

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel/Fax No: 01474 709441

E mail: enquiries@hartleyparishcouncil.gov.uk

Website: www.hartleyparishcouncil.gov.uk

11th September 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **Wednesday 17th September 2025** commencing at **10:30a.m at Hartley Library** or at the conclusion of the site visits, whichever is later.

A visual site inspection of Hartley Burial Ground, Gardens of Remembrance, Closed Churchyard and new Manor Field Burial Ground will take place at **10:00a.m.** Members are requested to convene in the lay-by outside Hartley Burial Ground.

Yours sincerely

Jane Tyrrell

Assistant Clerk to the Council

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

Background papers for the agenda items can be obtained from the Parish Office. Alternatively background papers may be emailed upon written request.

AGENDA

1. Apologies for absence

To receive any apologies for absence

2. Declarations of Interest

To receive Members' declarations of interest, which have not already been entered in the Members' Register of Interest or notified to the Monitoring Officer.

3. Minutes

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 23rd July 2025, as a correct record.

Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

4. Financial Report

To receive and note a financial report showing detailed income and expenditure by budget heading of the Burial Grounds and Gardens of Remembrance Committee as at 11th September 2025 (Annexed).

5. Budget 2025/26

To consider the draft budget for Burial Ground, Gardens of Remembrance and New Burial Ground for 2025/26

6. Terms of Reference

To review the Terms of Reference of the Burial Grounds and Gardens of Remembrance Committee as approved by the Council on 9th June 2025. (Annexed).

6. Manor Field Burial Ground

To consider any matters arising from the visual inspection of Manor Field Burial Ground.

7. Hartley Burial Ground

To consider any matters arising from the visual inspection of the Hartley Burial Ground.

8. Old Garden of Remembrance

To consider any matters arising from the visual inspection of the Old Garden of Remembrance.

9. New Garden of Remembrance

To consider any matters arising from the visual inspection of the New Garden of Remembrance.

10. Closed Churchyard

To consider any matters arising from the visual inspection of the Closed Churchyard.

11. Burial Ground Administration – Review of detail

The current list of charges include a charge for the *“Interment of ashes in Garden of Remembrance”* (Interment No.3) and also a charge for the *“Interment of ashes in New Garden of Remembrance”* (Interment No.4). As both of these charges are the same and the New Garden of Remembrance is full, Members are requested to consider the removal of Interment charge No.4 *“Interment of ashes in New Garden of Remembrance”*.

- a) Under the heading of Memorial & Plaques, item No.4 is for ***“Approval of bronze plaque for Garden of Remembrance”***. As Bronze plaques can only be installed in the OLD Garden of Remembrance, it is suggested to amend the wording to read ***“Approval of bronze plaque for Old Garden of Remembrance”***.
- b) Under the same heading of Memorial & Plaques, item No.6 is for ***“Approval of stone tablet for New Garden of Remembrance”***. As stone tablets can be installed in the New Garden of Remembrance AND Manor Field Garden of Remembrance, it is suggested to amend the wording to read ***“Approval of stone tablet for Gardens of Remembrance”***.

- c) Under the same heading of Memorial & Plaques, item No.7 is for ***“Approval of additional inscription to stone tablet for New Garden of Remembrance”***.
As above, as stone tablets can be installed in the each Garden of Remembrance, it is suggested to amend the wording to read ***“Approval of additional inscription to stone tablet for Gardens of Remembrance”***.

12. Date of next meeting