

HARTLEY PARISH COUNCIL

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13th January 2005

Dear Councillor

You are invited to attend a meeting of the Burial Ground and Garden of Remembrance Committee to be held on **Wednesday 19th January 2005** commencing at **6.00 p.m.** at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad
Proper Officer

A visual inspection of the burial ground and closed church yard will take place at 10.00 a.m. on Wednesday 19th January 2005.

AGENDA

1. Apologies for absence

To receive apologies for absence.

2. Declarations of Interest

To receive Members declarations of interest.

3. Minutes

To approve the minutes of the meeting of the Burial Ground and Garden of Remembrance Committee held on 3rd November 2004 as a correct record (Annexed).

4. Financial Report

To receive and note a report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 13th January 2005. (Annexed).

5. Health and Safety

To consider any matters arising from the repairs to memorials to be undertaken by S Gay and the annual safety inspection to be undertaken by S Gay, both of which are due for completion by the end of December 2004.

6. Burial Ground

(a) To consider any matters arising from the site inspection.

(b) In accordance with the Council's Financial Regulations, the Clerk's instructed T D Munday to replace two damaged fence panels located in the Burial Ground on the boundary with Hartley Court caused as the result of high winds over the weekend of 8/9th January 2005. The Committee is requested to confirm the Clerk's actions.

7. Garden of Remembrance

To consider any matters arising from the site inspection.

8. New Garden of Remembrance

(a) To note the land to be used for the new Garden of Remembrance and land immediately adjoining the new Garden extending upto the end of the existing Garden of Remembrance was consecrated on 21st December 2004 by the Bishop of Tonbridge.

(b) To consider the charges to be levied for the interment of ashes and approval of the stone memorial plaques in the new Garden of Remembrance (Annexed – Current charges)

9. Closed Church Yard

(a) To consider any matters arising from the site inspection.

(b) To consider a quotation to the erection of a handrail, approximately 8 feet long, to be fitted on both sides of the sloping section of path leading from the closed church yard to the burial ground for the sum of £58.50.

10. New Burial Ground

(a) At the Council meeting held on 8th November 2004, it was resolved that the Burial Ground and Garden of Remembrance Committee be requested to investigate an alternative means of extending the existing Burial Ground by utilising the overspill car park at Manor Field and to report back its findings to the Council.

The Committee is requested to give this matter due consideration.

(b) At the last Committee meeting, it was requested that quotations be obtained from architects to prepare drawings and documentation necessary for the submission of a planning application to the Planning Authority in respect of the new burial ground.

Judd Architecture and Design have verbally quoted a figure of £60 per hour, based on one day's work. Mr P Thomas, Architectural Projects has expressed an interest in providing a quotation, but to date has not returned a quotation. Mr E Broome has declined the invitation.

The Committee is requested to note the report and to consider a course of action, if necessary.

11. Date of the next meeting

List of circulated documents

1. Minutes of the meeting held on 3rd November 2004
2. Financial report indicating the Committee's net position at 13th January 2005
3. Current charges

Committee membership

Cllr Mr A Barnett (ex-officio)
Cllr Mrs Y Coutts
Cllr Mrs A Oxtoby

Cllr Mrs J Burns
Cllr Mr J Gaywood (ex-officio)