

Regulations for the Lacey Green Garden of Rest

Owned and managed by Lacey Green Parish Council

1. Hours of opening

The Garden of Rest is open to the public daily from 08 30am.

Closing times will be as follows:

November to January – 4pm

February – 4.30pm

March – 5.30pm

April – 7pm

May – 8pm

June & July – 9pm

August – 8.30pm

September -7pm

October – 5pm

The Parish Council [hereafter referred to as the Council] may vary these days and hours from time to time. The Council may temporarily close the whole or part of the grounds as often as, in the opinion of the Council, such closure is desirable. No person shall enter or remain there when closed to the public. A person shall not enter or leave otherwise than through the entrance.

2. Administration

[a] Administration is dealt with by the Lacey Green Parish Clerk, who will be happy to help you with all matters on behalf of the Council and can be contacted via the Princes Risborough Town Council Office, Princes Centre, Clifford Road, Princes Risborough, Bucks HP27 0DP, or telephone 01844 275912. The E-mail address is clerk@laceygreen-pc.org.uk and information is also available on the Web site www.laceygreen-pc.org.uk. The reception desk and telephone lines are open Monday - Friday between the hours of 10am – 3pm.

[b] The records, which contain information regarding the name and age of the person buried, the grave number and the date of burial may be inspected free of charge at the Council Offices when the office is open. A certified extract from a Register of Burials may be provided for such fee as is prescribed in the current schedule of charges.

3. Interments

[a] Residents who have lived in the parish for at least the last 5 years, and any children residing in the parish, may be interred in the Garden of Rest on payment of the residents' fee as set out in the Schedule of Fees. Parishioners who have moved from the town into long-term care would also be charged the residents fee. The Council may require to view proper evidence to support these conditions and their decision on that evidence will be final.

Non- residents will need to apply for permission from the Parish Council to be interred in the Lacey Green Garden of Rest and the higher fee will be charged as set out in the Schedule of Fees.

No memorial may be installed for state funded funerals.

[b] Notice of an interment shall be given on a form provided by the Council, which must be produced at the Council office at least 48 hours prior to the time of such interment exclusive in every case of Sundays and Bank Holidays. The notice must contain:

- Full details of the deceased
 - The proposed interment details
 - The section of the Memorial Garden and grave space to be used
 - The signature of the owner of the Exclusive Right of Burial [if applicable]
 - Confirmation by signature that a copy of these regulations has been received by the client.
- On receipt of a Notice of Interment the Clerk shall confirm the details by email or letter.

[c] Fees and charges must be paid at the time the notice is given, or the works cannot be commenced. No interment shall be allowed in any grave if any fees or charges payable are unpaid unless an alternative arrangement has been agreed beforehand. Fees and charges will be in accordance with the scale current at the time of burial. The Council reserves the right to alter fees and charges at any time.

[d] The time arranged for a burial shall be that of arrival at the graveside. Funerals will be accepted to arrive at the Garden of Rest between the hours of 10am – 3.30pm. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey.

[e] No burial may take place on Bank Holidays or Public Holidays, Saturdays or Sundays except under emergency conditions or by special permission of the Council.

[f] In all cases the appropriate Registrar's Disposal Certificate or Coroner's Order for Burial must be delivered to the Council before an interment may take place. Should the certificate not be delivered to the Council for reason of its delivery being omitted or it has been lost or mislaid, a written declaration made on Form 18 [available from the Council] may be accepted and the burial permitted on condition that the original certificate or a duplicate of the original is obtained and handed to the Council within 24 hours. [It should be noted that no burial will be permitted to take place unless the death has been registered and a disposal certificate issued by a Registrar of Births and Deaths] When the deceased has died outside England and Wales, a certificate of No Liability to register the death must be obtained from the Registrar of Births and Deaths for the sub-district in which the burial is to take place. For the interment of Cremated Remains a Certificate issued by the Crematorium concerned regarding the foregoing is required.

[g] The body of any deceased person will not be accepted for interment unless it is enclosed within a suitable coffin or container. Adequate particulars of the deceased person therein shall be clearly marked on it.

[h] It is the responsibility of the Undertaker or the person arranging the interment to arrange for a Minister [if desired] and to be responsible for providing sufficient bearers to carry the coffin reverently from the hearse to the grave. Any form of service or ceremony is subject to the approval of the Council. Alternatively the coffin may be committed without service.

4. Graves

[a] Graves are sold in rotation in each section with the next available space being allocated in the row in which graves are currently being prepared.

[b] Children's graves are available for a sole interment and the size of the coffin is limited to 5 feet [1.5metres].

[c] All graves shall be excavated or re-opened only by gravediggers or workmen approved by the Council. Gravediggers must adhere to the Council's Regulations for Grave Digging.

[d] No grave shall be dug until the Council has marked the plot to be used.

[e] Conveyance of Materials All boards, tools and other material or plant required shall be conveyed by hand, on carts or trucks, the wheels of which must have a tyre width of not less than 4 inches [10cms].

Heavy plant must have caterpillars so as to spread weight and prevent damage to grass. Care must be taken to avoid cutting up or damaging the roads, paths or grassed areas.

[f] Removal of Rubbish and Surplus Materials. Every person working on any grave or memorial shall, immediately upon its completion, clear up and remove from the site any rubbish or surplus materials remaining, and at no cost to the Council. If any person, after receiving one week's notice from the Council, neglects or fails to comply with this requirement, the rubbish or surplus materials will be removed by the Council, and that person who so neglects or fails shall, on demand, pay the Council the appropriate cost of removal.

[g] The depth of every grave shall be determined by the Council. Every new grave for adults will be dug to six feet six inches [2m] as for a double depth grave, and, on re-opening; a layer of at least 6 inches [150mm] of earth must be left between each coffin. No part of any coffin shall be less than 3 feet 3 inches [1m] below the level of the ground. Ashes shall be interred at a minimum of 2 feet [60cms]. Where the nature of the ground is suitable, triple depth graves may be permitted.

[h] Covering of graves. After burial, the earth and turf shall be replaced and kept level with the surrounding area.

No mounds will be allowed on any grave. The surface area of the grave must be left free of obstructions in the interests of safety and to facilitate maintenance. The Council will mow all graves provided in the Memorial Garden. Cultivation of the grave space is not permitted. Any settlement of the soil will be made good by the Council twice yearly as required and further turf or grass seed applied. The Council reserves to itself the right of passage over all graves.

[i] After interment no remains shall be removed unless there has been produced to the Council the faculty or licence required by law from the necessary authorities.

[j] Cremated remains must be interred below ground in an urn of metal or wood [no plastic containers are allowed]. The scattering of ashes above ground is not permitted in any circumstances. The removal of buried cremated remains for whatever purpose requires an Exhumation Licence from the Ministry of Justice or its successor.

5. Memorials

[a] Different methods of memorialisation will be prescribed for different sections of the site and details of permissible size, composition, and colour can be obtained from the Council offices.

[b] The owner is responsible for maintaining the memorial/plaque. They are to be kept clean and in good repair by owners, or their lawful successors. If the owner fails to comply with this regulation, the Council reserves the right to remove any memorial/plaque after notifying the owner by letter to the owner's last known address of its intention to remove the memorial/plaque after the expiration of three months. Notices of the Council's intention will also be placed in the Memorial Garden and published for 2 successive weeks in a local newspaper. Memorials/plaques can be removed without compensation being payable to the owner.

[c] The Council reserves the right to inspect and test memorials/plaques and to temporarily make safe any unstable memorial pending notification to the owner who must then arrange for repair by a Memorial Mason at the owner's expense. The Council may require the owner of any monument, gravestone or other structure, which in their opinion has become unsafe, to remove it. If the owner fails to comply with any such requirement within 14 days or, if in the opinion of the Council, the removal should be effected immediately then the Council may carry out the work without incurring any liability for any damage arising. Memorials/plaques can be removed without compensation being payable to the owner.

[d] The Council does not accept responsibility for the removal and replacement of memorials for the re-opening of graves. This is the responsibility of the funeral director, who is also responsible for the repair of any damage caused. Any memorial/plaque that is replaced on its respective grave following an interment will be inspected and any defects identified are to be repaired at the expense of the registered grave owner. The removal and replacement of a memorial to facilitate the reopening of a purchased grave shall be at the expense of the owner of the Exclusive Right of Burial.

[e] The Council will not be responsible for any damage to monuments, gravestones and other structures other than damage occasioned by the negligence of its officers, agents, servants or workmen.

[f] The Council has the power to remove unauthorised and unsafe memorials/plaques. The Council also reserves the right to remove or alter the position of others if such a course appears to the Council to be desirable, after the expiration of three months following notification to the owner by letter to the owner's last known address of its intention. Notices of the Council's intention will also be placed in the Memorial Garden and published for 2 successive weeks in a local newspaper. Memorials/ plaques can be removed without compensation being payable to the owner.

6. General

[a] Visiting the Garden of Rest. You are required to respect the peace and dignity of the Garden of Rest and behave in a decent, quiet and orderly manner. **No children under the age of 12 years** are allowed unless accompanied by a responsible adult. **Dogs, with the exception of assistance dogs, are prohibited from entering the Garden of Rest.** Vehicles are to be kept on the roadway and the speed to a maximum of 10mph. Cycles or Motor Cycles must not be ridden within the site. No alcohol or illegal substance is to be brought into, or consumed within the Memorial Garden. Smoking is not permitted. Litter is to be placed in the bins provided. The playing of music in any form is prohibited except with permission of the Council.

[b] In the interests of Health and Safety, no glass or porcelain containers are permitted anywhere and the Council prescribe the use of metal or other unbreakable material for flower/plant containers. The Council regrets that no responsibility can be accepted for the removal of, loss of, or damage to flowers or vases. Planting areas are provided for the placement/cultivation of flowers or other plants in some sections. Flowers are to be removed when dead. Artificial flowers will be allowed in spiked vases for a limited time and will be removed when faded. The Council shall be at liberty to remove any moveable articles that are broken or have become unsightly. Any mourner who assists with the bearing or lowering of a coffin does so at their own risk.

[c] Bulb donations. There is a provision for the donation of bulbs to be planted within the Garden of Rest. The bulbs will be planted in a position deemed appropriate by the Council - For a full list and further details please contact the Clerk.

[d] Perennials, shrubs and trees may be sponsored in memory of a loved one. The Council reserves the right to decide where these will be planted and to use their own contractor at the appropriate time to plant them, also to trim or remove trees or plants donated, if they become diseased or a Health and Safety risk. No trees can be planted in any part of the ground except by the Council. In areas where the planting of flowers, shrubs or plants is permitted the growth shall not exceed four feet [1.2m] in height and the Council reserves the right to prune, cut down or dig up and remove any flower, shrub or plant at any time when, in the opinion of the Council, the same has become unsightly or overgrown.

[e] Service graves. If desired by the family, a service memorial may be used. A service memorial of a size similar to the standard wedge shaped memorial will be permitted. The burial plot would have to be allocated in an appropriate area determined by the Council. Poppy wreaths are permitted during the week before and after 11th November.

[f] Staff working on behalf of the Council. Visitors or persons attending funerals shall not interfere with the employees of the Council at their duties. The Council forbids any gratuity being offered or received by any of their employees or the carrying out of private work of any kind in connection with the Memorial Garden.

[g] The Council accepts no liability whatsoever for death or personal injury, loss of, or damage to, property or any other loss, damage, costs and expenses caused to persons entering the Garden of Rest.

[h] Regulations and Charges/Fees. The Council reserves the right to alter or amend these regulations at any time; to introduce further regulations, as they consider necessary; to waive any of the foregoing

regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered in these regulations. The Council reserves the right to alter or amend the Schedule of Charges likewise.

7. Offences in the Memorial Garden

[a] Unlawful behaviour. No person shall behave in any way so as to create any disturbance, commit any nuisance, interfere with any burial taking place, or interfere with any grave, memorial or plaque, or any flowers or plants, or play at any game or sport. The Council reserves the right to exclude anybody behaving inappropriately or in breach of these regulations.

[b] Unlawful entry. No unauthorised person shall enter or remain at any hour when it is closed to the public.

[c] Unlawful use. No burial shall take place, and no memorial or plaque shall be placed, and no additional inscription shall be made on any memorial, without the permission of the Council. The scattering of cremated human remains [ashes] above ground is not permitted under any circumstances.

[d] Unlawful action. No body shall be buried, or cremated human remains interred in, any grave in which an exclusive right of burial for the time being exists except with the consent in writing of, the owner of the right.

I/We (print name)hereby declare that I/we have read, understood and will abide by the Lacey Green Garden of Rest regulations.

Signed:

Date: