

# 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.

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### 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.

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### 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.

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### ANIMAL BURIALS

The Hassocks Burial Ground has no facilities for animal burials.

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### 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.

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### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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). If a headstone has a base this will take up the majority of the designated planted area in front of a headstone so please bear this in mind.

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 &amp; 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 April 2022 - **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. **However should the interment relate to a child of 18 years or under, no fees will be applied for residents or non-residents.***

**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.**

Fees for a person whose age at the time of death exceeded 18 years.

**BURIAL AREA.**

Exclusive Rights of Burial and First Interment in Earthen Graves for a period of 50 years (See note 1 above).

Single plot depth. £392.00

Double plot depth. £510.00

Second interment – ashes or coffin. £127.00

**CREMATED REMAINS AREA.**

Exclusive Right of Burial and First Interment of ashes in a cremated remains area for a period of 50 years (See note 1 above)

**North Section - Memorial Wall Area**

First interment and numbered ground marker. £215.00

To purchase a plaque on the Memorial Wall and permission for an inscription. £33.00

**South Section - Tablet Area**

First interment and permission for a Memorial Tablet. £279.00

Second Interment of cremated remains in either section. £107.00

**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. £127.00

For the right to have additional inscription on an existing Memorial Headstone. £63.00

For the right to have an additional inscription on an existing Memorial Tablet. £20.00

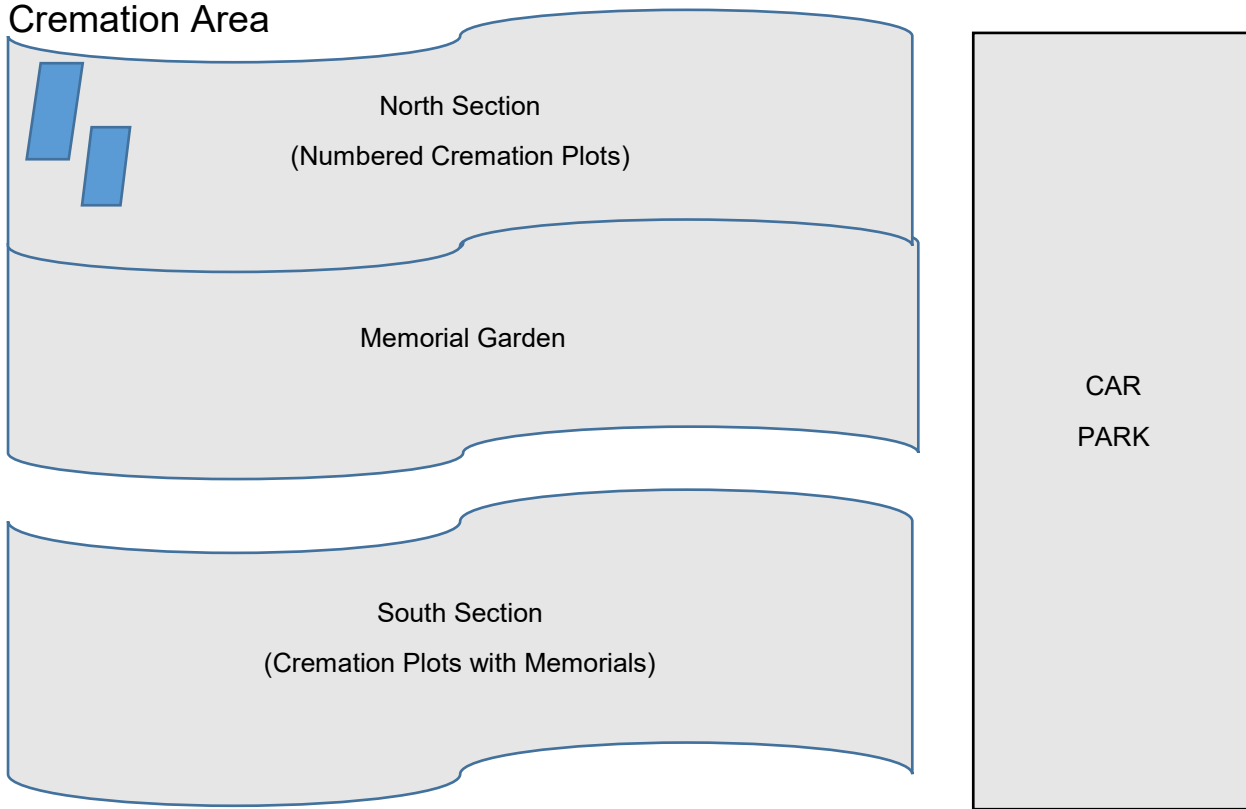
Search Fee. £34.00 per hour.

Replacement, transfer or amendment of Deed of Grant. £57.00

7. LAYOUT PLAN

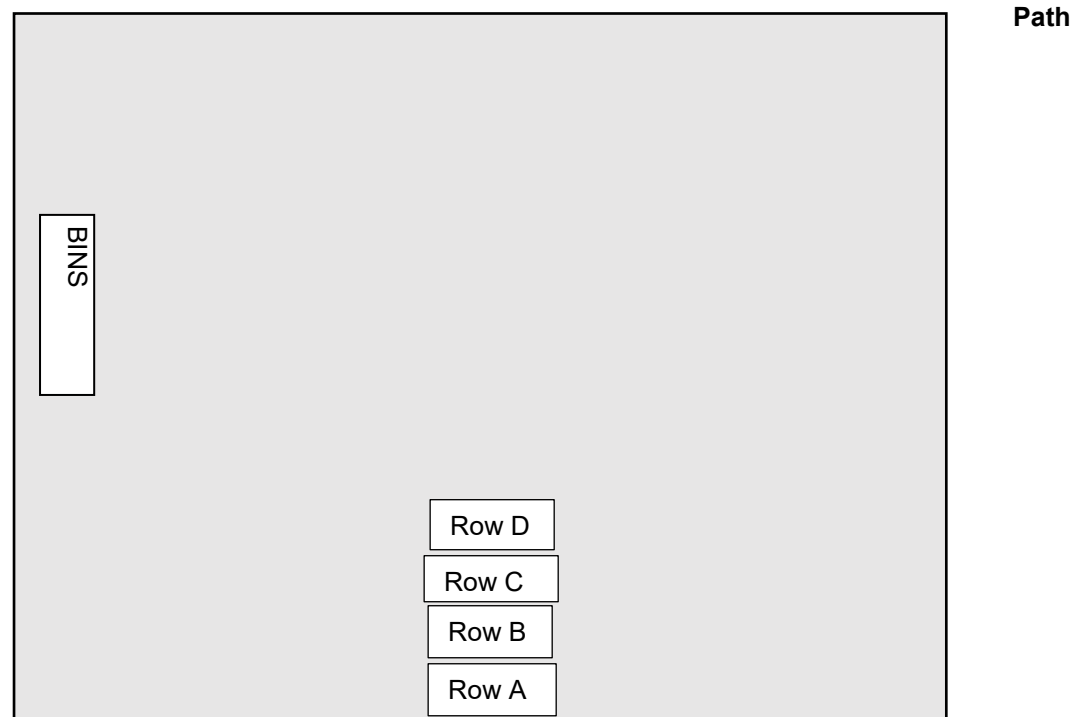
Entrance Gates

Cremation Area



Fence line

BURIAL AREA



## 8. GLOSSARY OF TERMS

**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

'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.