



BRANDON
TOWN COUNCIL

LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF

BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE NEW CEMETERY COMMITTEE MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, WEDNESDAY 15TH JANUARY 2025, STARTING AT 2.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

1	Apologies for Absence To receive.
2	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
3	Minutes of Previous Meetings To confirm the minutes of the New Cemetery Committee meeting held on 8th November 2024 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of minutes.
4	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of

	the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.
5	Working Group Report To receive and agree actions.
6	Updated Site Plan To receive and make below recommendations to Full Council:- A couple of gaps in the northern part of the hedge to allow pedestrian access to future phases. The entrance to be adapted to reflect the stone gateway.
7	Clerks Update To receive any information received since publication of agenda.

BRANDON TOWN COUNCIL

Minutes of the New Cemetery Committee Meeting
held on Friday 8th November 2024 in the Council Chamber, Old School House,
Market Hill, Brandon at 11.00am

Present: Cllr G Brocklehurst (Chair), Cllr P Gorringe, Cllr V Lukaniuk, Cllr M Pinnell, Cllr C Watts

- 1 **APOLOGIES** for absence and approval of reasons tendered.
Cllr J Hughes – apologies accepted.
- 2 **DECLARATION OF INTEREST** and additions to Members Register of Interest.
None.
- 3 **TO RECEIVE, CONFIRM AND SIGN MINUTES** of the New Cemetery Committee Meeting on Friday 11th October 2024.
Proposer: Cllr V Lukaniuk
Seconder: Cllr P Gorringe
Resolution Record No: **BTCNC/101/08/Nov/24**
Agreed and signed by Chairman.

THE NEW CEMETERY COMMITTEE RESOLVES THAT THE MINUTES OF THE NEW CEMETERY COMMITTEE MEETING OF FRIDAY 11TH OCTOBER 2024 BE APPROVED.

- 4 **MATTERS ARISING** for information exchange only of the New Cemetery Committee Meeting of 6th June 2024.
It was noted that the proposed entrance to the new cemetery had been trimmed and the fence removed.
- 5 **TO AGREE A WORKING GROUP AND AGREE TERMS OF REFERENCE FOR THE GROUP.**
A working group was formed and consists of:- Cllr Brocklehurst, Cllr Gorringe Cllr Lukaniuk and Cllr Pinnell. The Terms of Reference were agreed.
- 6 **PRODUCE A PRESS RELEASE** on the progress of the new cemetery.
There was a discussion about a press release. The Clerk asked Cllr Pinnell to write a press release from the Cemetery Committee which would go on our website, social media, in the Town Magazine and on the notice board. There was a discussion about the best way to identify the entrance and size of the new cemetery site and further discussions about what the best next step was. The working group will look at this and report back at the next meeting.

Signed.....

7 CORRESPONDENCE

Due to the nature of the correspondence received, the Town Clerk explained about the work that is required for archaeology, before we submit a planning application.

8 CLERKS UPDATE

The clerk gave an update on the following:-

- Archaeology
- Ecology Assessment
- Cost to heighten site

After further discussion, it was decided, to work towards planning submission.

The date of the next meeting is TBC.

The meeting closed at 12.00pm

Signed.....

New Cemetery Working Group (NCWG)

Wed 13/11/2024 14.00hrs

Attendee's

Cllrs AGB, VCL, PG & MP

The group took an early opportunity to meet being keen to get on and progress the project.

Areas looked at and tasks to undertake

1. the inspection tubes (7) around the site, these need to be clearly marked with a 75mm stake white topped to enable clear sight of as currently trip hazard, the area of approx. 1mt at each stake to be strimmed, both will also act as a guide for item 3.
2. Entrance and boundary stakes, to have a 100 / 150mm white band on the post top, the area of approx. 1mt at each stake to be strimmed, to aid item 3 and also provide a visual guide to the site boundaries.
3. we also discussed in conjunction with 1 & 2 the need to have the site mowed at the earliest opportunity and whilst the ground is still relatively firm.

Full agreement by the four in attendance that we should progress this stage at the earliest chance and before Christmas, being aware of the staffing situation for the lights we estimate the time required for items 1. & 2. to be a minimum of two hours with materials needed 7 75mm stakes and white paint to mark posts, tools, strimmer, post rammer, paint brush.

If any clarity needed any of the committee are willing to meet on site.

PLANTING SPECIFICATION

GENERALLY

Biological Requirement: Plant and seedling material shall not be used in implementing the work, the material to be grown shall be suitable for the intended planting.

Timing: Planting shall be implemented during the first planting season from mid-November to mid-March following satisfactory completion of plant receipt.

Plant Stock: Plant stock must be in strict accordance with the schedule of plants shown on the drawings. Plant stock shall be sourced from nurseries that comply with BS 5338: 2012 relevant British Standards.

Storage of Plant Material: The Contractor shall have suitable facilities for the receipt, holding in and being out in necessary plant material from the supplying nursery prior to planting out on site. All temporary storage areas shall be well drained and drained.

Planting Conditions: No planting shall take place when the ground is frozen, wet or waterlogged or in any other way unsuitable, or in any other conditions that could adversely affect the successful establishment of plants. Plants are to be protected from adverse weather conditions.

Planting Positions: All plants must be planted in the exact positions shown on the drawings, if this is not possible, the Contractor must inform the Client in writing, the reasons for this, and the alternative proposed, and confirmed in writing by the Contract Administrator.

TREES

Excavation: Excavate pits to the diameter of depth of the pit allows a gap of approximately 150mm between the trunk and the sides of the pit. Remove all stones and other debris over 100mm across from the excavation. The excavation shall be protected from rain, and shall be backfilled with clean growing medium and replaced with topsoil.

Planting: Trees shall be planted in accordance with the drawing. The planting shall be carried out in accordance with the relevant British Standards.

Watering: Trees shall be watered immediately after planting. The Contractor shall ensure that trees are adequately watered throughout the planting period. Watering shall be continued until the trees are established. The Contractor shall ensure that trees are adequately watered throughout the planting period.

HEDGE PLANTING

Method of Application: Spray planting beds with translocated herbicide if there is any permanent water in the area. High level activities in each tree.

Supply and Installation: Hedge plants shall be supplied in accordance with the drawing. The Contractor shall ensure that the plants are adequately watered throughout the planting period.

Watering: Trees shall be watered immediately after planting. The Contractor shall ensure that trees are adequately watered throughout the planting period.

MAINTENANCE

Watering: Trees shall be watered immediately after planting. The Contractor shall ensure that trees are adequately watered throughout the planting period.

Pruning: Pruning shall be carried out in accordance with the drawing. The Contractor shall ensure that trees are adequately watered throughout the planting period.

Planting Positions: All plants must be planted in the exact positions shown on the drawings, if this is not possible, the Contractor must inform the Client in writing, the reasons for this, and the alternative proposed, and confirmed in writing by the Contract Administrator.



Inset drawing showing extent of view over site between Brandon Hall and Church

Brandon Hall



Dashed lines indicate extent of view over site between Brandon Hall and Church of St Peter (Sole) field (see above)

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Grassland area to be managed as meadow in parts of site set aside for future built areas

Native hedgehog to site boundaries managed at low height, to allow views out over surrounding countryside

KEY

- Existing length of hedge/mast to be trimmed back and incorporated into new hedge
- Proposed trees
- Proposed hedge
- Flowering grassland areas
- Asphalt road and paths
- Dual gate 3 x 1.5m
- In-ground ash intercomms with internal ash with gravel step
- Steel 2 horizontal bar 'Eden's walling' with wire mesh-proof from 1.2m high
- Ramp bollards with 1.2m space between bollards

- Residence:
- A - 30.10.22
- B - 30.10.22
- C - 30.10.22
- D - 30.10.22
- E - 30.10.22
- F - 30.10.22

Land & Sculpture Design Partnership
 LANDSCAPE ARCHITECTURE SCULPTURE ARCHITECTURE
 CLIENT: Brandon Town Council
 SITE: New Housing Development
 DRS: Land & Sculpture Design Partnership
 DATE: 20.02.2022
 NO: L5DP194801 Rev F
 OCTAGON HOUSE - THE WATER JUNCTION - HITCHAM - IPSWICH - IP7 7JN
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