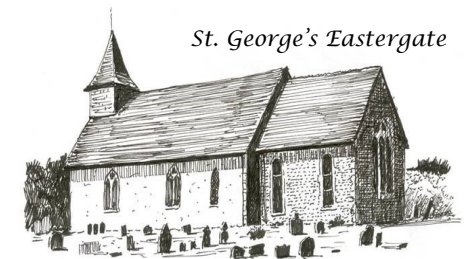
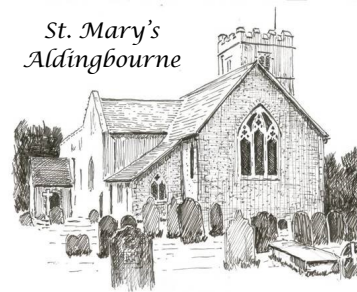




The Parish of Aldingbourne Barnham & Eastergate



The Parish of Aldingbourne, Barnham & Eastergate
The Parish Office, 35 Barnham Road
Barnham, Bognor Regis, West Sussex. PO22 0ER.

Tel: 01243-553955

E-mail: parishofabe@btinternet.com

www.parishofabe.org.uk

Charity number: 1131523

(Revised December 2020)



Churchyard Regulations

A Policy Document concerning the
erection of Gravestones and Memorials,
the tending of Graves,
and Guidelines for the
Interment of Ashes.

Fees payable

Under the Ecclesiastical Fees Measure 1986, prepared by the Church Commissioners, the statutory fees payable to the Parochial Church Council for the interment of ashes is shown on the separate leaflet.

If you require any further information, or wish to see a copy of the Chancellor's General Directions (Revised April 2020) regarding Churches and Churchyards visit [www.chichester.anglican.org/Chancellors General Directions](http://www.chichester.anglican.org/Chancellors%20General%20Directions). For further advice regarding a Faculty contact the Diocesan Registrar, ChichesterRegistry@wslaw.co.uk

The application must give a full description of the proposed tablet, together with dimensions, inscription, and the type of stone to be used. (*Forms of application are available from the Parish Office, but all local Funeral Directors and Stonemasons should also have a copy.*)

The PCC also wishes to draw attention to the following regulations governing the upkeep of memorial tablets, so that those tending graves in the churchyard may know what is, and what is not acceptable, to help prevent misunderstandings or distress.

These regulations include:

- No artificial flowers or foliage may be placed on the tablet.
- A sunken flower container or a container placed on the tablet is permitted, provided it is not made of glass or plastic.
- Trees or shrubs must not be placed on the tablets, or in the area surrounding the tablet.
- Railings, fences and chippings are not permitted on or about tablets

In order to comply with the Chancellor's directions, it may be necessary to remove any items which do not conform to these guidelines. Therefore we ask everybody to co-operate, especially as we only have limited resources for the upkeep of the churchyard.

The upkeep of the churchyard is the responsibility of the Parochial Church Council. This is an extremely costly responsibility and the PCC relies on both paid and voluntary labour. Inevitably there will be times when certain parts of the churchyard become overgrown and less tidy than the PCC would wish. We hope that all those who visit the church will be sensitive to the challenge that we face in maintaining it as a place of beauty and peace. Offers of help regarding its maintenance are always very much appreciated.

THE PARISH OF ALDINGBOURNE, BARNHAM AND EASTERGATE

Policy concerning the erection of gravestones and memorials.

The Churchyard is a public, and not a private place, and all that is erected in it must show good manners in its context and to its neighbourhood. Its maintenance is a common responsibility, and should not be made more difficult by the inclusion of anything which may not be in harmony, grace or beauty with its surroundings. The churchyard is a setting for a living place of worship.

Having regard to these criteria, the Parochial Church Council, in accordance with guidelines laid down by the Chancellor of the Diocese, has decided that the following Regulations shall apply for the Parish Churchyards situated at St. Mary's, Aldingbourne, St. Mary's, Barnham, and St. George's, Eastergate.

Nothing is to be erected or placed, and no works undertaken, in a Churchyard without the authority of a Faculty and/or the written consent of the Incumbent.

Anyone erecting a monument without consent may be compelled to remove it and pay the costs of legal proceedings compelling them to do so.

Any application to erect a monument must be made in writing and should give a full description, including dimensions and any inscriptions. Failure to give such details will result in the application being refused.

Forms of application to Incumbents for permission to introduce a memorial into a churchyard are available from the Incumbent, Stonemasons, from the Parish Office or from the Parish Website www.parihofabe.org.uk

The Incumbent may consent to the erection of monuments providing they conform to the Chancellor's Directions. A full copy of these are available from the Incumbent, but all local Funeral Directors and Stonemasons should have been issued with a copy.

For your guidance, we have listed below some of the basic criteria concerning the erection of monuments.

WHAT IS ALLOWED:

Headstones

No more than 4ft nor less than 2ft 6ins high (1200mm, 750mm)

No more than 3ft nor less than 1ft 8ins wide (900mm, 500mm)

No more than 6ins nor less than 3ins thick (150mm, 75mm)

In the case of infant burials, headstones must be no less than 2ft x 1ft 3in x 2in (600mm x 375mm x 50mm).

A base forming an integral part of the design of a headstone may be included, provided it does not project more than 2ins (50mm) beyond the headstone in any direction, and provided that it is fixed on a foundation slab of an approved material which itself is fixed flush with the ground and extending 3ins to 5ins (75mm to 125mm) all round so that a mower may freely pass over it.

Up to two integral sunken sockets for flower vases are permitted in bases, in which case the base shall be of the following dimensions:

Height (from ground) 3 ins (min) to 6 ins (max)

Width 2ft (min) to 3ft (max)

Depth 10 ins (min) to 1ft (max)

Horizontal ledgers,

These may be either flush with the turf or raised not more than 9ins (225mm) above a base, extending not less than 3ins (75mm) all round, and itself flush with the turf; inclusive measurements not to exceed 7ft (2100mm) x 3ft (900mm).

Guidelines for the interment of Ashes

In accordance with the Directions of the Chancellor of the Diocese, the Parochial Church Council has laid down the following regulations for the interment of ashes in our three churchyards of St. Mary's Aldingbourne, St. Mary's Barnham and St. George's Eastergate.

In each of our three Churchyards separate burial plots for ashes are permitted, but at St. George's Church there is also a designated area for the burial of cremated remains which families are encouraged to use, in which the ashes are poured directly into the ground.

The burial of Ashes in caskets is no longer allowed.

Commemorative tablets

In accordance with the Directions of the Chancellor of the Diocese, tablets to commemorate the burial of ashes are normally 14" x 14", but must not exceed 21" x 21".

Tablets must be of the following stone:

1. Limestone : Portland, Purbeck, Derbyshire, Nabresina, French, Portuguese.
2. Sandstone : Yorkshire
3. Slate : Light Grey, Blue/Black, Green
4. Granite : Light or medium Grey.

Tablets of black, dark grey or polished granite, marble, plastic or synthetic stone are not permitted.

Polished stone or mirror finish is not permitted.

Great care should be given to the style and colour of lettering; gold lettering is not permitted.

Any application to introduce a memorial tablet into the churchyard must be made in writing to the Incumbent, preferably through the Funeral Director or Stonemason.

- Trees or shrubs shall not be planted in the soil of a grave.
- Wreaths and cut flowers placed on graves, and plants and flowers in containers may be removed, when withered, by those authorised to do so by the Incumbent.
- No artificial flowers or foliage may be placed on or about graves (except for Remembrance Day poppies) and, if so placed, will be removed.
- Other objects, including railings, chippings, statues, keepsakes and children's toys are not permitted on a grave without authorisation by faculty.

In order to comply with the Chancellor's Directions, it may be necessary to remove any items which do not conform to these guidelines. Therefore we ask everybody to co-operate, especially as we only have limited resources for the upkeep of the churchyard.

Flower containers

The use of loose pots or containers (not made of glass or plastic) are permitted to be placed on graves and ashes commemorative tablets where integral sunken sockets for vases are not available.

Crosses

The Incumbent may authorise the temporary introduction of a simple wooden cross to mark a recent burial. A brass plaque bearing the name and dates of the deceased may be affixed to the cross, such cross must be removed upon the erection of a stone memorial, or after a period of 18 months, whichever is the sooner.

Materials:

The following stone is permitted:

Limestone - Portland, Purbeck or Horsham, Derbyshire, Hopton Wood, Hornton, Nabresina, Caen/Normandy, Aura/Aurisina

Sandstone - York

Slate - Blue/Black, (Cornish), Grey/Blue (Welsh) Green (Westmorland)

Granite - Light to Medium Grey.

Appearance

Polished stone or mirror finish is not permitted.

Coloured or gold lettering is not permitted, except as follows:

Nabresina limestone may have the lettering picked out in contrasting matt;

Slate may have the lettering picked out in off-white matt;

Granite may have the lettering picked out in off white matt.

Inscriptions

The Incumbent will require an accurate design of the proposed inscription before approving an application.

Photographs or representations of objects or motifs, are not permitted nor the use of 'pet names'.

Bronze or ceramic inserts are not to be used.

Badges, crests or emblems may be used provided they are seemly and appropriate for the deceased.

Any representation will need to be designed so that it may be accurately cut by a skilled craftsman.

Masons' or carpenters' names, signs or marks may be inscribed on any monument provided their position and appearance are unobtrusive having regard to the monument as a whole.

Fixture

Regard must be had to health and safety concerns, and to current industry standards for the fixing of monuments safely and securely.

WHAT IS NOT ALLOWED:

For the avoidance of doubt, the following are not permitted:

- kerbs, railings, fencing or chippings as these create difficulty or danger when mowing;
- memorials in the shape of vases, hearts, bird baths, figures or objects such as open books, including Bibles,
- memorials incorporating photographs or portraits;
- mementoes, windmills, toys or little animals;
- flower containers made of glass or plastic
- the use of 'pet names'
- crosses
- artificial flowers
- Solar lights, fairy lights or other electric lighting.

We acknowledge that there are gravestones in existence which do not conform to these Directions. However, from the date of this notice the policy of the Parochial Church Council will be to conform to the guidelines outlined above.

A Faculty may be sought for the erection of a memorial which does not comply with these regulations. Each case will be considered on its individual merits and the views and policies of the Incumbent and the Parochial Church Council will also be taken into account; the opinion of the Diocesan Advisory Committee will also be sought.

If you require any further information or wish to see a copy of the Chancellor's General Directions regarding Churches and Churchyard (Issue 3, Revised April 2020) visit [www.chichester.anglican.org/Chancellors General Directions](http://www.chichester.anglican.org/Chancellors%20General%20Directions).

For further advice regarding a Faculty and the current fee contact the Diocesan Registrar, ChichesterRegistry@wslaw.co.uk

Policy concerning the tending of graves

The Parochial Church Council has a duty to maintain the churchyards in an "orderly and decent manner as becomes consecrated ground" in accordance with directions laid down by the Chancellor of the Diocese.

The following guidelines have been drawn up not only with this in mind, but also to ensure that the churchyards can be maintained in an efficient and economic manner.

Therefore, the PCC wishes to draw attention to the following regulations governing the upkeep of graves so that those wishing to tend graves in the churchyard may know what is, and what is not, acceptable. It may also help prevent misunderstandings or distress in the future.

The Chancellor's Directions include:

- The surface of the Churchyard should be kept level as far as possible, and free of grave mounds or 'garden' areas in front of graves so that the grass may be cut conveniently by a machine.

Referring specifically to the tending of graves, the Directions state:

- Bulbs and small annual plants may be planted in the soil of any grave
- Plants or cut flowers may be placed in a removable sunken container (preferably of unpolished aluminium) in the soil of any grave. If a sunken pot cannot be used, the placing of plants or flowers in loose containers (but not of glass or plastic) on graves is also permitted.