



Groby Village Cemetery

Garden of Remembrance Rules and Regulations

Strewing/ Scattering of Cremated Ashes Policy

INTRODUCTION TO THE GARDEN OF REMEMBRANCE

Groby Parish Council has created a “Garden of Remembrance” where the cremated remains of residents and non-residents of Groby may be strewed. Although not consecrated, the garden is dedicated to the dead of all religions and non-believers.

Bereaved people can visit this garden for some quiet solace and contemplation, memorials are available in the form of plaques, tree and rose planting. For more information about these memorial options, please contact the Parish Council Office.

The passing of close relatives or friends is always a time of sorrow and stress, but within the quiet and peaceful grounds of Groby Village Cemetery, everything has been done to make the occasion as reverent, as consoling and as respectful as possible.

The cremated remains may be strewn in one of the four designated areas within the Garden of Remembrance – “*Peace*”, “*Eternity*”, “*Tranquillity*” or “*Serenity*”.

These areas are located around a central water feature on which memorial plaques dedicated to loved ones can be placed.



OBJECTIVE OF THIS POLICY

The Council is seeking to ensure that it is adopting a clear, measurable and sympathetic approach to the management of its facilities which will take account of the sometimes contrasting needs of a variety of cemetery users.

These rules and regulations apply to Groby Village Cemetery, Ratby Road, Groby, Leicester. The Cemetery is owned and managed by Groby Parish Council, the ‘Burial Authority’ for the Parish of Groby.

For enquiries regarding the regulations, please contact the Parish Clerk at the following office:
Groby Parish Council, Leicester Road, Groby, Leicester, LE60DQ, via telephone 0116 2876985 or email admin@grobyparishcouncil.gov.uk. The Parish Office is open for public business Monday to Friday from 10am-2pm with the exception of Bank Holidays and other Public Holidays.

MANAGEMENT OF THE CEMETERY

Access to the Cemetery:

The Cemetery is open to vehicles:

October to March: 08:00-16:30 hours

April to September: 08:00-20:00 hours

The Cemetery is locked each evening after the times stated so all vehicles must vacate the cemetery prior to these times. Pedestrian access remains available outside of these times. It may be necessary at times to lock the gates earlier than stated, due to circumstances beyond our control. If this is necessary, appropriate notices will be displayed advising visitors of this.

The Council reserves the right to temporarily close to the public access to the cemetery or any part of the cemetery at any time without notice.

Vehicles:

Admission of vehicles is subject to the following conditions:

- i. Access is only available during opening hours
- ii. Access is subject to absolute right of way being given to any funeral cortege
- iii. No vehicle is to be left in a position so as to cause an obstruction to other traffic
- iv. A maximum speed of 5 miles per hour within the cemetery grounds
- v. No vehicles allowed on the grass at any time

To the extent permitted by law no liability is accepted by the Council for loss or damage to a vehicle or its content, or injury to its drivers or passengers however arising.

Conduct of Visitors:

All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of Articles 18(1) of The Local Authorities' Cemeteries Order 1977.

These state that no person shall:

- i. Wilfully create any disturbance in a cemetery
- ii. Commit any nuisance in a cemetery
- iii. Wilfully interfere with any burial taking place in a cemetery
- iv. Wilfully interfere with any grave, any memorial, or any flowers or plants or any such matter
- v. Play at any game or sport in a cemetery

Children are permitted in the cemetery but must be under the supervision of an adult at all times. Dogs are **NOT** permitted in the cemetery with the exception of Guide dogs.

The permission of the Burial Registrar shall be obtained before any object in a Cemetery is photographed or a video recording is commenced.

Musical instruments or appropriate sound reproducing equipment shall be permitted in the Cemetery with the permission of the Burials Registrar.

Visitors shall not interfere with Parish Council employees working in the cemetery, nor employ them to execute any private work whatsoever.

Visitors are requested to place spent flowers they may have placed in the floral tribute bed in the recycling bins and to deposit litter or any unwanted items in the general bins provided.

All visitors must refrain from interfering with trees, shrubs, and flowers.

The following items are NOT permitted within Groby Village Cemetery:

- Glass of any sort
- Trinkets / ornaments
- Bottles

- Lanterns / Wind Chimes / Ornaments on hooks or spikes
- Solar powered lights
- Empty plastic or ceramic flowerpots / troughs

PROCEDURE

The procedure for arranging a strewing/scattering of ashes in the Garden of Remembrance is as follows:

All applications to scatter ashes in the Garden of Remembrance should be completed on the official '**Scattering of Ashes – Service Request Form**' and be signed by the applicant. Only applications from the next of kin or executor will be considered. A copy of the cremation certificate must also be received.

It is a criminal offence to dispose of cremated remains within the cemetery without permission.

A mutually convenient date and time must be arranged with the Parish Council Office staff to allow relatives to attend and witness the final disposal of the cremated remains within the Garden of Remembrance (Monday to Friday 9:00am-3:30pm).

Payment must be made to Groby Parish Council by cash, cheque or bank transfer before the scattering can take place.

A member of staff from Groby Parish Council **MUST** be present at the scattering however you may wish to request for a Funeral Director/ worship leader to also be present and/or to read a short form of service. This would be arranged by and at the expense of the applicant.

On arrival, a member of Groby Parish Council staff will meet the family. They will witness the scattering taking place but will not be responsible for holding a service or scattering the ashes.

The area in which the cremated remains are strewn is then recorded in Council registers for future reference. It is important to consider that once scattering has taken place **cremated remains cannot be removed, individually located, or marked within the scattering areas**. Cremated remains scattered in the Gardens of Remembrance are not contained in a casket or urn, and only a general location is recorded.

No items are permitted in the area where the strewing has taken place, although floral tributes can be left in the floral tribute area within the Garden of Remembrance. The Council reserves the right to remove any prohibited items or withered flowers without notice.

Scattering of Ashes – Service Request Form & Plaque Inscription Form

Garden of Remembrance Section: _____

Details of person requesting services (only next of kin or executor may request this service):

Full Name: _____

Address: _____

Post Code: _____

Tel: _____

Email: _____

Please ensure that you update Groby Parish Council if your contact details change at any time.

Name of deceased: _____

Relationship to the deceased: _____

Date and time requested for scattering: _____

I have read and understood the Strewing/Scattering of Cremated Ashes Policy applying to Groby Village Cemetery:

Signed: _____

Dated: _____

FOR OFFICE USE ONLY:	
Fee:	Receipt No:
Register of Burials no:	Funeral Director (if applicable):
GoR register index no:	Signature of Registrar:

INSCRIPTION FOR PLAQUE

Please write clearly in block capitals – remember to leave spaces between names or initials.

Signature of Applicant: _____

Date: _____

For information about dedicating a tree, rose or bench to your loved one, please contact the Parish Council Office using the details at the top of this form.

**Please return this form together with your payment to the address above. Payment can be made by:
Cash, Cheque (payable to Groby Parish Council) or Bank Transfer (details supplied on request).**

FOR OFFICE USE ONLY
Applicant details checked? Yes/No
Date order acknowledged:
Date proof requested:
Date proof approved and order confirmed:
Date plaque received/placed and applicant advised that memorial has been placed: