

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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11th June 2008

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 17th June 2008** commencing at **7.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

A visual inspection of the Burial Ground, Gardens of Remembrance and the Closed Church yard will take place at **6.15 p.m. on Tuesday 17th June 2008.**

AGENDA

1. Apologies for absence

To receive apologies for absence.

2. Election of Chairman

To elect a Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2009.

3. Election of Vice Chairman

To elect a Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council in May 2009.

4. Declarations of Interest

To receive Members' declarations of interest.

5. Minutes

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 1st April 2008 as a correct record. (Annexed).

6. Terms of Reference

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee as approved by the Council at the Annual meeting held on 12th May 2008. (Annexed).

7. 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 10th June 2008. (Annexed).

8. Burial Ground

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

(b) At the last meeting of the Committee it was resolved that arrangements be made for the turfing of the following graves:

Colin Barry Solman (grave no 403)

Frances Mary Rich (grave no 413)

Ethel Vera Robinson and Michael Robinson (grave no 410)

Stephen Anthony Shappard (grave no 409)

William Wilson Brown and Vera Brown (grave no 222)

The Committee is requested to note that the grave owner of the late Stephen Anthony Shappard does not wish the grave to be turfed. Arrangements are being progressed to turf the remaining graves set out above.

(c) To consider a quotation for the repair and application of preservative to the shed located in the Burial Ground.

(d) At the last meeting of the Committee it was resolved that the grave owner of the grave of late John Elphick and Lilian Elizabeth Elphick (grave non 198) be contacted to establish when the leaning memorial would be re-fixed. The grave owner has inspected the memorial and considers it to be safe. The grave owner has been informed that the memorial will be tested in compliance with the Council's adopted memorial safety and testing policy and that if the memorial fails the test remedial work will be required.

The Committee is requested to note the report.

(e) To consider a request from a former resident of Hartley, to be buried in Hartley Burial Ground.

Although the person concerned no longer resides in Hartley, they wish to be buried in the place where they were married and where their son was baptised.

9. Garden of Remembrance

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

(b) To consider quotations received in respect of the pruning of trees at the rear of the garden of remembrance in the lay by.

- Austin Treework for the sum of £980 plus VAT to reduce in height by 50% (approx 20') of 10 no conifer trees remove and dispose of arisings
- Above the Canopy for the sum of £638.30 plus VAT to reduce in height by approx 50% 10 no Leyland Cypress from first gate at the Field Maple to the further gate (nearest the church) including the tree straddling the fence. All arisings shredded and removed from site.
- Down to Earth for the sum of £840 plus VAT to reduce height of 10 no Leyland Cypress trees to rear of parking area by approx 50% and clear all arisings from site.

10. New Garden of Remembrance

a) To consider any matters arising from the visual inspection.

b) To consider amending the rules and regulations relating to stone tablets, to state that they should be of black granite only. (Annexed)

11. Closed Church Yard

To consider any matters arising from the visual inspection.

12. Memorial Safety

The memorial safety programme and testing policy, as attached, was approved and adopted by the Council at its meeting held on 14th April 2008. The Committee is requested to consider how the policy should be implemented.

Background documents

[Hartley Parish Council Memorial Testing Policy and Safety Programme](#)

13. Exclusion of the press and public

Under the Public Bodies (Admissions to Meetings) Act 1960, it may be necessary to exclude the press and public from the meeting during consideration of agenda item 14, “New Burial Ground” on the grounds that the likely disclosure of exempt information will prejudice the public interest by reason of the confidential nature of the business to be transacted.

14. New Burial Ground

To receive a progress report on works to provide a new Burial Ground on land at Manor Field, including advice from the Council’s legal advisor contained in a letter dated 8th April 2008.

The Committee is requested to consider any actions required to further this project.

Background documents

[Draft specification of ground works for the establishment of the new Burial Ground at Manor Field](#)

[Letter dated 8th April 2008 from the Martin Tolhurst Partnership](#)

15. Date of the next meeting

List of circulated documents

1. Minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 1st April 2008
2. Burial Grounds and Gardens of Remembrance Committee Terms of Reference as approved by the Council on 12th May 2008
3. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 10th June 2008
4. Draft amendments to the Gardens of Remembrance Rules & Regulations
5. Hartley Parish Council Memorial Safety Programme and Testing Policy as adopted on 14th April 2008
6. Draft specification of ground works for the establishment of the new Burial Ground at Manor Field

Committee membership

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

Cllr Mrs J Burns
Cllr Mr M Harris (ex officio)
Cllr Mr B Ramsay

TERMS OF REFERENCE

Burial Grounds and Garden of Remembrance Committee

1. To ensure the Burial Ground and Gardens of Remembrance remain areas of peace and tranquillity for the benefit of the residents.
2. To make arrangements for the general maintenance of the Burial Ground and Gardens of Remembrance subject to the approval of the Parish Council.
3. To be responsible for the display and notification of the Parish Council approved Rules and Regulations and ensure these are observed.
4. To work towards establishing a new Burial Ground and obtain the necessary costings.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. The Clerk, in consultation with the Chairman of the Burial Ground and Gardens of Remembrance Committee, be authorised to approve applications to place memorials, inscriptions and additional inscriptions on memorials in the Burial Ground and to approve applications to place plaques and tablets in the Garden of Remembrance, provided such applications comply with the Council's rules and regulations.

Approved by the Council at the Annual meeting held on 12th May 2008