

Cemetery Group Meeting September 21 2023

- 1 The group (Roger Jones, Steve Watts, Mike Weston & Chris Woods) met on Thursday 21st September 2023 and reports as follows

- 2 Car Park and Memorial Garden
 - i. Planning Permission was granted by Shropshire Council, notice dated 8th September 2023
 - ii. The group suggests that The Clerk write to Henry Thomas to recognise and thank him for his input into the project thus far
 - iii. Five Planning Conditions apply
 1. Work must be commenced within three years from date of approval
 2. All work must be carried out in accordance with the approved plans
 3. Any relevant building regulations must be followed
 4. A Sustainable Surface Water Drainage system must be installed
 5. Species approval, in writing, must be obtained from SCC prior to any hedgerow planting
 - iv. Specification Document
 1. It was agreed that a detailed schedule of works should be prepared
 2. Once approved by ORPC this will act as a Blueprint to be issued to contractors during the quotation and for use in the building process
 3. It will act as a Project Management tool to verify work is in accordance with specification & plans as well as SCC conditions
 4. Please note that the group would have sought the continued appointment of Henry Thomas to assist in

this matter. Unfortunately he is temporarily unavailable and cannot predict his future availability at this time

5. The group therefor propose to proceed along two avenues
 - a. To find suitable persons or firms that can draw up this document for ORPC, subject to their quotes being considered and approved by ORPC
 - b. The group will attempt to draw up this document by liaising with various departments at SCC and elsewhere.

3 Signage

- i. A resident has requested that we install a “Please Shut The Gate” sign at the Cemetery
- ii. B&Q currently sell an aluminium sign for £13.43 plus delivery
- iii. https://www.diy.com/departments/please-shut-the-gate-aluminium-advisory-sign-h-50mm-w-240mm/196175_BQ.prd

4 In conclusion The Cemetery Group requests ORPC to consider and approve the following

- i. That the Clerk write to Henry Thomas to recognise and thank him for his support
- ii. That the idea of a Specification Document be adopted
- iii. That the group searches for a number of persons or firms to quote for the preparation of a Specification Document
- iv. That the group extend links to SCC & elsewhere to establish knowledge to be able to prepare a Specification Document
- v. That the Clerk can purchase a sign from B&Q to be installed on the cemetery gates