

REGULATIONS

for

HILLSBOROUGH PARISH GRAVEYARD

Revised and approved by the Diocesan Council, applicable on and from 1st February 2019 (subject to the right of burial of parishioners under the Constitution of the Church of Ireland).

IMPORTANT NOTE. These regulations are made to safeguard the amenities of the property and to comply with the provisions of Chapter XII of the Constitution of the Church of Ireland. Assistance in fulfilling them will be much appreciated. ALL PERSONS PROPOSING TO AND / OR CARRYING OUT WORK WILL BE DEEMED TO HAVE FIRST MADE THEMSELVES FAMILIAR WITH THEM.

Introduction

The burial ground at St Malachy's Hillsborough Parish Church is managed by the officiating member of the clergy and church wardens of the parish in accordance with the Parish Graveyard regulations.

All committals should be conducted by a minister who is authorised to do so.

Any requests for allocation of interment spaces, permission to bury, or the erection of headstones or grave surrounds must be directed to the officiating member of the clergy and churchwardens (or to Robert Lucas who will respond on their behalf.)

Normally the burial registration papers will make application for burial to the officiating member of the clergy and churchwardens; these papers should be produced before a burial can take place.

When members of a family have been buried in a particular place and following the death of a member of a family there is remaining space available, a family may apply for such remaining space to be used for members of that family. Any such application should be made to an officiating member of the clergy and churchwardens requesting that an endorsement should be made on the burial registration papers. Where there is a difference of opinion within a family as to who should hold the registration papers this should be referred to the officiating member of the clergy for guidance.

As the burial ground is subject to natural decay, those holding burial papers should ensure that headstones, flatstones, memorials, and grave surrounds are at all times maintained in good order for the benefit of other graveyard users.

No permanent memorial marks, other than those approved below, may be placed on graves. Any hazardous or dangerous memorial or surround may be removed in the interests of safety.

Unauthorised memorials may be removed by instruction from the officiating member of the clergy and churchwardens at the expense of those holding the burial registration papers.

Prior to installation plans and proposed designs for headstones, flatstones and surrounds and for any treatment of the grave surface must be submitted to the clergy and churchwardens for approval.

Any proposed inscription must be approved by the clergy.

PLEASE NOTE: Normally the officiating member of the clergy is the incumbent/rector. In the event of a vacancy the Area Dean is the officiating member of the clergy. The allocation of a burial space does not confer legal title or exclusive right of burial.

GENERAL RULES

1. The interest in a plot does not confer ownership. It may only be recorded in the name of one person.

2. The person in whose name the interest in a plot is recorded, or a representative, should keep the plot and any erection thereon in good order and repair. If anyone should fail to do this the Rector and Church Wardens may have the plot put in order and any erection thereon repaired, dismantled or removed, as they may decide, in the interests of safety and amenity at the expense of the person recorded. Dilapidated or damaged flower vases etc. will be removed.

3. Written permission must be obtained from the Rector, and any charges paid, before construction starts on the erection of new or the replacement of existing headstones or flatstones in any materials, the addition of further inscriptions, the refurbishment of headstones or flatstones or inscriptions and any work on surrounds, railings or ornaments which exist.

Applications for permission must be in writing, accompanied by dimensioned drawings and details of all materials, works or inscriptions proposed and the amount of the appropriate charge.

Headstones must not exceed 1.52m (5'0") in height above the final surface of the plot, measured immediately adjacent to the stone.

In the interest of graveyard maintenance Surrounds will not be permitted.

Foundations for headstones should be at least 0.30 m (1' 0") deep, the top being at least 0.15 m (6") below the final surface level of the plot, 0.30 m (1' 0") in width and extending at least 0.15 m (6") beyond the plinth at each end of the headstone.

Applications for permission should be submitted at least 6 weeks before the intended commencement date for the work on the site. At least seven days notice is also required, after permission has been granted, to enable arrangements to be made for access to be available to the site.

4. The first interment in any grave should be at a minimum depth of 2.43 m (8' 0") measured from the bottom of the lowest coffin to the lowest finished surface level of the plot.

No coffin shall be laid in any grave nearer to the lowest finished surface

level of the plot, immediately surrounding the opening, than 1 m (3.25") measured from the top of the coffin to that surface level.

No coffin shall be buried within 12ft/3.66 metres of the fabric of the Church except in an existing vault.

Foundations of headstones must be a minimum of .3 metres deep from ground level and have a minimum width of .3 metres.

A fee will be charged where ashes are being interred in an existing grave.

No grave in which a coffin has been laid at the minimum cover depth of 1 m (3.25") specified above shall be re-opened until at least 14 years have elapsed.

These requirements are laid down to permit a grave being used for three interments.

Where, for any reason, they cannot be met the number of interments will be reduced as may be decided by the Rector and Church Wardens. In such cases representatives may wish to consider cremation as an alternative where a special wish for burial in a particular plot exists which cannot otherwise be met.

5. Planting of shrubs is not permitted. The officiating member of the clergy and churchwardens shall have the power to remove any bush, shrub or other form of growth which they consider to be detrimental to the burial ground or to any other interment space.

6. Artificial flowers and artificial wreaths are not permitted in the churchyard

7. The final surface level of plots should be kept at that of the immediately surrounding ground. No digging or other work of any kind may be carried out without the prior consent of the Rector and Church Wardens. Any digging or other work carried out without prior consent will be rectified at the discretion of the Rector and Church Wardens and any costs incurred will be at the expense of the person in whose name the interest in the plot is recorded, or that person's representative.

Grave surfaces should be grass and must be finished flat to the level of the immediately surrounding ground.

8. No work may be done in the graveyard during the time of any Divine Service or within half an hour of the commencement or end of such Service.

The time of the burial must not be arranged without prior permission of the officiating member of the clergy and churchwardens and reasonable notice must be given

9. Containers for burial of ashes shall be of a material which will disintegrate.

They shall be buried at such a depth as will allow a minimum cover of 0.91 m (3'0") measured from the top of the container to the final surface of the ground at the appointed place.

10. After a cremation, ashes must not be scattered but should be buried directly in the soil or in a biodegradable container at a depth of not less than 30cm. Scattering of ashes on Church property will not be permitted.

11. The provision of headstones, or flatstones prior to any interment having taken place, will not be permitted.

12. Headstones may not be attached to boundary or other walls. In all cases a clear space of at least 0.15 m (6") measured from the back of the headstone or plinth to the nearer face of the adjacent wall, whichever is less, shall be provided. This space, extending for the full width of the plinth or headstone shall be surfaced with at least 0.15 m (6") depth of concrete whose upper surface level shall be the same as that of the plot.

13. The date, time and other details of an interment must not be arranged without the prior agreement of the Rector and Church Wardens irrespective of who is to conduct the Service. Reasonable notice must be given.

14. Allocation of an interest in a plot will not be made in advance of need. Unless in exceptional circumstances allocation of a plot of more than two grave spaces, each measuring 2.43 x 0.91 m (8' 0" x 3' 0") will not be made to any person.

14a All floral and other tributes may be removed from the grave 4 to 8 weeks after the interment, by instruction of the officiating member of the clergy and churchwardens (or graveyard registrar)

No major or disruptive grave maintenance work to be carried out on a Sunday.

Garden of Remembrance Regulations

Interment of cremated remains may only take place with the permission of the officiating member of the clergy and churchwardens.

All committals should be conducted by a minister who is authorised to do so.

Spaces will be allocated in order as the need arises at the discretion of the officiating member of the clergy and churchwardens.

Information about interments is recorded in the Parochial Register of Burials.

A Book of Remembrance is maintained within the church building. Entries

include the full names, date of death and date of interment of the deceased. At the request of the next of kin, the date of birth and a single verse of scripture may be added.

Any floral tributes used at the funeral may be placed at the plot and will be disposed of by the Church Officer after a suitable period or when withered. No artificial wreaths, any other memorials or adornments, inscriptions or flower containers may be placed in the Garden of Remembrance.

15. An area in the graveyard has been prepared solely for the burial of ashes. The Regulations above, amended or extended by the following apply to this area:-

1. The surface shall preferably be grass and maintained as such.
- 2 Consideration will be given to applications from persons who wish to provide flatstones to mark the locations where ashes of" relatives are buried.
- 3 All applications for flatstones must meet the following conditions:-
 - (a) The material to be natural stone.
 - (b) Flatstones to be a maximum of 30cm (12") square and minimum of 7.5 cm (3") thick.
 - (c) All lettering to be incised in the stone.
 - (d) Flatstones to be set and maintained so that the top surface is at least 2.5 cm (1") below the surface of the immediately surrounding ground.
 - (e) No projections above the top surface level of the stone will be permitted on a permanent basis. Temporary provision of small vases for periods not exceeding seven days will be allowed.
 - (f) All applications for permission to provide flatstones shall be submitted in writing for approval with full details of the type of stone and wording desired before any work is done on the site.
 - (g) The charges for provision and placing flatstones, where agreed, shall be the same as those for the provision of headstones or flatstones (see Charges, item 6).
4. The location of the interment shall be such as the Rector and Church Wardens may decide.
5. Failure to maintain the upper surface of a flatstone at the depth specified in 3(d), which in the opinion of the Rector and Church Wardens could result in damage to grass cutting machinery, could result in its being removed.
6. An indication, at the time of interment, would be helpful as to whether a plot is to be marked or unmarked. This would facilitate the orderly development of this special area.

CHARGES

The charges outlined by are those approved by the Diocesan Council for this burial ground. Please note that interment spaces remain the property of the Church of Ireland. The charges itemised are payable in advance to Hillsborough Parish Church, Main Street, Hillsborough BT26 6AE

Charges are payable for the following, the amounts being available on application. Payment, in all cases, is due when proposals are agreed or the work carried out.

1. Allocation of an interest in a plot, for each grave space
 - (a) Member £200
 - (b) Non Member £800
2. Application for an interment
 - (a) Member £60
 - (b) Non Member £250 } + £65 for Sexton
3. Application for the burial of ashes (includes allowance to place memorial stone)
 - (a) Member £70
 - (b) Non Member £120 } + £60 for Sexton
4. Application for the burial of ashes in a family grave
 - (a) Member £40
 - (b) Non Member £60 } + £60 for Sexton
5. Recording of an interest in a plot, in the name of another member of the family £20
6. Refurbishment of existing headstones, flatstones, surrounds, ornaments, inscriptions or additions to inscriptions £20
7. Erection of new or replacement of existing headstones or flats tones
 - (a) Member £75
 - (b) Non Member £175

An annual contribution will be charged for the upkeep of the churchyard grounds

- (a) Member £25
- (b) Non Member £40