

# CHEPPING WYCOMBE PARISH COUNCIL

## WORKS, SERVICES & PLANNING COMMITTEE

*"Cherish the past, adorn the present, construct for the future"*

Meeting to be held on Thursday, 5 June 2014 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

**The meeting is open to members of the public and press**


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<b>Committee Membership:</b>	Cllr D Onslow - Chairman	Cllr C Jordan
	Cllr J White - Vice chairman	Cllr B Sadler
	Cllr P Mannering	Cllr J Johnson
	Cllr C Dodds	Cllr J Herschel
	Cllr I Forbes	

Members of the committee are summoned to consider the following business:

### AGENDA

1. Apologies for absence
2. Declarations of members' interests in Items on the agenda
3. Church Road East, Tylers Green
4. Signage
5. Footway Lighting Update
6. Ecclesiastical Boundary Stones
7. Derehams Lane Lamp Column
8. MVAS update
9. Cemeteries
  - 9.1 Cemetery Regulations
  - 9.2 Working Party
10. Railway Land Footpath
11. Planning Submissions
12. Earmarked Reserve Review
13. Committee Site Visit
14. Questions from council members and the public
15. Accounts for payment



Wendy Thompson  
Clerk of the Council  
29 May 2014

### **AGENDA ITEM 3**

#### **Church Road East, Tylers Green**

Members are asked to NOTE that no further information has been received as yet regarding the trial of the narrowing scheme at the above.

### **AGENDA ITEM 4**

#### **Signage**

Members are asked to NOTE that the parish noticeboards purchased for Tylers Green and Loudwater have arrived and will be installed shortly.

Following the Signage Working Party on 20 May, members are asked to NOTE that the end of September had been given as the planned end date for installation of the fingerposts. It was also hoped that the ladder boards could be order by at least the end of September. However, the Earmarked Reserve for signs will limit the amount we can purchase.

### **AGENDA ITEM 5**

#### **Footway Lighting Update**

Members are asked to NOTE that the Ampera Mini, the LED luminaire sample requested from Urbis Schröder was expected to arrive soon. On receipt SSE will be asked to install the luminaire in Highfield Road in Flackwell Heath, as there are currently a couple of lights down in that area.

Members are asked to RECEIVE a short update from Cllr Dodds on the progress in finding an alternative contractor for the lighting contract.

### **AGENDA ITEM 6**

#### **Ecclesiastical Boundary Stones**

Members are asked to NOTE that no further progress has been made since the last committee meeting.

### **AGENDA ITEM 7**

#### **Derehams Lane Lamp Column**

Members are asked to NOTE that the installation of the lamp column is currently on hold pending a decision on the new LED luminaire.

### **AGENDA ITEM 8**

#### **MVAS Update**

Members are asked to RECEIVE an update from Cllr Onslow on the MVAS performance and battery issues.

### **AGENDA ITEM 9**

#### **Cemeteries**

Members are asked to NOTE that quotes for tree work and the extension path at Altona Road Cemetery are currently being sought.

#### **9.1 Cemetery Regulations**

Following the Cemetery Working Party meeting on 23 April, at which the regulation document was discussed at length; members are asked to CONSIDER and APPROVE the amended Cemetery Regulations at **APPENDIX A**

#### **9.2 Working Party**

Members are asked to CONSIDER and APPROVE the recommendation from the Cemetery Working Party that the Warden's cemetery inspection report which indicates abandoned/uncared for plots be brought to the committee for members' information.

**AGENDA ITEM 10**

**Railway Land Footpath**

Members are asked to NOTE that a letter has been received from our solicitor advising that the Land Registry have a huge backlog of first registrations. However, a letter has been sent to Land Registry asking that the Railway Land be prioritised. Once the registration certificate is received this can be sent through to the Definitive Map Team at Bucks County Council.

**AGENDA ITEM 11**

**Planning Submissions**

Members are asked to NOTE the planning submissions made by the Council since the last committee meeting in March 2014. **APPENDIX B**

**AGENDA ITEM 12**

**Earmarked Reserve Review**

Members are asked to NOTE that a review of the Committee's earmarked reserves will be undertaken and recommendations for any changes will be brought back to the next Committee Meeting in October.

**AGENDA ITEM 13**

**Committee Site Visit**

Members are asked to CONSIDER the following areas for addition to the Site Visit in July and to bring any other suggestions to the meeting.

**Council Offices - noticeboard**

**Altona Road Cemetery** – proposed tree work and path

**Loudwater War Memorial** – extension to the paving area/parish noticeboard

**Highfield Road, Flackwell Heath** – LED luminaire

**AGENDA ITEM 14**

**Questions from council members and the public**

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

**AGENDA ITEM 15**

**Accounts for payment**

Accounts for payment are to be circulated at the meeting for consideration by councillors.

**Date of Site Visit: Thursday 17 July 2014 at 7pm**

**Date of the next meeting: Thursday 9 October 2014 at 7.30pm**

## CHEPPING WYCOMBE PARISH COUNCIL

### CEMETERY REGULATIONS

Made under the Local Government Act 1972 (3)  
Sections 214(3) and 266(2)  
Local Authorities' Cemeteries Order 1977  
Statutory Instrument 1977 No 204

#### INTERPRETATION

1. In these Regulations:-

"the Council" means Chepping Wycombe Parish Council acting as the Burial Authority for the said Parish.

"the Cemetery" means the Cemetery provided by Chepping Wycombe Parish Council in the said Parish.

"Resident" means a permanent resident and/or ratepayer of Chepping Wycombe Parish Council. This definition includes those residents who have been caused to leave the said parish for any period of years by reason of hospital treatment or other care required to be given by authorized persons, or residence in Sheltered Accommodation outside the Parish.

The Council may require to consider proper evidence to support these Conditions and their decision on that evidence will be final.

#### ADMINISTRATION

2. Administration is dealt with by the Clerk, at the Council Offices, Cock Lane, Tylers Green Bucks HP10 8DS, or telephone 01494 814600. The E-mail address is [clerk.cwpc@btconnect.com](mailto:clerk.cwpc@btconnect.com) . The office is open 9am to 4.30pm Monday to Friday except bank holidays.
3. The records, which contain information regarding the name and age of the person buried, the grave number and the date of burial may be inspected free of charge at the Council Offices when the office is open. A certified extract from a Register of Burials may be provided for such fee as is prescribed in the current schedule of charges.

#### ADMISSION TO CEMETERY

4. A plan showing the division of the Cemetery into grave spaces may be seen at the Parish Council's Office in Tylers Green from 9.00am to 4.30pm Mondays to Fridays except bank holidays.
6. All visitors to the Cemetery must keep on the paths, except whilst visiting a grave and conduct themselves in a respectful manner.
7. No children under twelve will be admitted except under the care of a responsible adult.
8. Dogs are allowed into the Cemetery but must be kept under control and on a lead at all times. Owners must clear up any mess made before they leave the Cemetery.

9. Motor vehicles and bicycles are allowed entry to the Cemetery with the permission of the Parish Council or their appointed representative. The Clerk shall have the right to exclude entry of said vehicles if the regulations are being breached.

#### **EXCLUSIVE RIGHT OF BURIAL**

10. The Deed of Grant for Exclusive Rights is automatically issued for all new plots (full burial or ashes) for a period of 30 years. Application can be made to extend the Deed of Grant for Exclusive Rights at 10 yearly intervals. The Council reserves the right to re-use the plot after the expiry of the Deed of Grant.
11. ~~The exclusive right of burial may only be purchased when applying for an interment excepting in the case of public graves, when the right may be purchased by a relative of a person buried therein, provided that this has been the first burial therein and no subsequent interment has taken place in that grave.~~
12. Advance reservations of plots is possible at Altona Road and Cock Lane and are coloured green on the plan.
13. On the death of the grantee, the title of the successor in title will be registered on the production of satisfactory evidence of his or her title.
14. The grantee may not transfer the right of burial to another person without the consent of the Clerk. A transfer of ownership form needs to be completed and returned to the Council.
15. Prior to any second or subsequent interment in a purchased grave or vault, the Deed of Grant must be produced to the Clerk, with the notice of interment, and the written consent of the owner, personal representative or next of kin must be produced or endorsed on the form of application for interment.

#### **BURIAL IN A GRAVE**

16. Interments will normally take place Monday to Fridays excluding Bank holidays, except on the production of a certificate of a Coroner or Medical Officer of Health that immediate burial is necessary on the grounds of public health or religion.
17. Before interment can take place, the applicant must give notice to the Clerk on the prescribed form (Notice of Interment) accompanied by the certificate for disposal issued by a Registrar of Births and Deaths, or an order for burial issued by a Coroner, or a Cremation certificate in the case of cremated remains and payment.
18. The Notice of Interment must be delivered to the Clerk at least 5 full working days prior to the date of interment.
19. Saturdays, Sundays and Public Holidays shall not be counted as working days. In the case of a Notice sent by post it shall be deemed to be delivered when received by the Clerk at the Council's office except that any such Notice delivered on a Saturday, Sunday or Bank Holiday shall be deemed to be delivered at 8.00 am on the next working day. **No Notice will be accepted by telephone.**
20. In the case of unforeseeable circumstances resulting in the Council's postponement of the interment the Clerk shall as soon as possible notify the person giving the Notice of Interment the reason for postponement.

21. **Still Births** - The certificate for burial or cremation (stillbirth) form number 118 (white) needs to be presented.
22. The grave area will measure 2000mm in length by 750mm.
23. The location of the grave will be the next available space unless already reserved (12)
24. Neighbouring plots may not be joined together.
25. All plots will be ~~double depth~~ triple depth.
26. No body shall be buried in a grave in such a manner that any part of the coffin is at a depth less than 900mm below the level of the ground adjoining the grave.\*\*
27. No body shall be buried in a grave unless the coffin is effectually separated from another coffin already in the grave by means of a layer of earth not less than 150mm in thickness.\*\*
28. Where, in the Cemetery, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein or remove therefrom any soil which is offensive.\*\*
29. No graves are to be planted with trees or shrubs, no paving stones may be laid around the grave space.
30. Breakable containers are not permitted on grounds of Health and Safety i.e. Glass vases, pots, tins, jars, bottles or similar articles.
31. Graves which appear to be neglected may be taken over ~~and maintained~~ by the Council.
32. No coffins constructed of more durable material than wood shall be placed in graves.

## MEMORIALS

33. Formal written permission to install a memorial stone must be sought from the Council. Any memorial must be erected by a properly qualified stonemason once the normal 12 month period has passed to allow for settlement of the ground.
34. All memorials and inscriptions and the erection thereof are subject to the approval of the Council. The inscription should include the full known names of those interred.
35. A completed application form signed by the grave owner and the memorial mason must be submitted to the Council. This must contain a dimensioned illustration of the memorial and/or a copy of any proposed inscription. No memorial may be erected or inscription added without the Council's written permission in the form of a permit which will be issued to the memorial mason.  
No memorials may be erected on any grave unless the right of burial has been purchased.
36. Memorials should conform to the following:
  - (a) All memorials and enclosures must be of natural stone and approved.
  - (b) The overall dimensions of the headstone must not exceed 900mm from the ground by 750mm wide by 75mm deep.

*\*\* Local Authorities' Cemeteries Order 1977, Schedule 2*

(c) Enclosures (**excluding flat**) shall be 2000mm long by 750mm wide by 75mm deep by 75mm high. Flat stones shall be 2000mm long by 750mm wide and must not be above the ground; that is, below the level of the surrounding land. If you opt for a flat stone you will not be able to incorporate flower tributes – unless built into the headstone.

(d) Chippings are not permitted unless contained by authorised kerbing.

(e) Memorials must be erected in accordance with the National Association of Memorial Masons Recommended Code of Working Practice and by a NAMM/BRAMM accredited fixer. Anybody erecting a headstone must have public liability insurance of at least £5 million

37. Memorial Inscriptions to be approved in advance of installation may contain the following detail:

- Name and dates of birth and death
- A suitable memorial phrase or quotation
- A picture on material that will survive the elements, for example, ceramic not to exceed 160mm x 210mm.

(b) The number of the grave and the name of the memorial mason shall be cut clearly on the side of memorial at the expense of the owner.

38. All persons at work in the Cemetery in connection with graves, monuments or otherwise

(a) Shall report to the office prior to starting work.

(b) Shall have adequate Insurance cover & Health & Safety certification.

(c) Shall only work between the hours of 9am to 3pm, Monday to Friday, unless by prior agreement with the Council.

(d) Shall clear away all dirt and rubbish and leave all sites in a clean and tidy condition.

39. No memorial or part of a memorial may be removed from the Cemetery without the prior approval of the Clerk. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.

40. The responsibility for the safe removal and storage of all memorials and surrounds until reinstatement rests with the Funeral Director or Stone Mason.

41. All memorials erected within the Cemetery shall be kept in good repair by and at the expense of the owner. The Council reserves the right to make safe or to repair or remove any memorial which is allowed to fall into disrepair, or to become unsightly or dangerous, and reserve the right to seek recompense from the owner.

42. The Council will not be responsible for any damage to monuments or gravestones.

43. Any person not complying with the Regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

#### **CHILDRENS AREA**

44. Grave plots will be 1500mm by 1000mm.

45. Memorials/enclosures in the children's section will be considered on each individual application but should not exceed the grave dimensions as above.

#### **BURIAL OF ASHES**

46. Urns or receptacles containing cremated remains may be interred subject to the regulation relating to the re-opening of such graves.
47. Regulations 10 to 14 (inclusive) of these Regulations shall apply to the interment or disposal of cremated remains.
48. The Certificate for burial of the ashes issued by the Registrar of the Crematorium must be produced to the Manager before the interment or disposal takes place.
49. Cremated remains may not be disposed of on the surface of any grave, or elsewhere in the Cemetery.



# CHEPPING WYCOMBE PARISH COUNCIL

SERVING THE COMMUNITIES OF TYLERS GREEN, LOUDWATER AND FLACKWELL HEATH

Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire HP10 8DS

Telephone 01494 814600 Email clerk.cwpc@btconnect.com

## PLANNING COMMENTS

### Tylers Green Passed to WDC 2 April 2014

14/05567	9 Meadow Walk	No Comment
14/05630/TPO	17 Kings Ride	No Comment
14/05577	57 Coppice Farm Road	No Comment
14/05649	23 Court Lawns	No Comment
14/05671	Menlo House, The Common	No Comment
14/05290	Hartwell Close	No Comment
14/05680/TPO	Blandings, Hammersley Lane	No Comment

### Tylers Green Passed to WDC 25 April 2014

14/05798	54 Coppice Farm Road	No Comment
14/05960	Pennoak Farm	No Comment
14/05969	18 The Thicket	No Comment
14/05796	10 Birch Way	No Comment
14/05770	26 New Road	No Comment
14/05825	The Red House, School Road	No Objection as long as the work is carried out with WDC tree consultant
14/05924	4 Katherine Close	No Comment

### Loudwater Passed to WDC 16 April

14/05797	909 London Road	See attached objection
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### Flackwell Heath

14/05445	1 Hilltop Cottages, Treadaway Rd	See attached objection
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# Consultee Comments for Planning Application 14/05797

1. The illuminated sign will distract motorists on the busy A40.
2. The sign will attract drivers to the pizza shop where there is only parking for 3 vehicles and hence drivers will park on the pavement preventing safe passage by pedestrians (this has happened many times without a sign).
3. The original application by Domino Pizza made great play on the fact that they deliver pizzas rather than expecting to serve customers on the premises - hence getting away with 3 parking places at that time. The sign will attract customers expecting to be served.
4. This area of London Road is residential - additional motorists will cause disturbance in the form of noise and litter."

## Consultee Comments for Planning Application 14/05445/FUL

### Application Summary

Application Number: 14/05445/FUL

Address: 1 Hilltop Cottages Treadaway Road Flackwell Heath Buckinghamshire HP10 9PX

Proposal: Householder application for replacement fence and hedges and decking (retrospective)

Case Officer: Taz Poptani

### Consultee Details

Name: Mrs S Thompson on behalf of Chepping Wycombe Parish Council

Address: Chepping Wycombe Parish Council Offices, Cock Lane Tylers Green, High Wycombe Bucks HP10 8DS

Email: clerk.cwpc@btconnect.com

On Behalf Of: PARISH

### Comments

The fence is out of character with the surrounding conservation area. It is a high and very substantial structure that has replaced an ancient hedge. This does impact negatively on the street view.

Therefore we would reject this application