

## HARTLEY PARISH COUNCIL

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18<sup>th</sup> November 2009

Dear Councillor

You are invited to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Tuesday 24<sup>th</sup> November 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 24<sup>th</sup> November 2009.**

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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 29<sup>th</sup> September 2009 as a correct record. (Annexed).

#### **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 18<sup>th</sup> November 2009. (Annexed).

*Background document*

*Draft budget 2010/11*

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

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

(b) To consider a report on a meeting with relatives of the late Angelina Hall in respect of an application to erect a memorial in Hartley Burial Ground.

(c) To consider an application to install a memorial in memory of the late Ellen Katie Bober. The memorial consists of black granite heart, 8 inches in height, fitted onto a 10 x 7 inch base dowelled into a concrete base.

(d) At the last meeting of the Burial Grounds and Gardens of Remembrance Committee it was resolved that quotations be sought to replace and repair the main entrance gate to Hartley Burial Ground. The Committee is requested to consider any quotations received.

## **6. Garden of Remembrance**

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

(b) To continue discussions on the replacement of the lavender and additional planting in the Garden of Remembrance.

(c) The Council has received an application to replace a bronze plaque in memory of the late Joseph John Goodson in the Garden of Remembrance on a like-for-like basis. The Committee is requested to consider whether a fee should be paid in respect of this application. Ordinarily a fee of £50 would be charged for the application of a bronze plaque for the Garden of Remembrance.

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

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

(b) To consider a quotation for the sum of £95.00 from Mr Glidewell to supply and install a new A3 size lectern style noticeboard next to the new Garden of Remembrance.

(c) At the last meeting of the Burial Grounds and Gardens of Remembrance Committee it was resolved that relatives of those interred in the new Garden of Remembrance be contacted to remind them that only cut flowers should be placed on the plinth and to ask that all potted plants, memorial vases, etc. be removed from the plinth.

The Committee is requested to consider an e mail dated 4<sup>th</sup> November 2009 from a relative in response. (Annexed).

### Background document

*E mail dated 4<sup>th</sup> November 2009 from a relative of Mr R Page interred in the New Garden of Remembrance*

## **8. Closed Church Yard**

To consider any matters arising from the visual inspection.

## **9. Memorial Safety Programme and Testing Policy**

(a) To consider quotations from consultants to inspect and test the memorials in Hartley Burial Ground in accordance with the Council's memorial safety programme and testing policy approved on 11<sup>th</sup> May 2009. (Annexed).

(b) To consider a report on how memorial owners should be informed of the Council's intentions to inspect and test the memorials in Hartley Burial Ground. (Annexed)

### Background documents

*Report on quotations received re inspection and testing*

*Report on communication with memorial owners*

*Memorial Safety Programme and Testing Policy approved 11<sup>th</sup> May 2009*

*Risk assessment of memorials located next to path*

*Risk assessment of memorials located away from the path*

## 10. New Burial Ground

(a) It is estimated approximately 20% of the new beech hedge plants planted to screen the new Burial Ground have not taken and require replacing. The Committee is requested to consider a quotation to replace the dead hedging plants.

(b) To consider works required to establish the new Burial Ground. (Annexed)

*Background document*

*Proposed specification for ground works*

## 11. 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 29<sup>th</sup> September 2009.
2. Financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 18<sup>th</sup> November 2009.
3. E mail dated 4<sup>th</sup> November 2009 re: new Garden of Remembrance
4. Report on quotations received in respect of the inspection and testing of memorials in Hartley Burial Ground
5. Report on communication with memorial owners
6. Proposed specification for ground works.

#### Committee membership

Cllr A Barnett  
Cllr R Coates  
Cllr Mr J Minns  
Cllr Mr B Ramsay

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