



Chalfont St Giles Parish Council Bowstridge Lane Cemetery, Bowstridge Lane, HP8 4RB Regulations



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General Information

The Cemetery at Bowstridge Lane was opened in 1945 and has provided a burial space for the residents of Chalfont St Giles since that time. Chalfont St Giles Parish Council is responsible for the management and maintenance of the cemetery but not the memorial areas of individual graves. We are committed to improving the cemetery and ensuring that it is well maintained and suitable resting place for loved ones.

General Enquiries

In the first instance, all enquiries should be made to Chalfont St Giles Parish Council at the Parish Council Office (Tel: 01753 890517 or email clerk@chalfontstgilespc.gov.uk). The office is open by appointment.

Change of address

It is very helpful when trying to contact the owner of memorials that current addresses are available to the council. If you change your address please inform the Council without delay.

Service Standards

The Council would value any comments you may have which could assist us to improve our service in future.

Currency of Information

All information within this document is correct at the time of printing. Changing legislation and circumstances may, however, cause future revisions to be made (identified by the version date at the bottom of each page) and these will be binding on all Deed holders.

Bowstridge Lane Cemetery Site Information

The Cemetery is located in Bowstridge Lane, Chalfont St Giles, HP8 4RB. It can be accessed from Bowstridge Lane, just past the junction to Crossleys or from within the recreation ground, entrance near to the Chalfont St Giles Bowling Club.

Opening Times

The Cemetery is open to the public from dawn to dusk for pedestrian access only. The Council reserves the right to close the grounds and limit entry at any time.

Toilets

There are no toilet facilities at the Cemetery. The nearest public toilets are on High Street in the village centre.

Rubbish

There is a site in the northern corner of the Cemetery to dispose of plant materials. Please take any glass, wrappings and containers home with you.

Dogs

Dogs must be kept on a lead and under control at all times and owners are required to clear up after their dogs.

Water

There is a water supply at the Cemetery, there is also a water butt which can be used to water plants with. Please use this water sparingly. If using mains water please ensure that the tap is turned off after use.

Memorial Seats and Trees

The Council can arrange for the purchase and installation of memorial benches and the planting of trees, costs of which are available on request.

The placement and style of seats and trees is restricted and may only be placed in certain locations in the Cemetery.

Decoration of any kind, including flags, lights, wind chimes potted plants and other trinkets will not be permitted in or around trees and benches. If after three months' notice the purchaser of a tree or seat has not removed such items they will be removed by Parish Council staff.

Security

The Council cannot accept responsibility for the security of any memorials, plants, flowers or other items placed on or around the graves or memorial benches.

Children

Families with children are most welcome but children must be kept under close supervision at all times.

Code of Conduct

Whilst visiting the cemetery please do:

- be aware that funerals may be taking place within the cemetery
- treat other people in the Cemetery with the utmost respect
- treat the cemetery, graves and memorials with respect

Whilst visiting the cemetery, please do not:

- behave in a noisy, disorderly, or indecent manner, be intoxicated or drink alcohol, play any game, or use any abusive language
- damage or destroy any tree, shrub, plant, headstone, memorial vase, plaque, seat or any other property within the cemetery
- ride a bicycle, motorbike or drive any motor vehicle other than those authorised by the Council or which is attending funerals
- obstruct any officer or any other person employed by the Council in the execution of their duties
- allow dogs to foul the burial ground.

The Burial Process

Exclusive Rights of Burial

The Exclusive Right of Burial is for a period of 75 years. This may be purchased at the time of interment. We no longer allow the purchase of exclusive rights of burial for future use. Burial spaces may be purchased by or on behalf of residents of Chalfont St Giles only.

After the 75 year period, the Exclusive Right of Burial may be renewed by the owner of the right, for which a renewal fee will be payable and a new grant will be subject to the burial regulations in place at that time.

No memorial may be erected on a grave before the Exclusive Right of Burial has been purchased by the next of kin or the legal representative of the person buried in the grave.

The owner of the Exclusive Rights of Burial is responsible for informing the burial authority of any change of address. If after 20 years we cannot contact the purchaser, a reserved plot may be offered to another family.

For the purpose of this document, a "resident of Chalfont St Giles" is defined as follows:

1. At the time of death the deceased was resident in the parish of Chalfont St Giles

OR

2. The person owning or purchasing the burial rights is resident in the parish of Chalfont St Giles

OR

3. In the case of a stillborn child, either parent is resident in the parish of Chalfont St Giles

OR

4. The deceased was resident in the parish of Chalfont St Giles for five or more years but became non-resident involuntarily (for instance to receive residential care in another area) during the period immediately prior to the date of death or had lived in Chalfont St Giles for at least twenty years.

Any questions arising regarding the definition of resident will be considered individually by the Parish Council.

The selection of grave spaces shall be determined by the parish council.

The Exclusive Rights to Burial for a full plot accommodates at double depth, two coffins or up to 4 cremated remains caskets. However, the interment of a cremated remains casket prevents any further burials of full sized coffins.

Interments

Prior telephone booking is required for every interment and this must be confirmed in writing on the Notice of Interment.

Notice of Interment must be given on the Council's printed form and must be completed in full. Responsibility for any errors or omissions rests with the person submitting the Notice. The Notice of Interment must be received by the Council at least three clear working days before the date of interment. All charges and fees connected with the interment shall accompany the Notice of Interment and cheques should be made payable to "Chalfont St Giles Parish Council".

Failure to complete the Notice of Interment correctly or within the time specified may lead to a delay in interment.

Interments in coffins or caskets of wood, wicker or cardboard only shall be used for confined burials in the cemetery. Please note, for burial interments it may be necessary to temporarily mound soil onto adjoining graves.

Certificate for Burial or Cremation

The Certificate for Burial or Cremation, issued by the Registrar of Births and Deaths, must be submitted to the Council Offices in advance of the burial. By prior arrangement it may accompany the burial cortège and will be inspected at the cemetery upon arrival. Burials and cremations will not take place without such certificates.

Burials of Children under the age of 18

Burials of children under the age of 18yrs or stillborn after 24 weeks of pregnancy are costed on the Parish Council Cemetery Fees Tariff guide, however they are free to the parents. All costs will be recovered by the Parish Council from the Childrens Burial Fund for England.

Existing Earthen Graves

All graves will normally take two coffins, one on top of the other. Where the interment involves re-opening an existing grave, it will be necessary for the person giving notice to produce the Deed of Grant of exclusive right of burial. Where the name on the deed differs from the name of the person giving notice, a letter will also be required from the Deed Owner authorising the prospective interment in that grave space.

The removal of any monument, headstone, vase or similar structure from a purchased grave to permit the interment shall be carried out to the order of and at the risk and expense of the person requiring the burial, and in good and sufficient time for the grave to be opened by the Parish Council.

The memorial and its foundations should be removed from the Garden of Rest in its entirety or moved to a suitable location agreed by the Parish Council, during this time.

Monuments, headstones, vases or similar structures removed to permit grave re-opening shall be replaced by and at the risk and expense of the Deed Owner as soon as practicable after the interment has taken place, ideally after 12 months to allow settlement of the soil.

Lost Deed of Grant

Where a Deed of Grant has been mislaid, it will be necessary for the person giving notice of the interment to provide proof of their identity and, if that person is not the Deed Owner, to provide a letter of authorisation from the Deed Owner.

Where the Deed Owner is the deceased, authority for the interment is presumed by Section 10(6) of the Local Authorities Cemeteries Order 1977. In such cases, the next-of-kin and other close relatives are advised to agree who should take the assignment (or transfer) of the Exclusive Right.

Funeral Cortèges

Whilst in the Cemetery, all funeral cortèges shall be controlled by the funeral director under the direction of Parish Council staff. Musicians accompanying a funeral are welcome; however, to ensure disruption is not caused to other visitors, prior consent of the Council will need to be obtained.

Burial of Ashes

Loose scattering of ashes is not permitted anywhere in the Cemetery. Cremated remains must be placed below ground either in an urn or casket; no plastic containers are allowed. Alternatively they can be scattered under the lawn turf in a cremated remains plot. Normally it will be possible to place two urns in a cremated remains plot and four in a full burial plot.

Memorials

Burial Plots

All headstones must be a single vertical slab of natural stone (Not York, Caen or Bath Stone). Maximum dimensions should not exceed 75cm high x 75cm wide x 10cm deep (30" x 30" x 4"). Kerbing will be permitted but must not exceed 213cm long x 91cm wide x 15cm high (7ft x 3ft x 6"). Kerbing is not permitted in section D of the cemetery, this area is the newest area of the cemetery and headstones only will be permitted in this area.

Memorial Approval

In order to ensure a better service for the purchaser and a generally higher standard of memorials, only BRAMM or NAMM registered memorial masons will be allowed to work in the Cemetery. All memorials and materials used must comply with British Standard 8415 and the National Association of Memorial Masons (NAMM) code of practice. Materials used must not be likely to perish, become unsightly or pose a danger to visitors. Monumental masons must provide a 15 year warranty of sound workmanship and a copy of their public liability insurance (minimum value £1,000,000) which must either be held by us or produced each time they carry out work in the cemetery. In any event they must report to the Council before any work is carried out in the cemetery.

No stone memorial shall be erected anywhere within the Burial Ground except over a grave for which the exclusive right of burial has been granted.

An application for permission to erect a memorial shall be made on the Council's form and shall contain a dimensioned drawing or illustration of the proposed memorial and a copy of the proposed inscription. This form should be submitted to the Council and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission has first been obtained from the Council.

The grave number must be engraved on the reverse of the memorial, prior to it being erected. A copy of every additional inscription must be submitted to the Council for written consent before the work is commenced.

In giving approval for a memorial the Council will consider the safety of the design and whether it could cause offence.

Grave Aftercare, settling in period and Memorials

Stone memorials should not be placed on a grave for the first twelve months following an interment.

Memorial Masons

Memorial masons are able to give help and advice on the size and type of headstone. Once a suitable memorial has been chosen, the monumental mason will require the grave number and deed number before its details will be submitted to the Council for approval.

The memorial mason must contact the Council to arrange an appropriate time for the memorial to be installed.

Additional Inscriptions

Additional inscriptions to memorials may be arranged by contacting a memorial mason, who will submit the application to the Council for approval. The mason will require the grave number and the grant number before they can submit the application.

Temporary Wooden Markers

The Council, at its discretion, will allow a temporary wooden marker to be placed on a grave following an interment, for identification purposes. A wooden marker of no more than 45cm high 45cm wide (18in x 18in) is permitted for a period not exceeding 18 months. The Council reserves the right to remove wooden markers from the Burial Ground after this time.

The Parish Council staff will consider the safety of the wooden marker design and whether it could cause offence.

Maintenance of Memorials

The grave Deed Owner is responsible for ensuring that the memorial is kept in a good state of repair and shall also be responsible for removing the memorial to give access for re-opening of the grave should the need arise.

If the Council has to repair or make safe any memorial, for whatever reason including but not limited to lack of maintenance, inadequate installation or vandalism, the Council reserves the right to recover any costs incurred from the Deed Owner.

In the first instance the Parish Council will try to contact the Deed Owner by post. If a response is not received, a notice will be added to the grave memorial asking for any friend or relative to contact the Parish Council office. This notice will be added to the grave for a period of 12 months. If after the 12 month notice period, there is still no owner coming forward, the details will be added to a press release to encourage relatives to come forward and maintain the grave appropriately. If after this process has been carried out, the grave owner is still not identified, then the Parish Council will deal with the memorials as they deem fit to ensure the safety of the cemetery.

Removal of Memorials

From time to time it may be necessary for the Council to temporarily remove a memorial to allow excavations of an adjacent grave. The Council will endeavour to contact the Deed Owner before such work commences but, if there is no response forthcoming or the Deed Owner is not at the address on file, the work will be authorised without advice to them.

The costs in such circumstances will be borne by the Council.

Tributes – Floral

Vases and other Plant Containers

Vases and plant containers may be placed on individual graves within the designated planted area. Due to health and safety considerations, such containers must not be of breakable materials. In this context, “breakable materials” are construed as glass, china, ceramic, terracotta etc. When assessing the potential breakability of items, the Council will always take a more cautious approach.

Any containers etc construed as being “breakable” shall be removed by the Parish Council staff and held at the Parish Council offices. The Deed Owner will be notified of its removal, where possible and if the item has not been collected after a period of three months, it will (as appropriate) either be donated to a charity or destroyed. In implementing this policy, the Council will not be held responsible for any loss or damage to items removed.

Other items that could cause problems for site maintenance such as stones, gravel or shells (which could get caught in or projected by mowing machinery) are not permitted and will be removed from the grave site.

Free standing stone vases are permitted but must be located within the planted area in front of the headstone. They should measure no more than 30cm x 30cm or (12 x 12 inches). Please bear in mind that these will take up the majority of the permitted planted area.

Tributes – Floral

Floral tributes left at the time of the funeral will be removed as and when they are deemed to be unsightly, at the Parish Council staff’s discretion. Visitors are requested to remove any wreaths or flowers placed on a grave as soon as they become wilted but may be removed by Parish Council staff when unsightly.

Glossary of Terms

‘The Council’ means Chalfont St Giles Parish Council

‘The Cemetery’ means Bowstridge Lane Cemetery

‘The Deed Owner’ means the person who legally owns the exclusive right of burial in the plot, (ie the name of the person that appears on the deed of ownership)

‘Memorial’ means any headstone placed on or laid over or upon any grave space

‘The Clerk’ means the Clerk of the Parish Council or any person for the time being authorised by the Council to act on their behalf

‘Parishioner’ means those living within the Parish of Chalfont St Giles only

‘Resident’ is either:

At the time of death the deceased was a resident of the Parish of Chalfont St Giles

Or

The person owning or purchasing the burial rights (Deed Owner) is a resident in the Parish of Chalfont St Giles

Or

In the case of a still born child, either parent is resident in the Parish of Chalfont St Giles

Or

The deceased was resident in the Parish of Chalfont St Giles for five or more years but became a non-resident involuntarily (for instance to receive residential care in another area) during the period immediately prior to the date of death or had lived in Chalfont St Giles for at least 20 years.

“Parish Council staff” means employees or agents of Chalfont St Giles Parish Council.

Application Forms and other Relevant Documents

Fees for the use of Bowstridge Lane Cemetery.

Notice of Interment.

Application to erect a memorial/additional inscription.

Assignment of exclusive rights to burial.

Disclaimer: Whilst every effort is made to ensure accuracy, Chalfont St Giles Parish Council cannot in any circumstances accept responsibility for errors, omissions or advice given in this publication.