeping	75	63	65	0	65	0	67
4861 Support Services	0	2,251	0	0	0	0	0
4862 Gully emptying	0	0	0	0	0	186	200
<b>OverHead Expenditure</b>	<b>18,210</b>	<b>20,220</b>	<b>17,478</b>	<b>1,840</b>	<b>19,318</b>	<b>12,909</b>	<b>22,292</b>
<b>Movement to /from Gen Reserve</b>	<b>6,790</b>	<b>22,115</b>	<b>7,522</b>		<b>5,682</b>	<b>7,951</b>	<b>3,208</b>

	2016/17		2017/18				2018/19
	Budget £	Actual £	Agreed £	EMR £	Projected £	Actual YTD £	
<b>209 Coulter Lane Burial Ground</b>							
4411 Handyperson Service	150	0	0	0	0	0	0
4500 Coulter Lane Remb. Garden	150	0	0	0	0	0	0
4501 Grounds Maintenance	650	633	633	0	633	0	662
4502 Miscellaneous	0	0	0	0	0	7	0
4821 Trees: Maintenance, etc	0	0	600	0	600	359	600
4999 Contingency expenses	0	0	0	0	0	8,675	1,000
<b>OverHead Expenditure</b>	950	633	1,233	0	1,233	9,041	2,262
<b>Movement to/from Gen Reserve</b>	950	633	1,233		1,233	9,041	2,262

## Burntwood Cemetery St Matthew's Road Burntwood

### WS7 9DR

#### **Seating Provision**

At the Burial Grounds Committee (15 June 2017) the DSM was asked to obtain 3 quotations for the installation of 3 benches. This was to include the plinth and minor landscaping work.

Three quotations have been obtained from Local Suppliers. This is for 3 Benches, a single bench would result in extra costs.

The remit was to match existing benches, inside the Cemetery. All of the Quotees challenged that for Commercial reasons, the original design may not be available, due to Original Suppliers availability to supply.

The Quotees remarked that the location as indicated by the DSM, if the locations chosen by Members is significant to the DSM chosen locations, BTCnl would be advised of any extra costs, prior to installation.

BTCQ1

**Company Cost VAT Total Notes**

**Company A**

Benches 712.5 142.5 855  
Plinths 450 90 540  
1395

**Company B**

Benches Global Price 3200(2880)  
Plinths 2880 0 2880  
10% Repeat Work

**Company C**

Benches Global Price  
Plinths 2390.5 478.1 2868.6

All the quotes are based on Supply and Fit for 3 Benches.  
Single Bench price would require requote.

SEATING PROVISION.

Suggested locations (3)

Existing locations (2)  
 Busy Bees  
 Day Nursery

St Matthews Road

OUT

IN



Notes:  
 All land which is not enclosed here remains the property of the Council.  
 The Council is not responsible for any errors or omissions.  
 The Council is not responsible for any errors or omissions.  
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ENCLOSURE NO. 5

**Central Surveys**  
 Burnwood Cemetery  
 81 Washburn Road  
 Burn/3

70% of the  
 Burnwood Cemetery  
 Burnwood Cemetery  
 Burnwood Cemetery

1. Proposed sites to be marked on site.  
 2. All sites to be marked on site.  
 3. All sites to be marked on site.  
 4. All sites to be marked on site.  
 5. All sites to be marked on site.

DATE	1/1/19
TIME	10:00
BY	...
NO.	...

**Burntwood Cemetery St Matthew's Road Burntwood WS7 9DR**

**Scattered Ashes Memorial Wall.**

The DSM has held meetings in the Autumn with the winning Contractor to discuss Work Patterns and associated items, from this Company, as to when Funeral Services are taking place within the Cemetery, and to seek a start date. It is the Company's intention to start the Memorial Wall construction in January 2018. These arrangements being subject to weather conditions.

Members will be kept informed as to the progress of the Wall whilst under construction.

From information supplied to the DSM, from a previous CEO, it was disclosed that Burntwood Cemetery is un-consecrated ground. (Coulter Lane Burial Ground is consecrated ground), and that a Cost has not yet been discussed for scattering deceased persons ashes, as well as, who is eligible to have their ashes scattered, within the Memorial area.

The DSM was in communication with LDCnl Planning Department, about the design on various occasions, who encouraged this type of construction, but stringently advised, that, as this was Greenbelt area, the maximum height allowed for this type of construction was 2m. This was confirmed within an email.

At the Burial Grounds Committee meeting in June 2017 the contract was awarded to Company E (a local company) for the construction of an Angled Wall, for the amount of £11890.00 + VAT (£2378.00) £14,268.00, and that in addition Members asked that the same Company be approached for a cost of a Five Sided Angled Wall. The Company E came back with the additional cost of £600.00 + VAT (£120.00) £720.00, which was emailed to all Members asking for comments. This cost was agreed by the Chairman and Members via email. Therefore the final design agreed by Members is that the Memorial Wall would be constructed to a Five Sided Angled Wall design. Retrospective approval is therefore sought for the additional requirements and costs.

Nigel Caine

DSM