

**MINUTES OF THE MEETING OF THE
BURIAL GROUND AND GARDENS OF REMEMBRANCE COMMITTEE
HELD ON 3rd MARCH 2009 AT 6.00 p.m. AT HARTLEY LIBRARY.**

Present : Cllr Mr A Barnett
Cllr Mr J Gaywood
Cllr Mrs A Oxtoby (Chairman)
Cllr Mr J Minns
Cllr Mr B Ramsay

In attendance : Mrs J Hoad (Clerk)
The Revd. J Fletcher
Mr B Frost
Mr S Grainger – Chairman of PCC Buildings Committee
Mr B Tremain

1. Apologies for absence

Apologies for absence had been received from 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 7th October 2008 be approved and signed by the Chairman as a correct record.

4. All Saints Church

(a) Members of the Committee were introduced to the new Rector of the Parish of Fawkham and Hartley, The Reverend Jim Fletcher.

(b) A plan showing the treatment of levels and proposed external works in respect of the extension to the west end of All Saints Church was tabled for discussion. Representatives from the PCC Buildings Committee explained the rationale behind the proposals.

The plan prepared by architects appointed by the PCC showed a series of ramped steps from the existing lych-gate to the new entrance in the extended west wing of the Church and a re-alignment of the path between the Church and the Burial Ground to the north. It had been necessary to re-align the path to ensure that a maximum gradient of 1:60 could be maintained, without causing any disturbance to the Yew Tree located in the closed churchyard.

Representatives from the PCC explained that the architect's proposals had still to be discussed formally by the PCC, but would welcome any comments from the Parish Council. The Revd. Fletcher and representatives from the PCC were thanked for attending the meeting.

The Revd. Fletcher and representatives from the PCC left the meeting at 7.00 p.m.

5. Financial Report

The Committee examined a financial report indicating the current net position of the Burial Ground and Gardens of Remembrance Committee as at 24th February 2009.

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

6. Fees

The Committee reviewed the fees in respect of the Burial Ground and Gardens of Remembrance for the period 1st April 2009 to 31st March 2010. The Committee compared the fees charged by the neighbouring authorities of Ash-cum-Ridley Parish Council and Fawkham and Hartley PCC.

RECOMMENDED: That, fees charged in respect of the Burial Ground and Gardens of Remembrance for the period 1st April 2009 to 31st March 2010 be increased, as set out in appendix 2 attached to these minutes.

7. Burial Ground

(a) The Committee considered matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That,

(1) a quotation be sought for the removal of moss from the paths and the grass in Hartley Burial Ground,

(2) action taken to make arrangements for the proper disposal of the foundation memorial stone originally located on the grave of the late Julia Mary Baxter and Brian Peter Baxter, g.480, be noted,

(3) action taken to enquire about the of the memorial in respect of the late Ernest George Burrell, which had been recently been removed from g.235 for the interment of Violet Mary Burrell be noted,

(4) the report on progress to repair the unstable memorial of the grave of the late George Newson, g. 254, be noted,

(5) arrangements be made for the turf to be lifted and the ground reinstated on the sunken grave of the late Jeremy Ralph West, g.214D,

(6) the grave owners in respect of the late Douglas Fredrick Eatwell g.214A, the late James Edwin Elvin g.214B, the late Albert Hoyle g.214 and the late Alfred G Taylor g. 216 be advised that the memorials erected on the aforementioned graves are unstable,

(7) arrangements be made for two shrubs to be supplied and planted to fill the gap in the flower bed behind the children's graves.

(b) The Committee considered quotations received in respect of works to reduce the height by 20 feet of Leylandii trees located to the rear of the lay-by.

RESOLVED: That, the quotation for the sum of £638.30 plus VAT from Above the Canopy to reduce in height by 20 feet, to match the trees recently lopped in the lay-by, be accepted and the expenditure for the works be met from the budget for the financial year 2009/10.

(c) The Committee considered quotations to replace the surface of the existing paths in the burial ground.

RESOLVED: That, works to replace the surface of the existing paths with tarmac be deferred and the matter be reviewed next year.

8. Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That, consideration to replace the Lavender and Hebe be deferred until the autumn.

9. New Garden of Remembrance

The Committee considered matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That,

(1) arrangements be made for the grass in the new Garden of Remembrance to be fertilised and,

(2) the memorial masons be asked to ensure that the stone tablets are sunk below the level of the grass.

10. Closed church yard

(a) There were no matters arising from the visual inspection undertaken earlier in the day.

RESOLVED: That, the report be noted.

(b) The Committee considered a quotation to refurbish the noticeboard in the churchyard. The Committee felt that the noticeboard would need to be temporarily taken down during the construction works to extend the Church, in which case it would not be worthwhile to undertake any renovation work to the noticeboard at this stage.

RESOLVED: That, the matter be deferred.

11. Memorial safety

It was reported that on 16th January 2009 the Ministry of Justice had published new guidance on memorial safety in a document entitled, "Managing the safety of Burial Ground Memorials: Practical advice for dealing with unstable memorials". The new guidance represented a major departure from previous advice issued by the Health and Safety Executive, Ministry of Justice and other organisations linked to the burial industry such as the Institute of Cemetery and Crematorium Management, (ICCM), as it no longer advocated the wholesale use of topple testing to assess the stability of memorials. As a result of this new guidance the Committee noted that it would be necessary to review the "Memorial Testing Policy and Safety Programme", which had been adopted by the Council on 14th April 2008.

The Clerk and the Chairman of the Burial Ground and Gardens of Remembrance Committee reported on attendance at a seminar held on 24th January 2009 at the City of London Cemetery on the implications of the new guidance issued in January 2009 by the Ministry of Justice. The seminar had included workshops on the following topics;

- 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

It was reported that a Faculty had been granted by the Diocese of Rochester in respect of the inspection, testing and making safe of memorials on consecrated ground in Hartley Burial Ground. It was noted that the Faculty stipulated the works should be complete within two years from 18th December 2008.

RESOLVED: That.

(1) 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" be noted,

(2) the report on the attendance at a seminar held on 24th January 2009 at the City of London Cemetery on the new guidance issued by the Ministry of Justice be noted,

(3) the Council's policy on memorial inspection and testing be re-drafted in line with the new guidance issued by the Ministry of Justice and brought back to the Committee for consideration,

(4) when approved and adopted by the Council, the amended memorial inspection and testing policy be submitted to the Diocese of Rochester.

12. New Burial Ground

The Committee considered a report on the commissioning of an extended Tier 1 risk assessment in the new Burial Ground at Manor Field to be undertaken by consultants, as required by the Environment Agency. Three quotation sums had been received from consultants, as set out below. In addition each of the three consultants had been interviewed by Members of the Burial Ground and Gardens of Remembrance Committee.

Consultant	Quotation sum
Cemetery Development Services Ltd	£2,100 plus VAT
SLR Consulting Ltd	£5,600 plus VAT * plus attendance at meetings charged at hourly rates
Sevenoaks Environmental Consultancy Ltd	£1,480 plus VAT

The Committee felt that whilst Sevenoaks Environmental Consultancy had dealt directly with the south east regional office of the Environment Agency on a number of waste management issues, the company had limited experience in dealing with waste management issues associated with burial grounds. The Committee felt that C.V presented by Cemetery Development Services Ltd demonstrated that the company had a great deal of experience in undertaking risk assessments specifically for new burial grounds or extensions thereto, but noted that the company had not dealt directly with the south east regional office of the Environment Agency.

The Committee felt that Cemetery Development Services Ltd had greater experience in this field of work and despite the fact that the total quotation sum quoted by Cemetery Development Services Ltd was £620 more than that submitted by Sevenoaks Environmental Consultancy Ltd, the Committee was more confident that a successful outcome could be achieved by commissioning Cemetery Development Services Ltd to undertake the risk assessment and therefore represented better value for money.

RESOLVED: That, the matter be referred to the Finance and General Purposes Committee for consideration with the recommendation that the quotation for the sum of £2,100 plus VAT from Cemetery Development Services Ltd be accepted .

13. Date of the next meeting

Thursday 5th May 2009 at 6.00 p.m. in Hartley Library.

Visual inspection to be held on 5th May 2009 at 5.30 p.m. in Hartley Burial Ground.

The meeting closed at 8.15 p.m.

Signed:.....
Chairman

Date:.....

**Hartley Parish Council
Summary of Receipts and Payment
(as at 24th February 2009)
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
Grass cutting			1,050.00	918.00	132.00
General maintenance			600.00	915.23	-315.23
Maintenance contract			1,300.00	1,523.50	-223.50
Spoil removal			450.00	-	450.00
Plinth				-	-
Graves/interments	1,000.00	1,755.00		65.00	690.00
Interment of ashes	900.00	1,120.00		-	220.00
Memorials	325.00	340.00		-	15.00
Plaques	480.00	625.00		-	145.00
New B/G grass cut			125.00	-	125.00
New B/G advance wks			500.00	2,355.00	-1,855.00
All/St grass cut			750.00	680.00	70.00
All/St gen main			200.00	95.00	105.00
Health and Safety			1,500.00	-	1,500.00
Lay by					-
Blue Sacks			50.00	82.00	-32.00
NET TOTAL	2,705.00	3,840.00	6,525.00	6,633.73	1,026.27
V.A.T.		0.00		536.13	
GROSS TOTAL		3,840.00		7,169.86	

**HARTLEY PARISH COUNCIL
HARTLEY BURIAL GROUND**

Parish Clerk: Mrs J Hoad,
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent
DA3 8EL

Tel/fax: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

CHARGES EFFECTIVE FROM 1ST APRIL 2008 TO 31ST MARCH 2009

EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVES

- | | |
|------------------------------------------------------------------------------------------------|----------------------------|
| 1. For the exclusive right of burial of a body for 100 years in a grave space | £100.00 £105.00 |
| 2. For the exclusive right of burial of an child up to 12 years for 100 years in a grave space | No charge |

INTERMENT

- | | |
|----------------------------------------------------------|----------------------------|
| 1. For the interment of body in grave space (incl. turf) | £110.00 £115.00 |
| 2. For the interment of child up to 12 years | No charge |
| 3. Interment of ashes in garden of remembrance | £80.00 £85.00 |
| 4. Interment of ashes in new garden of remembrance | £80.00 £85.00 |
| 5. Interment of ashes of child up to 12 years | No charge |

MEMORIAL AND PLAQUES

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|---------------------------------------------------------------|--------------------------|
| 1. Approval of memorial | £70.00 £75.00 |
| 2. Approval of memorial on the grave of a child upto 12 years | No charge |
| 3. Approval of additional inscription to memorial | £45.00 £50.00 |
| 4. Approval of bronze plaque for garden of remembrance | £45.00 £50.00 |
| 5. Approval of stone tablet for new garden of remembrance | £45.00 £50.00 |

OTHER CHARGES

- | | |
|-------------------------------------------|-------|
| 1. Hire of Manor Field car park (Funeral) | £5.00 |
|-------------------------------------------|-------|

ALL THE ABOVE FEES ARE DOUBLED FOR NON RESIDENTS OF HARTLEY

Hartley Parish Council's gravedigger:

Mr M Harrington
MDH Contractors
Station Road
Kemsing, Sevenoaks
Kent
Tel no: 01732 762950

Approved by the Council at its meeting held on *****