

HARTLEY PARISH COUNCIL

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

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17th July 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Burial Grounds and Gardens of Remembrance Committee to be held on **23rd July 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. Election of Chairman

To elect the Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council to be held in May 2026.

2. Election of Vice Chairman

To elect the Vice Chairman of the Burial Grounds and Gardens of Remembrance Committee until the Annual meeting of the Council to be held in May 2026.

3. Apologies for absence

To receive any apologies for absence

4. 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.

5. Minutes

To approve the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 5th February 2025, as a correct record. (Annexed).

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.

6. 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 17th July 2025 (Annexed).

Background document

Financial report dated 17/01/2025

7. Manor Field Burial Ground

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

8. Hartley Burial Ground

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

9. Old Garden of Remembrance

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

b) To consider an email from a resident with concerns regarding the condition of the Old Garden of Remembrance

10. New Garden of Remembrance

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

11. Closed Churchyard

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

12. Burial Ground – Administration

In light of the fact that Ash Burial Ground is now full and the Parish Office is receiving more requests from *non-residents* to be buried in the Burial Grounds in Hartley, the Committee is requested to review the Rules & Regulations which currently state;

At present there is no exclusive right of space allocated for any burial or interment of ashes, which shall be restricted to residents of the Parish, or to those who have had strong connections to the Parish in the past, or to those practising their faith within the Parish (at the discretion of the Parish Council).

Members are requested to consider this extract from the Rules & Regulations and to consider **removing** the last part of the sentence which reads;

“or to those practising their faith within the Parish. This would leave the Rules & Regulations to read as follows;

At present there is no exclusive right of space allocated for any burial or interment of ashes, which shall be restricted to residents of the Parish, or to those who have had strong connections to the Parish in the past at the discretion of the Parish Council.

13. Risk Assessments

To review the Council's current risk assessments relating to the Burial Grounds and Gardens of Remembrance Committee.

Background documents

List of current risk assessments in place as reviewed 26h June 2024. (Annexed)

14. Commercial Waste Collection Service

A letter dated 20th June 2025, received from Sevenoaks District Council regarding the cessation of its Commercial Waste Collection Service with effect from 30th September 2025 was considered by the Amenities & Open Spaces Committee on 9th July.

New Government legislation introduced from 1st April 2025, dictates that all businesses in England with 10 or more full time staff, must comply with the new “Simpler Recycling” regulations. This requires separate bins and collections of food waste, paper and cardboard and dry recycling (such as glass, plastic and metal). Small businesses with fewer than 10 full time employees must comply by the end of March 2027.

The District Council does not have the facilities to deliver a full recycling service and is therefore unable to offer a full commercial collection service going forward.

Members noted that although the Parish Council would not have to comply with the new regulations until 2027, it would need to find an alternative contractor to collect the waste from the Pavilion, Burial Ground and Village Hall.

Members considered quotations from two alternative contractors and agreed to accept a quotation to continue with a bagged collection from the layby by the Burial Ground for any rubbish that was not compostable.

Any rubbish that can be composted, should be added to the Spoil Heap in the corner of the Burial Ground.

The Clerk reported that the collection frequency of the sacks could be specified by the Council. (Currently 2 sacks per week are collected by the District Council)

Members are requested to consider this arrangement proposed by the Amenities and Open Spaces Committee at their meeting held on the 9th July 2025.

15. Date of next meeting

Committee membership

Cllr Larry Abraham
Cllr David Conroy (Ex officio)

Cllr Perry Cole
Cllr Lesley Driscoll

Cllr Laurence Glander (Ex officio) Cllr Brian Ramsay (Chairman)
Cllr Ian Ross