

## BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting  
held on Tuesday 15th February 2022 in the Council Chamber, Old School House,  
Market Hill, Brandon at 7.00pm

**Present:** Cllr S Skinner (Chair), Cllr P Etherington, Cllr V Lukaniuk, Cllr N Vant, Mrs A Barnes  
Mr G Cock – Town Clerk

- 1 **APOLOGIES** for absence and approval of reasons tendered.  
Cllr S Annear, Cllr L Atkins, Cllr J Hughes, Cllr P Wittam  
The apologies for absence were accepted.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.  
Cllr S Skinner – Non-pecuniary interest. Mrs A Barnes – Pecuniary interest.

3 **TO RECEIVE, CONFIRM AND SIGN MINUTES**

- Of the New Cemetery Working Party Meeting on Tuesday 26th October 2021.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/160/15/Feb/22**

**CARRIED:** Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF TUESDAY 26TH OCTOBER 2021 BE APPROVED.

- 4 **MATTERS ARISING** for information exchange only of the New Cemetery Working Party Meeting on 26th October 2021 – None.
- 5 **URGENT BUSINESS** any items the Chairman considers a matter of urgent business.  
The Chairman brought before those present documents received on the 15<sup>th</sup> February from Richard Jackson Building Consultants detailing fee structures for the preparation of tender documentation, design of required details outlined on the CDS plan and civil engineering services.  
A short adjournment of the meeting was proposed by Cllr Skinner to enable members to consider the documentation. A vote then took place to adjourn the meeting.  
**Proposer:** Cllr S Skinner  
**Seconder:** Cllr P Etherington  
Resolution Record No: **BTCNC/161/15/Feb/22**  
**CARRIED:** Unanimous

The meeting was adjourned at 7.08pm.

Following a short period, the meeting resumed at 7.27pm.

Signed.....

**6 RESOLUTION from Cllr P Etherington No. 406**

To approve Evolution Town Planning to proceed with planning for the new cemetery in accordance with letter reference E644.E1.Let03 dated 7<sup>th</sup> February 2022.

Those members present agreed to consider both the documentation supplied by Evolution Town Planning and that presented to the meeting of Richard Jackson Building Consultants jointly, as one impacted upon the others ability to progress the project further.

Cllr Vant made reference to item 6 (of Richard Jacksons letter 15<sup>th</sup> February) to confirm that they will be preparing the tendering documentation and dealing with its placing on the Government tendering site.

Cllr Etherington stated that Evolution have all the previous information on file, they know the relevant West Suffolk Officers and are experienced in the project.

Cllr Lukaniuk queried the establishment of the storage building on the new cemetery site, which was confirmed by Cllr Etherington as being included on the CDS plan for some time.

A general discussion took place regarding the amount of facilities that the building and toilet building would have to contain.

Cllr Lukaniuk stated that in his opinion the car park should be located adjacent to the gateway on the lefthand side. It was pointed out that this would use valuable space that would be better used for burials. A general discussion took place regarding the amount/location of car parking and its nature. Cllr Lukaniuk asked if it would be possible to add detail at a later date. Cllr Etherington stated that this would be possible.

It was proposed that the resolution be amended to read as follows;-

To approve Evolution Town Planning to proceed with planning for the new cemetery in accordance with letter E644.E1. Let03 dated 7<sup>th</sup> February 2022, and to appoint Richard Jackson Building Consultants to prepare full designs, and tendering implementation. A vote then ensued to amend the resolution.

**Proposer:** Cllr S Skinner

**Seconder:** Cllr P Etherington

Resolution Record No: **BTCNC/162/15/Feb/22**

**CARRIED:** Unanimous

To approve Evolution Town Planning to proceed with planning for the new cemetery in accordance with letter E644.E1. Let03 dated 7<sup>th</sup> February 2022, and to appoint Richard Jackson Building Consultants to prepare full designs, and tendering implementation.

**Proposer:** Cllr P Etherington

**Seconder:** Cllr N Vant

Resolution Record No: **BTCNC/163/15/Feb/22**

**CARRIED:** Unanimous

TO APPROVE EVOLUTION TOWN PLANNING TO PROCEED WITH PLANNING FOR THE NEW CEMETERY IN ACCORDANCE WITH LETTER E644.E1. LET03 DATED 7<sup>TH</sup> FEBRUARY 2022, AND TO APPOINT RICHARD JACKSON BUILDING CONSULTANTS TO PREPARE FULL DESIGNS, AND TENDERING IMPLEMENTATION.

The meeting closed at 8.00pm.

Signed.....