



Minutes of the Cemetery Committee Meeting Thursday 9 July 2026

CC 1 / 26 Attendance and apologies

Attendance: Cllr Buxton (Chair); Cllr Hilton; Cllr Newman and Cllr Evans
Present: Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer)
There were no members of the public present

CC 2 / 26 Disclosable pecuniary interests and other registerable interests

TO NOTE: Cllr Evans declared a standing interest in Kiln Lane cemetery.

CC 3 / 26 Appointment of Vice-Chair of the Cemetery committee

RESOLVED The committee elected Cllr Hilton to be Vice -Chair of the Cemetery committee.

FS 4 / 26 Public Adjournment

There were no questions received from any members of the public before the meeting.

FS 5 / 26 Terms of Reference of the Cemetery Committee

RESOLVED All members of the committee agreed the Terms of Reference (amended May 2026) were relevant and up to date.

There was a discussion relating to the priorities for the committee and were agreed to be:

- 1) Kiln Lane Cemetery regeneration project including the extension, driveway, car park and removal of hedges along the bank and replaced with a fence and shrubs.
- 2) Wall memorial at Kiln Lane cemetery.

FS 6 / 26 Cemetery Fees and Conditions

DISCUSSION: Deputy Clerk to review the following sections within the document

ACTION: Wording of "Fees and charges set out herein depend on whether the person purchasing the Exclusive Right of Burial or being interred is regarded(?) as a resident of Sunningdale." What does regarded mean?

Search fee of £30 to be reviewed and to include wording of "at the discretion of the Parish Council".

What headstone materials are readily available and what other cemeteries allow.

To include "letters will be posted regarding maintenance of plots".

DISCUSSION: Benches to be part of a wider discussion at the next committee meeting.

FS 7 / 26 Headstone Permission Process

RESOLVED: Headstone applications that sit outside of the regular rules/criteria shall be agreed via a cemetery whats app group and then minuted within the next committee meeting.

FS 8 / 26 Extension Works

DISCUSSION: The works are taking longer than expected and should be completed within the next 4-5 weeks. The project is estimated to complete within the £43,000 budget agreed by Full Council on 20 January 2026.

ACTION: Cllr Hilton and Facilities Officer to provide an outline plan of all regeneration works within Kiln Lane Cemetery

FS 9 / 26 Memorial Wall at Kiln Lane cemetery

RESOLVED The Committee agreed to investigate the project.

ACTION: Cllr Hilton to distribute ideas via email and prepare a paper for the January 2027 committee meeting.

FS 10 / 26 Memorial Benches at Kiln Lane cemetery

DISCUSSION: Facilities Officer proposed to move some of the benches that sit along the west perimeter edge of the cemetery back, to create space for additional ashes plots.

ACTION: Deputy Clerk to check historical paperwork to ensure the parish council are able to do this and then contact bench owners by 24th July 2026 to advise them this will be happening in September / October 2026.

FS 11 / 26 Information Sharing

ACTION: Cllr Buxton has requested for all committee members to give thought to what the Holy Trinity memorial area could look like. Could the granite bench on Chobham Road which is used very little currently, be re located?

DISCUSSION: Cllr Newman is currently undertaking a project to identify all Sunningdale residents who have died in service since WWI.

The meeting started at 10am.

The meeting closed at 11.10am.

Future meeting date 12 January 2027

Future agenda items: Benches, scattering of ashes, memorial wall and Holy Trinity memorial garden

Signed as a true record of the meeting:

Signed: _____

Dated: _____