

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 27th MARCH 2007 AT 6.00 p.m. AT HARTLEY LIBRARY.**

Present : Cllr Mr A Barnett
Cllr Mrs Y Coutts
Cllr Mrs A Oxtoby (Chairman)

In attendance : Mrs J Hoad (Clerk)

Members of the Committee carried out a visual inspection of the Burial Ground, Gardens of Remembrance and Closed Churchyard before the start of the meeting.

1. Apologies for absence

Apologies for absence had been received from Cllr Mrs J Burns, Cllr Mr J Gaywood and Cllr Mr M Harris.

2. Declarations of Interests

There were no declarations of interests.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 16th January 2007 be approved and signed by the Chairman as a correct record.

4. Financial Report

The Committee examined a financial report indicating the current net position of the Burial Ground and Gardens of Remembrance Committee as at 21st March 2007.

RESOLVED: That, the financial report, attached as appendix 1 to these minutes, be noted.

5. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting.

The Committee expressed concern about the condition of a branch overhanging the Burial Ground on a tree located in the grounds of Hartley Court, which appeared to be suffering from some form of fungal attack. It was reported a letter had been written to the owners of Hartley Court bringing this matter to their attention and confirmation had been received that they would be looking into the matter. It was reported that to date no action had been taken by the owners of Hartley Court.

The Committee noted that the tile edging had been removed from the grave of the late Father Hugh Bridge and that the grave had been topped up with spoil by the gravedigger.

The Committee noted that a headstone had been removed from a grave and temporarily located at the edge of the Burial Ground.

RESOLVED: That,

- (1) an opinion be sought on the condition of the tree located in the grounds of Hartley Court and,
- (2) enquiries be made to establish when the headstone would be reinstated.

6. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken before the start of the meeting.

The Committee noted that the lectern noticeboard had been re fixed.

The Committee noted that Austin Treework had been asked to provide a pile of woodchips inside the entrance at Manor Field and that these woodchips could be used to cover the ground in the Garden of Remembrance.

Cllr Barnett offered to donate two shrubs for the Garden of Remembrance. The Committee considered that the Garden would benefit from the planting of two further shrubs.

RESOLVED: That,

- (1) Mr Munday be asked to take some woodchips from the pile located in Manor Field and to spread the woodchips on a small area of the Garden of Remembrance as a test sample and,
- (2) investigations be undertaken on planting two additional shrubs in the Garden of Remembrance.

7. New Garden of Remembrance

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting. The Committee noted that the rope fitted between the timber posts defining the extent of the new Garden of Remembrance had been stolen.

RESOLVED: That, investigations be undertaken on replacing the missing rope with decorative chain.

(b) The Committee considered quotations in respect of the construction of a plinth of differing designs, as set out below:

(1) Construction of new plinth, 3 no. courses high

D S Carpentry & Construction for the sum of £630 plus VAT

T S Brickwork Building Services for the sum of £910.00 plus VAT

(2) Construction of new plinth of similar design and height to the existing plinth in the Garden of Remembrance

D S Carpentry & Construction for the sum of £980.00 plus VAT

T S Brickwork Building Services for the sum of £1,108.94 plus VAT,

RESOLVED: That,

- (1) the quotation for the sum of £630.00 plus VAT from D S Carpentry & Construction to construct a new plinth, 3 no. courses high, be accepted and,
- (2) a quotation be sought for the supply and installation of a bronze plaque on the new plinth, inscribed with the words, "In Remembrance".

(c) The Committee considered a request for two names to be inscribed on a tablet in the new Garden of Remembrance.

RESOLVED: That, the inscription of two names be permitted on the stone tablets laid in the new Garden of Remembrance, provided the overall size of the tablet complied with the rules and regulations.

8. Closed church yard

(a) The Committee considered matters arising from the visual inspection undertaken before the start of the meeting.

The Committee noted that the hedge to the south of the lych-gate had been cut back from the highway and that the ornamental hedge in front of the Parish Council's noticeboard had also been pruned.

RESOLVED: That, the report be noted.

(b) The Committee noted from its visual inspection undertaken before the start of the meeting that the trench for the new electricity supply to the Church had been backfilled and the area surrounding the trench had been tidied up.

The Committee considered the views expressed by representatives of the Parochial Church Council, (PCC), at a meeting with Members of the Burial Ground and Gardens of Remembrance Committee on 6th March 2007 in the closed churchyard. Whilst the Committee accepted it would be advantageous to those undertaking the archaeological dig to avoid double handling of the spoil wherever possible, it was not happy with the PCC's suggestion to spread the spoil from the excavation over an area in the closed church yard to the north of the Church. The Committee felt that spreading the spoil in the church yard would be unsightly and could necessitate lifting a number of the kerbstones and plates located on the graves. In addition, the Committee felt that by raising the levels of the ground, it could obscure some of the inscriptions on the headstones.

The Committee considered that the PCC should make arrangements for the existing spoil heap to be removed and that this element of work should be included within the building contract for the extension to the Church.

The Committee felt that any spoil created from future excavations should be bagged up in readiness for removal off site and suggested that the PCC may wish to consider off loading the spoil to the area designated as a new Burial Ground in Manor Field.

RESOLVED: That,

(1) the PCC be informed of the Committee's views on the disposal of the spoil, as set out above and,

(2) the plans submitted with the planning application for the extension of the Church be made available to the Committee at its next meeting.

9. Parking outside All Saints Church

The Committee noted that New Ash Green and Hartley Cricket Club and Hartley De Sales Football Club had no objection to the use of the car park in Manor Field by All Saints Church on Sunday mornings. The Committee felt that no charge should be made for the use of the car park on Sundays by All Saints Church, but considered the annual fee of £25 should still be levied for the use of the car park by All Saints Church for weddings, funeral and christenings. The Committee noted that a fee of £5 per occasion was charged for the use of the car park for funerals conducted by other churches or faiths.

The Committee felt that assurances should be sought from the Church to ensure the gate at Manor Field would be locked at the end of the Sunday service.

RECOMMENDED: That,

(1) All Saints Church be permitted to use the car park in Manor Field on Sunday mornings at no charge and,

(2) the Church be asked to nominate a responsible key holder to ensure the gate was locked after the Sunday service.

10. New Burial Ground

It was reported that the Planning Officer at Sevenoaks District Council had commented on the hard landscaping scheme submitted in respect of the approval of condition 2 of the planning permission. Condition 2 stated,

“No development shall be carried out on the land until full details of both hard and soft landscape works have been submitted to and approved in writing by the Council. Those details shall include:- planting plans (identifying existing planting, plants to be retained and new planting), - written specifications (including cultivation and other operations associated with plant and grass establishment), - schedules of new plants (noting species, size of stock at time of planting and proposed number/densities where appropriate), and – a programme of implementation.”

The Planning Officer had stated that the number of paths provided in the new Burial Ground should be reduced to one central path with grass either side. The drawing was amended to incorporate this comment and resubmitted to the District Council for determination. Comments on the soft landscaping scheme were still awaited.

RESOLVED: That, the report be noted.

11. Memorial Safety

The Committee considered a letter dated 8th March 2007 from the Department of Constitutional Affairs on memorial safety. The Committee was reminded that the memorials in the Burial Ground and closed church yard would require examination and testing in 2008.

RESOLVED: That, the letter be noted and advice be sought from the Council's insurers on the level of testing required.

12. Date of the next meeting

Wednesday 6th June 2007, at a time and venue to be confirmed.

A visual inspection of the Burial Ground and the Closed Churchyard will take place before the committee meeting, at time to be confirmed.

The meeting closed at 7.10 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
Summary of Receipts and Payment
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
Grass cutting			950.00	866.00	84.00
General maintenance			600.00	989.11	-386.11
Maintenance contract			1,800.00	1,664.00	136.00
Spoil removal			400.00	465.00	-65.00
Plinth			500.00		500.00
Graves/interments	1,440.00	970.00			-470.00
Interment of ashes	560.00	1,470.00			910.00
Memorials	360.00	460.00			100.00
Plaques	140.00	560.00			420.00
New B/G grass cut			125.00		125.00
New B/G advance wks			500.00		500.00
All/St grass cut			700.00	640.00	60.00
All/St gen main			500.00	153.19	346.81
Health and Safety			250.00	75.00	175.00
Lay by					0.00
Blue Sacks			50.00	27.00	23.00
NET TOTAL	2,500.00	3,460.00	6,375.00	4,876.30	2,458.70
V.A.T.		0.00		147.91	
GROSS TOTAL		3,460.00		5,024.21	

