

## Garden of Remembrance

The Garden of Remembrance is situated on Woodham Road just inside the town boundary. It has been laid out to form natural parkland in 1995, with a more formal paved area as the focus. The Garden was extended in 2000 to improve car parking and to create a dedicated Youth Garden. Additional seating is provided.

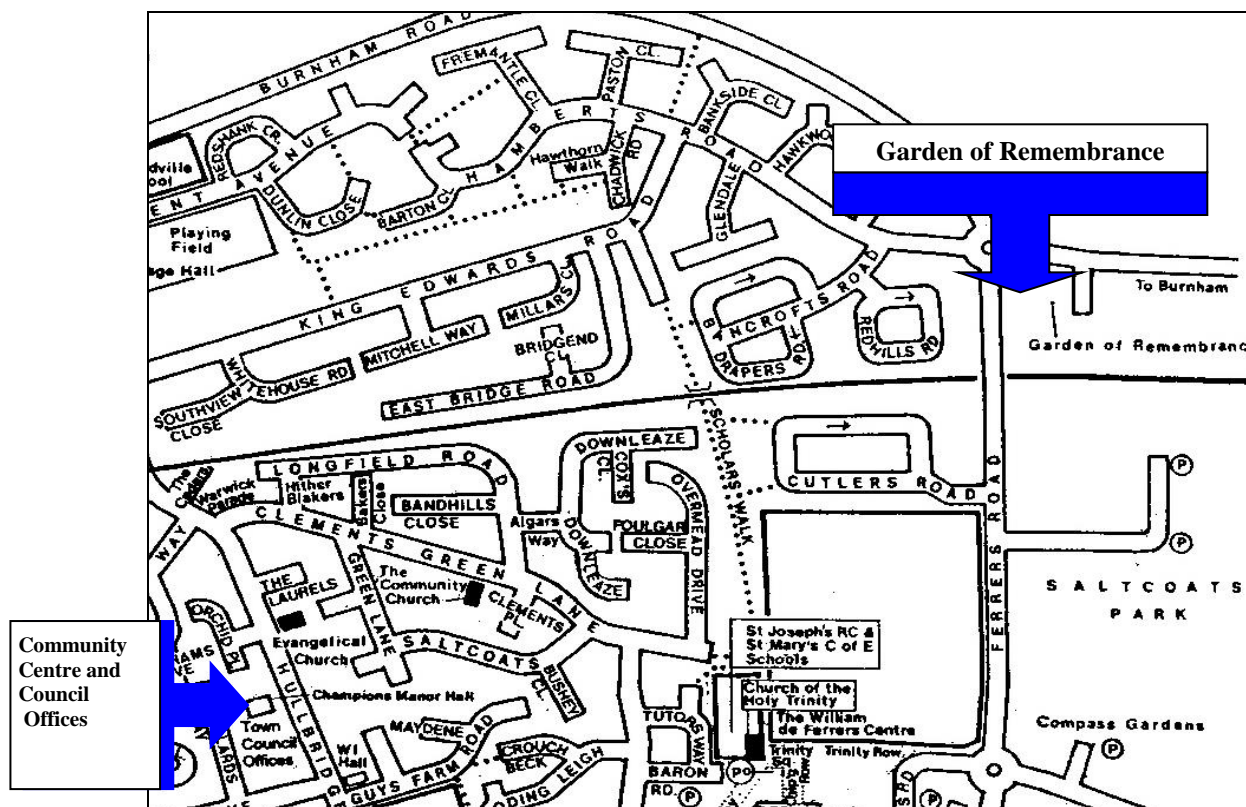
Although the car park is closed overnight, pedestrian access is still possible.

The Garden of Remembrance is available for the depositing of cremated human remains and for the provision of memorials. All interment sites are marked with an interment site marker, these are bronze plaques on a vertical spur or placed in the Columbarium.

In addition, there is a choice of memorials available (applicants may choose more than one type of memorial if they wish):

- Inscribed plaque fixed to the red brick wall by the rotunda.
- Inscribed plaque or butterfly plaque with motif (optional) dedicated to a person who, at death, was 18 years of age or under, fixed to the walls in the Youth Garden.
- Inscribed plaque with motif (optional) and up to two names fixed to the Peter Pan wall by the rotunda – facing the car park, or the butterflies on the rear wall.
- Plaque on outside of Columbarium as part of an interment of an urn.
- Inscribed Kerb edge memorial installed alongside the path leading to the Youth Garden.
- Bronze plaque on vertical spur beneath memorial tree.

If you would like more details or wish to discuss your requirements, please contact the Town Council office as shown below.



South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, CM3 5LJ.

Tel: 01245 429441 Email: [david@southwoodhamferrerstc.gov.uk](mailto:david@southwoodhamferrerstc.gov.uk)

# Garden of Remembrance Information and Regulations

Certain rules and regulations for the management of the Garden of Remembrance are necessary to maintain the Garden as a fitting memorial and to show respect for its purpose. These are set out below.

## Opening hours

The Garden is normally open to vehicles as below:

### 1 April to 30 September

Monday to Friday 9.00am to 5.30pm

Weekends & General holidays 10.00am to 5.30pm

### 1 October to 31 March

Monday to Friday 9.00am to 4.00pm

Weekends & General holidays 10.00am to 4.00pm

These times are subject to change without notice; for current information on opening times, check with the Town Council Office.

Latest time of entry for vehicles is half an hour before closing time. Any vehicles remaining at closing time are liable to be locked in.

Under normal circumstances the pedestrian gates by the roundabout and beside the main gate are left open and the public may enter the Garden outside the above time, at their own risk.

Wheelchairs, pushchairs etc. will be unable to negotiate the pedestrian kissing gates at the main entrance as the style of gate will not facilitate these chairs easily; however, the entrance at the roundabout has easy access.

Please note that it is not recommended to enter the Garden at dusk as the Garden is unlit. There is good access to the walls and paved area, but the grassed area may not be accessible to people with mobility difficulties. Care should be always taken at the garden.

## Committals

The Garden of Remembrance is available for the depositing of cremated human remains. Committal of cremated remains next to a particular bush, tree etc. or in a specific place does not confer any rights in respect of the plant or the place. The plants will always remain the property of the Council.

Scattering of cremated remains in the scattering copse and Columbarium interments are available all year round, but ground Interments are between April - Oct each year.

No depositing of cremated remains may take place without the knowledge and consent of the Town Clerk and must be at the specified position. It is against the law to do so.

Cremated remains may not be committed within any type of container other than the approved biodegradable urn for interments or a stainless steel urn for the Columbarium.

Committal sites are marked with an interment site marker. Cremated remains cannot be scattered beneath or adjacent to the Kerb tablets or trees. Committals attended by the family are carried out at a time arranged with the Town Council. The times at which committals take place may be restricted; current information is available from the Town Council. Filming or recording of the ceremony is permitted but you must request permission in advance to do so. This should only be for personal use of friends and family.

The period of notice required for carrying out a committal is seven complete working days.

All committals will be attended by a representative of the Town Council and once committed, cremated remains can NOT be recovered unless from a columbarium niche.

## **Memorials**

Memorials are provided in the Garden of Remembrance by means of a plaque affixed to one of the memorial walls, by a site marker placed at the interment site, or by means of a Kerb edge memorial, by means of a tree memorial plaque and by whatever other means the Council may in future decide.

All memorials must be arranged through the Council offices and will be supplied and fixed by the Council.

The length of inscription varies depending upon the type of memorial chosen. Please refer to the application form for more details.

The Council reserves the right to refuse any inscription which in its opinion is deemed unsuitable.

If the inscription is not in English an English translation must accompany the application.

The Council does not accept any responsibility for the theft of, damage to or deterioration of the plaque or Kerb edge memorials.

The right to affix a memorial plaque to the wall, to install a Kerb edge memorial and site marker is granted for a period of ten years.

Renewal can be made prior to the expiry of this period on payment of the appropriate fee at the time, subject to available space.

It is the applicant's responsibility to make application for renewal at least three months before the expiry date.

If the right to affix a memorial is not renewed then it will be removed from the Garden of Remembrance and retained in the office for three months and may be claimed during this time. If not claimed, it will be disposed of.

Any unauthorised memorials will be removed, and the cost of removal recovered from the perpetrator.

## **Religions and Creeds**

The Garden is available for use by followers of any religion or creed, or of no religion or creed. No part of the site shall be consecrated or dedicated for sole use of any specific group.

Any form of ceremony or religious service may be conducted at the time of the committal of the cremated remains and may include blessing or dedication of the ground into which the remains are laid. Any such ceremony must be taken by a suitable person and must be conducted in an orderly and respectful manner. It may not exceed 20 minutes in length.

It is the responsibility of the applicant to make arrangements for any specific service required, if you require the attendance of a minister of religion etc.

## **Applications**

Applications for committal and memorials should be made on the appropriate form and must be accompanied by the fee payable. All details on the form must be completed.

All correspondence etc. will be carried out with the applicant named on the form. We will not act on any instructions from third parties unless the named applicant gives written permission.

Prior to the interment, the cremated remains, together with the Certificate of Cremation, will be stored by Paul King, Funeral Director, 5 Guild Way, South Woodham Ferrers or by Co-operative Funeral Services, 31 Hullbridge Road, South Woodham Ferrers, or may be retained by an alternative Funeral Director if conducting the committal.

It is the applicant's responsibility to ensure that the cremated remains and the Certificate of Cremation are with the Funeral Director at least five clear working days prior to the interment.

## **Register and Records**

The Town Clerk is the Registrar.

The Register of Depositions may be inspected free of charge at the Town Council office during office hours.

The Council may charge a fee to carry out searches in and for the provision of certified copies of entries in the register.

A scale of current fees may be obtained from the Council offices.

Applicants of memorials should ensure that any change of address is notified to the Town Council so that up-to-date records are maintained.

## **Environment of the Garden**

Unauthorised planting of bulbs, seeds, shrubs, trees, or any kind of plant whatsoever is not permitted within the Garden.

Artificial flowers, wreaths, plants etc. may not be placed in the Garden; any that are left will be removed and disposed of.

A natural flower may be placed at the committal site in the holder. Natural flowers will be cleared away from time to time. No LEDs or Lights are permitted and will be removed.

Plants in containers, small natural posies or fresh flowers in receptacles, may be left against the Memorial Wall. However, the containers/receptacles must be 8" (20cm) in diameter or less. Larger containers will be removed from the Garden and, if not claimed by the owner, will be disposed of after a period of one month.

Flowers and plants will be cleared away from time to time.

It is not possible to reserve a particular site at the base of the wall – under a particular plaque for example. Only Town Council staff may relocate tributes against the wall and this may be necessary from time to time.

No flowers, vase, container, receptacle or other memento are permitted within any area of the Garden, except at the committal site and against the Memorial wall (as previously stated) and other than any which the Council may provide.

No stake, slip, tube etc. of any material, memento or any other item of any sort may be attached to or placed on any part of the Garden of Remembrance, including the wall, rotunda, paved area, benches, trees etc.

No receptacle, personal items or materials may be placed adjacent to the Kerb Tablets.

Any unauthorised items in the Garden will be removed and, if not claimed by the owner, will be disposed of after a period of one month.

## **Offences**

No person shall wilfully create any disturbance nor commit any nuisance within the Garden nor shall they act in a noisy, disorderly or indecent manner.

No person shall wilfully interfere with any committal taking place within the Garden, nor interfere with any other legitimate act being carried out by or on behalf of or with the permission of the Town Council.

No person shall wilfully interfere with any memorial, nor any plants, trees etc. within the Garden. No flowers, plants etc. may be removed from the Garden.

No person shall play at any game or sport, nor play radios or music etc. in the Garden.

Litter, posters, papers etc. must not be placed or left in the Garden, or on or near the boundary fence of the Garden.

Dogs, other than guide dogs, are not permitted in the Garden.

No car or other vehicle including motorcycles and bicycles may enter the Garden except on the roadway and car parking area provided for the purpose.