

LATIMER AND LEY HILL PARISH COUNCIL

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TYLERS HILL BURIAL GROUND RULES AND REGULATIONS

**These Rules and Regulations were adopted by the Parish Council at
its meeting held on the 28th November 2018**

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Introduction

The following rules and regulations have been introduced by Latimer and Ley Hill Parish Council to assist the safety and welfare of all visitors and persons associated with the running of Tylers Hill Burial Ground.

In addition to maintaining its high standards of grounds maintenance and overall service to the public, your co-operations in complying with the Rules and Regulations is greatly appreciated.

Rules and Regulations

1. Overview

- 1.1 Latimer and Ley Hill Parish Council's Tylers Hill Burial Ground is operated in accordance with the following rules and regulations.
- 1.2 They impose certain restrictions and requirements on users of the Burial Ground which the Council expects users to observe. They have been prepared to balance individual rights against the need to regulate for safe, respectful, dignified and tidy grounds. For example, the prohibitions relating to glass and breakable items is based upon those items becoming a safety hazard when the grounds are maintained and not on aesthetic considerations.
- 1.3 These conditions are in addition to the provisions of the Local Authority Cemetery Order 1977 which is the relevant legislation concerning local authority and Parish Council owned Burial Grounds.

www.legislation.gov.uk/uksi/1977/204/pdfs/uksi_19770204_en.pdf

2. Interpretation

- 2.1 For clarity and unless the context otherwise requires, the following terms shall be defined as stated:

Additional inscription	Means each inscription after the first, referring to one other deceased person interred in the grave.
Burial Ground	Means the place provided by the Parish Council for the interment of human remains.
Burial Ground Administrator	Means the person appointed by the Parish Council to oversee the running of the Burial Ground.
BRAMM	British Register of Accredited Memorial Masons.
Common grave	Means a grave where no Exclusive Right of Burial has been issued. Historically, residents of the Parish were entitled to be buried without purchasing a grave plot, but no additional burials could take place, nor could

memorials be placed. Now if an additional burial is requested or there is a request for a memorial, the applicant must prove the relationship with the deceased and is required to purchase the grave plot at current prices.

Contractor	Means any person employed by the Parish Council.
Exclusive Right of Burial	Means the exclusive right, granted by deed, of the registered owner of the Right of Burial to determine who may be interred therein; such right is for a limited period (99yrs) as specified by the Parish Council.
Grave plot	Means the place allowed by the Parish Council for the burial of human remains, formed in the ground by excavation. The position and alignment of grave plots will be determined by the Burial Ground Administrator. There is no legal requirement for the graves to be aligned in a particular way.
Inscription	Means a reference on a memorial to the first deceased person placed in the grave plot.
Memorial	Means any authorised stone headstone, kerb, desk, book, vase or any other object placed on the grave plot except for temporary wreaths and tributes. All permanent memorials must be secured according to BRAMM regulations.
NAMM	National Association of Memorial Masons – register of nationally qualified memorial fixers and installers.
Parish Clerk	Appointed by Latimer and Ley Hill Parish Council.
Parish Council	Means Latimer and Ley Hill Parish Council, councillors and any authorised officer in its employ.
St. George's Church	The church is located in its own grounds to the south east of Tylers Hill Burial Ground. There is no formal connection with the Burial Ground which is owned and administered by Latimer and Ley Hill Parish Council.

3. General Regulations

- 3.1 All persons entering the Burial Ground will be subject to the orders and control of the Parish Council.
- 3.2 All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of Section 18(1) of the Local Authorities' Cemeteries Order 1977 which states that no person shall:
 - (a) wilfully create any disturbance in a cemetery (or burial ground)

- (b) commit any nuisance.
 - (c) wilfully interfere with any burial taking place.
 - (d) wilfully interfere with any grave, memorial, floral tributes, plants or any such similar matter.
 - (e) play at any game or sport or discharge a firearm (save for a military funeral).
- 3.3. Visitors to the Burial Ground shall not unreasonably interrupt the Parish Council's employees or their contractors at their duties or employ them to execute private work within the Burial Ground or extend them any gratuity.
- 3.4 All complaints and requests by members of the public must be made to the Burial Ground Administrator and not to the workers employed in the Burial Ground.
- 3.5 All dogs must be kept on a lead at all times and must not foul within the Burial Ground. If this is unavoidable then the owners must remove the deposit.
- 3.6. Children should be accompanied by an adult and must not play or climb on the grave plots or memorials.
- 3.7 No motor vehicles are permitted in the Burial Ground unless permission has been granted by the Burial Ground Administrator or Parish Clerk.
- 3.8 All visitors to the Burial Ground should try to keep to the grass footpaths whilst visiting a grave and refrain from interfering with trees, shrubs and flowers.
- 3.9 No person shall drop, throw away or otherwise deposit and leave in the Burial Ground any refuse of any kind and must use the compost bins behind the Gravedigger's Hut for green waste, and the green bin by the double main gates for non-recyclable materials. Visitors are encouraged to take away any wrappings or litter.
- 3.10 No employee of the Parish Council, or its contractors, is to demand or receive any gratuity.

4. Interments

- 4.1 All enquiries relating to the request for burials, placing memorials and previous burials should be addressed to the Burial Ground Administrator in the first instance.
- 4.2 Interments may only take place in accordance with the Regulations and by arrangement with the Burial Ground Administrator. It is the responsibility of the applicant to contact the staff of St. George's Church if there is to be a service prior to the interment.
- 4.3 Whilst every effort will be made to accommodate clients' requirements, the Parish Council cannot be held responsible if this cannot be achieved due to factors outside its control e.g. ground conditions, weather etc.

- 4.4 The client or the client's chosen funeral director should ensure that the Certificate issued by the Registrar of Births, Marriages and Deaths known as the Green form (for a full burial) or cremation certificate and the Notice of Interment (if used) are given/sent to the Burial Ground Administrator at least 3 days before the date of interment.
- 4.5 The Parish Council will accept no responsibility whatsoever for verbal arrangements where such arrangements have not been confirmed in writing or by email. No interment may take place without written consent from the owner of the grave plot i.e. the person named in the Deed of Grant of Exclusive Right of Burial.
- 4.6 The Notice of Interment (if used) must contain full details of the deceased, the proposed type of interment and the signature of the owner of the Exclusive Right of Burial for the grave.
- 4.7 The Parish Council will accept no responsibility for consequences arising from the loss or delay of such notice, order or any other document sent by post, nor for the accuracy of the details contained in the Notice of Interment.
- 4.8 It is the responsibility of the client to arrange and pay for the grave plot to be prepared for the interment. This can be organised through the funeral director or the Parish Council can give contact details of gravediggers who are authorised to work in the Burial Ground. The size and shape of the coffin or ashes casket must be communicated to the gravedigger as the Parish Council cannot be held responsible for inaccuracies.
- 4.9 The applicant to open a grave must ensure that full instructions are given to the grave digger including the required depth i.e. if it is anticipated that there will be more than one full or cremated remains burial, then the grave should be dug to at least double depth.
- 4.10 The person arranging the interment shall be responsible for the attendance of the Minister of Religion or other appropriate Officiant, to officiate at the burial service and for the payment of any fee to which the minister is entitled.
- 4.11 All remains brought to the Burial Ground for burial shall be contained in a suitable coffin or ashes container made of wood, wicker or cardboard.
- 4.12 The coffin or suitable container must be clearly marked for identification purposes and include the full name of the deceased and should be checked against all connected paperwork.
- 4.13 The funeral director or family are responsible for providing enough bearers to carry the coffin from the hearse to the grave and to lower the coffin into the grave.
- 4.14 Attendants at the burial may back fill the grave after the interment under the instruction of the gravedigger and/or with the permission of the Burial Ground Administrator.
- 4.15 After interment, no body or cremated remains may be removed from any grave without the production of the ecclesiastical faculty and/or licence for exhumation

required by law. The original Exclusive Right of Burial deed and authority to exhume documents will be required for this purpose.

- 4.16 Ceremonies of special nature i.e. those other than quiet and respectful contemplations, are subject to Parish Council approval.
- 4.17 The owner of the Exclusive Right of Burial shall be responsible for arranging for the removal of any memorial to facilitate the re-opening of the grave.
- 4.18 In the case of the re-opening of a purchased grave, the written permission of the registered grave owner is required. Where the owner is deceased, a transfer of ownership must take place by the production of the Grant of Probate or Letter of Administration or equivalent. Where these documents have not been produced, a Statutory Declaration will be required.
- 4.19 Cremated remains (ashes) may be scattered in the Garden of Remembrance or strewn inside a purchased plot, with permission and the Cremation Certificate and for the appropriate fee. It is not possible to scatter ashes in any other part of the Burial Ground.

5. Exclusive Rights of Burial

- 5.1 The Deed of Grant of Exclusive Right of Burial is an important document and should be stored in a safe place.
- 5.2 Ownership of a deed of Exclusive Right of Burial does not imply ownership of the land itself or the right to carry out any activity on the grave plot. The land is owned by Latimer and Ley Hill Parish Council. The Exclusive Right of Burial does allow the owner to decide who may be buried there and entitles the owner to erect a memorial.
- 5.3 Possession of the Deed does not of itself give any person the right to have a grave opened. That right only lies with the person named on the deed as owner of Exclusive Right of Burial in that grave or legally confirmed as the successor to the estate of the original owner.
- 5.4 It is strongly recommended that the purchaser of a grave and owner of the Exclusive Right of Burial Deed should make written provision for their descendants to be rightful owners of the Deed, in the contents of their Will or in a codicil. This provision will avoid complications on the event of the owner's death.
- 5.5 Latimer and Ley Hill Parish Council will make the final decision in the event of an application for grave plot purchase by a non-parishioner (Eligibility Appendix 2).
- 5.6 Exclusive Right of Burial can be purchased, subject to eligibility (Appendix 2), in respect of available grave space, in accordance with these regulations and the scale of fees and charges applicable at the time of purchase.

5.7 A full grave plot space usually allows for two full burials/one full burial followed by up to four ashes urns/up to six ashes urns. However, it may be possible to permit ashes urns to be placed above two previous full burials if sufficient time has passed; this permission is at the discretion of the Parish Council. A full plot may also be prepared to a double depth to allow for an ashes burial followed by a full burial.

An ashes plot allows for up to two ashes urns.

5.8 All graves including cremated remains graves will be allocated by the Burial Ground Administrator and the plan of the Burial Ground may be viewed by appointment.

5.9 Whilst every effort will be made to achieve the requested number of interments in a grave, the Parish Council cannot be held responsible if this cannot be achieved due to factors outside its control e.g. ground conditions, weather etc.

5.10 All grants of Exclusive Right of Burial shall be for a period of 99 years and grants of Right to erect a memorial shall terminate on the same date as the Exclusive Right of Burial. At the expiration of this time period, the purchaser or their successors may have the option to renew the Exclusive Right of Burial, together with the Right to Erect a Memorial, for a further period not exceeding 99 years, subject to such restrictions and regulation as may be in force at that time.

Application should be made for renewal of the Exclusive Right of Burial during the 3 months before the expiry of the previous grant.

5.11 When the Exclusive Right of Burial and Right to Erect a Memorial (together with any extension) expires, all rights shall revert to the Parish Council.

5.12 The owner(s) of the Exclusive Right of Burial must be the same as the owner of the Right to Erect a Memorial.

5.13 Where the owner of the Exclusive Right of Burial is deceased and provided that the Exclusive Right of Burial has not been specifically left to another person, upon production of a will or Letters of Administration, the Exclusive Right of Burial may be legally transferred to the person in possession of the letter of administration or the beneficiary of the residue of the estate under the terms of the owners of the Exclusive Right of Burial's will.

5.14 In cases where the owner of the Exclusive Right of Burial is deceased and there is no will or Letters of Administration available, then the Exclusive Right of Burial may not be transferred to another person. However, a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled countersigns the Statutory Declaration. A Statutory Declaration must be witnessed by a solicitor or a Commissioner of Oaths.

5.15 Any transfer of ownership of Exclusive Right of Burial and/or Right to Erect a Memorial shall be subject to the production of satisfactory evidence of title and the approval of the Parish Council. Such transfer shall be registered in the

records of the Burial Ground and the Deed of Grant of Exclusive Right of Burial must be produced for endorsement by the Burial Ground Administrator.

- 5.16 In cases where the owner of the Exclusive Right of Burial is still alive, the transfer may be done by completion of a Form of Assignment. This form is available from the Burial Ground Administrator and should be completed and signed by the owner of the Exclusive Right of Burial and the person taking over the ownership and submitted to the Burial Ground Administrator and Parish Council together with the Deed of Grant of Exclusive Right of Burial.
- 5.17 The burial fees payable will be those current at the time of burial and shall be dependent upon the residence address of the deceased at the time. If the deceased had an address within the Parish and St. George's Church Parish boundaries or was on the Electoral Roll or Church Roll at the time of death, normal fees will be payable.
- 5.18 The owner of the purchased grave plot and the Exclusive Right of Burial is responsible for notifying the Parish Council of any change of circumstances or contact details i.e. address, phone number, email address.

6. Memorials

- 6.1 A temporary memorial in the form of a small cross is allowed at the head of a grave, this will be removed either when the permanent memorial is placed or one year after interment, whichever is the sooner. No other tributes other than floral bouquets should be placed on the grave as any containers must be firmly secured. Please see Appendix 3 - Guidance for grave plot deed owners, for details of permitted memorials, tributes and plot maintenance.
- 6.2 No memorial may be placed on a grave without permission from the Parish Council. The Right to Erect a Memorial is issued subject to the relevant fees being paid. Appropriate insurance should also be taken out at the time of purchase as the Parish Council cannot take responsibility for any damage or interference to the memorial.
- 6.3 No memorial may be brought to the Burial Ground and fixed into position without the permission from and advance warning to the Burial Ground Administrator as it is required that no other activity should be taking place in the Burial Ground or in St. George's Church buildings at the same time.
- 6.4 The Permit to Erect a Memorial is required from the Memorial Mason before the memorial is formally commissioned. Permit forms are available from the Burial Ground Administrator and should be completed by the applicant. Permit forms require details of the stone, colour, dimensions and inscription and will be approved by the Parish Council subject to specific requirements as detailed in Appendix 1.

All permits are issued on the understanding that the work will conform in all ways to the details on the application form and to any requirements under these Regulations. Failure to comply may result in the memorial being removed without

notice (subject to LACO 1977) and the cost being charged to the person owning the Exclusive Right of Burial.

- 6.5 All memorials shall comply with the following requirements:
- Consist of a foundation that shall be in accordance with the current BRAMM/NAMM Code of Practice and shall be no wider than 2'6" (76 cm) and level with the surrounding ground.
 - All fixings shall be strictly according to the NAMM/BRAMM Code of Practice.
- 6.6 All material and equipment shall be conveyed in the Burial Ground in such a manner as to prevent damage to paths or grassed areas and all soil or waste material shall be removed from the Burial Ground immediately in a professional manner.
- 6.7 All workmen employed by behalf of the owner of the Exclusive Right of Burial and the purchase of the memorial, to erect any memorial or to perform work on an existing memorial etc, shall carry out their work strictly in accordance with all current Health and Safety regulations and shall:
- At the owner's costs fill up and level the ground, remove from site all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of work.
 - No hewing or dressing of stone is permitted in the Burial Ground.
 - Perform the work during daylight hours Monday-Friday, having first obtained permission from the Burial Ground Administrator and given reasonable notice.
- 6.8 The removal and/or re-erection of a memorial to facilitate the reopening of a grave or to level such a grave shall be at the expense of the grave owner.
- 6.9 Any person removing a memorial to permit further interment or for repair shall only remove it from the Burial Ground after informing the Burial Ground Administrator.
- 6.10 Any memorial removed from a grave to facilitate an interment shall be replaced as soon as possible and be reinstalled to NAMM standard with appropriate guarantees.
- 6.11 Any memorial placed in the Burial Ground remains there at the sole risk of, and must be kept in a good state of repair by, the owner of the Exclusive Right of Burial (grave plot owner) or if no longer alive, then by their descendants, and at their expense. The Parish Council reserves the right to remove and dispose of any memorial not kept in a good state of repair or which has become unstable, after giving such notice as is required by law (LACO 1977).
- 6.12 The Parish Council reserves the right to remove and subsequently replace without notice (subject to LACO 1977) any memorial and take precautions as necessary, to safeguard the Parish Council staff or contractors when digging graves adjacent to any memorial.
- 6.13 The Parish Council accepts no responsibility for damage to memorials of any sort or from any cause. The Parish Council is unable to provide insurance for

memorials and strongly recommends that this is arranged at the time of purchase.

- 6.14 The purchaser of the grave plot is advised to advise the provider of any funeral plan purchased of the location, number and type of grave plot purchase. They should also be aware that funeral plans do not generally include the fees for burial or for the permission to place a memorial as these fees are set by Latimer and Ley Hill Parish Council and are increased on a regular basis.
- 6.15 The Parish Council is required to carry out Safety (Topple) Tests on memorials within the Burial Ground every 5 years. If a memorial is deemed unsafe then all efforts will be made to contact the owner or family of the owner as it is their responsibility to pay for remedial repairs.

Garden of Remembrance

- 6.16 Memorial plaques may be placed on the wooden surround. These plaques must conform to the requirements as detailed in Appendix 1.

7. Maintenance and Upkeep

- 7.1 The placing on graves of vases, lamps, solar lights, items of pottery, glass jars, tins, plastic or any other material, including other items such as toys, storm lanterns, windmills, trees and shrubs is strictly forbidden. Any such items will be removed and disposed of by the Parish Council without notice unless we have contact details of the plot owner, in which circumstance every effort will be made to return these items.
- 7.2 The Parish Council reserves the right to remove, without notice from any grave, flowers, plants or wreaths that, in its opinion, have become unsightly and dispose of the same in such a manner as deemed fit.
- 7.3 The repair of memorials or any items permitted on the grave is the sole responsibility of the grave owner.

8. Fees and Charges

- 8.1 The fees and charges prescribed for the use of the Burial Ground shall be those as specified in the Table of fees and charges set by the Parish Council and amended from time to time.
- 8.2 All fees and charges for burials are payable in advance to the Parish Council by cheque or by bank transfer (details provided on request).
- 8.3 The fee for placing a memorial should be paid at the time of approval by the Parish Council. Applicants are advised not to confirm the commissioning of a memorial before receiving this approval.
- 8.4 Non-parishioner fees apply for burials, memorial permits. These would apply to grave plots purchases if in the future non-parishioners are permitted.

9. General

- 9.1. All persons (not employed by the Parish Council) engaged in work in the Burial Ground, shall comply with all reasonable requests, directions and requirements of the Parish Clerk in consultation with the Burial Ground Administrator.
- 9.2. No vehicles other than those of ground maintenance staff, contractors or funeral directors are permitted in the Burial Ground and must not travel along any paths other than the central path.
- 9.3. Vehicles belonging to persons attending a funeral must follow the instructions as posted by St. George's Church and use their carpark only if permitted.
- 9.4. The Parish Council accepts no liability for loss of or damage to any vehicle, the contents thereof, or injury to drivers or passengers, however arising, from the Burial Ground and St. George's car park.
- 9.5. Registers of graves and burials are kept the Parish Council and searches can be carried out by the Burial Ground Administrator on request.
- 9.6. The Parish Council has the right to allow grave diggers to put soil on graves next to the grave plot that is to be opened up for a burial. In this event, an information notice will be placed on the soil mound indicating the period of time that the soil will be in place. The appointed gravedigger will remove the soil as quickly as possible and leave the grave tidy.

10. Floral Tributes

- 10.1 All floral tributes must be removed with three months of original placing or will be removed by the Parish Council without notice
- 10.2 The removal and disposal of Christmas wreaths must take place within 3 months or will be removed by the Parish Council without notice.

The Parish Council may alter or amend the foregoing Regulations, as they consider necessary.

The Burial Ground Administrator, on behalf of the Parish Council, may only waive any of the foregoing Regulations after consultation with the full Parish Council.

Appendix 1

Memorials on grave plots:

1. All memorials shall be made of appropriate hard-wearing stone in a shade of grey only.
2. Memorials and foundation slabs must conform in size strictly to the measurements given in these Appendices or to the nearest metric equivalent.
3. The foundation slab for a headstone shall be placed in the position as marked by the Burial Ground Administrator.
4. The marker shall also be the topmost edge of a book or flat tablet foundation.
5. All memorials shall be fixed centrally to a concrete foundation slab in accordance with current NAMM Code of Practice. The width of the foundation slab should not exceed 2' 6" (76 cm)
6. Headstone and book style memorials shall not exceed 2'6" in height from ground level including the foundation slab in the areas of the Burial Ground which contain full and ashes plots as determined by the Parish Council.
7. In the Ashes area close to the Garden of Remembrance, headstone and book-style memorials shall not exceed 1'4" (41 cm) in height including the base and foundation slab. These are usual called cremation memorials.
8. Flat /tablet/desk style memorials should not exceed 2' 6" square including the foundation slab.
9. All inscriptions and additional inscriptions must be approved by the Parish Council and should be included in the application to erect a memorial submitted by the memorial mason. Applicants are advised not to confirm the commissioning of a memorial before receiving this approval.
10. Memorials can only be placed on purchased graves.
11. If Latimer and Ley Hill Parish Council receives a request for a person to be buried or their ashes interred in a common(unmarked) grave plot, the plot must be purchased (at parishioner rates) for permission to be granted.
12. If Latimer and Ley Hill Parish Council receives a request for a memorial to be placed on a common grave, the plot must be purchased (at parishioner rates) before permission is granted.

The Garden of Remembrance

Ashes may be scattered in the Garden of Remembrance, with permission from the Parish Council. There is a fee for scattering and we require the Certificate of Cremation for the deceased for our records.

Memorial plaques may be placed on the wooden surround of the Garden of Remembrance at the applicant's own cost. Permission must be obtained from the Parish Council. Please contact the Burial Ground Administrator for details of the required size, material and font and approved suppliers. The inscription must be approved by the Parish Council before the applicant orders and pays for the plaque.

Currently we require:

Size: 6"/15 cm x 4"/10.3.cm

Material: Brushed stainless steel with screw holes

Font : Inscriptions are fitted to the size with a limited number of lines, font size is determined by the style and number of words. We require the font to be either Arial or Futura.

The Parish Council will arrange for the plaque to be fixed to the wood boundary surrounding the Garden of Remembrance and the cost of this is included in the scattering fee.

Appendix 2

LATIMER AND LEY HILL PARISH COUNCIL FEES FOR TYLERS HILL BURIAL GROUND FROM 1ST APRIL 2018

These fees apply to parishioners who are resident within the Latimer and Ley Hill Civil Parish boundary and/or St. George's Church, Tylers Hill boundary. £

Purchase of grave with exclusive rights of burial (valid for 99yrs)

Full sized plot ¹	400.00
Ashes plot (half of full plot) ¹	200.00
Full burials	
Person over 12 years	300.00
Child up to 12 years	120.00
Child up to one month	70.00
Interment of ashes	
Person over 12 years	150.00
Child up to 12 years	70.00
Child up to one month	40.00
Scattering of ashes	80.00

Memorials and inscriptions – grey stone only.

For the right to place:

Headstone (maximum height 2ft 6 in/76 cm or 1ft 4 in/41 cm ² and width 2 ft 6 in/76 cm including foundation stone) ²	150.00
Flat stone/desk/tablet (maximum 2ft 6in/76 cm square)	150.00
Full length flatstones, kerbstones (6ft 6in/198 cm x 2ft 6in/76 cm) additional to headstone fee	110.00
Additional inscription to memorial	60.00

Please note:

¹ Grave plots at Tylers Hill Burial Ground are no longer available for purchase by non-parishioners (those persons resident outside the boundaries as given above). The above fees for burials and memorials will be tripled for non-parishioners who currently hold grave plot deeds.

² Maximum height for memorials in the Ashes area close to the Garden of Remembrance

Please contact Mrs. Jenet Hill for further information.

Tel: 01494 771257

Email: jenet.hill@latimerleyhill.org

How fees are applied

These fees apply to residents of Latimer and Ley Hill Parish, residents within the boundaries of St. George's Church, Tylers Hill and members of St. George's Church Electoral Roll.

All fees will be multiplied by 3 for non-parishioners.

Maximum of 4 single ashes urns per full sized plot, 2 single urns in ashes plot.

Husband and wife shared urn fee as for a single urn.

A non-parishioner may be buried in a purchased plot at parishioner rates if it has been purchased by a parishioner.

Parishioners who have purchased a plot and subsequently left the parish may be buried at parishioner rates.

Non-parishioners who have purchased a plot will be charged 3 x parishioner fees for burials and permission to place memorials, unless they have subsequently become residents of the parish.

A visitor to the Parish who dies during their stay will be permitted to be buried at parishioner rates.

Appendix 3

Guidance for grave plot deed owners – copies are given to new purchasers.

The following information applies to all new and existing deed owners of grave plots in Tyler's Hill Burial Ground.

1. Only approved memorials may be placed on burial plots. Plans and fees for these must be submitted to the Parish Council by the stonemason before the order is confirmed. All memorials must be fixed according to the regulations stated by NAMM (the National Association of Memorial Masons).
2. The memorials are the property of the grave plot deed holders. We recommend that suitable insurance is taken at the time of purchase as Latimer and Ley Hill Parish Council is not responsible for maintenance or repair in the event of the memorial becoming unstable or any damage.
3. Only floral tributes may be placed on burial plots; these tributes can be simple bouquets which should be laid on the plot (without wrappings) and removed in their entirety when wilted. The Parish Council also requests that all wrappings and 'oasis' as well as the wilted flowers are placed in the green bin near the double gates or taken away.
4. Flowers and plants may be placed in the built-in flower holders in memorial stones or bases. Any freestanding holders are not permitted unless they are sunk into the ground and are made of unbreakable material.
5. Fences or borders of any material are not permitted around the designated plot. Approved kerbed memorials are permitted but there should not be any planting or placing of tributes outside the kerb as this encroaches on the dividing space between plots.
6. Planting on full sized grave plots is permitted subject to the planting being modest and in front of a headstone and confined to the area of the grave plot. The planting of trees and shrubs over 30cm high (at full growth) is forbidden. Planting at the rear of headstones or around cremation memorials is not permitted due to its impact on other burial plots. The maintenance of this area is the responsibility of the grave plot deed owner. If planting becomes overgrown, it will be removed by the Parish Council.
7. The Parish Council cannot allow freestanding vases, lights, lamps, toys or any other moveable items as these are trip hazards and often breakable. These items also detrimentally affect the overall appearance and atmosphere of the burial ground.

8. The Parish Council also reserves the right to remove any items that are not confined to the grave space or could cause injury or damage. In these instances (para 2 and 3) the Parish Council will make every effort to return any non-perishable items to the owner of the plot or their relatives. The Parish Council requests that they are informed of any changes of circumstances e.g. deed ownership or address.
9. The Parish Council requires that all burial tributes and frames are removed from the plot within 3 months of the burial. This length of time will also apply to floral arrangements and cards placed for significant dates such as an anniversary and Christmas.
10. The Parish Council cannot accept responsibility for the security of any memorials, plants, flowers or other items placed on grave plots.