



# HASOCKS BURIAL GROUND INFORMATION BOOKLET

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## **1. GENERAL INFORMATION**

The Hassocks Burial Ground is located in a rural setting at the east end of the village, with views to the South Downs and Jack and Jill Windmills. It has been landscaped with separate areas for burials and for the interment of cremated remains, with a sympathetically designed Memorial Garden.

Hassocks Parish Council is responsible for the management and maintenance of the Burial Ground and is keen to ensure that the needs of mourners and future visitors are catered for as sympathetically as possible.

### **General Enquiries**

All enquiries, in the first instance, should be made to Hassocks Parish Council offices in Adastra Park, Keymer Road Hassocks. Tel: 01273-842714 or Email: [info@hassocks-pc.gov.uk](mailto:info@hassocks-pc.gov.uk). Detailed plans and registers are kept in the Council offices and information may be sought, regarding plots during normal office opening hours.

### **Change of Address**

It is very important when trying to contact the owner of a plot to have current contact details available to the Council. If you change address, please advise the Council without delay.

### **Animal Burials**

The Hassocks Burial Ground has no facilities for animal burials.

### **Service Standards**

Hassocks Parish Council sincerely hopes that the service it provides proceeds in accordance with your wishes. If you are not entirely satisfied with the service you receive, please let us know and we will do our best to resolve the situation.

We also value any comments you may have, since they could help us to improve our service in the future.

### **Disclaimer**

It should be noted that all information within this document is correct at time of printing. Whilst every effort has been made to ensure the accuracy of this information the Council accepts no responsibility for errors which may occur and reserves the right to change or amend as necessary.

## **2. BURIAL GROUND SITE INFORMATION**

### **Access**

The Burial Ground is situated on Keymer Road at the east end of the Village, opposite St Cosmas and St Damian church. (B2116).

### **Opening Times**

The Burial Ground is open to the public from 8.00am till dusk, but the Parish Council reserves the right to close the grounds and limit entry at any time.

### **Car Parking**

There are two entrances; one for pedestrians and a second for vehicular access. Drivers are respectfully asked not to park on the grass verges. The car park is normally open for visitors use from 9am to 3.30pm Monday to Friday.

It may be necessary at times to ask drivers to move their vehicles if they are restricting the access of a funeral cortège. Disabled parking facilities are provided. Visitors are advised not to leave vehicles unsecured. All vehicles left within the Burial Ground site are left at the owner's risk.

### **Toilets**

There are no toilet facilities at the Burial Ground. The nearest public toilet is situated in Adastra Park.

### **Rubbish**

There are two bins situated to the west of the Burial Area. A compost bin for the disposal of compostable items only such as flowers or plants, and a litter bin for all other rubbish.

### **Dogs**

Dogs are not permitted in the Burial Ground (with the exception of guide dogs).

### **Watering**

A water point is situated to the west of the Burial Area and a watering can is provided for your use and can be found at the tap. Please return the can to the tap when you have finished with it and ensure that it is left empty. When watering, visitors are asked not to use pesticides or insecticides in the water. Please note that this water is not for drinking.

### **Security**

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

### **Children**

Families with children are most welcome to visit the Burial Ground. It is however important that children are kept under supervision at all times.

### **Anti-social Behaviour and/or Unseemly Behaviour**

People in the Burial Ground shall not:-

- Behave in a noisy, disorderly, or indecent manner, be intoxicated, gamble or play any game, use any abusive language or trespass upon any portion of the cemetery not for public use,
- Damage or destroy any tree, shrub, plant, headstone, seat or any other property within the cemetery,
- Ride a bicycle, motorbike or drive any motor vehicle other than those authorised by the Council.
- Obstruct any officer, or any other person employed by the Council, in the execution of their duties.

### **3. THE BURIAL PROCESS**

#### **Deed of Grant of Exclusive Right of Burial**

The Exclusive Right of Burial for a period of 50 years may be purchased, either at the time of submitting a notice for an interment, or for future use. Grave spaces may be purchased by either residents or non-residents of Hassocks. However, where non-residents purchase grave spaces, the charges are increased by five times the residential rate.

Proof of residency will be required when purchasing an Exclusive Right of Burial. In cases where the deceased is not the Deed Holder, proof of residency will be required for interments.

Where a long term resident of Hassocks has been accommodated outside Hassocks in a residential care, nursing or family home due to health problems, the Parish Council may, at its sole discretion, continue to apply the lower residential rate so long as it can be demonstrated\* that the deceased lived in Hassocks immediately before moving to the nursing facility.

\*Entry on electoral role, council tax bills, utility bills or similar documentation.

The selection of grave spaces shall be determined by the Council who will nevertheless take into consideration the purchaser's wishes where possible.

#### **Interments**

Notice of interment must be given on the Council's printed forms and must be completed properly and in full. Responsibility for any errors and omissions rests with the person submitting the Notice. No grave can be made deeper after the first interment. Notices must be received by the Council at least three clear working days before the date of interment. Fees payable to the Council (as listed on page 9) shall accompany the interment form and cheques should be made payable to "Hassocks Parish Council". (Please note that the fee for the right of burial does not include grave digging).

Please note, for burial interments it may be necessary to temporarily mound soil onto adjoining graves. Protective boarding may be placed also onto adjoining graves during burials.

#### **Existing Earthen Graves**

Where the interment will involve re-opening an existing grave space, 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 is not the same as that of the person giving notice, a letter will also be required from the Grantee authorising the prospective interment in that grave space.

Please note that in the case of second interments, any planted area will be removed along with the headstone and this should be borne in mind.

#### **Grave Care Following Burial**

Backfilling of graves will not normally begin until mourners are making their way out of the Burial Ground. Graves are left slightly mounded to allow for settlement and flowers delivered at the time of the burial will be carefully placed on the grave by the Funeral Director's staff upon completion of backfilling.

#### **Cremation Area**

An Exclusive Right of Burial for 50 years can be purchased for the interment of cremated remains in Hassocks Burial Ground.

Two areas are available for the interment of ashes, either in biodegradable caskets or loose into the ground. The North Section of the Memorial Gardens allows for the interment of ashes in numbered plots and the South Section provides plots for the interment of ashes marked by flat tablet memorials. Full burial plots can also be purchased for the interment of ashes.

The scattering of ashes is not permitted anywhere in the Burial Ground.

### **Certificate for Burial or Cremation**

The Certificate for Burial or Cremation, issued by the Registrar of Births and Deaths, must be delivered to the Council in advance of interment. No funeral will take place without production of such certificate.

### **Hours of Interment**

Except on production of a certificate that immediate burial is necessary on the grounds of public health, interments shall take place between the hours of 12.00 midday and 3.30 pm Monday to Friday. No interments shall take place on Saturday, Sundays or on Statutory or Public Holidays.

### **Religious Arrangements / Arrangements with the Minister**

The Hassocks Burial Ground is a non-denominational site. Those persons having charge of the funeral and requiring their site to be blessed are responsible for making the necessary arrangements. This should be agreed with the Council in advance. The Council undertakes no responsibility in this matter.

### **Funeral Cortèges**

All funeral cortèges whilst within the Burial Ground shall be strictly subject to the direction of the Supervisor. No musicians accompanying a funeral shall be permitted to play within the Burial Ground without the prior knowledge and consent of the Council.

### **Lost Deed of Grant or transfer to another person.**

Where the Deed of Grant has been lost, it will be necessary for the person giving notice to provide proof of their identity and (if that person is not the Grantee) to provide a letter of authorisation from the Grantee. A charge may be payable for this service.

Where the Grantee is the deceased, authority for the interment is presumed by Section 10(6) of the Local Authorities Cemeteries Order 1977. The personal representative or person entitled to claim ownership must produce to the Authority the Grant of Probate, Grant of Letters of Administration or other legal documentation in order to prove entitlement. Once this has been established and the current fee paid, ownership can be legally transferred.

The owner of the Exclusive Right of Burial may transfer ownership to any other person upon completion of a Form of Assignment. A charge maybe payable for this.

## 4. MEMORIALS

### Full Burial Plots

All headstones must be of monolith or ground anchor design and must comply with BS8415. Headstones must be made of natural stone and the maximum dimensions must not exceed 75cm high (from ground level), 60 cm wide and 10cm deep. (30 x 24 x 4 inches).

A base may be included as part of the headstone and should not exceed 60 cm wide x 30 cm deep x 7.5 cm high ( 24 x 12 x 3 inches). One inch of the base will be below ground and resting on a plinth. All fixings are to be BS 8415 compliant. The base may contain a recessed vase for flowers. The base will take up the majority of the designated planted area in front of a headstone so please bear this in mind.

The installation of memorials must adhere to the National Association of Memorial Masons Guidelines.

### Cremation Plots

There are two sections for the interment of ashes in the Memorial Gardens.

The North Section adjacent to the Memorial Walls, provides cremation plots where ashes are marked with a number plaque inserted into the ground. Wall spaces can be purchased separately for inscriptions directly onto the wall either with or without ashes interments.

The South Section provides cremation plots marked with a flat tablet memorial. All tablets must be a maximum of 30cm x 30cm (12 x 12 inches) and made of polished, grey granite. They must be laid flat and level with the ground surface.

### Memorial Applications

No memorial shall be erected anywhere within the Burial Ground except over a grave in respect of which the Exclusive Right of Burial has been granted or with the written permission of the Council.

An application for permission to erect a memorial shall be made on the Council's form; this should contain a dimensioned drawing or illustration of such memorial and include a copy of every inscription. This form should be submitted to the Council and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission, signed by the Clerk or his / her nominated representative has first been obtained. **The grave number must be engraved in the approved location on any memorial, prior to erecting the memorial.**

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

In respect of vandalism, Hassocks Parish Council reserves the right, in certain circumstances, to re-charge plot owners for repairs or making good.

### Additional Inscriptions

Additional inscriptions to memorials can be made by contacting a Monumental Mason, who will submit your application to the Council for approval. The stonemason will require the grave number and the grant number before he can send in your application. A copy of every additional inscription must be submitted to the Council for written consent before the work is commenced.

### Temporary Wooden Markers

A wooden marker of no more than 75cm high x 60cm wide is allowable following an interment for a period not exceeding six months. The Council reserves the right to remove wooden markers from the Burial Ground after this point.

### **Grave Aftercare**

Newly dug graves will be top filled and seeded once they have settled, which is usually a period of twelve weeks after the burial date (subject to weather and ground conditions). No memorial should be placed on a new grave within the first six months.

### **Maintenance of Memorials**

The owner of the Deed of a grave space is responsible for ensuring that the memorial is kept in a good state of repair and shall also be responsible for the removal of the memorial to give access for re-opening of the grave should the need arise. If action has to be taken to make safe any memorial due to lack of maintenance or inadequate installation then the council may take steps to recover any costs incurred from the Deed Holder.

### **Removal of Memorials**

From time to time it may become necessary for the Council to make safe or relocate a memorial without being able to contact the deed holder beforehand. Such circumstances might include action following vandalism, the need to line up memorials or the need to relocate memorials temporarily to avoid damage when access may be require to excavate new or re-open adjacent grave plots. If it becomes necessary to relocate a memorial temporarily to allow excavations of an adjacent grave, the memorial will be removed and refitted at the cost of the Council.

### **Monumental Masons**

Monumental Masons, usually in conjunction with Funeral Directors, are able to give help and advice on the size and type of your headstone. Once you have chosen a suitable memorial, they will submit your request to the Council for approval. The Monumental Mason will require the grave number and deed number from you before he can send your application.

## **5. THE BURIAL PLOT**

### **Vases and Other Containers**

Free standing 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 a breakable\* nature and these will be removed by the Council staff. **The Parish Council will not be held responsible for any loss or damage to items left at the Burial Ground, this is particularly relevant during mowing and strimming periods.**

Breakable\* - including but not limited to: glass, china, ceramic. Due to health and safety considerations, when assessing the fragility of item, the Council will always take a more cautious approach.

Free standing stone vases are permitted but must be located within the planted area in-front of the headstone. A maximum of one free standing vase is permitted.

### **Planting of Graves**

The planting of small annual bedding plants, bulbs and low growing shrubs (not exceeding 20cms in height) on graves and on ashes plots is permitted within the designated area.

**Graves:** In front of a headstone to a maximum area of 60cm wide x 30 cm deep (24 x 12 inches).

**Tablet Plots** (South section): Directly behind the tablet to a maximum area of 30cm wide x 15cm deep (12 x 6 inches)

**Numbered Plots** (North section): Behind the number to a maximum area of 15cm x 15cm (6 x 6 inches)

Please note, planting to the rear or sides of the headstone or tablet is not permitted due to the impact on other burial areas.

The maintenance of any planting is the responsibility of the grave owner. If planting becomes overgrown it will be removed by a representative of the Council. **The Parish Council will not be held responsible for any loss or damage to plants or flowers on plots, this is particularly relevant during mowing and strimming periods.**

### **Floral Tributes**

Visitors are requested to remove, and dispose of, any wrapping around flowers, and to ensure that any wreaths or flowers placed on a grave are removed as soon as they become wilted. In the event that this does not happen, wreaths and floral tributes will be removed by Council staff.

A compost bin is provided in the Burial Ground for the disposal of compostable items, and a litter bin for all other rubbish.

### **Other Tributes**

Tributes of sentimental value can be placed on the site, but within the boundary of the designated planting area. These must not be of a breakable nature. Items which are offensive or disrupt the peace (wind chimes for example) will be removed by Council staff and placed in the cabinet by the composting area for you to collect. The Council will not be held responsible for any loss or damage to items removed in implementing this policy.



## 6. FEES & CHARGES

Table of Fees, Payments and Sums, fixed by the Parish Council acting as the Burial Authority for the Parish of Hassocks to apply from 1 June 2018 - **the following fees are applicable for parishioners of Hassocks only.**

Please note that the Exclusive Right of Burial fee and charges relating to memorials for those residing outside of the Parish of Hassocks will be **five** times those stated below.

**Note (1) - All matters regarding the digging of graves, the cost of memorials, the erection and engraving of memorials can be arranged with the Funeral Director, who will then be responsible for the arrangements, and for charging for all costs arising from an interment. Fees shown below do not include the digging of graves.**

<b>BURIAL AREA</b>			
<b>Exclusive Rights of Burial and First Interment In Earthen Graves for a period of 50 years (See note 1 above).</b>			
a) A stillborn child, or a person whose age at the time of death, did not exceed 12 months (Parishioners only).			Free
b) A person whose age at the time of death exceeded 12 months but did not exceed 11 years.			£205.00
c) A person whose age at the time of death exceeded 12 years.	Single plot depth	3M x 1.5M	£363.00
	Double plot depth		£472.00 (see (d) below)
d) Second coffin interment			£117.00

<b>CREMATED REMAINS AREA.</b>	
<b>Exclusive Right of Burial and First Interment of ashes in a cremated remains area for a period of 50 years (See note 1 above)</b>	
Child whose age did not exceed twelve months (parishioners only)	Free
A person whose age at the time of death exceeded twelve months but did not exceed 11 years	£99.00
A person whose age at the time of death exceeded 12 years	<b>North Section - Memorial Wall Area</b> £199.00 First interment and numbered ground marker. £30.00 To purchase a plaque on the Memorial Wall and permission for an inscription.
	<b>South Section - Tablet Area</b> £259.00 First interment and permission for a Memorial Tablet.
Second Interment of cremated remains.	£99.00

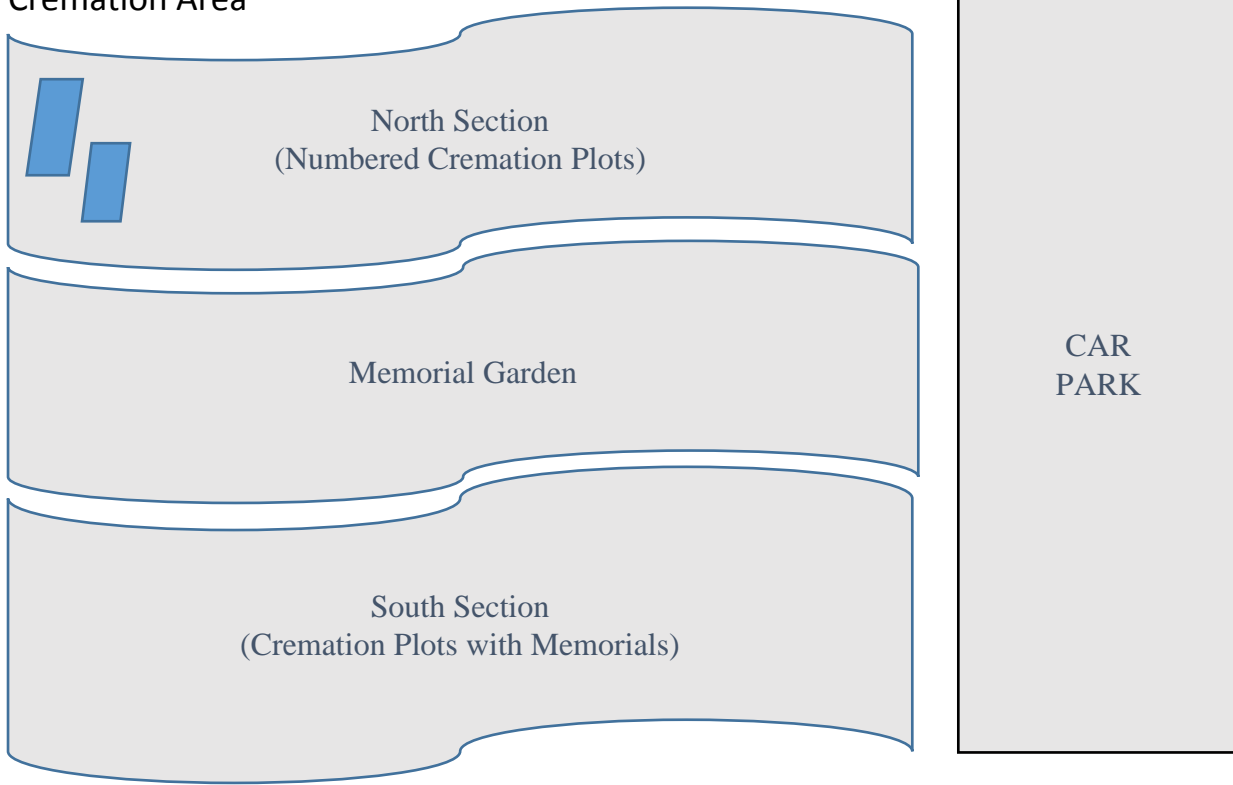
## **MEMORIALS AND OTHER CHARGES**

For the right to erect a headstone within the burial ground on a grave in respect of which the exclusive Right of Burial has been granted.	£117.00
For the right to have additional inscription on an existing Memorial Headstone.	£59.00
For the right to have an additional inscription on an existing Memorial Tablet	£19.00
Search Fee	£34.00 per hour
Replacement, transfer or amendment of Deed of Grant	£57.00

## 7. LAYOUT PLAN

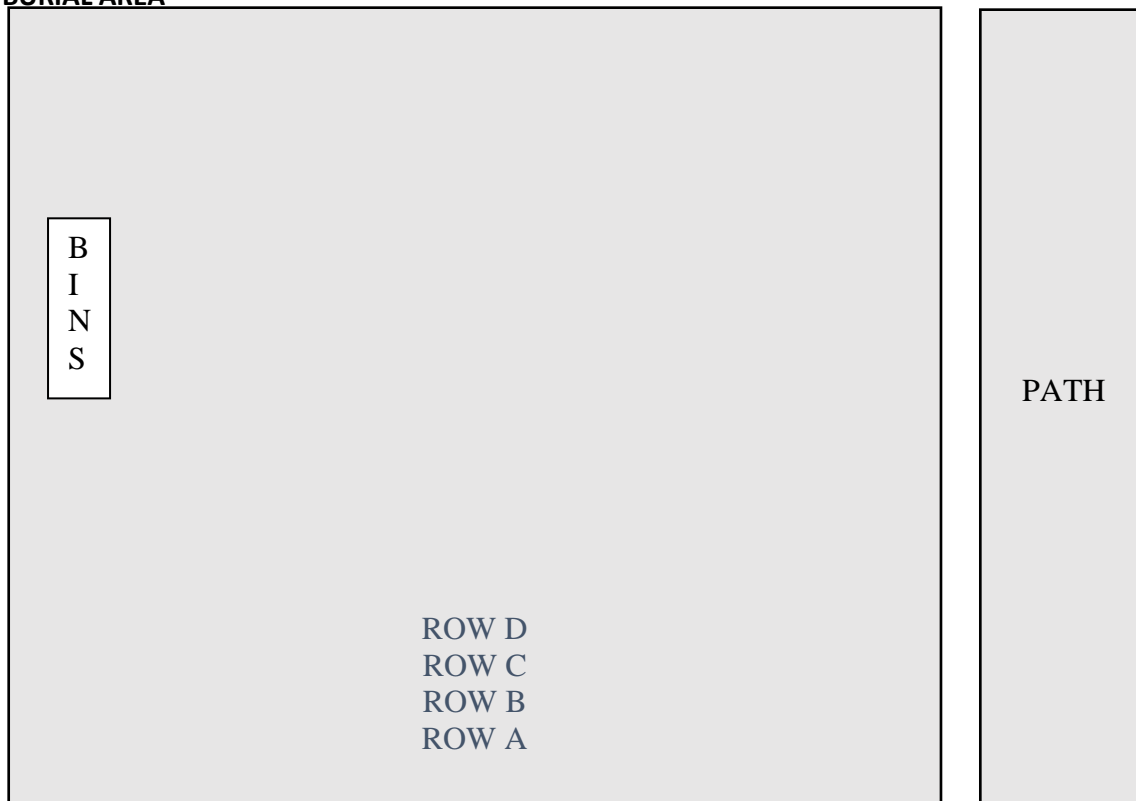
Entrance Gates

### Cremation Area



Fence line

### BURIAL AREA



## **8. ARRANGING A FUNERAL - SOME HELPFUL ADVICE**

Most people choose to entrust their funeral arrangements to a professional funeral director.

### **Choosing a Funeral Director**

- 1 Ask for a detailed description of costs and a price list when getting a quote.
- 2 When asking for a telephone quote, ask for it to be sent to you in writing as well.
- 3 Try and get quotes from more than one company.
- 4 Check whether the Funeral Director is qualified and holds the diploma in funeral directing (Dip.Fd.) or a Certificate in Funeral Practice (Cert.F.P)
- 5 If you have doubts, find out whether they are a member of any of the trade associations: National Association of Funeral Directors (NAFD), The Society of Allied and Independent Funeral Directors (SAIF), The Funeral Standards Council (FSC).

### **What Does a Basic Funeral Consist Of?**

National Association of Funeral Directors (NAFD) and The Society of Allied and Independent Funeral Directors (SAIF) state that a simple basic funeral should consist of:

- 1 Making all necessary funeral arrangements and providing professional advice.
- 2 Removal of the deceased to a suitable resting place.
- 3 Provision of a simple, veneered coffin and conveyance by hearse direct to a local cemetery or crematorium.
- 4 Providing the funeral director and all necessary staff.
- 5 All necessary disbursements.

### **Planning a Funeral Service**

Some Useful Facts

- 1 There is no legal requirement to have any kind of funeral ceremony at all.
- 2 There are no legal statutes governing what form any ceremony should take.
- 3 You are not required to use a clergyman.
- 4 The funeral service does not have to be in a licensed building (unless you want an Anglican service in England).

If you would prefer a Green, Alternative or DIY Burial more advice can be sought from your funeral director or from the Natural Death Centre Tel: 0207 359 8391 or from A B Welfare and Wildlife Trust Tel: 01423-530900 / 868121

## **9. SOCIAL FUND**

If you're on a low income and need help to pay for a funeral you're arranging, you may be able to get a Funeral Payment from the Social Fund. You might have to repay some or all of it from the estate of the person who died.

### **Who is eligible?**

You may be able to get a Funeral Payment but it depends on the benefits you're getting, your relationship with the person who died and any other money, other than your personal savings, that may be available to help with the cost of the funeral.

### **Benefits and tax credits**

You may be eligible for a Funeral Payment from the Social Fund if you or your partner are getting any of the following benefits or tax credits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit (or the Council Tax payer where you live gets a Second Adult Rebate because you are on a low income)
- Working Tax Credit which includes a disability or severe disability element
- Child Tax Credit at a rate higher than the family element

The term 'partner' is used here to mean:

- a person you are married to, or person you live with as if you are married to them
- a civil partner, or person you live with as if you are civil partners

In addition, it must be reasonable for you to have taken responsibility for the funeral expenses.

A Funeral Payment should cover the costs of a simple, respectful, low cost funeral, normally within the UK. This will include the charges of the burial authority or crematorium, certain necessary travel expenses and some other funeral expenses.

This payment may be subject to reduction in certain circumstances.

For further information and making a claim, contact your social security office and ask for form SF200 and SB16 *A guide to the Social Fund*, or online [www.direct.gov.uk](http://www.direct.gov.uk) and enter *funeral payments* in the search button.

## 10. ORGANISATIONS TO HELP THE BEREAVED

AB Welfare and Wildlife Trust	Tel: 01423-530900/868121	Provides advice on all types of funerals including Green and D-I-Y.
Age Concern	Tel: 0208-765-7200 <a href="http://www.ageconcern.org.uk">www.ageconcern.org.uk</a>	Fact sheets and info on all aspects of death and bereavement.
Asian Family Counselling Service	Tel: 020 -571 3933	Provides support and advice to the bereaved.
Association of Burial Authorities	Tel: 0207 288 2522	Represents the interests of organisations engaged in the management and operation of burial grounds.
British Association for Counselling	Tel: 0870 443 5252	Provides details of counselling organisations and services.
Bereavement Register	Tel: 0870 600 7222	Supplies name of recently deceased to mail order companies to halt unwanted mail.
British Holistic Medical Association	Tel: 01273-725951	Self-help tapes and relaxation techniques.
British Humanist Association	Tel: 020 7324 3060	Info on non-religious funerals.
British Organ Donor Society (BODY)	Tel: 0300 123 2323 <a href="http://www.organdonation.nhs.uk">www.organdonation.nhs.uk</a>	Information, general enquiries and support for donor and recipient families.
Child Bereavement Trust	Tel: 01494-446648 <a href="http://www.childbereavement.org">www.childbereavement.org</a>	Provides support and counselling for bereaved families.
Cancer BACUP	Tel: 0808 800 1234 <a href="http://www.cancerbacup.org.uk">www.cancerbacup.org.uk</a>	Provides information and support to people affected by cancer.
Cruse Bereavement Care	Tel: 08701671677	Promotes the well-being of bereaved people & provides help in understanding grief & coping with loss.
Citizens Advice Bureau	Tel: 03444 111 4444	Advice about death, bereavement and financial matters.
Cremation Society of Great Britain	Tel: 01622 688292/3	Provides information on your nearest crematorium.
Lullaby Trust Foundation for the Study of Infant Deaths –	Tel: 0808 802 6868 <a href="http://www.lullabytrust.org.uk">www.lullabytrust.org.uk</a>	Provides support and advice to bereaved families.
Jewish Bereavement Counselling Service	Tel: 0208 951 3881 <a href="http://jbc.org.uk">jbc.org.uk</a>	Counselling services for the Jewish faith.
Lesbian & Gay Bereavement Project	Tel: 0208 8455 8894	Provides support and advice to the bereaved.
Miscarriage Association	Tel: 01924 200 799 <a href="http://www.the-ma.org.uk/">www.the-ma.org.uk/</a>	Information and support for those faced with pregnancy loss.
National Association of Bereavement Services	Tel: 0207 709 9090	Support and information for bereaved people.

National Association of Funeral Directors	Tel: 0845-2301343	Provide information and advice on Funeral Directors.
National Association of Memorial Masons	Tel: 01788 542264 <a href="http://www.namm.org.uk">www.namm.org.uk</a>	Provide a list of members and a code of practice.
National Society of Allied and Independent Funeral Directors	Tel: 0121 711 1343	Provide information and advice on Funeral Directors.
Roadpeace	Tel: 0181 964 9353	National charity for road traffic victims.
Stillbirth and Neonatal Death Society	Tel: 0808 164 3332 <a href="http://www.uk-sands.org">www.uk-sands.org</a>	Provides support and information for bereaved parents, family and friends.
Samaritans	Gen. enquiries Tel: 020 8394 8300 <a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a> for Help call 116 123 free	Available at any hour to befriend people facing a personal crisis, including bereavement.
Unitarian Churches	Tel: 0207 240 2384 <a href="http://www.unitarian.org.uk">www.unitarian.org.uk</a>	Provides ministers and lay officials able to conduct personalised funerals without dogma.
Churches Together	Tel: 0207 654 7254 <a href="mailto:info@ctbi.org.uk">info@ctbi.org.uk</a>	Deals with all the topical issues on churches and various religions.

All information within this section is correct at time of printing. It is by no means exhaustive and other advice and counselling services are available.

## **11. GLOSSARY OF TERMS**

- “The Council” means Hassocks Parish Council.
- “The Burial Ground” means Hassocks Burial Ground.
- “The Deed Owner” means the person who legally owns exclusive rights relating to the plot and is in possession of the deed of ownership.
- “Memorial” means any headstone placed or laid over or upon any grave space.
- “The Clerk” means the Clerk of the Council or any person for the time being authorised by the Council to act on his/her behalf.
- “Parishioner/Resident” means those living within the Parish of Hassocks only.

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