

**MINUTES OF A MEETING OF THE BURIAL GROUNDS AND PROPERTIES
COMMITTEE HELD ON TUESDAY 30TH OCTOBER 2018**

PRESENT: Cllr. Clifford (in the Chair), Cllrs. Beck, Bunyan (in part), Cook, Fairweather, Holmes and Swann.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

12/18: Golford Cemetery:

a) Skip hire:

The Parish Warden had requested a skip to remove all the rubbish that had accumulated at Golford. Some of the items had been collected from other areas of the Parish such as bicycles that had been dumped in the Crane. It was proposed by Cllr. Clifford, seconded by Cllr. Bunyan and agreed to hire a 4 yard skip.

b) Fire extinguishers:

As the Chapel is being used more regularly, Members discussed whether fire extinguishers should be provided at the location. It was agreed that the Clerk would seek the advice of Interserve when they attend to undertake the annual check and certification of the apparatus in the Vestry Hall. If they are recommended, a quote to cover the necessary requirements would be sought for consideration at the next meeting.

c) Update on Cemetery signage:

At the last meeting it was agreed to seek a quote for signage at Cranbrook Cemetery. Iden Signs had prepared a quote for blue aluminium panels, 1000mm wide, 350mm, with white lettering to be positioned on aluminium posts either side of the entrance at a cost of £95.00 each + VAT. It was proposed by Cllr. Clifford, seconded by Cllr. Fairweather and agreed to accept the quote, with a request that the posts securing the panels in the ground are black in colour.

d) Chapel Bell Rope repair:

The Parish Warden had reported an issue with the bell rope which appeared to be jammed in some way. He had sought advice from Whitechapel Bell specialists who had offered to look at it when they were in the area, but that would probably not be for some time. It was agreed the Clerk would seek advice from either the roofing company that had previously worked on the roof or Hurstways who had undertaken the exterior decoration to see if either would be happy to access the bell area to see if the problem could be identified. Cllr. Clifford would attend to authorise any expenditure that may occur if the situation could be remedied at the time.

e) Tree planting:

Cllr. Clifford advised that several local parishioners had offered to pay for some new trees to be planted at Golford in memory of people that had loved Cranbrook. It was agreed that a site meeting with the Tree Warden, Cllr. Fermor and Ivor Hatcher be arranged to approve possible locations prior to acceptance of the offer.

f) Defibrillator.

Cllr. Beck queried whether a defibrillator should be purchased for the Chapel. It was agreed that the Clerk would contact Dulwich Prep School to ascertain if they have a defibrillator and if they would be happy for its location to be signposted in the Chapel.

g) Chapel handrail:

At the request of the Parish Warden a quote of £381 had been obtained to install a handrail by the Chapel door to assist people with mobility issues. It was agreed that Cllr. Clifford would speak to the regular users of the Chapel to gauge if the handrail was necessary before approving any expenditure.

13/18: St. Dunstan's Churchyard:

Update on safety handrail:

Cllr. Cook reported that the Parish Council Planning Committee had supported our own application at a recent planning meeting. It was agreed the Clerk would contact Rob Longley who is manufacturing and installing the handrail to schedule it into his workload, subject to planning permission being granted and approval of the faculty by the Diocese.

The Parish Warden had again raised the issue of dogs not being kept on leads in the Churchyard. It was agreed that Cllr. Clifford would write an article for the next edition of Parish Cake highlighting the request.

14/18: Sissinghurst Cemetery:

a) Quotes for Treework subject to permission being granted:

Quotes had been received to remove the dead Chestnut tree, reshape a yew and remove an exposed conifer in the Churchyard. The trees had been inspected by Dan Docker TWBC Tree Officer prior to the application for permission to undertake the work being submitted. Subject to the relevant permission being given it was proposed by Cllr. Fairweather, seconded by Cllr. Cook and agreed to accept a quote of £745 from Benjamin Hatcher to complete the work.

b) North Side Hedge / tree planting update:

Cllr. Clifford suggested that Cllr. Fermor as Tree Warden be asked to prepare a proposal for planting for consideration at the next meeting. Cllr. Fairweather suggested that deciduous shrubs should be included, especially close to the residential properties to maintain a limited growth height. Cllr. Cook advised that the disruption to wildlife should be considered, if the current hedgerow were to be replaced. It was agreed to investigate the cost of undertaking an Environmental Assessment. Cllr. Swann suggested asking Kent High Weald Project if they would be interested in doing it.

15/18: Cranbrook & Sissinghurst War Memorials:

a) Cranbrook War Memorial Hedge Trimming:

Cllr. Clifford reported that the work on the hedge was due to be completed next week, when the contractor had been given permission to gain access from the neighbouring property to complete the job. He had been thoroughly impressed with the standard to the work to date and suggested that our current grounds contractor, A.F. Garden Services be invited to submit a proposal adding the hedge to the current contract, now it was at a manageable height for Members to consider at the next meeting.

b) Future of Silent Silhouettes:

Cllr. Fairweather reported that Sissinghurst PCC had been approached by the RAF Museum as they wanted the RAF/RFC silhouette currently positioned next to the Sissinghurst War Memorial as they had been unsuccessful in obtaining one themselves. As Kent County Cllr. Sean Holden had funded the purchase of the silhouettes from his Members Fund, it was agreed that he should be consulted on whether they should be retained following the commemorations this year. Cllr. Holmes was in favour of retaining them to display every year. The Clerk would contact the Royal British Legion to see if there were any restrictions on reusing them each year.

c) Annual Cleaning of Memorials:

The tenant of Angley Cottage has previously undertaken an annual cleaning of the memorials on a voluntary basis, the Clerk would approach him to check he would be happy to do so again this year before the Remembrance Parade.

16/18: Angley Cottage:

The cottage is owned by the Tomlin Murton Playing Fields Trust but is managed by this Committee on behalf of the Trust. It was agreed that Cllr. Bunyan would undertake the annual inspection of the property in the Spring.

17/18: Vestry Hall:

a) Upgrade of toilet lights:

The caretakers had highlighted that there was no emergency lighting in either of the toilets and the permanent lighting especially in the ladies was in their opinion inadequate. The Committee decided that as the toilets had entrances and exits at each end that emergency lighting was not necessary however they agreed to replace the current bulbs with LED's to improve illumination.

b) Exterior decoration:

Cllr. Bunyan reported that the exterior decoration had last been undertaken in 2004 and was showing signs to needing to be done again. A quote for £24,525 had been received which included scaffolding, the painting of all the doors, windows, gutters, downpipes and barge boards of the entire complex. It was agreed that at least two further quotes were necessary for comparison and was delegated to the Chairman and Clerk to decide who to approach.

c): Update of Fire Survey:

Cllr. Clifford reported that a preferred contractor had been chosen to install the L2 Fire alarm system, as per the recommendation in the Fire Risk Assessment. A further meeting had been arranged with them for next week to clarify some points before their appointment is discussed at Policy and Resources.

18/18: Vestry Hall Cottage:

Cllr. Holmes raised concern that some of the issues he had reported after the annual inspection last year had yet to be undertaken. Following his report a meeting between Cllrs. Veitch and Fletcher and the tenants had taken place. Cllr. Clifford suggested that Cllr. Holmes speak to the Chairman to clarify what was agreed at that meeting prior to arranging the annual inspection sometime in the New Year.

19/18: Information Centre:

a) Update of Public Toilet Use:

The Environmental Management Committee had agreed to obtain quotes for daily cleaning of the toilet facilities.

b) Re-Use of TWBC Space:

Cllr. Clifford advised that the Parish Council would need to consider how the vacated space could be utilised following the eventual withdrawal of TWBC in April 2020.

20/18: Noticeboards and Shelters:

Sissinghurst Map Notice Board Needs Maintenance:

Cllr. Bunyan's offer to oil the Sissinghurst map notice board was gratefully accepted by the Committee.

21/18: Benches & Cycle Racks:

No issues were raised.

22/18: Red Telephone Kiosks:

No suggestions for use had yet been received. Cllr. Clifford would write an article for the Spring edition of Parish Cake requesting ideas. Cllr. Fairweather would continue to investigate the logistics of relocating one of them to Sissinghurst. Cllr. Holmes queried if they could be considered for use as a book exchange.

23/18: Extension of Meeting:

The Clerk advised that the two hour limit for meetings as per our Standing Orders had been reached. Cllr. Clifford proposed that the meeting be extended to allow all the items on the agenda to be discussed. This was seconded by Cllr. Cook and agreed.

23/18: Five Year Plan & Budget:

Five Year Plans and working budget sheets had been circulated to Members prior to the meeting. It was agreed to add any fee increases to the Five Year Plan so it is easy to see at a glance when they were last increased.

Cllr. Swann had prepared the budget in draft form for discussion by Members. Fee increases were discussed at length and it was agreed that none were necessary this year. It was also agreed that there were sufficient funds in the general cash balance to cover the cost of installing the L2 fire alarm system for the Vestry Hall complex. Members agreed that no precept was necessary for Burials and the precept for properties could be reduced by £900 to £5,000. Cllr. Swann did remind Members that the grounds contract came from the Policy & Resources budget, although some of the work undertaken was for this Committee. The Chairman thanked Cllr. Swann for all his hard work in preparing the budget. Cllr. Cook proposed that the Burials and Properties Budget 2019/2020 as filed with these Minutes be agreed. This was seconded by Cllr. Fairweather and agreed.

24/18: Items for Information:

Grass Cutting Contracts Monthly Reports:

Cllr. Clifford advised that the contractors complete a tick list of work undertaken each month which is submitted with their invoice.