



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
RH17 5EL

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## Note of meeting at cemetery

Present: Pat Gallagher (P & S Gallagher)  
Eric Williams (P & S Gallagher)  
Paul Stevens (CPC)  
Alex Bull (CPC)

1. A meeting was arranged at Pat Gallagher's request to discuss a number of issues relating to the operation of the cemetery. The meeting was held in the cemetery at 11.00am on Tuesday, 28<sup>th</sup> September 2021.
2. A brief summary of these issues is given below:
  - a. Management of the cemetery – PG believes that there should be a CPC presence at every burial/ashes ceremony. This is for reasons of a) health and safety, and b) assistance in guiding the party via the correct route to the grave. He believes that all participants should access the cemetery via the entrance next to the lay-by on Newbury Lane to avoid traffic problems on Church Street. It is hoped that a car which has been left near the lay-by for many months can be removed to improve traffic movement and to create an extra parking space. PG has asked for this car to be moved (he knows the owner).

### **Clerk comments:**

Cemetery staff will be advised to attend all burials wearing uniform.

The route used by burial attendees is not down to cemetery staff to organise, this would be the jurisdiction of the funeral director to arrange.

Hopefully PG has had some success with arranging the removal of the car parked on the verge.

- b. Appointment system for stone masons – PG would like there to be an appointment system for masons to a) allow CPC to monitor them more efficiently and b) avoid them turning up unannounced and potentially interrupting ceremonies. PG suggests we set up a couple of periods, say 9.00am to 12 and 1.00pm to 3.00pm, when masons can arrange to visit (subject to funerals taking place) and meet briefly with Alex. For their part, P&S would give us copies of the masons' permits they have issued to ensure that stones are installed in the right place and are correctly worded.

### **Clerk comments:**

Who would be arranging the masons to visit the cemetery under the above



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- c. Benches – PG suggested that CPC creates an inventory of benches that are located in the cemetery and that we inform him of any new ones that are planned. We agreed that any benches that are deemed to be dangerous should be removed and destroyed after having the plaque removed and kept.

**Clerk comments:**

We have a new bench policy which is shared with all people who are keen to have a bench. Application forms can be shared with P&SG once a bench is approved.

An inventory can be taken, however we do not have the contact details for most benches as they are old. Old benches should already be being removed, with the plaque stored in the shed for future reference should an enquiry be made.

- d. Condition of the cemetery – PG was aware of the difficulties encountered with the grass and hedge cutting this year – he is particularly keen to get the hedges cut back generally, and especially in the lay-by area. PS informed him that CPC is presently seeking quotes to get the work done professionally and hope to have this completed before year end.

**Clerk comments:**

The hedge cutting is currently being arranged, and closer management of the cemetery has been put in force to ensure the conditions achieved this summer never happen again.

- e. Removal of small trees – PG asked about the possible removal of a number of small trees in the Newbury burial ground. It was agreed that we would seek advice and let him know. He also suggested we attempt to get some daffodil bulbs planted to brighten up the area. He has a plan, which he has implemented elsewhere, to ask bereaved families if they might consider bringing bulbs to be planted at the cemetery.

**Clerk comments:**

What is the reason for removing the small trees, are these self-seeded? If so, they should be removed if they will cause future problems.

A plan to plant daffodil bulbs will need to be prepared and put before the ACE committee meeting for consideration. Who will purchase and plant the bulbs, and when?

- f. Signage – PG suggested we consider getting some “Cemetery Entrance” signs made up and installed to assist families as they arrive at the



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cemetery (effectively guiding them towards the Newbury Lane entrance). We agreed to ask if this might be possible.

**Clerk comments:**

This item will be added to the next ACE agenda for consideration.

- g. Gates - AB commented that we were looking to improve or replace the wooden gates around the cemetery.

**Clerk comments:**

Replacement gates have been budgeted for this year, when will they be replaced?

- h. Concrete marker bollards – PG said it would be useful to obtain about half a dozen more concrete markers to assist when new lines of graves are created. We agreed to consider this.

**Clerk comments:**

What are concrete market bollards, how much are they, and why are they needed?

- i. Plaques - Finally, PG proposed that we obtain a number of place marker plaques to indicate plots which have been pre-purchased.

**Clerk comments:**

Why are these required?

3. PG said he would be happy to discuss any of these matters further with Sam and/or the ACE committee.

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**Paul Stevens**  
28 September 2021