

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Working Party Meeting
held virtually using Zoom on Thursday 25th February 2021 at 7.00pm

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

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr D Palmer, Cllr P Wittam
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest – None.
Cllr S Skinner – Non-pecuniary Interest. Mrs A Barnes – Pecuniary Interest.

3 TO RECEIVE AND CONFIRM MINUTES

- Of the New Cemetery Working Party Meeting on 3rd February 2021.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTCNC/77/25/Feb/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES THAT THE MINUTES OF THE NEW CEMETERY WORKING PARTY MEETING OF WEDNESDAY 3RD FEBRUARY 2021 BE SUBMITTED TO FULL COUNCIL FOR APPROVAL.

4 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.

Proposer: Cllr S Skinner

Seconder: Cllr P Etherington

Resolution Record No: **BTCNC/78/25/Feb/21**

CARRIED: Unanimous

Signed.....

BRANDON TOWN COUNCIL

Confidential Minutes
of the New Cemetery Working Party Meeting
held virtually using Zoom on Thursday 25th February 2021 at 7.00pm

THIS PAGE IS CONFIDENTIAL
ONLY THE RESOLUTIONS MAYBE DISPLAYED
AS A MATTER OF PUBLIC RECORD

The following items were not taken in the order as published in the agenda at the request of the Chair and appear as taken.

6 TO DISCUSS fencing prices.

This aspect of the development was too early at this stage and will be deferred to a later meeting.

5 TO DISCUSS survey prices.

Cllr Skinner introduced the subject and asked the Clerk to outline the information he had received so far for laying out the perimeter boundary. The Clerk explained he had received two prices for the work. Cllr Skinner then asked Mr Kent to put forward the information he had.

Mr Kent suggested that the first action should be to layout the site including the entrance way. Given full information he was confident that the contractor could provide an adequate service using the equipment he was aware he had. Mr Kent suggested using a single contractor to provide a turnkey service in a phased manner. He went on to suggest that this would avoid repeating work or missing stages of the development. It was stated that it was crucial that the entrance way be completed by 24th October 2021.

Mr Kent pointed out that we need to record the water levels in the bore holes on a monthly basis and all the conditions cleared before work can start on the construction of the entrance way.

Mr Kent suggested some facilities that the Council may consider to be necessary and other services prudent to be included at the time of construction.

A number of questions were then put to Mr Kent regarding the development and individual issues. He made various suggestions regarding surfaces and facilities that could be suggested to the construction company for inclusion in their proposal plans.

A short discussion ensued regarding the gateway construction and visual appearance which will remain the domain of Brandon Town Council.

Cllr Etherington added that the archaeology is also a factor with the development. Mr Kent confirmed that this may just be a watching brief whilst the construction work takes place.

Cllr Vant stated he was concerned about the financing of the project and queried when we could have an overall cost. Cllr Skinner stated that the suggested development company had offered to prepare a high-level design which would give a definitive costing on the project.

Cllr Skinner asked for a show of hands to confirm the use of a company to provide an overall cost base. This indicated a unanimous agreement by all attending the working party.

The working party then considered the need to engage with a planning/construction company to provide a high-level cemetery plan. Cllr Etherington stated that we do need to engage with a professional company and was impressed by their website and other projects they have undertaken.

Signed.....

Brandon Town Council
New Cemetery Working Party Meeting
Thursday 25th February 2021

Mr Kent added that there does not seem to be that many companies that specialise in the design and development of cemeteries.

The Clerk is to get a CAD drawing of the whole site. Cllr Skinner proposed we recommend to Council that a company are engaged to prepare the initial high-level plans.

Both recommendations are to be put Council for approval at the next Full Council Meeting.

Proposer: Cllr S Skinner

Seconder: Cllr J Hughes

Resolution Record No: **BTCNC/79/25/Feb/21**

CARRIED: Unanimous

THE NEW CEMETERY WORKING PARTY RESOLVES TO SUBMIT QUOTATIONS TO
FULL COUNCIL FOR APPROVAL.

The meeting closed at 8.00pm

Signed.....