

**HEDGE END TOWN COUNCIL - MINUTES OF A MEETING OF THE RECREATION & AMENITIES  
COMMITTEE HELD 11<sup>TH</sup> JANUARY, 2017**

**Cllrs. Present:** Cllr. Margaret Allingham, Cllr. Stephanie Arnold, Cllr. Paul Carnell, Cllr. John Jupe, Cllr. Derek Pretty, Cllr. Jane Welsh (Chair).

**Also present:** Heather Jones, Allotment Hirer

**The Chair opened the meeting extending her best wishes to members for the New Year.**

**R39 Apologies:** Cllr. Shankerlal Sthankiya  
With effect from the close of business hours today, all communications have been checked for the receipt of apologies.

**R40 Minutes & Matters Arising**  
**Meeting of 14<sup>th</sup> December, 2016**  
R31, the specialism and supply for the installation of Paddling Pool equipment has become difficult to source. The original supplier is now in Liquidation. Time is of an essence with regard to the current financial budget and the offices continue to research a reliable supplier and installation company.  
The minutes were approved and signed by the Chair.

**R41 Correspondence:**  
No items of correspondence were recorded.

**R42 Albert Road Cemetery**  
*To provide an update of staff training in the preparation of earthen graves.*  
Four members of the grounds team are taking a course in the City & Guilds NPTC Safe Use of Plant Machinery this week. The Head Groundsman would advise that he would wish the team to become fully conversant with the plant machinery and the preparation of graves before the service is offered full time and has agreed that the service should commence 1<sup>st</sup> April, 2017.

**Resolved: Burial Services to incorporate the preparation of earthen graves with effect from 1<sup>st</sup> April, 2017.**

*To discuss fees for the preparation of an earthen grave.*

Members were informed that in the instance of a late interment during British Summer Time, i.e. 3.00 p.m. the grave could take a maximum of 2 hours to replace spoil, resulting in a cost implication to the Council in overtime (Fridays increased overtime hours). During the Winter months, interments would need to take place no later than 1.00 p.m. for the replacement to be undertaken in daylight hours. The aforementioned Interment Times to be approved by the Town Council to formalise instructions upon Burial Application. Each member has been supplied with a Burial Fee Comparison in advance of this meeting.

**Resolved: The proposed latest interment times are strictly adhered to in order to provide an appropriate Burial Service.**

*To discuss an amendment to the Cemetery Regulations to prohibit interment of Full Graves until after 2.00 p.m. on any given Monday to allow the preparation of Earthen Plots.*

Preparation of an earthen grave at double depth can take up to 4 hours to prepare and, therefore, it would be impossible to offer an Interment any earlier than 2.00 p.m.

**Resolved: That the earliest interment of an earthen grave, on any given Monday, will be 2.00 p.m.**

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*To discuss an increase in Cemetery Fees w.e.f. 1<sup>st</sup> April, 2017.*

Transfer of Exclusive Right of Burial, is registered by the Town Council as Burial Authority and currently does not incur a fee. However, many Burial Authorities charge a fee for this service at between £25 (Fair Oak) and £95.00 (EBC). **The clerk is instructed to defer this matter to the next Agenda.**

#### **R43 Annual Increase of Hire Fees w.e.f. 1<sup>st</sup> April, 2017**

*To discuss increase in rates for pavilion, sports, allotment, grazing and annual hire.*

The Town Clerk's guidance is that the next financial year's Budget was based on a minimum of 2.2%. **The clerk is instructed to defer this matter to the next Agenda and report to the Committee in advance of the meeting, to establish the cost effectiveness of services in the preparation of sports pitches.**

#### **R44 Allotments:**

*To discuss methods to deter commercial tipping.*

The Town Council now has available plant equipment to successfully remove the existing spoil/non-compostable communal heaps that have accumulated at the Allotment Site and these works will be undertaken as soon as the necessary training is complete and the staff are competent in the use of the equipment.

The next step would be to ascertain the commercial companies that have regularly and traditionally deposited farmyard manure and grass cuttings to the site. It is suggested that the only method to monitor and reliably identify the aforementioned is to include a note to hirers to inform the Town Council, when the Renewal notices are issued.

New regulations restricting commercial vehicles at recycling centres has encouraged tipping and signage will need to be placed with the threat of prosecution, as there is a risk that the site would be vulnerable.

Heather Jones confirmed that a problematical water leak, close to the Kanes Field entrance, has now stemmed and is completely dry. She also checked the storage compartment of the unit on site and can also confirm that it remains dry and that the Cess Pit does not need evacuating.

**The clerk is instructed to arrange for a guidance notice, to be placed immediately, to advise that due to the risk of cross contamination, indiscriminate arrangements for outside bodies to deposit grass/garden waste and farmyard manure is to cease immediately and notices to be replaced with "No Tipping" and warning of prosecution. Furthermore, the grounds staff to be instructed to remove all unauthorised waste and communal compost heaps by 28<sup>th</sup> February, 2017 and thereby eliminating the collection point prior to the growing season. In the meantime, every attempt must be made to ascertain the two outside parties making use of the site at present, to dispose of waste, and inform them that the practice must cease forthwith.**

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**Grass and compostable waste produced from the Town Council grounds, will not be deposited at the Allotment Site and will be disposed of at an alternative site to be determined and where it cannot be accessed by indiscriminate Commercial tipping under any circumstances.**