

**ASH-CUM-RIDLEY PARISH COUNCIL  
BURIAL GROUND COMMITTEE**

**Minutes of a meeting of the Burial Ground Committee held on Monday  
30 August 2016 at 4.00pm in the Viewing Gallery of Ash Green Sports Centre**

Present: Cllr M Brown  
Cllr Mrs Brammer  
Cllr Mrs Clucas  
Cllr Mrs Connell  
Mr J Harbinson  
Mr B Parlett

Mrs A de Jager – Parish Clerk

**1. Apologies**

Apologies for absence were received from Cllr J Scott

**2. Declaration of Interests**

Cllr Mrs Connell declared an interest in any discussion regarding tree works that may be carried out by a family member.

**3. Minutes of the last meeting**

The minutes of the meeting held on 27 June 2016 were approved and signed as a true record.

Cllr M Brown PROPOSED that item 6.3 Memorial Garden was brought forward. SECONDED: Cllr Mrs Connell and AGREED.

**6.3 Memorial Garden.**

Mr Harbinson advised that dates of the Diocese Advisory Committee (DAC) meetings need to be established to determine the time-line for submission for a Faculty.

The application process consists of two stages:

- Sketch of proposal with outline drawings and descriptions.
- Following any recommended amendments, more detailed drawings and specifications are done.

The DAC Secretary will be contacted requesting a list of recommended surveyors/architects that would be suitable for the project.

The following information is required to obtain quotations for the initial Sketch:

- Establish the location – ask the suitability of the proposed site, including the presence of tree roots.
- Outline the functions including garden layout, paths etc.
- Request a site survey looking at required depth for foundations.

- Advise that the intention is to remove the soil and replace with topsoil. To suggest a barrier provision for the prevention of root intrusion and flints.
- Wall – ask for a suitable height and width of both wall and pillars to be suggested.
- One sided wall – ask for advice on distance from existing hedge.
- Number of plaques that need to be incorporated
- Type of plaques – specifics of size and proposed material to be included.

When the DAC has approved the sketch, an application can be made for planning permission as this will have sufficient information for a decision to be taken.

Mr Harbinson was thanked for his assistance and he left the meeting.

#### **4. Current Maintenance Needs**

- The contractor will trim the top and sides of the new Yew hedge to keep the hedge at a one foot width and 4'6" height.
- It was NOTED that all subsided graves have been topped up with additional soil.
- Plot 315A – a second letter will be sent to the Grant of Right owner to remove the loose stones within a specified time, failing which the Parish Council will have them removed.
- Plot 298 – a second letter will be sent to the Grant of Right owner to remove the conifer within a specified time, failing which the Parish Council will have it removed.
- Plot 279 – the Parish Council will remove the tree as the grafted plant has died and the root stock has become overgrown.
- Self-seeded Ash trees will be removed by the contractor.

*Having declared an interest in tree work, Cllr Mrs Connell took no part in the discussion or decision of the following item.*

- Cllr Mrs Clucas PROPOSED that the Tree Wardens are asked to inspect the Ash Tree nearest the Church in the hedge between the Burial Ground and Churchyard. SECONDED: Cllr Mrs Brammer.
- It was NOTED that there is some Mole activity in the Burial Ground, which will be monitored.

#### **5. Memorials**

It was NOTED that two headstones had fallen down. Contact with the Grant of Right owners has not been successful and quotes will be sought to lift the headstones and lay them flat on the graves.

#### **6. Future Provision**

6.1 The current availability was NOTED.

6.2 New Burial Ground – this item will be progressed upon completion of the permissions for the Memorial Garden.

6.3 Memorial Garden – discussed above

**8. Date of next meeting**

The date of the next meeting of the Burial Ground Committee was set for 11 October 2016 at 4.00pm.

The meeting closed at 4.45pm

Signed: ..... Date: .....