



MINUTES of a Meeting of the Natural Burial Working Group of Costessey Town Council held on Thursday 3 November 2016 at 10am at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH.

Present: Cllrs R Piesse (Chair), J Amis, T East, D Gunby, S Hannant, P O'Connor; H Elias (Clerk) N Bailey (Deputy Clerk), D Yates

To elect a Chairman

NB016/16:

To receive apologies for absence

NB017/16: None.

To receive declarations of interest

NB018/16: Cllr S Hannant declared a pecuniary interest in matters regarding the Longwater Lane cemetery, as she lives adjacent to the land to be acquired, and took no part in the voting.

To receive a presentation by Mr David Yates on the proposed design and to discuss any amendments

NB019/16: Key issues are the slope beyond the existing cemetery – erosion issues dictate the treatment here, therefore meadow land burials would be better here; plus an area to extend the formal layout, where the flat area at the top of the slope would be better. The design needs to be a shape to complement all the informal and formal areas and allow access for funeral directors. A metal gazebo could be a robust formal feature visible at the top of the slope from elsewhere in the cemetery. Curved benches could be installed between the gazebo posts. Screening could be planted along the boundary with the travellers' site and new hedging to the western boundary. Woven fencing could be installed along the boundary to the north. Paths could be constructed of Breedon Gravel 1.5m wide with perhaps a wider pathway of 2.5m.

NB020/16: The design was discussed. It was suggested that the car park would need to be extended and that the circular parking for hearses should be extended slightly. The entrance drive and enlarged car park should be tarmacked at an early stage. An extra road should be included to allow better access to the furthest parts of the woodland. An avenue of trees was suggested from the existing south western corner up to the circular design and gazebo. Trees should be smaller species such as field maple or rowan, not birch which has a short life. Woven fencing could be from dead wood woven round posts knocked into the ground rather than live wood. Easton College could perhaps be asked to do this.

NB021/16: It was suggested that monitoring equipment could be installed, where an alert is set up if there is any movement out of hours.

NB022/16: Note: Mr Yates will not have access to NCC's Auto CAD programme beyond December 2016.

To confirm minutes of the Natural Burials Working Group Meeting on 25 January 2016

NB023/16: The minutes were agreed and signed. It was noted that they had already been presented to full Council. Min: **NB005/16: Land Acquisition:** the land has been transferred to Costessey Town Council.

To receive an update on Easton College involvement

NB024/16: Cllrs S Hannant and P O'Connor met Mr John Holmes, a lecturer in Land Skills at Easton & Otley College, on 17 October for a site visit. They considered the wooded area. Mr Holmes commented that there was a lot of work required, including thinning out as well as general tree maintenance. The area could afford quite a few different training opportunities eg

countryside management, arboriculture and high level rescue training. He requested a visit by the instructors with a small group of students who could draw up a programme of works to submit to the Council for approval. The College could phase the work to tie in with Council's phasing as they bring various areas into use. He was grateful for the opportunity as the College struggles to find areas of woodland for training purposes. Work would be carried out under supervision of instructors, to H&S requirements under the College's insurance at no cost to Council.

To consider a plan for initial agricultural use

NB025/16: Cllr J Amis had spoken to a local farmer who will be able to let us know in Spring who is renting the adjacent land. The slope could be ploughed in addition to the maize field. The verge contractor could be engaged to cut back / remove the hedging and brambles where they have encroached and the dividing hedge between the maize field and slope removed.

ACTION: Cllr J Amis, Grounds Staff, Town Clerk

To consider a business / finance plan for the cemetery

NB026/16: The model project plan was considered and the following suggested:

i) Funeral Directors to be invited to next WG meeting for suggestions and possible further amendments of designs. **ACTION: Town Clerk**

ii) Quotes for GPS mapping for boundaries to be sought & mapping undertaken. **ACTION: Town Clerk**

iii) Scrub to be cleared by Easton & Otley College students

iv) Advice to be sought re correct species of trees to retain and plant

v) Unsuitable trees to be removed

vi) New trees to be planted as required, according to advice received

vii) Grants to be sought and local funeral directors approached **ACTION: Deputy Clerk**

viii) The bulk of the funding will have to come from Council's Project Reserves (EMR)

ix) A Project Manager could be appointed who could write the Project Plan to take pressure off the Office.

To consider planning procedures & application

NB027/16: When a design has been agreed, pre-application advice to be sought from planning authority re the documents required for planning application to be submitted. Project Manager to be engaged. More detail is needed on the 10m strip for paths between sections and an allowance for the planning condition of a gap between the burials and the fence. **ACTION:**

Town Clerk

To agree the date of the next meeting

NB028/16: This will be confirmed after Mr Yates has amended the plans. **ACTION: Town Clerk**

NB015/16: The meeting closed at 12.10pm