



Burntwood
TOWN COUNCIL

BONEY HAY
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CHASE TERRACE
CHASETOWN

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Our Ref: MD/jm

07 March 2017

To: All Members of the Burial Grounds Committee
(Councillors Ms Brettell (Vice Chairman), Mrs Evans, Miss Fisher, Humphreys (Chairman), Mrs Pullen and Mrs Rigby)

Copy: Mrs M Danby, Chief Executive Officer
N Caine, Direct Services Manager
Councillor Mrs Fisher

Dear Councillor

BURIAL GROUNDS COMMITTEE

The Burial Grounds Committee will meet in the **Training Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Monday 13 March 2017 at 6.00 p.m.** to consider the following business.

Yours sincerely

M Danby

Mary Danby (Mrs)
Chief Executive Officer

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 19 January 2017 (Minute Nos. 16-25) (**ENCLOSURE NO. 1**).

- 4. REQUEST FOR TWO CASKET SIZE CREMATED REMAINS PLOTS (ENCLOSURE NO. 2).**

5. BURNTWOOD CEMETERY: MEMORIAL WALL (ENCLOSURE NO. 3).

6. DISABLED PARKING SPACE (ENCLOSURE NO. 4).

7. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

8. CONFIDENTIAL MINUTES

To approve the Confidential Minutes of a Meeting of the Burial Grounds Committee held on 19 January 2017 (Minute Nos. 24-25) (**ENCLOSURE NO. 5 - PINK**).

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 19 JANUARY 2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Humphreys (in the Chair)
Councillors Ms Brettell, Mrs Evans, Mrs Rigby and Willis-Croft

In attendance

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

16. APOLOGIES FOR ABSENCE

Councillor Miss Fisher and Mrs Pullen.

17. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

18. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 01 September 2016 (Minute Nos. 10-15) be approved.

19. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

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

19.1 Burntwood Cemetery

Interments

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 152 new adult grave plots purchased. There had also been 115 cremated remains plots and seven child grave plots purchased.

Maintenance

Members were informed that the cemetery is divided into two sections for maintenance: open spaces and burial areas. Lichfield District Council's DSO is responsible for the open space areas and Grasslands for the burial areas. Both contractors maintain these areas to a very high standard. Members were informed that there is a very large laurel hedge in the cemetery which has had no previous maintenance and action was needed to be taken to reduce this to a manageable height

in early 2017. The Direct Services Manager (DSM) informed Members that three quotations for the work had been sought and Grasslands would be undertaking the work at a cost of £1,500 plus VAT to reduce the height of the laurel hedge to 15-22 cm above the fence line.

Memorial Stone Tests (Topple Testing)

Members were informed that topple testing undertaken by the DSM had commenced in autumn 2016 and to date 49 tests had been undertaken. All of these tests were carried out to the ICCM guidelines. None of the results had proved negative.

The DSM informed Members that the ICCM guideline is for these tests to be carried out within a 10 year period of the memorial being installed. This is the case for the early Burntwood interments, with a repeat procedure after a further 10 years. When all of the memorials have been checked and tested the DSM has indicated on BTC records that the memorials should be checked after three years duration.

Rules and Regulations

Members were informed that following the Town Council Meeting held on 17 November 2016 the amended Rules and Regulations were displayed on all noticeboards within the cemetery. The DSM informed Members that it is proposed to erect "No Smoking" signs in the coming year as there are none at present.

Dogs

Members were informed that following a complaint from a resident due to the exercising of dogs and other peripheral uses associated with the exercising of dogs, the number of "No Dogs" signs have been increased within the cemetery. The signs have been welcomed by visitors to the cemetery.

19.2 Coulter Lane Cemetery

Maintenance

Members were informed that Lichfield District Council DSO is responsible for the flail cutting of the Coulter Lane Burial Ground, cutting commences after the wildflowers have gone over. The DSO undertake this work on a monthly cycle; the work amounts to five or six flails per season, dependant on the length of the season.

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2017 meeting:

RECOMMENDATION That, because the wildflowers appear to have failed, the proposed draft budget be increased from £633 (only four flail cuts in 2016/17) to £1,452 to take into account the increase in flail cutting to a maximum of nine per season (£161.34 per cut).

Boundary Wall

Members were informed that since the last meeting BTC had received five quotations for the re-pointing the entire perimeter wall and rebuilding of a section of the wall (Minute No. 20 refers).

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

Members were informed that some of the trees are beginning to look aged and advice will be sought from the LDC Arboricultural Officer for a future maintenance programme. This could result in complete tree removal or crown lifting procedures. Should any trees require complete removal recommendations will be sought and these will be put to the Burial Grounds Committee for decision at the earliest opportunity.

20. COULTER LANE BURIAL GROUND (Minute No. 5 refers)

20.1 Coulter Lane Burial Ground - Perimeter Wall Repointing

Members were informed that five quotations had been received for the perimeter wall which is situated on the junction of Coulter Lane and St Matthews Road.

Members were informed that the wall is 166m in length and varies in height from 1.1m - 1.6m, this includes the main entrance to the Burial Ground and that the maintenance work required is:

- External and internal pointing along the entire length of the wall with capping along parts of the wall where necessary.
- Take down a section of wall 9m in length and rebuild.
- Weep holes, equally spaced apart.

Members were informed that the Chief Executive Officer could apply for funding from the Heritage Lottery however the minimum cost of the project would have to be in the region of £20,000. Members felt that this was uneconomic.

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2017 meeting:

RECOMMENDATION THAT

- a) Subject to two trade references being obtained, Company B be tasked with undertaking the perimeter wall repointing to the Coulter Lane Burial Ground.
- b) £8,675 plus VAT be taken from the Cemetery Earmarked Reserves to fund this work.

21. BURNTWOOD CEMETERY: MEMORIAL WALL (Minute No. 6 refers)

The DSM informed Members that the request for details for the memorial wall was quite time consuming. The DSM has made several contacts with several other Authorities and the desire for a curved wall seems to be a unique proposal. Concern was expressed by representatives from the other Authorities as to difficulties in fixing of the plaque due to the flat plaque being placed on a curved construction.

The DSM had made contact with a further three Burial Authorities who have a variation on a curved type of memorial wall but their responses had yet to be received. The DSM informed Members that he knew an associate who could draw up a specification however the Senior Administration Officer reminded Members that the cemetery lies within the Green Bell and that in the first instance advice should be sought from LDC.

RESOLVED That in the first instance the DSM obtains advice from LDC on what would be acceptable.

22. 2017/18 FINANCIAL YEAR

22.1 Proposed 2017/18 Fees and Charges for Burntwood Cemetery

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2017 meeting:

RECOMMENDATION That the Full Council approve the revised fees to be implemented from 01 April 2017.

22.2 2017/18 Draft Budget (including Actual Income/Expenditure to 23 December 2016)

Members made reference to 4001 (Salaries) and were informed that this was connected to a previous employee. Members made reference to 4133 (Computers: Support) and were informed that this was network support (pro rata).

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2017 meeting:

RECOMMENDATION That the Full Council approve the 2017/18 Draft Budget (including Actual Income/Expenditure to 23 December 2016).

23. REQUEST FOR TWO CASKET SIZE CREMATED REMAINS PLOTS

Members were informed that a request had recently been received for the provision of cremated remains plots for the interment of two caskets within Burntwood cemetery.

Members were informed that a cremated remains plot is 1 metre wide and 1 metre long and up to a maximum of four caskets may be interred.

RESOLVED That the request be declined.

24. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expanded by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

25. BURNTWOOD CEMETERY - GATEKEEPER

RESOLVED as set out in the Confidential Minute.

(The Meeting closed at 7.50 pm)

Signed

Date

BURIAL GROUNDS COMMITTEE

13 MARCH 2017

AGENDA ITEM NO. 4 QUOTATIONS: CREATION OF NEW CREMATED REMAINS AREA FOR 2 CASKET PLOTS

Quotations have been obtained to provide an area within the existing Burntwood Cemetery for Cremated Remains Plots containing a maximum of 2 Caskets.

Local companies were invited to quote to install plinths in the proposed new area. The concrete plinths will be to the same specification as the existing plinths – all quotations have been supplied against this specification.

Burntwood Cemetery has been in operation for 10 years and has areas dedicated to various requirements within the Cemetery:

Area 1:	Casket Burials
Area 2:	Casket Burials
Area 3:	Cremated Remains
Area 4:	Children's Burials

The area chosen for the Cremated Remains area for 2 Casket plots would be known as Area 6, this is located next to Area 3 and is separated by a tarmac path, which is suitable for pedestrian or wheelchair use. There are dropped kerbs at the start and finish of this footpath.

Area 6 is surrounded by a tarmac path, with a defined border and three trees within the curtilage. The trees age from sapling to mature, which in itself presents problems; i.e. the distance that the construction works are allowed to start or finish from the trunk of the tree due to direction of root growth.

The calculation for this distance is measured by the diameter of the tree at a point of 1.5m from the ground and then multiplied by 12, subject to a maximum distance of 15m. The distance calculated was 17.5m. However, as the existing Cremated Remains plots in Area 3 (which are 4 casket type) are 9m from a large TPO'd tree this is the area up to which construction will start or finish.

Non-construction areas around the trees:

Tree 1:	9m
Tree 2:	5m
Tree 3:	2m

The existing plots in area 3 are available for the interment of up to 4 Casket Remains and the plot size is 1m x 1m square, which is tangential to the plinth and caskets are placed in sequential order. The new plots will be 1m x 0.5m in size and be set vertically to the new plinth to enable maximum capacity.

ENCLOSURE NO. 2

All contractors were made aware that Burntwood Town Council Cemetery is a working Cemetery and will abide by this fact when notified of Funeral and Cremated Remains Interments that are scheduled during construction works.

The quotations are:

Company	Cost £	VAT £	Total £
A	21,980.00	4,396.00	26,376.00
B	14,600.00	2,920.00	17,520.00
C	25,146.00	5,029.20	30,175.20

RECOMMENDATION

Should Members agree to create the proposed Cremated Remains Area for 2 casket plots it is recommended that the quotation provided by Company B be accepted. (Funding for this project would be from the Cemetery Earmarked Reserve.)

Nigel Caine
Direct Services Manager

01 March 2017

BURIAL GROUNDS COMMITTEE

13 MARCH 2017

AGENDA ITEM NO. 5 BURNTWOOD CEMETERY: CIRCULAR MEMORIAL WALL (SCATTERED ASHES AREA)

Scattered Ashes Area

To supplement this established area with the provision of a Memorial Wall with Remembrance Plaques.

Location

The Scattered Ashes area (to be known as Area 7) can be seen on the aerial photograph (Appendix 1) – the Scattered Ashes area is shown in the top left corner of the Cemetery, adjacent to the Children's Burial area (Area 4). The access for the Scattered Ashes area will pass beside Area 4, along a tarmacadam footpath, which is suitable for pedestrian and wheelchair use. This footpath contains dropped kerbs at the start and finish, with Blind Spot pebbles incorporated in to these areas.

The constructed item shown, is circular in design, with four inside quadrant sections, meeting together at a smaller circle which has a centrepiece within the design. This centrepiece contains a young English Oak tree which was planted to mark HM the Queen's Golden Jubilee. The outer area of the Scattered Ashes area is approximately 50 metres in circumference, made up of one row of bricks.

Design

The Burial Grounds Committee had previously instructed the Direct Services manager (DSM) to investigate circular memorial wall design. This task was quite onerous due to the fact that a circular wall design could not be identified within a reasonable distance from Burntwood. The DSM could only locate circular designs that were not what was requested. The CEO sourced several memorial wall designs which she passed to the DSM for investigation, specifically a circular wall which had recently been completed by a Shropshire-based Town Council.

As Burntwood Cemetery is classed as Greenbelt the maximum height that the Wall can be constructed to is 2 metres without the need for Planning Permission.

Illustrations of various types of memorial wall design are attached:

- Appendix 2: Straight
- Appendix 3: Straight and Square Pillars
- Appendix 4: Straight and Two Tone Curved

Each of these are achievable but the various designs will incur different costs for final design and construction. Before construction can take place Members have to consider the location of the wall around the circle and the number of quadrants to be included. On all the designs

shown a 'lower bar angle' could be included to emphasise design and strength should it be found to have an uneven area of ground.

Should the location chosen be Quadrant 1, Members will need to consider and incorporate within the design the following information:

Point A shown on the Appendix 5 is higher than Point B. This factor must also be considered on all designs and if two or more quadrants are chosen.

Should the Committee wish to proceed, the design choice and location will be determined by Members and Officers will then obtain quotes from a minimum of three companies, as required by the Town Council's Financial Regulations.

Nigel Calne
Direct Services Manager

06 March 2017



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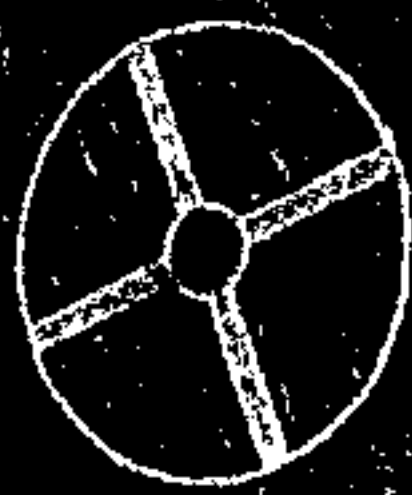
Imagery Date: 4/20/2016 52°40'54.74" N 1°53'12.69" W

APPENDIX 1









BURIAL GROUNDS COMMITTEE

13 MARCH 2017

AGENDA ITEM NO. 6

BURNTWOOD CEMETERY: REQUEST FOR DISABLED PARKING SPACE

The Direct Services Manager (DSM) was recently approached by a member of the public who asked why there is no provision for a disabled parking space within the Cemetery. The DSM explained that he would put the request to the Burial Grounds Committee for consideration.

Members will be aware that parking within the Cemetery is not regulated and visitors park on the road which runs through the site. There has never previously been issue from anyone with regard to parking.

Members are requested to consider whether a disabled parking space should be provided. The British Standard requirement for this area would be a minimum 4.8 metres x 2.4 metres. The cost would be dependent upon Members allocating the desired area.

Does the Committee wish to instruct the DSM to investigate the cost of providing a disabled parking space within Burntwood Cemetery?

Nigel Caine
Direct Services Manager

06 March 2017

ENCLOSURE NO. 4