

**MINUTES OF A MEETING OF THE BURIAL GROUNDS AND PROPERTIES  
COMMITTEE HELD ON TUESDAY 22<sup>ND</sup> JANUARY 2019**

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

APOLOGIES: Cllr. Clifford.

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.

**25/18: Golford Cemetery:**

a) Fire extinguishers

The Clerk advised that she was still awaiting a date from Interserve, our current service providers to undertake a survey to ascertain a need for extinguishers in the Chapel. A further quote from L & M Fire Protection had also been sought. Both quotes would be discussed at the next meeting.

b) Venue Hire

It had previously been agreed that the Independent Gospel Cause would be granted permission to use the Chapel for services on Sundays when it is not otherwise open to the public. A small donation is received for this. It was noted that the group have also recently advertised a coffee morning on Saturday 5<sup>th</sup> January. Members agreed that although not against its use in principle, whether or not suitable facilities to host a coffee morning exist would require further investigation. It was agreed that any request for use outside of the regular services already agreed should be made in writing to the Clerk to allow Members to give it proper consideration.

**26/18: St. Dunstan's Churchyard:**

The Clerk advised that all necessary permissions had now been granted and work to install the handrail was due to commence on Monday 18<sup>th</sup> February, weather conditions permitting.

**27/18: Sissinghurst Cemetery:**

A request had been received to erect a memorial on an unpurchased grave. The person had been interred in 1932, the request was from her grandson. Members agreed that as a great deal of time had passed since the interment and although the permit fee would still be payable, the requirement to purchase the plot would be waived.

**28/18: Cranbrook & Sissinghurst War Memorials:**

Members noted that the silent silhouettes that had been erected at both War Memorials had been taken down and put into storage at Golford.

**29/18: Angley Cottage:**

Cllr. Bunyan agreed to undertake the annual inspection in the near future.

**30/18: Vestry Hall:**

a) Stock Take of Inventory

The Clerks had scheduled to undertake a stock take of items available to hirers of the hall at the end of the current week. A local resident had recently donated a matching set of crockery to the Council for use in the Vestry Hall.

b) Quotes for Exterior Decoration

There had been five requests for quotes sent out but only two returned. It was proposed by Cllr. Bunyan, seconded by Cllr. Cook and agreed to accept the quote of £12,700 from Sussex Decorators which includes scaffolding, subject to receipt of satisfactory references and evidence of sufficient public liability cover.

The remainder of the internal decoration of the entrances still needs to be undertaken, however there is an extensive damp patch in the main stairwell which needs to be dealt with before the job can be completed. Hurstways have looked at the issue but cannot see any obvious reason for the plaster not drying out. They have initially suggested that the neighbouring property be checked to rule it out as a source of a leak. There was also some silt and vegetation built up on the neighbouring roof which requires clearing. An application of Stormdry to the external brickwork of the area would provide a good level of protection and would cost around £150 + VAT. If that failed, there are lime based render products available that allow moisture present to be continuously evacuated as vapour and prevent external moisture seeping through. To remove the current lime plaster in the affected area and re-render with these specialist products would cost in the region of £900 + VAT. Members thanked Hurstways for the comprehensive advice. It was agreed that the Clerk would enquire with the neighbouring property regarding any possible leaks and request the silt and vegetation is cleared from their roof, it would then be delegated to Cllrs. Clifford and Bunyan to accept the quote to apply Stormdry if it was still considered necessary.

c) Caretaker's checklist and contract update

As part of the Caretaker's recent appraisal, a revised job description had been written by Cllrs. Veitch and Swann to more closely reflect their current responsibilities. A draft checklist to be completed every week had also been devised. The Caretakers raised concern that the checklist was not suitable for multiple hiring's in a single day. The Deputy Clerk worked with them to create a more suitable draft checklist to trial.

d) Vestry Hall bookings

A request had been received from Cranbrook in Bloom for use of the Vestry Hall on Sunday 26<sup>th</sup> May for the Cranbrook goes Nuts in May event. Members agreed to grant permission, subject to the Caretaker's agreeing to facilitate the opening and closing of the hall.

**31/18: Vestry Hall Cottage:**

Cllr. Holmes advised that he would be conducting the annual inspection of the property the first week in February, as agreed with the tenants. There had been two issues raised recently, one being the light pull in the bathroom no longer works and one of several exterior wall tiles were missing, which had been identified by the contractor fitting the fire alarm. It was agreed the Clerk would seek some quotes for these minor repairs, acceptance of which would be delegated to Cllrs. Bunyan and Clifford.

**32/18: Information Centre:**

Floor Space Development

Cllr. Holmes advised that the Cranbrook Tourism Group had expressed an interest in the space when it is no longer required by Tunbridge Wells Borough Council.

**33/18: Noticeboards and Shelters:**

A quote of £260 + VAT had been received from Croft Glass to replace a pane in the shelter at Hartley Road which was thought to have been damaged by a stone accidentally thrown up from a passing vehicle. It was proposed by Cllr. Holmes, seconded by Cllr. Bunyan and agreed to accept the quote.

Cllr. Bunyan advised that she would be oiling the Sissinghurst Map surround as and when conditions allow.

**34/18: Benches & Cycle Racks:**

No issues were raised.

**35/18: Red Telephone Kiosks:**

A discussion took place on possible uses for the kiosks. Cllr. Cook advised that in Tenterden a kiosk is being used as a book exchange for local residents. On his next visit to the Town he would investigate further.

**36/18: Bowls Club/ Sissinghurst Tennis Club:**

Cllr. Holmes offer to conduct an annual inspection at the Bowls Club was gratefully accepted. Members agreed that an annual inspection of the Tennis Club in Sissinghurst was not necessary.

**37/18: Crane Lane Toilets:**

The Clerk advised that the toilets still remain the responsibility of the Borough Council at the present time. Cllr. Cook commented on the new seat that had been installed which was a vast improvement.

**38/18: Items for Information:**

None were raised.