

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/Fax No: 01474 709441
E mail mail@hartleyparishcouncil.com

24th February 2009

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 3rd March 2009** commencing at **6.00 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 **9.00 a.m. on Tuesday 3rd March 2009.**

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 7th October 2008 as a correct record. (Annexed).

4. All Saints Church

(a) To welcome the Reverend Jim Fletcher.

(b) To discuss the proposed extension to All Saints Church.

5. 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 24th February 2009. (Annexed).

6. Fees

To review the charges in respect of the Burial Ground and Gardens of Remembrance for the period 1st April 2009 to 31st March 2010. The current charges in respect of Hartley Burial Ground are attached for Members attention. The fees charged by Ash-cum-Ridley Parish Council and Fawkham and Hartley PCC are attached for comparison purposes.

Background documents

Hartley Burial Ground – Charges effective from 1st April 2008 to 31st March 2009

Ash-cum-Ridley Parish Council – Ash Burial Ground applicable to 31st March 2009

Fawkham and Hartley PCC Fee Schedule 2009

7. Burial Ground

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

(b) To consider quotations received to reduce the height of the leylandii trees, (approx 8 no trees), located adjacent to the lay by.

- Austin Treework for the sum of £750.00 plus VAT to reduce in height by approx 20' of approx 8 no Leylandii trees and to remove and dispose of all arisings.
- Above the Canopy **Option 1** for the sum of £638.30 plus VAT to reduce in height by 20', of 10 no Leylandii trees. All arisings shredded and removed from site. **Option 2** for the sum of £714.90 plus VAT to reduce in height by 20' of 10 no Leylandii trees plus 3 no mature Lawson Cypress trees. All arisings shredded and removed from site.
- Down To Earth **Option 1** for the sum of £800.00 plus VAT to reduce in height by 20' of 10 no Leyland Cypress trees. All arisings shredded and removed from site. **Option 2** for the sum of £940.00 plus VAT to reduce in height by 20' of 10 no Leyland Cypress trees plus 3 no mature Lawson Cypress trees. All arisings shredded and removed from site.

(c) To consider quotations received to replace the surface of the existing paths in the Burial Ground with tarmac.

- Harveys Builders Ltd **Option 1** for the sum of £2,900.00 plus VAT to lay and roll 1 no layer of tarmac over existing paths with rough edges or the sum of £4,800.00 plus VAT to lay and roll 2 no layers of tarmac over existing paths with rough edges. **Option 2** for the sum of £5,200.00 plus VAT to lay and roll 1 no layer of tarmac and to supply and fix approx 210 linear metres of concrete round topped paving edges to both sides of path and tarmac to straight finished edges.
- Libra Construction Services Ltd **Option 1** for the sum of £4,210.00 plus VAT to supply and lay new tarmacadam and roll smooth to finish. **Option 2** for the sum of £7,558.80 plus VAT to supply and lay new tarmacadam and supply and fit concrete kerb edgings to complete path and the sum of £5,094.80 plus VAT to supply and lay new tarmacadam and supply and fit timber edgings to complete path.

8. Garden of Remembrance

To consider any matters arising from the visual inspection.

9. New Garden of Remembrance

To consider any matters arising from the visual inspection.

10. Closed Church Yard

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

(b) To consider a quotation received from Mr G Glidewell for the sum of £210.00 to refurbish the noticeboard in the churchyard.

11. Memorial Safety

On 16th January 2009 the Ministry of Justice published new guidance on memorial safety. The new guidance is a major change in approach from previous advice issued by the Health and Safety Executive, Ministry of Justice and other organisations such as the Institute of Cemetery and Crematorium Management, (ICCM). In light of this new advice the Council will be required to review its "Memorial and Testing Policy", which was adopted by the Council on 14th April 2008.

The Clerk and the Chairman of the Burial Ground and Gardens of Remembrance Committee attended a seminar on 24th January 2009 at the City of London Cemetery on the new memorial guidance, which included workshops on:

- Review of the new memorial safety procedures
- What has changed
- Statutory duties and risk management
- Transition from existing arrangements and how this can be managed
- Application in the burial ground

At the last meeting of the Burial Grounds and Gardens of Remembrance Committee it was reported that a Faculty would be required from the Church of England before any works could be undertaken to memorials on consecrated ground. A faculty gives permission to carry out development to a building used for public worship or its contents and the churchyard or other consecrated buildings or land.

The Committee is requested:

(1) To consider the new guidance issued by the Ministry of Justice on 16th January 2009 entitled, "Managing the safety of Burial Ground Memorials: Practical advice for dealing with unstable memorials".

(2) To consider a report on the seminar attended by the Clerk and the Chairman of the Burial Ground and Gardens of Remembrance Committee in respect of the new guidance issued by the Ministry of Justice on 16th January 2009.

(3) To note that a Faculty has been granted by the Diocese of Rochester in respect of the inspection, testing and making safe of memorials on consecrated land in Hartley Burial Ground and that the works should be completed within two years from 18th December 2008.

Background documents

[Letter dated 18th December 2008 from the Diocese of Rochester](#)

[E mail dated 29th August 2008 from DAC Administrator](#)

[Letter dated 14th August 2008 from Secretary to DAC Administrator](#)

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

12. New Burial Ground

To consider a report on undertaking a risk assessment in the new burial ground at Manor Field. (Annexed).

Background documents

[Report on risk assessment in the new burial ground at Manor Field](#)

13. 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 7th October 2008.
2. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 24th February 2009.
3. Hartley Burial Ground – Charges effective from 1st April 2008 to 31st March 2009.
4. Ash-cum-Ridley Parish Council – Ash Burial Ground applicable to 31st March 2009.
5. Fawkham and Hartley PCC Fee Schedule 2009.
6. Ministry of Justice: Managing the Safety of Burial Ground Memorials.
7. Hartley Parish Council's Memorial Safety Programme and Testing Policy as adopted on 14th April 2008
8. Report on undertaking a risk assessment in 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