

ALLEYFIELD



ICKLEFORD BURIAL GROUND TRUST

REGULATIONS

FOR

ALLEYFIELD

ICKLEFORD BURIAL GROUND

Registered Charity Number 1132106

As the Trustees responsible for Alleyfield, Ickleford's Burial Ground, we welcome all visitors, whether or not drawn here to remember their own departed loved ones, in the peace and tranquillity that reflects the nature of its village environment. We do ask visitors to respect the site which contains an area for natural burials, intended also as a habitat for preservation of wildlife, by observing the following points of guidance to ensure that it continues to be enjoyed by others.

GENERAL INFORMATION

The regulations that follow conform to the Local Authorities' Cemeteries Order 1977 and any other appropriate laws and regulations currently in place.

Entitlement to interment at this Burial Ground is limited to current and former inhabitants of, or people closely associated with, the Parish of Ickleford. An association deemed to qualify under this provision will be determined by the Trustees in each individual case.

Before any burial (including that of cremated ashes) can take place a certificate from the Registrar of Births, Deaths and Marriages or a Coroner's burial order must be provided.

No part of the Burial Ground is set aside for a particular religion or tradition.

The Trustees will publish a scale of fees and charges annually.

A plan of the Burial Ground, showing the position of every grave, is kept by the Clerk to the Trustees.

A register of all burials is held by the Clerk to the Trustees who will make it available for consultation upon request. Should a copy of any entry be required a charge will be made.

The Trustees reserve the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

VEHICULAR ACCESS TO THE BURIAL GROUND

At time of burial the hearse is the only vehicle allowed to enter the Burial Ground. Vehicles bringing visitors must always use the adjacent car park.

CONDUCT WITHIN THE BURIAL GROUND

Alleyfield Burial Ground is a place of peace and quiet reflection. It is also a workplace. Visitors are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller boards or similar are allowed in the Burial Ground.

No consumption of alcohol or drugs may take place, and any person displaying the untoward effects of such will not be admitted.

Children under the age of 12 are welcome, but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on monuments.

No animals are permitted in the Burial Ground with the exception of Guide Dogs, Hearing Dogs or other recognized Assistance Dogs. Any dog fouling must be cleared.

Fly tipping is forbidden and liable to prosecution.

No person shall canvass or solicit business in the Burial Ground.

EXCLUSIVE RIGHTS OF BURIAL

An Exclusive Right of Burial (ERB) may be purchased and is an essential prerequisite for any grave bearing a memorial. This is not the purchase of the grave itself, but the right to decide who should be buried in the grave. Pre-purchase (the purchase of an ERB other than at the time of a burial) is not offered, but at Alleyfield an ERB enables the grantee to reserve an adjacent plot at the time of burial of a close family member. This is non-refundable. The grantee is described in this document as 'the owner'. In this Burial Ground an ERB may be granted for any period up to 75 years, although when this has elapsed the owner may apply for the grant to be re-registered for a further period. The owner may assign an ERB by Deed or Bequest within the terms of a Will, provided details of the transaction are supplied to the Trustees.

An Exclusive Right of Burial must be purchased if cremated remains are to be scattered at the foot of any tree in Alleyfield. This ERB will be granted for 25 years, although when this period has elapsed the owner may apply for the grant to be re-registered for a further period.

If an ERB is not purchased the rights to the grave remain with the Trustees, and it would not be possible to erect a memorial.

TIMES OF BURIAL AND ASSOCIATED WORKS

The period of notice required for any work within this Burial Ground is given on the appropriate request form, available from the Clerk to the Trustees.

No burials or associated works may take place before 9.30 am or after 3.00 pm, and only one burial may take place at any one time.

No burials will be permitted on Saturdays, Sundays, Bank or other Public Holidays.

INTERFERENCE WITH BURIALS

It is an offence to remove or exhume any body once buried without a licence from the Home Office.

GRAVE SPACES AND MEMORIALS

Single depth plots only are available because the level of the water table restricts the depth at which coffins may be placed. For safety reasons only single width plots are permitted. The selection of the grave space in all cases will be at the discretion of the Trustees. A space measuring 7' 6" (2.25m) x 4' (1.2m) is allowed for burial, with a 6' (1.8m) distance between the centres of adjacent headstones. Once an area required for the memorial has been delineated, the remainder will be laid to grass by the Trustees. A margin, likewise grassed, of at least 2' (60 cm) surrounding the grave space will be provided, and the whole of the grassed area will be maintained by the Trustees. Maintenance of the memorial will be the responsibility of the owner.

Memorials in the lawn section of the burial ground may consist of either a headstone or a flat tablet so placed that its surface is level with the surrounding turf. Memorials should be made of hard natural stone. Headstones should not exceed 3' (90 cm) in height, 2' 6" (75 cm) in width, and in thickness lie between 3" (7.5 cm) and 5" (12.5 cm). An area 2' 9" (82.5 cm) wide will be allowed for a base to the headstone, with a maximum height of 3" (7.5 cm), which may extend forward up to 2' (60 cm) in order to accommodate a fixture for flowers measuring no more than 8" (20 cm) in diameter, (its top lying flush with the stone surface), if such should be required. Tablets should measure no more than 2' (60 cm) square, with similar integral provision for a flower container.

Lettering (including numerals for dates) is the only form of inscription permitted on a memorial. In particular it must be emphasised that no flags, crests, logos or any other pictorial elements can be accepted, and in every case the form of a proposed memorial and its inscription must be submitted in advance for the Trustees' approval. No other object may be placed on or around the stone base or tablet (but see exception under 'Floral and Related Tributes'). No container for flowers will be permitted on the grassed surface.

All memorials must be fixed by competent memorial masons and comply to the current British Standard 8415 (BS8415) or anything that supersedes it.

Whenever a memorial which, through deterioration or damage becomes unsightly or in the opinion of the Trustees unsafe, the Trustees reserve the right to remedy the fault or, if necessary, remove the memorial at the owner's expense after giving notice of 14 days. The Trustees accept no responsibility for damage to memorials other than that caused by their employees or agents.

Crosses or other plain signs of wood, dark in colour and no more than 2' (60 cm) in height, may be used to mark a new grave until a permanent stone memorial has been installed. Permanent stone memorials must not be installed before the first anniversary of the burial, but should preferably be installed before the date eighteen (18) months after the burial date. Any temporary marker must be removed by the stone mason at the time the permanent stone memorial is installed. The Trustees may remove without notice a temporary marker at any time after the date eighteen (18) months after the burial date.

Settlement of the soil with which a grave has been filled can occur for some time after the burial. In order to fulfil their commitment to maintaining the grassed surface in continuity with the surrounding lawn the Trustees may, therefore, find it necessary from time to time to disturb it for the sole purpose of introducing or removing soil.

The Trustees as a Burial Authority have further powers relating to any memorial (gravestones and tablets in the case of this Burial Ground) under the Local Authorities' Cemeteries Order 1977.

FLORAL AND RELATED TRIBUTES

No artificial flowers are permitted.

Floral and other tributes deposited at the time of burial will be removed by the Trustees after 14 days. Any faded floral tributes may be removed by the Trustees without notice.

Wreaths brought to commemorate special seasons or anniversaries must be accommodated on the base and removed within four weeks. No tributes of any kind are allowed on the length of the grave.

No planting is permitted.

CREMATED REMAINS

The scattering of cremated remains within the Burial Ground requires the consent of the Trustees.

The Garden of Rest and the Woodland Area are the principal sections of the Burial Ground for the burial of cremated remains. A maximum of two urns is permitted in any one plot in the Garden of Rest. Alternatives for the burial of cremated remains when provision is required for more than one member of a family are:-

- a) The purchase of Exclusive Rights to an adjacent plot for other family members.
- b) The placing of up to two urns in a grave space in the main section of the Burial Ground.
- c) The placing of one urn in a grave space which has been reserved for, or is already occupied by a coffin.

In addition, cremated remains may be scattered in a small hole no deeper than 12" (30 cm) and no wider than 8" (20 cm) square at the foot of an existing tree in the developed area (sections A-F) of Alleyfield as designated by the Trustees in their sole discretion. The small hole will be dug and refilled by the Funeral Director. No more than two sets of cremated remains may be scattered around any one tree, which allows (for example) a husband and wife to be together.

The selection of the plot in all cases will be at the discretion of the Trustees. A space measuring 16" (40 cm) x 14" (35 cm) is allowed for cremated remains, with a 28" (70 cm) distance between the centres of adjacent tablets.

The only memorial permitted in the Garden of Rest or under a tree around which cremated remains have been scattered is a hard stone tablet, sunk to ground level, which measures 12" (30 cm) x 18" (45 cm) (portrait) and may incorporate provision for an integral flower holder up to 8" (20 cm) in diameter and flush with its surface. The stone may be honed or polished. Lettering (including numerals for dates) is the only form of inscription permitted on a memorial. In particular it must be emphasised that no flags, crests, logos or any other pictorial elements can be accepted, and in every case the form of a proposed memorial and its inscription must be submitted in advance for the Trustees' approval.

Crosses or other plain signs of wood, dark in colour and no more than 18' (45 cm) in height and with a plaque no more than 8" x 6" (landscape), may be used to mark a new plot for cremated remains in the Garden of Rest or under a tree around which cremated remains have been scattered until a permanent stone memorial has been installed. Permanent stone memorials can be installed any time after burial but should preferably be installed before the date eighteen (18) months after the burial date. Any temporary marker must be removed by the stone mason at the time the permanent stone memorial is installed. The Trustees may remove without notice a temporary marker at any time after the date eighteen (18) months after the burial date

A grassed margin of at least 12" (30 cm) will be provided for each individual cremated remains space in the Garden of Rest, and this will be maintained by the Trustees as part of the grassed area in which all the tablets are set.

Ashes in The Garden of Rest may be poured or placed in a wooden or bio-degradable casket.

WOODLAND AREA FOR GREEN BURIALS

Graves in the Woodland Area may be marked with a wooden plaque, but the location of each grave will be recorded and displayed on the official plan.

All coffins must be of a biodegradable material, such as cardboard, wicker or bamboo. Shrouds made from natural fibres are also acceptable.

Ashes may be buried either loose or in a biodegradable container in the woodland, or scattered there.

Fresh cut flowers may be placed on or near the graves, but all cellophane, ribbons and non-biodegradable wrapping must be removed. Artificial flowers are not permitted, and no vases or containers should be left in the area. Planting or cultivation in the Woodland Area is not permitted. The Trustees reserve the right to remove flowers placed on or near graves as part of routine care and maintenance.

Assistance dogs are the only animals permitted in the Woodland Area, and clearance of any fouling is required as elsewhere in the Burial Ground.

The practice of embalming can cause pollution by introducing formaldehyde to the soil. The Trustees do therefore ask that bodies should not be embalmed.

BENCH MAINTENANCE

The memorial benches will be maintained by the Trustees at their sole discretion and expense.

CONTACT DETAILS

All enquiries should be addressed to the Clerk to the Trustees Mrs Katrina Henshaw, Devonshire Business Centre, Works Road, Letchworth Garden City, Hertfordshire. SG6 1GJ; telephone: 07968 159771. E-mail: clerk@alleyfield.org.uk

Any complaint should be made in writing to the above immediately after any incident has occurred.