

## HARTLEY PARISH COUNCIL

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14th November 2007

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 20<sup>th</sup> November 2007** commencing at **7.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
Proper Officer

A site inspection of the Burial Ground, Gardens of Remembrance and the Closed Church yard was undertaken by Cllrs Barnett and Mrs Oxtoby, and the Clerk on 30<sup>th</sup> October 2007.

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### 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 Grounds and Gardens of Remembrance Committee held on 4<sup>th</sup> September 2007 as a correct record. (Previously circulated).

#### **4. Financial Report**

To receive and note a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 7<sup>th</sup> November 2007. (Previously circulated).

#### **5. Burial Ground**

a) To consider any matters arising from the site inspection undertaken on 30<sup>th</sup> October 2007 as set out below:

(1) Refix the timber cross on the grave of the late William Ernest Stanley Elkin and Catherine Ellen Elkin, grave no 72.

b) To consider a request from a family wishing to place a photo plaque on a memorial in the Burial Ground.

#### **6. Garden of Remembrance**

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

(b) At the last meeting of the Burial Grounds and Gardens of Remembrance Committee it was resolved to make arrangements for the purchase of a new hose and reel. The Committee is requested to note that Mr Munday already owns a hose

of sufficient length to water the shrubs in the Garden of Remembrance and therefore it would be unnecessary for the Council to purchase another hose.

## **7. New Garden of Remembrance**

To consider any matters arising from the site inspection undertaken on 30<sup>th</sup> October 2007 as set out below:

(1) Make enquiries with the owner of the hydrangea placed on the plinth in the new Garden of Remembrance to ask if they would like it planted in the Garden of Remembrance.

## **8. Closed Church Yard**

(a) To consider any matters arising from the site inspection undertaken on 30<sup>th</sup> October 2007 as set out below:

Seek a quotation to cut the ornamental hedge on both sides of the lych gate.

(b) To consider any advice that may be available for the meeting regarding repairs to two memorials in the Closed Church Yard.

## **9. Memorial Safety**

(a) To receive a verbal report on a site visit to Tonbridge Cemetery on 24<sup>th</sup> September 2007 to observe the testing of memorials undertaken by Cemetery Development Services on behalf of Tonbridge and Malling Borough Council.

At the last meeting of the Burial Grounds and Gardens of Remembrance Committee Members were circulated with the following papers:

(1) Memorial testing regime employed by Tonbridge and Malling Borough Council in Tonbridge Cemetery, as contained in a report of 8<sup>th</sup> January 2007 to the Leisure Facilities, Culture and Youth Advisory Board

(2) Papers published by the Institute of Cemetery and Crematorium Management, ICCM:

- Management of Memorials Summary Version – revised April 2007
- Management of Memorials – April 2007
- Memorial inspections and actions – ICCM Member information – Court Judgement
- Response to the Ombudsmen Special Report on Memorial Safety
- Ranges of Services provided by the Institute of Burial and Cremation Administration, IBCA, to assist authorities in dealing with unsafe memorials.

Members are requested bring these papers to the meeting.

(b) To consider a letter dated 29<sup>th</sup> October 2007 from the Association of Burial Authorities in respect of the Parish Council's responsibilities regarding the inspection and testing of memorials in the closed church yard.

### Background document

*Letter dated 29<sup>th</sup> October 2007 from Association of Burial Authorities*

## **10. New Burial Ground**

To receive and note a letter dated 10<sup>th</sup> October 2007 from the Environment Agency confirming it had no objection to the provision of a new Burial Ground on land at Manor Field.

Background document

*Letter dated 10<sup>th</sup> December 2007 from the Environment Agency*

**11. Date of the next meeting**

Committee membership

Cllr Mr A Barnett  
Cllr Mr J Gaywood (ex-officio)  
Cllr Mr J Minns

Cllr Mrs J Burns  
Cllr Mr M Harris (ex officio)  
Cllr Mrs A Oxtoby



