

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash road, Hartley, Longfield, Kent DA3 8EL
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30th September 2005

Dear Councillor

You are invited to attend a special meeting of the Burial Grounds and Garden of Remembrance Committee to be held on **Thursday 6th October 2005** commencing at **6.00 p.m.** at the **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

Members of the Committee are invited to inspect the burial ground, gardens of remembrance and closed church yard before the committee meeting. Please meet in the burial ground on **Thursday 6th October 2005 at 2.00 p.m.**

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 special meeting of the Burial Ground and Garden of Remembrance Committee held on 30th August 2005 as a correct record (annexed).

4. Financial Report

To receive and note a financial report indicating the current net position of the Burial Ground and Garden of Remembrance Committee as at 30th September 2005 (annexed).

5. Budget

(a) To consider the draft budget for the financial year 2006/07 (annexed).

(b) To consider the charges for the burial ground and garden of remembrance effective from 1st April 2006 to 31st March 2007 (annexed – charges for current year. As a comparison the charges for the Ash Burial Ground and the PCC fee schedule have been annexed for members' information).

6. Burial Ground

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

(b) To consider an application to erect a memorial for the late Jessie Barker (annexed – picture of proposed memorial).

7. Garden of Remembrance

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

(b) To consider quotations to repair the damaged pointing to the paving slabs in the garden of remembrance.

Quotation for the sum of £675 from Young Landscapes to replace damaged pointing in garden of remembrance. Suggested area to be replaced is 15 m² at a cost of £45 per m². Mr Young advises that he occasionally employs Mr D Jackson on a casual basis. Mr Jackson is related to the Assistant Clerk.

Quotation for the sum of £300 from Back2Front Ltd to re-point paving in garden of remembrance. An additional sum of £200 has been quoted to jet wash the paving slabs.

(c) To consider two letters from local residents, an e mail from the Rector and a letter from Dr Howard Stoate MP expressing their concerns over the Committee's proposals to undertake works to the existing garden of remembrance to enhance and improve the area whilst it is being rested (annexed).

The Committee is requested to note that residents views were sought on the Committee's proposals through the September edition of the Council's newsletter. The churches were informed by e mail on 26th July 2005 of the Committee's proposals and asked to inform their parishioners that the plans could be viewed in the Parish Office.

(d) To consider quotations to undertake alterations and the provision of new planting to enhance the new garden of remembrance whilst it is being temporarily rested from further use. Quotations have been invited from G K Hyde, Richard Able and Fresh Landscapes. Two quotations have been received.

Quotation for the sum of £335 from Richard Noble for the advance works, plant removal, plant relocation and new planting as set out in the report accompanying the quotation invitation. No additional sum has been included in the quotation for the works to lift the paving slabs and supply and laying of shingle, as set out below.

Quotation for the sum of £1,170 from G K Hyde for the advance works, plant removal, plant relocation and new planting as set out in the report accompanying the quotation invitation. An additional sum of £580 has been quoted for lifting and relaying the existing slabs, supply and laying of suitable new membrane and supply and lay 50 mm thick layer of shingle as approved by the Council (minimum size 25 mm) as set out in the report and sketches accompanying the quotation invitation.

8. New Garden of Remembrance

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

(b) To consider quotations on the construction of a memorial plinth for the new garden of remembrance.

Quotation for the sum of £870 from Young Landscapes to construct a memorial plinth 1.8 m x 0.6 m x 0.7 m, to be constructed from mill stone walling blocks, the centre of which is to be filled with ornamental gravel. Mr Young advises that he occasionally employs Mr D Jackson on a casual basis. Mr Jackson is related to the Assistant Clerk.

Quotation for the sum of £635.00 from Back2Front "to build and create a new garden of remembrance".

(c) To consider whether interments in the new garden of remembrance should be restricted to residents of the parish.

9. Closed Church Yard

To consider any matters arising from the site inspection.

10. New Burial Ground

(a) To consider quotations in respect of a land survey of the land at Manor Field (appendix 1).

(b) To consider quotations in respect of the planting of new hedging around the proposed new burial ground (appendix 2).

11. Correspondence

To receive and note ABA info number 31, July, August and September 2005 (annexed)

12. Date of the next meeting

List of attached documents

1. Minutes of the meeting held on 30th August 2005
2. Financial report dated 30th September 2005
3. Draft budget 2006/07
4. Current burial ground charges 1st April 2005 to 31st March 2006
5. Ash Burial Ground fees
6. PCC fee schedule
7. Quotations in respect of the land survey at Manor Field
8. Quotations in respect of the planting of a new hedge
9. Picture of proposed memorial re the late Jessie Barker
10. Correspondence received re the proposals to the existing Garden of Remembrance
11. ABA info no 31 July August and September 2005

Committee membership	
Cllr Mr A Barnett (ex-officio)	Cllr Mrs J Burns
Cllr Mrs Y Coutts	Cllr Mr J Gaywood (ex-officio)
Cllr Mrs A Oxtoby	

Burial Grounds and Garden of Remembrance Committee
Agenda – 6th October 2005