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Repairs and Records

1. The obligation to maintain churches and churchyards falls upon the Parochial Church Council (not just the Churchwardens).

1. Each PCC mustkeep a logbook containing a full note of alterations, additions, repairs and other works to the church and churchyard. The logbook should also give the location of any relevant documents which are not kept with the logbook itself. The logbook may be kept in electronic format, a template for which is available here (<https://www.trurodiocese.org.uk/resources/parish-resources/pccs/log-books/>).

1. Churchwardens must maintain a ‘Terrier and Inventory’ which is a description of all land and all articles belonging to the church. This should include a detailed plan of the churchyard and burials (see section 57). Valuable or important items should be photographed, and be described sufficiently, to enable tracing if lost or stolen. The Terrier and Inventory may be kept in electronic format, and it is advised that changes are tracked or recorded for posterity. A template is available <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/log-books/>. The document should be checked each year (see 4 below), and checked with incoming churchwardens. Details of amendments to the inventory are requested each year at the same time as the Archdeacon’s Visitations.
2. Churches and Churchyards are subject to faculty jurisdiction. PCCs need to apply for the Chancellor’s authority to bring about changes, repairs and additions. Some works can now be undertaken without a faculty.
List A matters can be undertaken without a faculty and without the

need for any consultation <https://facultyonline.churchofengland.org/>
List B Matters can be undertaken without a faculty subject to consultation with the Archdeacon via the on-line faculty system <https://facultyonline.churchofengland.org>

# Churchwardens’ inspections

1. Churchwardens must inspect, or cause to be inspected, the fabric of the church and all articles belonging to it at least once every calendar year. They must make an annual fabric report to the PCC at the meeting before the Annual Parochial Church Meeting (APCM). This report should cover matters relating to the fabric, and articles belonging to the church, including inspections carried out and an account of all actions taken or proposed during the year. This report should be available to the APCM.

# QuinquennialInspections

1. Every five years, your church building must be inspected by an architect or chartered building surveyor approved by the Diocesan Advisory Committee. They will help you make sure your building is kept in good repair. The list of approved list of architects and surveyors can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2017/07/Architects-Surveyors-List-7-April-2020.pdf>

# Insurance

1. The PCC has a legal obligation to insure the parish church (and any other churches) and property in the parish. The ideal may be to insure the building against the cost of restoring it to its existing condition, in the event of destruction. This level of insurance may not be feasible in the case of ancient and large buildings. The PCC needs to make a careful record of its decisions regarding the level to which the building is insured. Public liability insurance is also required. Advice and information regarding specialist insurance companies can be found here: <https://www.parishbuying.org.uk/images/buying-guides/parish_buying_insurance_guide.pdf>

# Funding for Churches

# A national list of charitable grants for churches: <https://www.parishresources.org.uk/wp-content/uploads/Charitable-Grants-for-Churches-Nov-2019.pdf> If planning a major capital works project: <https://www.parishresources.org.uk/resources-for-treasurers/funding/funding-guides-capital-fundraising/>

# Opening up your Church Building

# This is an excellent website: <https://germinate.net/church-life/rural-church-buildings-resource-2018/8-opening-up-your-place-of-worship/>

# Bells and Bell Frames

1. General information regarding bells in church can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/01/Bells-in-Your-Care-Jan-2015.pdf>
2. Minor works to bells and bell frames are permissible without a faculty – see details under List A and List B <https://www.trurodiocese.org.uk/resources/parish-resources/dac/faculties-legal-information/>
3. The Diocesan Advisory Committee bells adviser should be consulted by contacting the DAC Secretary before other works are proposed.
‘A Bells Project from First Principles’ can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Bells-Advice-new-logo.pdf>
Guidance issued by the Church Buildings Council should also be consulted here: <https://www.churchofengland.org/sites/default/files/2018-11/CCB_Maintenance-and-restoration-of-church-bells_Sep-2015.pdf>
and <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/bells-and-bell-ringing>
4. More detailed guidance is available here: <https://www.churchofengland.org/sites/default/files/2018-11/CCB_Code-of-practice_Conservation-and-repair-of-bells-and-bellframes_2007.pdf>
5. Listed bells should be preserved because of their historical importance. Copies of the Diocesan list may be obtained from The Church Buildings Council or the DAC’s bells adviser.

1. Recasting.
Listed bells should not be recast.
Unlisted bells earlier than 1700 should not be recast if welding is possible.If afaculty is given to recast a bellof date later than 1700, the old inscription and marks should be reproduced in facsimile on the new bell, with the date of recasting and the founder’s name or mark added.

# Organs

1. Guidance regarding the care and maintenance of church organs is available here: <https://www.churchofengland.org/sites/default/files/2018-11/CCB_Organ-maintenance-and-restoration_Nov-2015.pdf> and <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/organs>

The DAC organs adviser should be consulted through the DAC Secretary when work or replacement is proposed.

1. Routine cleaning of organs and repair or renovation of existing actions does not normally require authority*,* providedthat works do not involve tonal alterations, changes to the action or major dismantling of the instrument (List A).
2. The Archdeacon should be consulted via a List B application before any like for like repairs and works of conservation are made to a pipe organ.

1. The authority of a faculty is required for the introduction or removal or exchange of any organ in a consecrated church, and also for the moving of the position of an organ within the church, and any alteration or variation of the case work, pipework, tonal scheme or type of action.

# Heating and Lighting

# 20. Refer to List A for works of maintenance, repair and adaptation to existing—

(a) heating systems (including the replacement of control equipment)

(b) gas, water or other services

(c) electrical installations (including lighting installations) and other electrical equipment

which are permissible under given conditions.

1. Heating Schemes

 A Faculty is required for any new heating schemes.
PCCs are advised to have their schemes prepared by an architect, surveyor or heating engineer who is experienced in church work. The DAC heating adviser can be consulted by PCCs seeking options.
See also: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/heating>
and the Church Buildings Council 10 principles on heating: <https://www.dropbox.com/s/mh0s50fz2x2sh7q/CBC%20Heating%20guidance%20principles%20Jan%202020.pdf?dl=0>
and energy efficiency guidance: <https://www.churchofengland.org/sites/default/files/2019-12/Energy%20-%20Economic%2C%20Environmental%20and%20Efficiency%20%20Guidelines_0.pdf>

# Fire Safety

1. Historic England has produced advice regarding fire safety in traditional church buildings: <https://historicengland.org.uk/images-books/publications/fire-safety-for-traditional-church-buildings/fire-safety-traditional-church-buildings/>

# Clocks

1. The DAC has a clocks adviser, to whom reference should be made through the DAC Secretary before work is authorised.
This includes clocks given and maintained by townspeople and regarded as ‘town clocks’ – if the clock is located within the church building, it is subject to faculty jurisdiction.
2. Refer to list A for routine maintenance and like-for-like repairs which are permissible without faculty authorisation.
List B permits Archdeacon’s authorisation for alterations to ‘striking trains to prevent striking at night’, and also the repair or replacement of clocks manufactured after 1950.
3. In cases where there is difficulty in manual winding, a faculty will be granted for the fitting of electric winders provided that any displaced parts of the old movement are preserved, and that any fixtures to the framework of the movement are secured by bolted clips rather than through holes bored in the metalwork. The replacement of any existing movement by a synchronous electric motor is not permitted, save in the most exceptional circumstances.

# Floor coveringsin Church

#  See lists A & B for the disposal and/or replacement of existing carpet.

1. Information relating to the care of historic flooring is found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/historic-floors>
2. A faculty will be required for the introduction of any new floor covering. Factors to consider are the implications for architectural details, acoustics, the visual impact of the area in question, and opportunities for flexibility in worship. Rubber-backed carpet or underlays should not be introduced in historic buildings.

**Brasses**

1. Advice regarding the repair and conservation of monumental brasses can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/monumental-brasses>

# Archaeology

1. Archaeology involves the study of the complete fabric of the church, both above and below ground, its contents and its setting. On a site which has been in use for hundreds of years, much evidence of past alterations, repairs, burials and other activities associated with the church may be invisible below the ground or hidden by plaster, but may be revealed or damaged by modern schemes of work. Members of the Chartered Institute for Archaeologists can be searched for geographically here: <https://www.archaeologists.net/civicrm-contact-distance-search>. Examples of work with the potential to affect the archaeology include:

1. New building
2. Work to the church fabric (eg plaster removal, masonry repairs)
3. Drainage works
4. Electrical work which involves trenching
5. New floors

1. Features which might be revealed by work in a church or churchyard include:

1. Old foundations of earlier churches or chapels
2. Remains of medieval churchyard crosses or inscribed stones
3. Details of former churchyard boundaries
4. Many centuries of burials (the absence of tombstones does not mean an absence of burials: most tombstones are 19th century or later)
5. Changes in burial practice
6. Alterations to the church fabric
7. Evidence for blocked windows or doors
8. Evidence for the pre-Christian occupation of a site
9. All of these can shed light on the history of the church and its community, and it is important that this information is not lost. Some faculty applications will therefore require an ‘archaeological watching brief’ or more significant archaeological involvement. See <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/archaeology>

1. Members of the Chartered Institute for Archaeologists can be searched for geographically here: <https://www.archaeologists.net/civicrm-contact-distance-search>
2. Where any proposed work requires planning permission - archaeological conditions and monitoring may be carried out through the Local Planning Authority.
Where Scheduled Monuments, Listed Buildings or Conservation Areas are involved consent for work must be sought from the appropriate authority.

# Liturgical re-ordering

1. Advice regarding the liturgical reordering of a church can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/alterations-and-extensions>
Similarly, advice about how to decide what might need altering and how: <http://design-thinking.empoweringdesign.net/>

# Accessibility

1. Advice regarding accessibility and the equality act 2010 can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/accessibility>

# Asbestos

1. Managing asbestos in buildings is regulated by law since 2006. The PCC is responsible for assessing if asbestos is likely to be found in your church (or church hall or other buildings in the care of the PCC). Further information and advice can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety>

# Stained Glass Windows

1. The only repairs which can be made to church glass without permission (under List A) is the repair of clear glass which was manufactured after 1960. Some repairs may be authorised by List B, others will require a faculty – please consult your Archdeacon.
2. Information regarding the cleaning of church windows can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2017/03/Cleaning-church-windows-new-logo.pdf>,
advice regarding the care and recording of stained glass windows can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/stained-glass>
information regarding the protection of windows from vandalism: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Protection-of-Church-Windows-new-logo.pdf>
3. If consideration is being given to the commissioning of a new window in church, the PCC must consult the guidance notes found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Commissioning-a-new-church-window-new-logo.pdf> The DAC stained glass Adviser should also be contacted through the DAC secretary.

**Glass Screens**

1. Advice and information regarding glass screens, glazed doors or lobbies can be found here:<https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/glass-screens>

 **Memorials inside Churches**

1. Save in exceptional circumstances, a faculty will not be granted for the erection of a memorial tablet to be located in any church within the Diocese. Furthermore, such a faculty will not normally be granted until a period of five years has elapsed from the date of death of the person to be commemorated.
It is neither possible nor suitable to define exhaustively the phrase "exceptional circumstances", the Chancellor will give consideration to any application.
This rule does not apply where an artefact is inscribed with the name of the person commemorated.

# Heraldry

1. Existing heraldic decorations should not be touched except under expert guidance. Parish PCCs are reminded that the College of Arms is the authority for authenticating arms and heraldic devices, and should be consulted in the case of any new work.

# Flags and Military Colours

1. Advice and guidance: <https://www.churchofengland.org/more/church-resources/cathedral-and-church-buildings/flags-and-military-colours>

# Seasonal Displays/Decorations

## The provision of purely temporary displays in parish churches, to mark Christian festivals or particular events or initiatives, is not regulated under the faculty jurisdiction so long as the content is consistent with the doctrine of the Church of England.

1. Something beginning as a temporary display may, however, acquire a degree of permanence, either deliberately or through a neglect to remove it at the proper time. The retention of an illuminated cross on a tower or steeple is a case in point. What was at the outset both lawful and innocent (as a seasonal decoration) has the potential with the lapse of time to become unacceptable. Seasonal decorations should be removed at the end of the particular season. Note particularly that a permanent illuminated cross atop a church requires planning permission.

## **Temporary Minor Reordering - Archdeacon’s License**

1. A temporary licence may be granted to churches considering modest re-arrangements of furniture or the introduction of new items, as a form of experimentation and consultation. Temporary licences only cover works that are fully reversible and cannot address major alterations, re-orderings or building work. The changes must not be radical or contentious, i.e. likely to raise concerns from parishioners, or from amenity bodies such as English Heritage, the Church Buildings Council or the DAC. Any potentially contentious changes should obtain permission through a full faculty application.
2. The Archdeacon may grant this temporary license for up to 24 months. At the end of the temporary period, a faculty for a permanent arrangement must already have been applied for, or the arrangement must be reversed. The Churchwarden should make an application for a temporary license through the on-line faculty system, but is advised to have an informal conversation with the Archdeacon at a very early stage.
3. Temporary licenses may not be obtained if electrical work is involved, or alterations to the fabric of the church.

# Floodlighting

# The illumination of a church by floodlighting is in principle compatible with its sacred character, and the place of the church in the local community. Consideration, however, needs to be given to light-pollution and energy consumption. Advice and information can be found here: <https://www.churchofengland.org/sites/default/files/2018-12/CCB_Floodlighting_Sep-2012.pdf>

1. Faculty permission is required to introduce floodlighting or to replace an existing scheme.

# Sale of Artefacts, Church Plate or Pewter

1. Churchwardens ‘own’ the goods of the church during their tenure in post, but can dispose of them only with the authorisation of a faculty and with the consent of the PCC. The policy of the Church Buildings Council is that church treasures belong in churches, and should only be removed in the most exceptional circumstances: <https://www.churchofengland.org/sites/default/files/2018-12/CCB_Treasures_Mar-2016.pdf>. The granting of a faculty is a matter for the discretion of the Chancellor and he may wish to have a case fully argued in a Consistory Court before a decision is made.

 **Bats**

1. Bats are a vital part of our native wildlife and part of God’s creation, they are also protected by law. It is illegal to disturb them or damage or destroy their resting sites (roosts). If you are doing work to your church that might affect bats, you may need a licence from Natural England. A licence is free. But the survey and submission work can be expensive. Further information can be found here: <https://www.churchofengland.org/sites/default/files/2018-11/CCB_Bats-in-churches_Undertaking-work_Aug-2016.pdf>
and <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/bats-churches#na>
2. In large numbers, and in the wrong places, bats can sometimes restrict our mission and worship. Natural England, the Church of England, Historic England, the Bat Conservation Trust and the Churches Conservation Trust have come together as the Bats in Churches project. This unique partnership is bringing together cross-sector experts, church communities and volunteers to address the issues that can arise when bats and historic churches co-exist and help to ensure a harmonious future for both. <https://batsinchurches.org.uk/>
3. Remedial timber treatment, roof renovations or structural repairs all have an impact on bats and Natural England should always be consulted before any work is undertaken if bats are known to be in the church. (Tel: 0300 060 2544; Email: cornwall@naturalengland.org.uk) The most obvious signs of their presence are droppings that are roughly the size and shape of mouse droppings. They are dry and crumble to powder. English Nature Bat Wardens will advise on special measures which can protect the bats’ access and minimise disturbance when work is being undertaken.

# CHURCHYARDS

1. Churchyards are important, not only to those whose loved ones might be buried there, but also in establishing the setting of the church and often providing a haven for wildlife. The monuments, structures and boundaries contained within and enclosing the churchyard are all subject to Faculty Jurisdiction. Churchyards display a variety of historic structures, many listed in their own right. The good management of a churchyard needs to take into account a range of issues, from the burial rights of parishioners to the wildlife management of the churchyard.
2. The PCC should maintain an accurate plan of the churchyard, which should include the following information:

(i) the dimensions of the churchyard, its boundaries and entrance(s)

(ii) the church building and any other buildings

(iii) all paths within the churchyard

(iv) all known existing graves

(v) the sites of all proposed graves which are in an area of ground which has been allocated by the PCC as space for future graves

(vi) all reserved grave spaces

(vii) any area which has been set aside by faculty for the interment of cremated remains

(viii) any places in the churchyard where cremated remains have been interred otherwise than in an area set aside by faculty

(ix) the line of any underground pipes, cables and other service conduits (where known)

(x) the position of flower beds, shrubberies and mature trees.

1. Useful guidance regarding churchyards can be found from the following sources:
Caring for God’s Acre – The conservation charity for churchyards and burial grounds. Lots of ideas and practical advice on looking after and making the most of your churchyard. [www.caringforgodsacre.org.uk/](http://www.caringforgodsacre.org.uk/)

Paradise Preserved – An Historic England guidance note on the conservation and management of cemeteries [www.historicengland.org.uk/images-books/publications/paradise-preserved/](http://www.historicengland.org.uk/images-books/publications/paradise-preserved/)

Caring for Historic Graveyard and Cemetery Monuments – An Historic England guidance note on the conservation of memorials and monuments [www.historicengland.org.uk/images-books/publications/caring-historic-graveyard-cemetery-monuments/](http://www.historicengland.org.uk/images-books/publications/caring-historic-graveyard-cemetery-monuments/)
Biodiversity: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/biodiversity>

# Trees and Conservation Plans

# The Parochial Church Council is responsible for the care and maintenance of trees, and this includes the planting of new trees, in any churchyard or burial ground it is liable to maintain. Guidance regarding trees and conservation plans in churchyards can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Trees-in-Churchyards.pdf>

1. The DAC trees adviser can be contacted through the DAC secretary and is available to offer advices regarding works to, or the planting of, trees.

# Scheduled Monuments

1. Many churchyards may contain scheduled monuments, such as medieval crosses, holy wells, ruined chapels and early medieval inscribed memorial stones. The scheduled area usually includes a 2m buffer zone around the perimeter of the monument. Scheduled monuments are protected by law under the Ancient Monuments and Archaeological Areas Act 1979. They are not subject to ecclesiastical exemption and in most cases, any works which affect the scheduled area will require consent from the Secretary of State for the Department of Culture, Media and Sport, as well as a faculty. Clarification and advice should be sought from the appropriate DAC adviser through the DAC secretary.

# Diocesan Regulations concerning Memorials and Headstones in Churchyards and Consecrated Burial Grounds

1. This document can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2019/07/1.-Diocesan-Regulations-full-May19.pdf>

# Removal of Tombstones and Kerbstones and the Levelling of Grave Mounds

1. PCCs are advised to make a regulation to the effect that in future all grave mounds will be levelled after a specified period. Subject to this, they are justified in levelling individual grave mounds that are no longer being tended, but it is desirable that they should give notice of their intention to do so and respect the wishes of known relatives. Larger schemes of levelling, and schemes involving the removal of tombstones or kerbstones, require the authority of a faculty.
2. If it is desired to move tombstones or kerbstones with inscriptions, a plan of the churchyard must be prepared with the individual graves marked and numbered on it, together with a list giving details of the interments recorded by each memorial and submitted with the petition for a faculty.

# Unstable Churchyard Memorials

1. Government advice regarding managing unstable structures in burial grounds can be found here: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf>
2. Legal responsibility for the safety of a memorial rests with the owner, namely the person who set it up and, after that person’s death, the heirs at law of the individual whom the memorial commemorates. When a memorial is found to be in disrepair, the owner (if identifiable) should be notified and called upon to make it secure.

# Burial of Cremated Remains

63. Cremated remains may normally be interred either in an existing grave or in a part of the churchyard designated for the purpose. The established practice of interring cremated remains in existing family graves is preferred. The interment of cremated remains within an area of the churchyard otherwise designated for the burial of coffins is not permitted.

64. The interment of cremated remains within a family grave in a churchyard which is closed by Order in Council may require a faculty. Check to see if the closure order identifies any instances where this may take place, and if not, a faculty application should be submitted.

65. Cremated remains should either be buried in a small untreated soft wood casket or poured into a hole in the ground. The scattering of cremated remains is not permitted in any Church of England churchyard or burial ground in the diocese.

66. Memorials marking the interment of cremated remains

(a) For all cremation memorials, the introduction of a new stone requires the permission of the parish priest whose written consent must be obtained before a memorial/gravestone is placed. For details regarding the size etc of memorials –see <https://www.trurodiocese.org.uk/wp-content/uploads/2019/07/1.-Diocesan-Regulations-full-May19.pdf> Any proposed memorial outside these regulations requires faculty permission from the Chancellor.

(b) Additional inscriptions may be made to existing grave memorials/gravestones provided such additions exactly match the style and appearance of the earlier inscription and are approved by the parish priest.

(c) Applications should be made using the form ‘Application to introduce a memorial or amend and Inscription’ which can be found here: <https://www.trurodiocese.org.uk/resources/parish-resources/dac/faculties-legal-information/> The parish priest should be assured in applications for additional inscriptions that all interested family members have been consulted and do not object to the proposals.

**Gardens of Remembrance**

67. The establishment of any newly reserved areas for the disposal of cremated remains (commonly referred to as a Garden of Remembrance), requires the grant of a faculty by the Chancellor. Before any application for a faculty is submitted, advice should be sought from the DAC. In most cases a visit from a DAC delegation will be necessary and the PCC should therefore contact the DAC secretary in the first instance.

68. Such a reserved area should ideally be large enough for the requirements of at least the next 50 years, after which a faculty application can be made for it to be re-used. This fact should be made clear to those intending to make use of the area for cremation interments. For this reason and for the sake of good maintenance, the permanent marking of burial spaces is undesirable.

69. A system of defining and recording separate interment/burial spaces must be introduced. No interments are permitted within 4 feet (1.25m) of the wall of a church in order to avoid deterioration of the wall due to a build-up of earth.

70. The boundary of the reserved area should be defined on the ground by wooden studs or stone setts, whose surface is level with the ground, and placed at intervals of 300mm unless there is an existing natural or man-made boundary (hedge, wall, path, etc.). A scale plan of the area on which precise locations of interment of cremated remains can be recorded should be kept and maintained in the church.

71. In granting a faculty for a new Garden of Remembrance, or an additional Garden of Remembrance in the same churchyard, or re-use of an existing garden, the preferred approach of the Chancellor is to include a condition that limits commemoration to a Book of Remembrance in the church or central marker stone bearing an appropriate general inscription and the names of those whose cremated remains have been interred in the Garden of Remembrance. This is because:

* 1. for aesthetic and maintenance reasons, permanent marking of burial spaces is undesirable;
	2. the commemoration of disposals by the use of small horizontal slabs with inscriptions may well be felt, initially not to be visually intrusive but the cumulative effect of such an approach over a large area can be destructive of the character of the churchyard;
	3. extensive areas of paving are essentially urban in character, detract from the visual pleasures of the scene and limit the natural habitat for plant life;
	4. the area may require re-use after, say, 25 years and that any slabs will then need to be removed.

72. The introduction of a Book of Remembrance in the church and also the introduction of a central marker stone in the Garden of Remembrance are both matters that will require a faculty and the advice of the DAC should be sought before either a book and its display case is purchased for introduction into the church, or a design of the proposed central marker stone is finalised.

73. Whilst individual memorial stones set in the ground are not the Chancellor’s preferred option, this practice is permissible and guidance regarding the nature of the memorials can be found at <https://www.trurodiocese.org.uk/wp-content/uploads/2019/07/1.-Diocesan-Regulations-full-May19.pdf>

74. Any extension of a Garden of Remembrance will require a new faculty.

75. A faculty is required for the re-use of interment spaces within a Garden of Remembrance, unless the original faculty which established it made provision for its perpetual use.

# Reservation of Grave Spaces

# 76. A grave space may be reserved only by faculty. Guidance is issued here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Guidance-to-Reservation-of-a-Gravespace-2019.pdf>

77. A very careful record of spaces reserved by faculty should be kept, and passed on to future Churchwardens.

# Local Churchyard Regulations

# 78. In some circumstances, Parochial Church Councils can assist Parish Priests if they adopt regulations for the control of the churchyard. Any locally adopted regulations must be given local publicity. They should be kept on permanent display in the church porch, copies should be given to monumental masons who do work in the churchyard, and they should be brought to the attention of relatives after burials. Regulationscan be made to suit local circumstances, but they must be complementary to, and not less stringent than, the Diocesan Regulations.

# Notice Boards Outside Church Buildings

1. Notice boards in churchyards are permissible with the Archdeacon’s authorisation under List B, on the condition that the board is not illuminated.
2. The Town and Country Planning (Control of Advertisement) Regulations 2007 must also be complied with - see: <https://www.gov.uk/guidance/advertisements> Notice boards which are up to 1.2 square metres in area, displayed for the purpose of identification, are exempt from the need for planning permission.
3. General advice regarding church notice boards can be found here: <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/noticeboards>
4. Advice regarding new notice boards can be found here: <https://www.trurodiocese.org.uk/wp-content/uploads/2016/03/Installing-new-notice-boards-new-logo.pdf>

# New Churchyards and Extensions

1. Before undertaking the acquisition of land for a new churchyard or an extension to an existing one, a parochial church council should consider the following:
2. Providing that the churchyard is not closed by order in council, it is possible for some areas to be re-used for burials. The PCC should give consideration to this option. See: <https://www.trurodiocese.org.uk/wp-content/uploads/2020/04/Reuse-of-Churchyards-for-Burials-2020.pdf>

1. Can the PCC afford to purchase the land, obtain the planning consent and set it out as a burial ground with hedges, fences, gates, paths, trees etc? Will future generations of churchgoers be able to afford the upkeep? Should the PCC use this money for other purposes?

1. Will the local authority enter into an arrangement with the PCC whereby the local authority pays for the land, sets it out and maintains it but the PCC manages the actual burials?

1. PCCs should consider forming an advisory body comprising representatives of the PCC, the parish council, and wildlife, local history and local archaeology groups. Such a body can aid communication and management though it should be noted that overall control and responsibility remains with the Parish Priest and PCC.

# Closure of Churchyards

1. If a churchyard is full, the Secretary of Statemay recommend that an Order in Council be made to the effect that it will be closed to further burials. The application form and guidance notes are available here: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783359/Apply_to_close_a_churchyard_-_application_form_and_guidance_notes.pdf>
2. A closed churchyard remains subject to the Faculty Jurisdiction.
3. After a new closing order is made, the Parochial Church Council remains responsible for continuing to maintain the churchyard, unless and until it has transferred responsibility by giving notice under Section 215 of the Local Government Act 1972. The PCC should write to the Clerk to the Parish Council, notifying the Council of the making of the Order in Council and requesting that the Council take over responsibility for the churchyard. Because Councils have to budget well in advance for such expenditure, it is wise to contact the Parish Council well in advance, and at least a year before the Order is made*.*  The authority over the churchyard remains with the Parish Priest and PCC.

# Trusts relating to graves

1. If money is left to a PCC on trust to provide for the maintenance of a particular grave, the Parochial Church Councils (Powers) Measure 1956 section 6 applies. The money must be held and invested by the Truro Diocesan Board of Finance and the income will be paid to the PCC.