

**MINUTES OF THE MEETING OF THE  
BURIAL GROUNDS AND GARDENS OF REMEMBRANCE COMMITTEE  
HELD ON 23<sup>rd</sup> MARCH 2010 AT 6.00 p.m. AT HARTLEY LIBRARY.**

**Present :** Cllr A Barnett  
Cllr R Coates  
Cllr Mrs A Oxtoby (Chairman)  
Cllr J Minns  
Cllr B Ramsay

**In attendance :** Mrs J Hoad (Clerk)  
9 members of the public

A visual inspection of the Burial Ground, Gardens of Remembrance and Closed Church Yard had been carried out by Members of the Committee at 5.30 p.m. on Tuesday 23<sup>rd</sup> March 2010.

**1. Apologies for absence**

Apologies for absence had been received from Cllr Mrs J Burns and Cllr J Gaywood.

**2. Declarations of Interests**

Cllr R Coates declared a personal interest under minute item 7 in respect of matters relating to the new Garden of Remembrance, as his wife's parents were interred in the new Garden of Remembrance.

**3. Minutes of the last meeting**

RESOLVED: That, the minutes of the meeting of the Burial Ground and Gardens of Remembrance Committee held on 4<sup>th</sup> February 2010 be approved and signed by the Chairman as a correct record.

**4. Financial Report**

The Committee examined a financial report indicating the current net position of the Burial Grounds and Gardens of Remembrance Committee as at 17<sup>th</sup> March 2010.

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

**5. Burial Ground**

(a) There were no matters arising from the visual inspection of the Burial Ground by Members of the Committee before the meeting.

(b) The Committee was advised that the quotation in respect of the provision of paving slabs upto and under the dustbins was awaited.

RESOLVED: That, expenditure upto a sum of £300 be authorised to supply and lay paving slabs upto and under the dustbins in Hartley Burial Ground.

(c) The Committee considered a draft of the rules relating to the provision of gardens on graves.

**RECOMMENDED:** That, the rules and regulations relating to the provision of gardens on graves in Hartley Burial Ground, attached as appendix 2 and 3 to these minutes, be amended.

(d) The Committee considered an application to erect a memorial on the grave of the late Lovena Devi Finch (g.318).

**RESOLVED:** That, the application to erect a memorial on the grave of the late Lovena Devi Finch, g.318 be refused on the grounds that the memorial exceeded 3 feet in height and that the sculpture on top of the memorial was out of keeping with other memorials in Hartley Burial Ground.

## **6. Garden of Remembrance**

(a) The Committee noted that the paving slabs in the Garden of Remembrance had been pressure washed. Cllr Coates commented on the tributes laid on the plinths in both the Garden of Remembrance and new Garden of Remembrance, which he considered were in breach of the rules. There were no other matters arising from the visual inspection of the Garden of Remembrance by Members of the Committee on 23<sup>rd</sup> March 2010.

(b) The Committee considered a request to place a bronze plaque on the memorial wall surrounding the Garden of Remembrance even though the deceased's ashes were not interred in either the old Garden of Remembrance or the new Garden of Remembrance. Alternatively the family had asked if the Council would allow half of the deceased ashes to be interred in the new Garden of Remembrance. The deceased, at the time of death, resided in Gorsewood Road.

**RECOMMENDED:** That,

(1) the request for half the ashes of the deceased to be interred in the new Garden of Remembrance be accepted; and

(2) the request for a bronze plaque to be fitted on the memorial wall around the Garden of Remembrance if no ashes were to be interred in either the old or new Garden of Remembrance be declined.

(c) The Committee was advised that one quotation for repairs to the paving slabs had been received and one further quotation was awaited.

**RESOLVED:** That, the matter be deferred.

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

Members of the Committee had agreed the position of the new notice board during their visual inspection before the meeting and were advised that a meeting with the contractor appointed to install the new notice board would take place on 24<sup>th</sup> March 2010. There were no other matters arising from the visual inspection by Members of the Committee before the meeting.

## **8. Closed Church Yard**

The Committee noted that a Maple tree in memory of John Field had been planted in the closed Church Yard. There were no other matters arising from the visual inspection by Members of the Committee before the meeting.

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

The Committee noted that the inspection and testing of memorials in Hartley Burial Ground would commence on 7th April 2010 and that the consultant estimated the process would take two days to complete. All grave owners had been advised of the impending works and offered the opportunity to attend an open morning between 10:00 and noon on 7<sup>th</sup> April 2010 to witness a demonstration of the procedures to be adopted. The Committee noted that the notice placed at the entrance of the Burial Ground required updating.

RESOLVED: That,

(1) the report be noted; and

(2) the notice placed at the entrance of the Burial Ground be updated to inform visitors of the start of the inspection and testing process on 7<sup>th</sup> April 2010 and to advise of the open morning between the hours of 10:00 and noon on 7<sup>th</sup> April 2010 for anyone interested in a witnessing a demonstration of the procedures to be adopted.

## **10. New Burial Ground**

The Committee was advised that a number of quotations had been received in respect of the groundwork to establish a new Burial Ground at Manor Field, but in order to comply with the Council's Financial Regulation 11.1 (d) it would be necessary to place an advertisement in one local newspaper. The Committee noted that a notice dated 26<sup>th</sup> February 2010 inviting expressions of interest in respect of the works had been placed on the Council's noticeboard outside the Library and that no expression of interests had been forthcoming.

The Committee was informed that the legal issues relating to the modification of the covenants and extension of the right of access remained unresolved.

The Committee considered the views of the Finance & General Purposes Committee should be sought in respect of the expenditure required to undertake the preparatory groundwork and, for budgetary purposes, whether the works should be implemented in phases.

The Committee was advised of a rabbit infestation on the land designated for the new Burial Ground and considered advice from Natural England and Kent Wildlife Trust on the management options available for the control of rabbits to prevent damage. The Committee considered that the provision of rabbit proof fencing around the area designated for the new Burial Ground should be investigated.

RESOLVED: That,

(1) in accordance with Financial Regulation 11.1 (d) an advertisement be placed in a local newspaper inviting expressions of interests from contractors in respect of the groundwork to establish a new Burial Ground at Manor Field;

(2) the matter be referred to the Finance & General Purposes Committee for consideration; and

(3) costings be obtained for the provision of a rabbit proof fence to be installed around the perimeter of the land designated for the new Burial Ground.

### 11. Parking

The Committee considered a complaint from a resident regarding parking outside All Saints Church, Church Road.

RESOLVED: That, the matter be referred to the Rector.

### 12. Request for a photo plaque

Members of the Committee had been provided with a copy of a report drafted by Mr Shipston in respect of the fitting of photo plaques to memorials in Hartley Burial Ground. The Committee was reminded that at a meeting held on 8<sup>th</sup> February 2010 the Council had approved a recommendation from the Burial Grounds and Gardens of Remembrance Committee that, "*Hartley Parish Council upholds the Regulation that the fitting of photo plaques on memorials shall not be allowed*". The Committee felt that the report prepared by Mr Shipston did not contain any additional information which could persuade the Council to alter its opinion that the fitting of photo plaques to memorials in Hartley Burial Ground should not be permitted. Cllr Coates confirmed his position inasmuch as he had voted against the recommendation approved by the Council on 8<sup>th</sup> February 2010.

RESOLVED: That, the report be received and noted.

### 13. Date of the next meeting

18<sup>th</sup> May 2010 at 6.00 p.m.

A visual inspection of the Burial Ground, Gardens of Remembrance and closed Church Yard would be held before the start of the meeting at 5.30 p.m.

The meeting closed at 6.50 p.m.

Signed:.....  
Chairman

Date:.....

**Hartley Parish Council  
Summary of Receipts and Payment  
(as at 17<sup>th</sup> March 2010)  
Burial Grounds and Gardens of Remembrance**

Title	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
Grass cutting			1,050.00	918.00	132.00
General maintenance			1500.00	1,304.57	195.43
Maintenance contract			1,750.00	1,661.50	88.50
Spoil removal			450.00	385.00	65.00
Plinth					
Graves/interments	1,260.00	1,120.00			-140.00
Interment of ashes	960.00	760.00			-200.00
Memorials	420.00	525.00			105.00
Plaques	540.00	545.00			5.00
New B/G grass cut			450.00		450.00
New B/G advance wks			500.00	2,530.00	-2,030.00
All/St grass cut			750.00	640.00	110.00
All/St gen main			200.00	25.00	175.00
Health and Safety			500.00		500.00
Lay by					
Blue Sacks			50.00	87.36	-37.36
<b>NET TOTAL</b>	<b>3,180.00</b>	<b>2,950.00</b>	<b>7,200.00</b>	<b>7,551.43</b>	<b>-581.43</b>
V.A.T.		0.00		560.18	
<b>GROSS TOTAL</b>		<b>2,950.00</b>		<b>8,111.61</b>	

## **HARTLEY PARISH COUNCIL**

**Clerk to the Council: Mrs J Hoad**  
**The Parish Council Office, Hartley Library, Ash Road**  
**Hartley, Longfield, Kent DA3 8E L**  
**Tel/fax no: 01474 709441**

### **FOR YOUR INFORMATION**

The Garden of Remembrance and the Burial Ground adjoining All Saints' Churchyard in Hartley are in the care and ownership of the Parish Council. It is the Council's desire that they shall be kept as places of beauty and comfort. A gardener tends the flower beds and grass cutting is carried out regularly.

#### **Burial Ground**

1. Grave spaces can be marked with an engraved headstone only and may incorporate a vase. All headstones, which should be of naturally quarried or carved stone, should not exceed 3 feet or 900 mm in height or exceed 2 feet 6 inches or 750 mm in width. The design of all new memorials erected in the Burial Ground shall be of a monolith design and shall be installed strictly in accordance with the recommended Code of Working Practice published by the National Association of Memorial Masons. The design and inscription on the headstone should be submitted to the Parish Council for approval.
2. All memorials removed from the Burial Ground for additional inscriptions shall be reinstated strictly in accordance with the recommended Code of Working Practice published by the National Association of Memorial Masons.
3. The remainder of the grave space will be turfed by the Burial Authority and no shrubs or trees are to be planted in the Burial Ground or within the grave space.
4. Some of the older graves have flower beds or even kerbstones for the really old ones. These are no longer permitted in accordance with the Council's policy which is for headstones only with a grass surround maintained by the Council.
5. Until the new Burial Ground is ready for use, no reservations of graves will be allowed. The right of burial within the Burial Ground will be restricted to residents of Hartley or those who have had strong connections to the village in the past.
6. Full sized graves are not available for the interment of ashes

#### **\* Gardens on graves**

1. ***It is Hartley Parish Council's policy that, after sufficient time has elapsed for natural subsidence of the earth, all graves in Hartley Burial Ground shall be turfed. This may take between 6 to 12 months after burial. The appropriate time for turfing will be determined by Hartley Parish Council.***
2. ***Hartley Parish Council recognises that the bereaved may take some comfort from tending gardens on the graves of their loved ones and therefore will allow gardens to be maintained on graves provided they comply with the following rules and until such time as Hartley Parish Council consider it appropriate for the grave to be turfed:***

- (a) *The extent of the garden and any planting shall not exceed the grave space.***
  - (b) *No fencing, edging or kerbing around the graves shall be permitted, as they may cause a trip hazard for visitors, contractors and Council employees.***
  - (c) *Bulbs, bedding plants and perennial plants with a maximum height of 18 inches may be planted in the garden of the graves. Where graves have been turfed, bulbs may be planted under the turfed area of the grave. Shrubs shall not be permitted.***
  - (d) *No chippings, decorative stones, slabs or pebbles shall be spread on the surface of the grave as they can be spread onto the surrounding grass and may damage cutting equipment and cause a hazard to visitors, contractors and Council employees. Bark chippings shall be permitted on the surface of the grave.***
  - (e) *Glass containers, vases or ornaments shall not be placed on the grave, as broken glass can cause a hazard to visitors, contractors and Council employees.***
  - (f) *Small containers may be placed on the garden area of the grave, but may not be placed on the grass as it causes damage to the grass and impedes the grass cutting equipment. Total height and spread of the container and plant shall not exceed 18 inches.***
  - (g) *Any Christmas wreathes or other such tributes laid on the grave must be placed within the grave space and shall be removed by the end of January, after which time if the items have not been removed Hartley Parish Council will make arrangements for them to be removed and disposed of.***
  - (h) *Artificial flowers, plastic wrappers or any other ornaments/adjournments whatsoever shall not be laid on the grave or placed on the memorial, as in windy conditions they can litter the burial ground and their disposal may not be environmentally friendly.***
  - (i) *All grass borders around the grave shall be kept neat and tidy.***
  - (j) *The surface of the garden shall be kept neat and tidy, and weed free.***
- 3. *Hartley Parish Council reserves the right to remove any garden which contravenes the above rules 2 (a) to 2(j) inclusive and the surface the grave with turf.***
- 4. *All dead flowers, prunings, cuttings, litter, etc. shall either be removed from the burial ground or disposed of in the bins provided.***
- 5. *If a garden becomes neglected reasonable efforts will be made to notify the grave owner and a reasonable period of time allowed for the grave owner to rectify the defects. If the garden is not restored to the satisfaction of Hartley***

***Parish Council arrangements will be made for the garden to be removed and the surface of the grave to be turfed.***

- 6. Hartley Parish Council shall not accept any responsibility for the loss or damage of any items/plants placed in the garden or on grave.***

### **Garden of Remembrance**

1. The Garden of Remembrance is looked after by our gardener. Inside All Saints' Church in the chancel is the Book of Remembrance. Flowers in memory of loved ones will always be welcomed there or may be left on the plinth adjacent to the Garden, and must not be left in any part of the Garden.

The Council is conscious of the need to preserve the area as a place of quietness, dignity and beauty and is active in carrying out this policy.

Any matters concerning the Garden of Remembrance and the Burial Ground should be addressed to the Clerk to Hartley Parish Council at the address given.

Approved by the Parish Council on 21 July 2000  
Amendments approved by Council on 5th April 2004, 14th June 2004, 8<sup>th</sup> November 2004 and ***12<sup>th</sup> April 2010***

***\* Proposed amendments shown in bold italics***

**HARTLEY BURIAL GROUND**

These RULES and REGULATIONS are made by the Hartley Parish Council, acting as the Burial Authority for the Parish of HARTLEY, by virtue of the powers vested in it by Section 38 of the Burial Act, 1852.

1. Throughout these Rules and Regulations -  
 "The Board" means the Parish Council of Hartley  
 "The Burial Ground" means the Burial Ground provided by the Council, adjoining the Churchyard.  
 "Grave" means a burial place formed in the ground by excavation and without any internal wall of brickwork or stone work or any other artificial lining.

**GENERAL**

2. One portion of the Ground is consecrated for Burial according to the rites of the Church of England; the other is unconsecrated. All burials are to be conducted in a decent and orderly manner.
3. Notice of intended interments shall be given to the Clerk to the Burial Board, or his representative in Hartley. If the interment is to be in an earth grave, three clear days' notice at least shall be given. The notice shall be exclusive of Sundays, Christmas Day, Good Friday, Bank and Public Holidays. No notice will be received on these days.
4. All interments shall take place between the hours of 9.30 a.m. and 4.00 p.m. on Mondays to Fridays and between the hours of 9.30 a.m. and 2.30 p.m. on Saturdays. The exact hour in all cases shall be subject to arrangement with the officiating Minister by the person giving notice of interment.
5. The Certificate for Disposal of the person to be buried or the Coroner's Certificate where an inquest has been held, must be given on arrival to the Clerk to the Burial Board or his representative.
6. A plan of the Burial Ground has been made upon which every grave space has been marked and each grave space has been sufficiently designated on the ground to correspond with each grave space on the plan.
7. The selection of the grave space shall be made by the Burial Board.
8. The depth of every grave shall be recorded in the Register of Graves.
9. Where the exclusive right of burial in a grave space has been purchased, the Board has itself the right to re-open at any time that grave for the interment of the body of any other person or persons.
10. All fees and charges of the Board are to be paid to the duly authorised Officer of the Board on giving notice of interment and before the work is begun in respect of which they are payable; and the receipt for all interment fees shall if required, be produced to the Burial Board's Representative previous to the funeral procession entering the Burial Ground.
11. A Register of Burials will be kept by the Clerk to the Burial Board who will at all reasonable times make searches and supply certified extracts therefrom.
12. Each grave shall be dug in the middle of its grave space.
13. Grave digging will be arranged by the Burial Board. The first burial in any grave not exclusively purchased shall be 9 ft. for the bottom of the grave, below the level of the surrounding ground. No coffin shall be buried in any grave the top of which shall lie less than 4 ft. 0 ins. below the level of the surrounding ground.
14. A person shall not, in the Burial Ground, cause a body to be buried in a grave unless the coffin is effectively separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.

**RULES and REGULATIONS**

15. Where in the Burial Ground, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein, or remove therefrom any soil which is offensive.
16. Coffins of wood, or other approved material shall be used in earth graves.
17. Every person who, in the Burial Ground, buries a body in a grave in respect of which an exclusive right of burial has been granted by the Burial Board shall, once a sufficient period of time has elapsed allowing for natural subsidence of the earth with which the grave has been filled up, cause the surface of the grave to be properly covered with fresh turf, or with any grave stone or monument approved by the Board. In every case, except where an approved monument is erected, the surface of the grave will be left level with the surrounding ground. **\*Gardens on graves may be permitted, subject to the rules as may be set by the Burial Board.**

**MONUMENTS**

18. All gravestones, monuments, memorials and inscriptions shall be subject to the approval of the Burial Board and a copy of every inscription and drawing showing the form and dimensions and material of every gravestone, monument or memorial, or memorial proposed to be erected shall be left at the address of the Clerk to the Burial Board for approval. The fitting of photo plaques is not permitted.
19. All monuments shall be constructed in a manner and of materials to be approved by the Board and when commenced shall be proceeded with without unreasonable delay from day to day until completed, or the sanction for their erection may be withdrawn and uncompleted work to be removed. No hewing or dressing of stones is permitted within the Burial Ground or in its approaches; and all rubbish, refuse, stones & etc remaining after the work is completed shall be removed by the person erecting the monument.
20. All gravestones, monuments and memorials shall be kept neat and clean and in good order by the owners thereof at their own expense, and in default thereof such gravestones, monuments and memorials shall be forfeited to the Board, who shall be entitled to take possession thereof and remove or repair them as they may think fit. No shrubs or trees are to be planted in the Burial Ground. The Board has the right to remove plants and shrubs.
21. A reference number to every grave shall be at the back of the monument, memorial or stone and shall not be removable by the owner.
22. All fees and charges of the Board must be paid to a duly authorised Officer before permission to enter the Burial Ground to carry out the necessary monumental work is granted and the receipt for all fees paid shall, if required, be produced to the Clerk to the Burial Board.
23. Whosoever shall wilfully commit any of the following acts within the precincts of the Burial Ground and the approaches thereto shall be liable, under the provisions of the Burial Acts (1852-1906), and other incorporated Acts.
  - (1) damage, deface or destroy any gravestone, monument, tablet, memorial or inscription,
  - (2) damage or destroy any wall, fence, tree, plant or shrub,
  - (3) play at any game or sport,
  - (4) discharge any firearm except at a military funeral,
  - (5) cause any disturbance in the conduct of a burial,
  - (6) commit any nuisance,
  - (7) put up any bill or poster,
  - (8) do any other damage or mischief,
 No dogs at large are allowed in the Burial Ground. Those being taken through must be kept on a lead and in order. The Burial Board reserves the right to amend these Rules at any time if considered necessary.