

BURIAL GROUNDS AND PROPERTIES COMMITTEE**5 YEAR PLAN**

ST. DUNSTAN'S CHURCHYARD	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Trees	Monitor	Monitor	Monitor	Monitor	Monitor
Lime Trees - dead wood	Monitor	Monitor	Monitor	Monitor	Monitor
Paths	Monitor	Monitor	Monitor	Monitor	Monitor
Walls	Monitor	Monitor	Monitor	Monitor	Monitor
Fencing	Monitor	Monitor	Monitor	Monitor	Monitor
Major Works					

Notes:

1. Contract for grounds maintenance taken over by Policy & Resources April 2004
2. Paths that are the responsibility of the Parish Council were re-laid in 1998.
3. Post & rail fencing along Jockey Lane car park - 1997.
4. Part of lower wall repaired in 1997.
5. Trees Inspected in 1998
6. Lime Trees dead wooded in Spring 2003, 2007(due again 2011/2012)*put on hold spring 2007 to consider major works
7. Turkey Oak removed in Spring 2003
8. Post & rail fence along Jocky Lane Car Park (top section) replaced August 2004
9. Repointing of Church yard wall/Carriers Road side - to be considered in 2004/5 budget (agreed not yet necessary)
10. Garden of Remembrance commenced 2004/Records kept by St. Dunstans Church Office
11. Wall top right by School repaired Summer 2005/top middle Summer 2006
12. Bench installed Autumn 2005 (replacement) - top right of main path.
13. Bench installed top right of side path towards Ball Field in memory of Dennis Banks - October 2007
14. One lime tree felled and the rest reduced by 30% overall - January 2008 - Stumps ground out 2009
15. Churchyard wall repointed on first three bays September 2009
16. Bund removed near to Church Gates - October 2009
17. Overhanging branches of Lime Tree adj Church Gates lopped 2011
18. New fence alongside Jockey Lane Car Park - Summer 2012
19. New bench near west door - in memory of John Soar - Spring 2012
20. Relocation of Turkey Oak stone to the Jockey Lane car park 2014
21. Reshaping of Yew Tree Summer 2015
22. Dead wooding of lime trees (Carriers Rd side only) Autumn 2015
23. Signs erected for 'dogs on a lead' Autumn 2015
24. Two new benches sited in memory of M. Camburn & Dr. Hooper - 2016
25. Tree report by Discover Trees - Sept 2016
26. Tree surgery undertaken Feb & Oct 2017
27. Magnolia tree pruned professionally June 2017
28. Application to install safety handrail submitted Sept 2018

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GOLFORD CEMETERY	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
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Fees - last increase April 2018 burial plot £245-£250 interment of ashes £105-£125 Chapel/including roof & disabled toilet	Review Fees	Review Fees	Review Fees	Review Fees	Review Fees
Shed	Monitor	Monitor	Monitor	Monitor	Monitor
Fencing	Monitor	Monitor	Monitor	Monitor	Monitor
Lychgate	Monitor	Monitor	Monitor	Monitor	Monitor
Gate	Monitor	Monitor	Monitor	Monitor	Monitor
Paths	Monitor	Monitor	Monitor	Monitor	Monitor
Trees	Monitor	Monitor	Monitor	Monitor	Monitor
Bund	Monitor	Monitor	Monitor	Monitor	Monitor
Ditches	Monitor	Monitor	Monitor	Monitor	Monitor

Notes:

1. Grounds contract taken over by Policy & Resources April 2004
2. Chapel refurbished 1996 / Cracks have been monitored since
3. Some paths were re-laid in 1995
4. Chairs in chapel donated by Congregational Church in 1994
5. 50 Hymn Books donated by K.B. Sills in 1996
6. Ditches cleared 2000
7. 4 Cypress trees removed - 2001/2002
8. Gates and posts refurbished and gate rehung 2002
9. New gate and hard surface entrance in Coursehorn Lane
gate transferred from Siss and rehung with new posts - 2003
10. Additional Land (Woodland Burials) - Future item
11. Repairs to Bell Tower 2003
12. Clearance of bund Spring 2003/Summer 2006
13. Wiring in of Yews - programmed for 2003 (not done following advice)
14. Deed of Easement - Dulwich College Prep School - sight lines
- north east boundary - 2003 - Works carried out Spring 2007
15. Stained Glass Window - Autumn - Installed 2005
16. Centenary Celebrations 2005 - granite set & noticeboard
donated. Flower Festival May 2005

17. Bell - Golford Chapel - cracked?
18. Stained Glass Window - Summer - installed 2005
19. Chapel redecorated Spring 2006
20. Stained Glass Windows - Spring & Winter installed 2006
21. Mortuary converted into disabled toilet - Completed Spring 2007
22. Stained Glass Windows installed Feb, May and June, Sept 2007
23. German Concert Organ donated by Mrs Nora Prior January 2008
24. Dedication Service and Flower Festival May 2008. Visitor Book donated.
25. Name plaques for window sponsors donated by Garry Blanch - 2008
26. Golford Windows leaflets produced Spring 2009
27. Bench donated on north side - Summer 2009
28. Bell Tower re-roofed & bell repaired Spring 2011
29. New Main + side gates October 2011
30. Six chairs purchased from St. Dunstons Church - Spring 2012
31. New noticeboard donated by Perigoes October 2013
32. Container purchased as storage facility - Nov 2014
33. Toilet redecorated and exterior redoration of the Chapel Summer 2015
34. Oak Fence replaced at entrance - Spring 2015
35. New heating system installed in Chapel June 2017
36. Path repairs undertaken August 2017

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SISSINGHURST CEMETERY	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Fees - last increase April 2018 burial plot £245-£250, interment of ashes £105-£125	Review Fees	Review Fees	Review Fees	Review Fees	Review Fees
Gates	Monitor	Monitor	Monitor	Monitor	Monitor
Fencing	Monitor	Monitor	Monitor	Monitor	Monitor
Paths	Monitor	Monitor	Monitor	Monitor	Monitor
Hedges	Monitor	Monitor	Monitor	Monitor	Monitor
Trees	Monitor	Monitor	Monitor	Monitor	Monitor
Bund	Monitor	Monitor	Monitor	Monitor	Monitor
Shed	Monitor	Monitor	Monitor	Monitor	Monitor

Major Works

Notes:

1. Grounds maintenance contract taken over by Policy & Resources April 2004
2. New section of Cemetery laid out in Oct 1996.
3. New Hedge planted 1998
4. Access works completed for school play area 1999
5. Half of centre and north paths repaired in 2000
6. Drainage of central section of cemetery carried out in 2001
7. New gate and posts 2003
8. New bench installed in old part of cemetery - 2003
9. New shed 2003
10. Clearance of bund - Spring 2004/Summer 2006
11. Lych gate erected May 2005 + water butt & guttering added 2006
12. New bench installed at far end of old cemetery Spring 2007
13. Right and left hand side paths relaid Autumn 2006
14. Lower Central path relaid Autumn 2008
15. New bench installed at north side of old part 2009
17. Bun Penny Bench replaced October 2011 with original plaque attached.
18. Two paths relaid - middle and lower right hand side - Spring 2012
19. Bund emptied September 2013
20. Boundary treatment and fencing erected by developers of old school site - 2016
21. Tree safety report commissioned Winter 2016
22. Tree Surgery undertaken Oct 2017
21. Tree Surgery undertaken Nov 2018

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CRANBROOK WAR MEMORIAL	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Contract	Monitor	Monitor	Monitor	Monitor	Monitor
Cleaning	Early November	Early November	Early November	Early November	Early November
Maintenance	Monitor	Monitor	Monitor	Monitor	Monitor
Howitzer & Hop Plough	Monitor	Monitor	Monitor	Monitor	Monitor
Major Works					

Notes:

1. Contract originally funded by Cooper Trust/ incorporated in a contract from April 2002. Contract is continuous as long as both parties are content.
2. War Memorial - Cleaned 2003 Cost £185 - Cleaned annually by Reflections prior to Remembrance Service
3. Some repointing carried out Summer 2005
4. Howitzer Gun is restored by Army Cadets and REME and reinstated at Memorial in July 2008 with a parade and service.
5. Hop Plough donated by Brattle Farm Museum - November 2008
6. Howitzer repainted 2011 & Wooden strips for hanging wreaths renewed 2011
7. Cranbrook War Memorial wall damaged in an RTC September 2015, repair completed prior to Remembrance Parade
8. Howitzer rust treated and painted October 2017
9. Contact for grounds maintenance awarded to A.F Garden Services Apr 18
10. Hedge on boundary heavily pruned Nov 2018

SISSINGHURST WAR MEMORIAL	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Contract	Monitor	Monitor	Monitor	Monitor	Monitor
Cleaning	Early November	Early November	Early November	Early November	Early November
Maintenance	Monitor	Monitor	Monitor	Monitor	Monitor
Major Works					

Notes:

1. Cleaned annually prior to Remembrance Day by Reflections

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VESTRY HALL	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Roof	Monitor	Monitor	Monitor	Monitor	Monitor
Heating/Energy Costs	Monitor	Monitor	Monitor	Monitor	Monitor
Floor	Monitor	Monitor	Monitor	Monitor	Monitor
Walls (ingress of dampness)	Monitor	Monitor	Monitor	Monitor	Monitor
Painting Exterior	Monitor	Monitor	Monitor	Monitor	Monitor
Painting Interior	Monitor	Monitor	Monitor	Monitor	Monitor
Security	Review	Review	Review	Review	Review
Disabled Facilities	Review	Review	Review	Review	Review
Kitchen Units - Replacement	Monitor	Monitor	Monitor	Monitor	Monitor
Fees Last increased April 2016 by £5 per session and heating charge raised to £10 per session	No changes	Review	Review	Review	Review
Major Works					

Notes:

1. Vestry Hall Roof - Remedial repairs carried out in 2001
2. Remedial work carried out to chimney over Council Chamber and on front of Vestry Hall 2001
3. Floor, sanded, relaquered and repaired August 2001
4. Audio Loop installed 2004
5. Disabled Toilet and Threshold installed 2004
6. New lighting with dimmer switches installed 2004
7. External Painting carried out 2004
8. Balcony stairs redecorated/emergency lighting installed 2004
9. Gents toilet and kitchen painted in 2004
10. Lead roof renewed January 2005
11. Ladies toilets painted December 2005
12. Stairwell and Landing painted & balcony carpeted December 2005
13. Old Fire Station converted to Information Centre and Parish Office 2005 (formally opened by HRH Princess Royal 9th December 2005)
14. Tower Room roof releaded Summer 2006
- Stairlift to Hall & Chamber - not considered suitable by Stenna 2007
16. New kitchen - listed building consent/B. Regs obtained Autumn 2008 - New Kitchen went in August-September 2009
17. Interior Painting carried out in August - September 2009 + new storage area in old kitchen and other alterations all part of works as above.
18. 120 new chairs purchased September 2009 - old chairs scrapped.
19. Floor sanded by Bishops September 2009
20. Windows stripped by specialist and sanded down to a natural finish - May - October 2009
21. Bow window on front releaded - Sept 2010
22. Floor treated by Bishops - December 2010
23. New wooden floor - July/August 2012
24. New hob for cooker - Autumn 2012
25. New starter switches for all lights in Hall & Chamber
26. LBC applied for to replace side doors Sept 2017 completed Feb 18
27. Interior decoration of entrances scheduled for Nov 2017
28. Fire Risk Assessment carried out May 2018

BURIAL GROUNDS AND PROPERTIES COMMITTEE**5 YEAR PLAN**

INFORMATION CENTRE	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
Inspection	Yes	Yes	Yes	Yes	Yes
Painting Internal	Monitor	Monitor	Monitor	Monitor	Monitor
Roof Inspection as per Vestry Hall	Monitor	Monitor	Monitor	Monitor	Monitor
Floor	Monitor	Monitor	Monitor	Monitor	Monitor

Notes:

Converted from Caretakers Garage and Boiler Room - Completed May 2005

Lease with TWBC July 2006 - Ongoing

LBC applied for installation of 24/7 Defib installed in entrance Sept 2017

Defib installed Jan 2018

Redecorated - Autumn 2012

Repairs to flat roof completed Summer 2016

VESTRY HALL COTTAGE	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
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Inspection	Yes	Yes	Yes	Yes	Yes
Painting External	Monitor	Monitor	Monitor	Monitor	Monitor
Roof Inspection as per Vestry Hall	Monitor	Monitor	Monitor	Monitor	Monitor

Notes:

Caretakers are responsible for internal decoration of cottage

External Painting carried out 2004

Survey on condition of cottage - Dec 2015

Replacement of bathroom floor, bedroom ceiling, damp repairs 2017

Replacement fire alarms supplied & fitted by KFRS Sep 2016

ANGLEY COTTAGE	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
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Inspection	Yes	Yes	Yes	Yes	Yes
Painting	Monitor	Monitor	Monitor	Monitor	Monitor
Rent - Last increase April 2016	Review	Review	Review	Review	Review

Lease

Notes:

New Gate 2003

Re Roofed 2005

Externally Painted 2004

Heat ventilation system - winter 2012

Vacated by Tenant - August 2009 - not fit for human habitation

Refurbished -2010/2011

New Tenant April 2011

BURIALS GROUNDS AND PROPERTIES COMMITTEE

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BUS SHELTERS/NOTICEBOARDS/ BENCHES ETC	YEAR 1 - 2019/2020	YEAR 2 - 2020/2021	YEAR 3 - 2021/2022	YEAR 4 - 2022/2023	YEAR 5 - 2023/2024
New Bus Shelters	Review	Review	Review	Review	Review
Bus Shelter Inspection	Monitor	Monitor	Monitor	Monitor	Monitor
Timber Shelters	Treat	Monitor	Treat	Monitor	Treat
Steel Shelters	Monitor	Monitor	Monitor	Monitor	Monitor
Millennium Notice Board (Cranbrook)	Oil	Monitor	Oil	Monitor	Oil
Notice Board - Cranbrook	Oil	Monitor	Oil	Monitor	Oil
Notice Boards- Sissinghurst	Oil/Paint	Monitor	Oil/Paint	Monitor	Oil/Paint
Village Sign - Sissinghurst	Monitor	Monitor	Monitor	Monitor	Monitor
Penny Farthing, Sissinghurst	Monitor	Monitor	Monitor	Monitor	Monitor
Information Board - Sissinghurst (Map)	Oil	Monitor	Oil	Monitor	Oil
Benches	Monitor	Monitor	Monitor	Monitor	Monitor
Telephone Kiosks	Monitor	Monitor	Monitor	Monitor	Monitor

Notes:

Bus Shelters owned by the Parish Council are:-

Wilsley Pound - Jubilee Field, Sissinghurst, Hartley Court Gardens and Swifts View, Cranbrook

Bus Shelter - Hartley - demolished in a traffic accident - replaced July 2007 - cost borne by car drivers insurance

New Bus Shelter at Woodland - Spring 2014

See entire list of benches - filed in Asset Register

New bench - Common Road / Cleavers bus stop 2012

New bench - nr bus stop Greenways, Cranbrook - Winter 2012

New Bus Shelter at Common Road/Cleavers - Summer 2015

Noticeboard on the exterior wall of Vestry Hall repaired - Autumn 2015.

Benches and noticeboards in Cranbrook varnished by Cranbrook in Bloom Summer 2015

New bench in memory of Philip Marley March 2016

Sissinghurst Village sign refurbished - Summer 2016

2 BT red boxes adopted 2016 @ Bakers Cross and Swifts View

Bus Shelters Cleaned Sept 2018

