

# **ALEY GREEN CEMETERY JOINT COMMITTEE**

## **CEMETERY AND GARDEN OF REMEMBRANCE - REGULATIONS**

Throughout these regulations "The Committee" means the Aley Green Cemetery Joint Committee acting for and on behalf of the Parish Councils of Caddington, Markyate and Slip End.

These regulations are made to ensure the Cemetery retains its Rural appearance and will continue to be a unique place of rest for your loved ones. The Committee wish the Cemetery to have a high standard of upkeep that is sustainable and fair to all.

### **1 Hours of Opening**

The Cemetery is open to the public from 8.30am until 7.30pm in summer and 8.30am to sunset in winter, but the Committee reserves the right to exclude the public if it should be necessary at any time, (safety issues when tree cutting is taking place or maintenance work etc.)

### **2 Hours of Burial**

Burials shall normally take place on Mondays-Fridays (excluding Bank Holidays). They must not start before 9.00 am or later than 4.00 pm.

Burials will only be permitted on Saturday or Sunday, Good Friday, Christmas Day, Bank Holiday or any other public holiday in cases of emergency: the certificate of a coroner or registered medical practitioner that immediate burial is necessary will be required.

### **3 Notice of Burial**

Written Notice of Burial must be sent to the Clerk of the Cemetery at least two working days (excluding Saturdays, Sundays, Good Friday, Christmas Day and all Bank Holidays) before the day of the funeral.

No second burial will be permitted in any grave unless the Exclusive Right of Burial has been purchased and the relevant Deed of Grant is produced for inspection.

### **4 Fees**

All fees and charges must be paid when the notice of burial is sent, (two full working days before burial) unless an alternative arrangement has been agreed beforehand. All the information required on the Committee's form must be provided.

Plot numbers will not be issued, and grave spaces will not be marked up, before all fees have been paid.

An administration charge may be made in cases where there has been extra work needed by the Clerk and/or Caretaker, including changes to the original agreed burial details or payment delays.

### **5 Cremated Remains**

A casket containing cremated remains may be buried in any plot in the Cemetery for which the Exclusive Right of Burial has been purchased. A body burial can then not be buried later on top of cremated remains.

Caskets should be bio-degradable and fit within the 12"x12" space allocated.

They must be buried to a minimum depth of 18 inches and not protrude above ground level.

There are a limited range of permitted sizes and designs for memorial stones on Cremation plots, but should not exceed 12"x12". Such memorial stones may include provision for holding cut flowers, but plants or flowers may not be grown on cremation plots.

### **6 Certificate of Burial**

The registrar's or coroner's Certificate for Burial (or in the case of a still-born child, a certificate in accordance with the Births and Deaths Act, 1926) must be produced at the time of burial. A Certificate of Cremation must be produced before cremated remains can be buried.

### **7 Exclusive Rights of Burial**

The Exclusive Right of Burial in a grave space may be purchased and will be conveyed by Deed of Grant to the purchaser of the grave itself. Such Deed only conveys the right to decide who shall be buried in that grave, and does not give the purchaser deeds of the land.

You have to be aged between 30 and 105 years of age to reserve a plot at the cemetery. Please let the Clerk know your date of birth when reserving a plot. If you are under 30 years of age and wish to purchase a plot, it may be possible in certain circumstances by way of a "waver" to this rule. This will have to be approved by the Committee before the purchase.

The plot shall be reserved until the plot holder reaches 105 years of age. If no burial takes place in that time, the plot will revert back to the ownership of the Committee and will be re-sold. An exception to this will be if the plot purchaser re-applies to the Clerk before the deadline and confirms the intention still to bury by the family.

The Committees rules on what tributes and planting takes place **must** be adhered to. **Excessive tributes, plant pots etc will be removed.**

The Clerk will allocate grave spaces according to its operational requirements.

### **8 Digging and Depth of Graves**

The depth of every grave is controlled by the Committee. No grave shall be deepened after the first burial. Where more than one burial takes place in a grave there shall be a layer of earth not less than 6 inches in thickness, plus the thickness of the coffin board, between each coffin. No part of any coffin shall be less than 3 feet below the level of the ground.

No body burial can be buried on top of cremated remains.

Cremated remains can be buried in already buried plots, but no other body burial will then be allowed in this plot.

The digging of any grave or ashes plot is the responsibility of the undertaker. **Any excess soil must be removed from the Cemetery grounds.** No grave shall be dug in the Cemetery until it has been marked by the Caretaker.

### **9 Memorials**

The right to place a memorial will only be granted in respect of graves for which an Exclusive Right of Burial has been purchased. No memorial should be erected until at least 6 months after the burial.

No kerbs of any kind (stone, wooden, plastic or otherwise) are permitted around the graves.

Temporary wooden crosses that conform to the Committee's Regulations are permitted until such time as a permanent memorial is erected.

A drawing of every proposed memorial showing its dimensions and details of the intended inscription must be submitted to the Committee for approval. No memorial shall be placed in the Cemetery until it has been approved by the Committee, the appropriate fee has been paid, the necessary permit has been issued and the Caretaker notified when the stone is to be put in the Cemetery.

Every memorial must be kept clean and in good repair by the owner.

It is the owner's responsibility to make sure any memorial is safe and will not topple if pushed. If the owner neglects to comply with this regulation, the Committee reserves the right to lay flat any unsafe memorial. We will attempt to contact the owner by sending a letter to his/her last known address. It is important to inform the Clerk of any change of address.

Memorial stones on graves must not be more than three feet high and two foot six inches wide, including the base/plinth

Memorial stones in the Garden of Remembrance are permitted but must be a 12" x 12" x 2" flat stone. A small suitable receptacle for holding cut flowers is allowed (no glass) but plants or flowers may not be grown on Cremation plots.

#### **10 Maintenance of Graves**

Cut flowers may be placed in suitable non glass receptacles set into the memorial base.

These are restricted to two receptacles. Excessive receptacles will be removed.

Artificial flowers, wreaths, cards and small ornaments, where the overall height width and depth of the ornament does not exceed six inches, may be placed and remain on graves while they are in good condition. It is understood that they will be removed by the Management Committee once their appearance deteriorates.

Only bedding flowers may be planted on graves.

Plant pots containing only flowers may be placed on graves. These are restricted to two pots.

No glass vases are allowed.

The decision to remove and dispose of tributes which have deteriorated or are deemed to be inappropriate will be at the absolute discretion of the Committee.

It is recommended that in the case of ornaments, prior approval from the Committee is obtained before they are purchased. There should not be more than two of these additional tributes per grave.

It is understood that shrubs, whether planted on graves or in plant pots placed on graves, are not permitted.

Flowers and wreaths may be placed on and around the grave on the day of the funeral. Withered flowers and wreaths must be removed by relatives or they will be removed by the Caretaker.

## **11. Prohibited Items**

The following items are not allowed on graves in any circumstances and will be removed;

- Balloons (both helium and rubber)
- Solar / battery powered lights
- Mechanical devices, either battery or solar powered.
- Lit candles or similar
- Food or drink
- Planted shrubs or any rooted plants
- Ornamental stone chippings

## **12. Data Protection**

Aley Green Cemetery complies with all Data Protection legislation.

We maintain a database of the deceased names and plot numbers along with other necessary information, including plot holder`s names and addresses.

The deceased details and plot holder`s details will be kept on the Database permanently, but plot holders can request that their details be deleted on written request to the Clerk.

In this event, the Management Committee will administer the grave area and headstone, and will take action where needed to maintain health and safety in the Cemetery. This may include filling in sunken graves, grassing over the area and laying down unsafe grave stones.

As no grave owner`s details will be available to us, relatives would not be informed prior to action being taken.

Details of our Data Protection policy and your legal rights can be found on our website [www.slipendparishcouncil.co.uk](http://www.slipendparishcouncil.co.uk)

## **13 General**

Under no circumstances may dogs, other than Guide Dogs be brought into the Cemetery.

Please inform the Clerk of any change of address since the original registration form, so we can contact plot owners if needed.

There is limited parking in the Cemetery which is needed by vehicles attending at funerals or bringing in materials or equipment. Cars should be left outside the Cemetery.

There are no toilet facilities at the Cemetery.

Any person found in the Cemetery:

- a) wilfully creating any disturbance
  - b) committing any nuisance
  - c) verbally or physically abusing caretaking staff or contractors
  - d) wilfully interfering with any burial
  - e) wilfully interfering with any grave, memorial, flowers or plants or any such matter, or
  - f) playing at any game of sport
- is guilty of an offence and liable to prosecution.

The registers, records and tables of fees, etc. relating to the Cemetery are available for inspection on contacting the Clerk – [clerk@slipendparishcouncil.co.uk](mailto:clerk@slipendparishcouncil.co.uk)

The Committee`s decision on any issues raised is final.

The Caretakers at the Cemetery are representatives of the Committee and they are tasked with enforcing the Regulations on behalf of the Committee.

The Committee reserves right from time to time to make any amendments to the foregoing Regulations.

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