



THE AUSTIN SEVEN CLUBS' ASSOCIATION

Past Presidents: Donald Doughty, Stanley Edge,  
Bert Hadley, Freddie Henry, Bob Wyatt



Minutes of Quarterly Business Meeting

held on Zoom

Tuesday 25<sup>th</sup> June 2024 - 7pm

Committee Attendees

- **750 Motor Club** - No attendee
- **Austin Seven Owners Club (London)** - Howard Annett
- **Bongtree Austin Seven Club** - no attendee, apologies received.
- **Bristol Austin Seven Club** - Chris Roberts
- **Cambridge Austin Seven Club** - Paul Lawrence
- **Cornwall Austin Seven Club** - no attendee, apologies received.
- **Devon Austin Seven Club** - Michael Tabcart
- **Dorset Austin Seven Club** - Roger Ballard
- **Essex Austin Seven Club** - No attendee
- **Hereford Austin Seven Club** - Roly Alcock
- **Midlands Austin Seven Club** - Andy Lowe
- **Norfolk Austin Seven Club** - Paul Maulden
- **Online Austin Seven Club** - No attendee
- **Pre-War Austin Seven Club** - Nick Turley
- **Scottish Austin Seven Club** - Ruairidh Dunford
- **Solent Austin Seven Club** - John Warburton
- **South Wales Austin Seven Club** - Peter Hales
- **Vintage Austin Register** - No attendee

Officer Attendees

- **Chairman** – David Cochrane
- **Vice Chairman** – Nick Salmon
- **Secretary** – Ruairidh Dunford
- **Treasurer** – Chris Roberts
- **Archivist** – Not in attendance, apologies received
- **Registrar** – Peter Hales
- **Magazine Editor** – Howard Wright
- **Advertising** – Not in attendance, apologies received
- **Publicity Officer** – Steve Earl
- **Webmaster** – Roger Brown
- **Insurance Liaison Officer** – Not in attendance, apologies received
- **Magazine Distribution** - Howard Annett

## Associate Club/Register Attendees

- **Minute Secretary** – Hugh Barnes
- **Pram Hood Register** - David Cochrane
- **Gordon England Register** - Ruairidh Dunford
- **Irish Austin Seven Club** - Not in attendance, apologies received

## Apologies

- Sarah Mason - CorA7C and Advertising
- Ian Clayton - Irish A7 Club
- Iain Hurwood - Bongtree Austin Seven Club
- David Mawby - Insurance Liaison Officer
- Gordon England - Archivist

## **Chairman's Welcome**

### **1. Minutes of Last Business Meeting (9th January 2024) - See here:**

<https://docs.google.com/document/d/1eglXuEXsmoPKStHRsNmih5BaU2UHd6grsBsaCJwyPd0/edit?usp=sharing>

Proposed: Nick Turley

Seconded: Roger Ballard

### **2. Officer's Reports**

#### **a) Chairman – David Cochrane**

The various Austin 7 trials have been enjoyed by all who took part, whether competing or marshalling – we were fortunate with the weather this year. Various speed events are on-going, with Charlie Plain-Jones' Track Day at Curborough attracting a good entry at a curtain-raiser for this season. The rally season is in full swing, with many of our Clubs putting on their summer rallies. The first to come up is (I think) the PWA7C's Austin rally at Stonehurst farm, north of Leicester. This is a more extensive event than hitherto, being spread over 3 days with runs, a visit to the Archives and evening meals organised. I would also like to give a particular mention to one of our younger members, Joe Faulkner, who will be driving from the Midlands to the PWA7C Beaulieu rally in his RP saloon and raising money for Kidney Care UK, which is the UK's leading kidney patient support charity.

Our brand-new Secretary, Ruairidh Dunford, has hit the ground running and is keeping all your Officers on their toes! He is organising the various A7CA meetings and issues very well, and making good use of WhatsApp to keep in touch. It's a pleasure to have him as part of the team.

After many years of looking after the Van Register, Chris Blower has sold his van and so he's decided that it's time to hand over to somebody else. He has gathered a good archive, files and information to do with a fairly niche aspect

of our hobby, and is keen for someone (not necessarily a Van owner) to take this forward. I would like to thank him for all his work on behalf of the Association and Van owners, especially as he had to virtually start from scratch when he took over this Register.

The Austin Ex-Apprentices Association has put forward ambitious plans to have a statue of Herbert Austin placed at the Longbridge site, and is inviting all the Austin clubs to help towards this. Chris Garner (a former A7CA Chairman) will be telling us more about this later in the meeting.

**Comments:** None

**b) Secretary – Ruairidh Dunford**

The A7OC (London) reached out to Member Clubs and Registers recently, asking about help with their HMRC returns because of their Limited Liability status. A good number of Clubs responded and this was passed on with many thanks.

We are now using MailChimp to disseminate information to Club and Registers, this allows us to update some contacts that are no longer active and also note those contacts who are not receiving or opening our emails.

The biggest news through our hands this quarter is the “Call for Action” from the FBHVC to respond to their questionnaire for the DVLA’s consultation on registering of historic vehicles. This was pushed out to all our contacts, shared on all our social media platforms and published in our quarterly magazine so we hope that a good response will follow from the Austin Seven world.

**Comments:** None

**c) Treasurer - Chris Roberts**

**Balances as of 27th May**

Lloyds Main	£30869.49
Lloyds Centenary	£5070.32
PayPal	£150.86

**VAT Exemption for Centenary**

now granted

**Budgets**

The Archive spend YTD is close to its £2000 limit for the year at £1949.71. Magazine postage costs increased for 2024B onwards (£713.07 up from £678.44) remaining with Budget of £820/issue

Recipient	Purpose	Q124	Q224	Grand Total
<b>Admin</b>	admin		£33.00	£33.00
	Ins	-£2,504.08		-£2,504.08
<b>Admin Total</b>		<b>-£2,504.08</b>	<b>£33.00</b>	<b>-£2,471.08</b>
<b>Ads</b>	Sale	£45.00		£45.00
<b>Ads Total</b>		<b>£45.00</b>		<b>£45.00</b>
<b>Arch</b>	IT		-£95.88	-£95.88
	resto	-£798.26	-£155.57	-£953.83
	stock	-£900.00		-£900.00
<b>Arch Total</b>		<b>-£1,698.26</b>	<b>-£251.45</b>	<b>-£1,949.71</b>
<b>Mag</b>	IT	-£29.97		-£29.97
	layout	-£360.00		-£360.00
	P&P	-£694.24	-£713.07	-£1,407.31
	print		-£2,642.00	-£2,642.00
<b>Mag Total</b>		<b>-£1,084.21</b>	<b>-£3,355.07</b>	<b>-£4,439.28</b>
<b>Treas</b>	Error	£-		£-
<b>Treas Total</b>		<b>£-</b>		<b>£-</b>
<b>Grand Total</b>		<b>-£5,241.55</b>	<b>-£3,573.52</b>	<b>-£8,815.07</b>

**Comments:** David Cochrane noted and proposed a vote of thanks for the valuable assistance from Mark Rose in regards to obtaining VAT exemption. Chris Heeley's contribution and help was also noted by the Treasurer.

#### d) Archivist – Gordon England

The work carried out since the last report has remained focussed on cataloguing and conservation.

Cataloguing remains a very big task and we continue to make progress. We have added photographs, magazines and clippings to the catalogue. Cataloguing continues on the Hargreaves collection. Once that is processed, the next major task in this area will be to scan the Fairlie collection and work on the catalogue entries for these. Hugh Barnes continues working on the new collections while Heather Maitland and Phil Baildon are working on the older photos which are being catalogued. We have had offers of help in identifying cars, locations and people in photos and we will be hoping to take those up during the next quarter. As mentioned previously Heather has been very successful in flattening curled photos, of which we have too many, and getting them into wallets and folders.

An additional task, which is being led by Anna Edgoose-Zagorsky is to start on sorting and identifying items in the collection given to us from Brian Purves. The bulk of this is the reference material he used for the Source Book and a surprising amount so far found was not used in the final version of the book.

Helped by Sarah Cox, we continue to make progress with conservation of our precious items. The RAL Appleby collection of photos have all been mounted now and are in a specially made box. We had previously made a box for the

Gladys de Havilland photo album, and now have sorted and separated the loose photos and press cuttings. The loose photos are also now mounted, while the loose press cuttings have been separated and laid on sheets of tissue paper to keep them flat and dry. Next task will be a box for all these items and we plan to catalogue the loose photos so they can be found via the catalogue. A longer term task will be to collate the press cuttings and see if there are any new ones on the loose cuttings that have not been scanned. These will then be added to those already scanned and available on the website.

We continue to purchase wallets and document boxes for preserving items in the Archive and all the parts lists, handbooks and small service manuals are now in wallets inside boxes. We are going to make folders for the larger service notes.

Donations continue, for which I am very grateful. There have been a number of limited edition travel books including from Jack Peppiatt, George Mooney and Guy Butcher. Gordon Phillips has donated more slides of Beaulieu events in the 70's and 80's. Stephen Kay donated a copy of the notes about the RAC small car trails of 1924. Phil Baidon donated a copy of the new A7 book "Complete Catalogue of the Austin 7" as well. As ever, all donations are very welcome!

Finances for the Archive for the Quarter are as follows:

1	Purchase of items for the Archive up to Q2	£900.00
2	Conservation materials – boxes, wallets	£953.83
3	Dropbox storage subscription	£95.88
	Total	£1949.71

**Comments:** Nick Turley offered thanks to the Archive Team for the Open day that coincided with the Stonehurst Rally. The amount of work being done is considerable.

Nick Salmon reminded the meeting that in the event of the Archive having spent its budget but wishing to make an acquisition as a matter of urgency, the Archivist would apply to A7CA and if necessary an emergency meeting could be called to discuss the matter.

e) **Editor – Howard Wright**

Issue 2024B seems to have been well received and issue 2024C should be with you very soon.

The scanning group is working, with responses to initial questions received. A further round of responses to specific questions/items should have been received by 25/05/24 (although at the time of writing not all members of the group have responded).

It is getting to the stage when we will have our first zoom meeting (although finding a date during the summer when everyone is free might be problematic).

**Comments:** HW commented that the Scanning group had not met recently but hopefully after Beaulieu work will pick up. HW was concerned that meetings may not be well attended during the summer.

f) **Registrar – Peter Hales**

The Registrar's mailbox has been relatively quiet this year but there have been a steady number of new cars added. Thank you to all the people sending updates.

	<b>Month</b>	<b>New Cars</b>	<b>Updates</b>	<b>Inquiries</b>	<b>Log books</b>
<b>2024</b>	<b>January</b>	<b>4</b>	<b>8</b>	<b>18</b>	
	<b>February</b>	<b>7</b>	<b>1</b>	<b>21</b>	
	<b>March</b>	<b>4</b>	<b>0</b>	<b>15</b>	
	<b>April</b>	<b>3</b>	<b>1</b>	<b>16</b>	
	<b>May</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>1</b>

**Comments:** PH thanked Jon Edgar for the work he was doing on AD/AE crossover car records.

g) **Webmaster – Roger Brown**

Figures for website use are updated to end of May 2024 are attached. The Chassis Register is easily the most used part of the website, followed by Austin Seven details such as models and colours.

I continue updating club contact and meeting details as they are received, but only a small number have been notified since the general push for updates last year. I occasionally come across one that's not right, clarify and update. It is important that clubs do occasionally check that their details are shown accurately both in the list of clubs and on the interactive map. Indeed,

bearing in mind club members impeccable tastes, the interactive map might be promoted as a good pub guide!

**Comments:** DC asked RB if he was liaising with RD over dead links found as a result of the use of Mailchimp. RB stated that the info on the web site was as up to date as possible with the checks he has done recently. RB is talking to Chris Charles about how the club records and the map can use the same

A7CA Website page visits 2024												
(2023 in brackets, ()= not recorded), other selections and collations can be produced, just ask												
Page	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
/home	449 (619)	636 (590)	424 (568)	432 (479)	329 (534)	(533)	(500)	(905)	(1778)	(523)	(743)	(543)
/member-clubs/	189 (218)	205 (214)	153 (186)	190 (172)	126 (192)	(191)	(209)	(197)	(235)	(191)	(168)	(170)
/member-clubs/club-meetings-map/	59 (72)	54 (75)	25 (57)	57 (66)	55 (68)	(62)	(73)	(48)	(79)	(55)	(56)	(46)
/chassis-register/	429 (657)	416 (577)	352 (485)	363 (527)	367 (409)	(395)	(430)	(390)	(327)	(526)	(699)	(472)
/chassis-register/regresults/	291 (404)	290 (238)	255 (342)	209 (319)	266 (263)	(263)	(305)	(328)	(270)	(284)	(489)	(296)
/chassis-register/chassisresults	42 (103)	52 (93)	76 (41)	43 (58)	56 (32)	(43)	(90)	(59)	(62)	(89)	(75)	(75)
/chassis-register/notification-form/	32 (32)	22 (33)	29 (23)	25 (33)	19 (62)	(18)	(30)	(22)	(45)	(28)	(79)	(23)
/chassis-register/tracking-down-my-old-car/	66 (58)	47 (48)	71 (38)	66 (60)	56 (34)	(50)	(46)	(48)	(28)	(56)	(66)	(66)
/austin-seven/	44 (57)	77 (87)	45 (51)	32 (46)	51 (45)	(46)	(61)	(31)	(32)	(67)	(56)	(40)
/austin-seven-models/	68 (78)	58 (82)	69 (93)	64 (83)	79 (80)	(77)	(65)	(69)	(81)	(71)	(87)	(87)
/austin-seven/paints-and-colours/	135 (58)	126 (73)	96 (80)	87 (64)	58 (80)	(60)	(70)	(68)	(68)	(57)	(81)	(62)
/austin-seven/spares	77 (97)	105 (141)	121 (162)	122 (167)	120 (149)	(120)	(263)	(123)	(94)	(205)	(174)	(101)
/shop/ – closed in March	59 (119)	55 (94)	41 (89)	20 (62)	14 (63)	(59)	(61)	(37)	(39)	(109)	(512)	(431)
/news/	38 (61)	46 (53)	33 (73)	41 (39)	20 (56)	(35)	(48)	(46)	(27)	(85)	(122)	(80)
/events/	57 (0)	81(0)	94 (0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)

underlying data.

HW expressed disappointment that the Events page in the web site is somewhat underused. RB states that if Clubs provide info, he will post it.

**(Action)** RD suggested that we might ask Clubs if they had a volunteer to take on the task of Events Secretary.

#### h) Insurance Liaison officer – David Mawby

It has been quiet recently, I have only had a couple of people contact me with any problems, and there have been a few complaints regarding increases in premiums.

I have not had any feedback recently from Emma or Peter from RH regarding additional benefits for us, so this is something I shall be working on over the next few months.

- Discussion re requirement to declare modifications to RH - request for guidance/exemplification.

**Comments:** Through RD, Emma Airey has clarified position over questions around 'Modifications' request from RH and these will be published in the A7CA Mag.

#### i) Publicity Officer - Steve Earl

I've had no responses to my request for material for social media. I will ask again through social media instead of the grey mag this time. It will be good to get some pictures or videos from around the country highlighting the fun of Austin 7 ownership.

I will take some video myself this summer to get at least one video on the YouTube channel.

I will also get access to the association Instagram account when I have material to put on there.

**Comments:**

SE filmed a video at the Bewl Rally to use as an example on YouTube. Requests for additional film and photos at events.

Michael Tabcart asked if the video about Re-Fuel was published, but that had been published by the film creator. DC suggested that links for other films etc can be reposted

RB suggested that links to really good clips can be published on the website. DC suggested that Facebook and the Forum might be a better place for 'hot news'.

**j) Advertising Manager - Sarah Mason**

I have been having some trouble with seeing emails on the Advertising email address. Hopefully this is now sorted. Otherwise there is nothing to report.

**Comments:** None.

**3. AOCB**

**1. Discussion on the way forward for Stanley Edge's Memorial stone and remains.**

The following report has been received by Andy Lowe of the MA7C.

*I have done some more research and spoken again with the vicar at St Leonards church. She has forwarded the forms and information needed. She advised that the ashes might not be recoverable and it might be best to just relocate the stone. There is room in the church yard for this. The ashes, if tipped into the ground would not be recoverable. If they were interned in the plastic container they might be. However, as burial is considered to be permanent, it would mean that we would need to apply for an exhumation order. There is also the fact that the ground does not seem to be recorded as "consecrated". The vicar who carried out the service doesn't have any remembrance of this and it would have involved the local bishop. The vicar suggests that the ground may have been "blessed" There is a suggestion from the original vicar, Rev Micheal Denny that we could take a handful of earth with the stone.*

*The stone was supplied by R J Bellamy who are now Bellamy & Waterhouse. I have spoken with them and the Son remembers the event at Frankley*



*Beeches. They would carry out the task if required and any refurbishment to the stone, regilding etc.*

*I have been sent by the legal department the forms applying to move a stone into the church yard by Vicky, their legal advisor. This "Faculty" is to apply to admit the memorial to the church yard and has a fee of £360. Also included are much advice and information about applying for exhumation etc. There would be of course cost involved with moving the stone and any refurbishment from the stonemasons.*

*I think that is about as far as I can go at present. It needs to be discussed at a meeting due to the cost involved and the consideration of the ashes recovery or not. There seems to be not any evidence of Consecration or whether the ashes are in a container or not.*

*I have attached the Guide (appendix 1) to arranging any movement of the stone and/or ashes. **I don't not wish to organise this action and raised the matter for discussion at the next meeting.** I visited because I am local to the sites and know the area. I am available to make other visits and guide others to the area.*

**Andy Lowe**

**If Clubs wish to support this move a group will need to be formed to oversee the actions and payments required.**

**Recorded Decisions/Actions:**

- **The CorA7C committee's views are** - the stone should be moved to a suitable place preferably near to his ashes.
- **Cambridge Seven and Vintage Car Club**

Feedback on Agenda Items for June 2024 Committee Meeting

Stanley Edge's wishes were that his ashes were to be laid in that spot which was on his way to work and a view he enjoyed, so we think they really shouldn't be moved. We think there would be difficulties in any case getting the proper permission to move the ashes. As we understand it there are some family members alive and although attempts have been made to contact them, they aren't interested and don't want to engage on the matter. We don't think them 'not being interested' would amount to their 'permission' which we believe would be required.

We would advocate moving his headstone to somewhere more appropriate, such as a local churchyard, to maintain some 'tidiness' about it, especially if it's currently at risk of damage. Another thought is that perhaps volunteers could be found who will keep the area free from litter and maintained to a

higher standard so that Stanley (and his memorial) may stay where he wanted to be.

Summary:

- 1) Don't support the removal of the Ashes
- 2) Do Support the removal of the Headstone
- 3) Maybe a group of Volunteers to clear the site up could be established

- **Scottish Austin Seven Club**

It was felt that the ideal would be to clear up the area, try to prevent fly tipping in concert with the National Trust and Bromsgrove District Council, and make some arrangement to maintain the area. I note that there was an attempt to raise £10,000 by the Austin Motor Company back in 2022 ([Stanley Edge Memorial Stone - Austin Motor Company](#)) to create the Stanley Edge Memorial Picnic Area which failed miserably.

In the absence of such being possible then the memorial being moved to another suitable place would seem the only solution. It is not really feasible or appropriate to move the ashes in spite of the current unsuitability of the area.

- **Bristol Austin Seven Club**

Neither option SUPPORTED. Prefer to leave in its original position

- **Bongtree Austin Seven Club**

I'm afraid to say that there is no enthusiasm amongst our membership to be involved with a group to oversee the proposals regarding Stanley Edge's memorial stone, the feelings were that proposal i) was a better idea than ii).

- **Hereford Austin Seven Club**

Nonsense to exhume ashes, leave him alone. Headstone can't really be placed in a graveyard unless the person is interred there. Tidy up area occasionally yes

- **Devon Austin 7 Club**

Micheal Tabcart states Not sure whether ashes are in an urn or just spread. MT agrees with CA7&VCC view that he is where he wants to be..

HW asked about the possibility of replicating the stone and leaving what is there, creating a new memento of him somewhere more public. AL suggested that existing stone or new commemoration stone could go in the local churchyard (with permission from Church commissioners).

Paul Maulden: Norfolk A7 Club didn't mind the stone being moved but not keen on moving ashes

Secretary suggested that the consensus is for the stone to be moved. RA suggested that a memorial in the church yard may not be permitted, where the ashes were not originally spread.

RD asked AL if he could look into the costs of moving the stone. AL agreed and will report back for the October meeting.

## **2. THE HERBERT AUSTIN STATUE at LONGBRIDGE PROJECT.**

Every Austin enthusiast will know that a great designer, engineer and businessman Austin is.

His innovations and engineering skills are evident in the Austin vehicles we all cherish. During his time at Wolseley's in the 1890s he built his first car. A true European automotive pioneer as acknowledged in the Automotive Hall of Fame ... in Geneva!

Austin started his own Company in 1905 with two employees and went off to design such fine motor cars as the 20 hp (often judged as an equal alongside Bentleys in motoring press reviews) up to, and including, the world famous Austin Seven – 'The Motor for the Million.'

His contribution to the war effort in both WW1 and WW2 was outstanding, employing well over 20,000 in each at Longbridge alone. He also funded the Cavendish Laboratory, enabling Lord Rutherford to split the atom. The list goes on and on.

Austin at Longbridge is no more! Quite literally. The site has been relentlessly transformed into a retail park, housing, offices, a college, a Longbridge 'village' and so on. There is little acknowledgement of the great things that happened there.

... and even less of the great man himself!! Other than 'Herbert Austin Way'. We find this a disgrace. An affront to this great man and the contribution to Birmingham, Britain and to all us Austineers.

Who else, other than those of us who benefitted via careers or custodians of his great products, should care? And who are best suited to right this great wrong in failing to recognize a great automotive pioneer, leader, designer and producer of fine Motor Cars?

### **THE PROJECT.**

‘To fund the creation of a bronze statue of Herbert Austin and to place it in an area of high footfall at Austin, Longbridge.’

Statue: Bronze 1.3 – 1.5 x life size of Herbert Austin in the 1930s, sited on a low, approachable plinth.

Sculpture: Jane Hamilton. [www.janehamilton-sculpture.com/about](http://www.janehamilton-sculpture.com/about)  
Foundry: [www.lockbundsculpturefoundry.co.uk](http://www.lockbundsculpturefoundry.co.uk)

Task: To raise £100,000 which Ivor Vaughan personally pledges £5000 to start the project. The Patrick Motors Foundation has expressed an interest in contributing.

In short, what we have here is a single dimensional project, namely to RAISE the funds / CREATE the artwork / CAST and ERECT it. Job done

The project has moved on from a pie-in-the-sky idea to one being capable of being brought to success.

When: next 2 – 3 years.

Why: Herbert Austin deserves permanent recognition.

I would like to involve Austin Clubs – world-wide. To date, this has been an effort to test if the statue was possible & doable. It is!

My intention is to form a small group to commence raising funds and to manage the project through to success.

I would welcome a member of one of the car club fraternity to join my group. Given the various Austin Seven Clubs form the largest constituency of Austin enthusiasm, I would like to see the A7CA provide that person.

*My thought in involving Austin Clubs is not to request donations, but to ask each Austin Club to organise a specific event to raise funds for the statue. This will widen the involvement and association with the project and Herbert Austin himself.*

I do hope the A7CA sees value in being part of this endeavour ensuring that Herbert Austin is properly acknowledged and remembered by generations to come.

Thank you & best regards.

**Ivor Vaughan.**  
**Hon. President, Austin Ex-Apprentices Association.**  
**ivorvaughan@icloud.com**

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**Action for Committee**

- Do you wish to support this fundraising activity?
- Do you have a member(s) in your Club who would like to oversee a fundraising event for this cause?
- Do you have other ideas that you think would raise funds?

### Recorded decisions/actions

- **CorA7C Committee** - there was no support for this project as it was felt that there were already a number of tributes around.

- **Cambridge Seven and Vintage Car Club**

The £100,000 sounds rather a lot for a statue for Lord Austin. It's a nice idea, but the £100,000 price tag seems out of kilter with the clubs' affordability and/or to even ability to justify.

The money may be better spent on 'an apprentice' scheme for youngsters sponsored by the A7CA rather than a statue

Summary:

Don't support the initiative based on excessive cost

- **Scottish Austin Seven Club**

We are in support of such an action but have no fundraising idea or a wish to oversee such activities.

- **Bristol Austin Seven Club**

· Do you wish to support this fundraising activity? NOT SUPPORTED

· Do you have a member(s) in your Club who would like to oversee a fundraising event for this cause? NO

· Do you have other ideas that you think would raise funds? IF THERE IS NOT ALREADY A BLUE PLAQUE, A BLUE PLAQUE. SUPPORT OF AUSTIN APPRENTICESHIP SCHEME.

- **Bongtree Austin Seven Club**

Unfortunately we have no enthusiasm to play any part in the proposal regarding Lord Austin's statue.

- **Hereford Austin Seven Club**

No enthusiasm for this project either.

Comments: Nick Turley said PWC not keen on spending any on this. DC has reported back to Ivor Vaughan that the unanimous view of the A7CA clubs was against the idea. 80% of the cost was creating artwork, casting in Bronze is 20%, so choosing another material wouldn't help.

Norfolk A7 Club would contribute but when understanding the costs they realised that the amount they could contribute would not make much difference.

There was no appetite to support the proposal.

**Date of next meeting:** 7pm 8th October 2024

## **Appendices**

### **Appendix 1**

## **BIRMINGHAM DIOCESE**

### **PRIVATE FACULTIES**

#### **A STEP BY STEP GUIDE**

**As at 22 May 2023**

#### **1. Introduction**

A private Faculty is used for parishioners to reserve a gravespace, reserve an ashes plot, introduce a memorial stone or memorial plaque, or indeed to request an exhumation of either a full body or ashes burial which isn't permitted within the Churchyard Regulations. Link to current version attached (also at Annex 5) [Churchyard Regulations - Church of England Birmingham \(cofebirmingham.com\)](https://www.cofebirmingham.com)

#### **2. Reservation of a Gravespace**

- a. To reserve a gravespace the petitioner should complete the form listed at Annex 1.
- b. Grave reservations can be made either by family members for a deceased person or, more commonly, by those who wish to reserve either a particular plot so they are next to a beloved family member or so that a family can be buried together.
- c. These reservations can be made for single, double or triple depth graves and each reservation lasts for 30 years. It is therefore prudent that the age of the petitioner is taken into consideration when reserving spaces. We have had one occasion where a daughter wished to reserve a grave next to her newly deceased father. As the daughter was 28 years old we did advise accordingly and she was aware she would have to re-submit the paperwork and pay a second fee after 30 years had elapsed. The Church made a note in their records to this effect.
- d. Once the petitioner has completed the application form and the Incumbent has raised this before the PCC this should be signed, the relevant grave number inserted and the form sent to the Registry for action.
- e. The fee for this application is £360 but, as and when this is changed the application form will be updated. Details on how to pay the fee and where the application form should be sent are on the application form but, if there are any queries, please do contact the above telephone number or email addresses. Please note that all fees are non-refundable.
- f. The Registry will review the documentation and send this to the Chancellor for his determination. The Chancellor will take all information on board, in particular the petitioner's age. If there is a particular circumstance as to why a younger person is applying (see 2.c. above) then this should be detailed so the Chancellor can make an informed decision.

- g. Once a positive decision has been made the Registry Clerk will prepare the Faculty Certificate which shows the name, grave number and the written decision of the Chancellor. A sealed copy will be sent to the Petitioner and a copy sent to the Church for their records.*
- h. If a negative decision is made the Registry Clerk will contact the Petitioner and the Church to advise.*

## **2. Reservation of an Ashes Plot**

- a. To reserve an ashes plot the petitioner should complete the form listed at Annex 2. b. Ashes plots can be reserved in a designated Memorial Garden, in an existing family plot and, on some occasions, in a reserved gravespace.*
- c. As explained in point 1.3 above, plots can be reserved for a period of 30 years.*
- d. A maximum of 4 sets of ashes can be interred within an existing family grave.*
- e. Before ashes are interred within the grave, permission should be sought from all remaining family members in case there is a reason why this may cause upset. (e.g. the family members were estranged and did not get along). Written authorisation from all family members should, ideally, be included with the application.*
- f. The fee for this application is £360 but, as and when this is changed the application form will be updated. Details on how to pay the fee and where the application form should be sent are on the application form but, if there are any queries, please do contact the above telephone number or email addresses. Please note that all fees are non-refundable.*
- g. The Registry will review the documentation and send this to the Chancellor for his determination. The Chancellor will take all information on board, in particular the petitioner's age. If there is a particular circumstance as to why a younger person is applying (see 2.c. above) then this should be detailed so the Chancellor can make an informed decision.*
- h. Once a positive decision has been made the Registry Clerk will prepare the Faculty Certificate which shows the name, ashes plot or grave number and the written decision of the Chancellor. A sealed copy will be sent to the Petitioner and a copy sent to the Church for their records.*
- i. If a negative decision is made the Registry Clerk will contact the Petitioner and the Church to advise.*

## **3. Headstone/Memorial Plaque**

- a. To introduce a Headstone (Memorial Stone) or Memorial Plaque the petitioner should complete the form listed at Annex 3 in duplicate. One copy comes to the Registry and the second is held by the Church.*
- b. Headstones should only be introduced six months after burial to allow the ground to settle and to prevent collapse or sinking. They can, however, be applied for before this date to ensure the paperwork is in place.*



- c. *Most Memorial Masons are aware of the Churchyard Regulations and comply with these but there are those who don't. We have cases of Memorial Masons trying to flout the rules and this can cause matters to become protracted and upsetting for the family as usually they have been told incorrect information and cannot understand why the Church would refuse their request.*
- d. *If approached in the first instance by the family, the Parish should ensure they are aware of the Churchyard Regulations and the restrictions imposed on Headstones by way of stone, colour, wording, colour of wording, photos and other accessories. The Churchyard Regulations are appended to this document at Annex 5.*
- e. *As a brief summary, the stone should be grey, be of simple design: upright or as a book, flat topped or gently arched, uncoloured or white lettering, no kerbs, no gravel, no photographs and no accessories (lighting, windmills, toys, football scarves, etc.).*
- f. *Subject to the Chancellor's approval under a private faculty, the family can request an etching on the stone **This must have the prior approval of the Chancellor and he/she may permit such etching provided it is of Christian nature and there is exception reasons why the deceased would have it on their headstone.***
- g. *If the family are requesting something out of the remit of the Incumbent's authorisation (shown at Section B4 of the Churchyard Regulations) then a private faculty application should be made to the Registry who will send the full application to the Chancellor and thus saving the family the £360 fee.*
- h. *Memorial Plaques which are placed in the Garden of Remembrance should be uniform. If a particular style has been used previously we would suggest this continues. If, however, a new Garden of Remembrance is created then we would ask that the Churchyard Regulations are adhered to in respect of sizes, colours, etc.*
- i. *The general guidance with a headstone/memorial plaque is: if it stands out like a sore thumb then it will not be allowed. We understand that the Incumbent/Parish know their Churchyard best. If all headstones are black with gold lettering then that would be allowed under the "sore thumb rule".*
- j. *If there are any queries, please do contact the Registry for advice.*
- k. *The fee for this application is £360 but, as and when this is changed the application form will be updated. Details on how to pay the fee and where the application form should be sent are on the application form but, if there are any queries, please do contact the above telephone number or email addresses. Please note that all fees are non-refundable.*
- l. *The Registry will review the documentation and send this to the Chancellor for his determination. The Chancellor will take all information on board, reviewing any photographs or drawings showing the proposed design of the stone, wording and any etchings asked to be included.*
- m. *Once a positive decision has been made the Registry Clerk will prepare the Faculty Certificate which shows the written decision of the Chancellor. A sealed*

*copy will be sent to the Petitioner and a copy sent to the Church for their records.*

- n. If a negative decision is made the Registry Clerk will contact the Petitioner and the Church to advise and to discuss any changes that can be made to make the requested design/wording compliant.*

#### **4. Exhumations**

- a. Obviously exhumation is a very sensitive subject and will be dealt with accordingly. ALL exhumation requests should be sent to the Registry and will attract the £360 fee. The application form is attached at Annex 4.*
- b. The most common request and one that is usually allowed by the Chancellor is the exhumation of ashes placed in a gravespace to allow the burial of a second or third body in the grave. The petitioner should confirm that the ashes will immediately be returned to the gravespace for reinternment. They should not be moved elsewhere for burial.*
- c. **Exhumation requests are usually declined due to the fact that a Christian Burial should be final.***
- d. An Exhumation cannot be agreed because the family are moving home and want to take their loved one with them or they don't like the tree that has since grown next to the grave and it's dropping leaves!*
- e. There are, however, extraordinary circumstances which would allow an exhumation to take place. If the family feel their request is extraordinary they are invited to explain the full circumstances on the application form and the Chancellor will review these before making a decision.*
- f. If an Exhumation is sought, then all family members should give their consent.*
- g. If there are any queries, please do contact the Registry for advice.*
- h. The fee for this application is £360 but, as and when this is changed the application form will be updated. Details on how to pay the fee and where the application form should be sent are on the application form but, if there are any queries, please do contact the above telephone number or email addresses. Please note that all fees are non-refundable.*
- i. The Registry will review the documentation and send this to the Chancellor for his determination. The Chancellor will take all information on board.*
- j. Once a positive decision has been made the Registry Clerk will prepare the Faculty Certificate which shows the written decision of the Chancellor. A sealed copy will be sent to the Petitioner and a copy sent to the Church for their records.*
- k. If a negative decision is made the Registry Clerk will contact the Petitioner and the Church to advise.*

5. **Closed Churchyards**

- a. *If your Churchyard is closed for new burials it does not mean that burials cannot take place, only that they can take place within existing family plots. So if a gravespace is either a double or triple depth this can be used for the burial of other family members. Usually this is detailed on the Faculty Certificate when the original gravespace was reserved.*
- b. *As described in point 2.d. above four further sets of ashes can be interred on top of the grave.*
- c. *Usually maintenance of a closed Churchyard is undertaken by the City Council but general grass cutting, etc., can be done by the Parish to keep this looking neat.*

6. **Miscellaneous**

- a. *Applications to clean and/or restore Headstones or Memorial Plaques do not need to come to the Registry if the restoration is on a like for like basis. If further wording is to be added or a new stone is needed then an application should be made as per point 2.*
- b. *If erroneous objects are found on a grave (toys, windmills, statues, etc.) then these should be removed and kept in a safe space. A note should be attached to the stone advising where these objects are so they can be collected. The note should ideally explain why the objects were removed and that this is open to discussion either with the Incumbent or the Registry. The family should be given a time frame for collection of the items with the advice if they are not collected they will be disposed of.*
- c. *Plastic or silk flowers are not allowed. There has been much debate between the Chancellors on a national level and these should be removed as above.*

*As always, if there are any questions or queries please contact the Registry and we will be more than happy to assist.*

22 May 2023

**ANNEX 1**

**DIOCESE OF BIRMINGHAM**

**THE BENEFICE AND PARISH OF**

**CHURCHYARD OF**

**APPLICATION FOR A FACULTY FOR THE RESERVATION OF A GRAVE SPACE**

**To : The Worshipful Chancellor of the Diocese**

**1. Give the full names of the Incumbent and Churchwardens, and the postal addresses of the latter**

.....

.....

.....

.....

.....

.....

**2. State the full name and address of the Petitioner(s). The proposal should be considered at a Parochial Church Council Meeting duly convened. State the date of such meeting and append a copy of the resolution then passed :**

**Name and address of Petitioners :**

.....

.....

.....

Age(s) of Petitioner(s).....

Date of PCC meeting : \_\_\_\_\_ **20**

3. State (1) the number of spaces proposed to be reserved and whether they are of single or double depth (2) the full names of person(s) already interred and their relationship to the Applicant (3) the full names of the person(s) for whom the vacant ground is to be reserved, (4) their ages and (5) on which side i.e. North, South, East or West of the occupied space the vacant space is situate and number of grave. If there is an official plan of the churchyard state the number(s) on the plan of the space(s) to be reserved.

(1) **The Petitioner wishes to reserve 1 Single/Double/Triple depth gravespace**

(2)

(3)

(4)

(5) Grave space details:

---

4. What are the dimensions of the ground to be reserved? The dimensions should not exceed *6ft. 6ins.*

---

5. For how many years is it to be expected that the vacant consecrated burial ground will serve the needs of the church in the parish?

---

6. Approximately how many vacant grave spaces remain in the Churchyard?

---

7. Is the applicant or was the deceased in any way notable in the connection with the work of the church in the parish?

---

---

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---

---

---

---

8. What other grounds are there for giving the desired privilege in the present case?

*(In the case of a petitioner who is not a parishioner it must be made clear that he/she is on the Electoral Roll of the church).*

**The Petitioners, are/are not  
on the church electoral Roll of**

Dated this

Incumbent/Priest-in-Charge

---

---

Churchwardens

---

---

---

---

Applicant

---

---

**This application should be completed, signed and returned to:-**

**Diocesan Registrar, No. 1 Colmore Square, Birmingham B4 6AA together with the fee of £360** payment can be made electronically using the following details:

National Westminster Bank, 1 St Phillips Place, Birmingham, B3 2PT

Sort Code: 60-02-35

Account No: 01406175

Reference: 381678.662.(*your surname*)

The following section should be completed by the Incumbent or Priest in Charge or (during a vacancy the Rural Dean)

1. At a meeting of the Parochial Church Council held on the \_\_\_\_\_20 it was resolved as follows :
  
  
  
  
  
  
  
  
  
  
2. This resolution was passed unanimously / or by a vote of \_\_\_\_\_  
\_\_\_\_\_ at the PCC meeting held on \_\_\_\_\_20
  
3. No graves tombs monuments or monumental inscriptions or vaults claimed to be held by faculty or prescription nor any other private rights will be affected by the proposed reservation.
  
4. The approximate number of gravespaces at present available for interments in the churchyard is ..... and the average number of burials per annum for the last five years has been ..... and the population of the parish is .....
  
5. If spaces are available for only a few more years is an extension to the churchyard contemplated?
  
6. I confirm the appropriate fee has been paid to the PCC for the reservation of this gravespace / ashes plot.

7. I support this Petition and certify that the particulars of the resolution of the Parochial Church Council entered above are correct.

Dated this ..... day of ..... 20

Signed.....  
Incumbent/Priest in Charge / Rural Dean

***For use by Chancellor only***

Let the Public Notice be displayed (if not previous displayed in accordance with the Faculty Jurisdiction Rules 2000).

Subject to the receipt of the Public Notice with completed Certificate of Publication and if no objection has been received, let a Faculty be issued [until further Order/on condition that:]



[and] subject to the works or proposals being completed within \_\_\_\_\_ months of the issue of the Faculty [\_\_\_\_\_ months of the commencement of the works or proposals] or within such extended time as may be allowed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX 2**

**DIOCESE OF BIRMINGHAM**

**Parish of**

**Churchyard of**

**APPLICATION FOR A FACULTY**

**FOR THE RESERVATION OF A CREMATED REMAINS PLOT**

**To : The Worshipful Chancellor of the Diocese**

**1. Give the names of the Incumbent and Churchwardens, and the postal addresses of the latter**

*(Incumbent)* .....

Name of Wardens (Churchwardens)

.....

.....

2. STATE THE FULL NAME AND ADDRESS OF THE PETITIONER. THE PROPOSAL SHOULD BE CONSIDERED AT A PAROCHIAL CHURCH COUNCIL MEETING DULY CONVENED. STATE THE DATE OF SUCH MEETING AND APPEND A COPY OF THE RESOLUTION THEN PASSED :

Name and Address of Petitioner(s)

.....  
.....  
.....

Age(s) of Petitioner(s).....

Date of PCC meeting : .....

3. The Petitioner seeks a Faculty for the reservation of a right to the burial of the cremated remains
4. *The Petitioner wishes to reserve* \_\_\_\_\_ *cremated remains*  
*plot.*

**Cremated remains plot(s) details :**

5. What are the dimensions of the ground to be reserved?
6. For how many years is it to be expected that the vacant consecrated burial ground will serve the needs of the church in the parish?
7. Is the applicant or was the deceased in any way notable in the connection with the work of the church in the parish?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
8. What other grounds are there for giving the desired privilege in the present case?

*(In the case of a petitioner who is not a parishioner it must be made clear that he/she is on the Electoral Roll of the church).*

**Dated**

**this**

Incumbent/  
Priest

in

Charge/

Area Dean

Churchwardens

Applicant

**This application should be completed, signed and returned with payment in the amount of £360**

**Diocesan Registrar Shakespeare Martineau, No. One Colmore Square, Birmingham B4 6AA.**

With £360 payment of the NON-REFUNDABLE fee. Payment can be made electronically using the following details:

National Westminster Bank, 1 St Phillips Place, Birmingham, B3 2PT

Sort Code: 60-02-35

Account No: 01406175

Reference: 381678.662.(*your surname*)

**PLEASE NOTE THAT ALL PAYMENTS ARE NON-REFUNDABLE**

The following section should be completed by the Incumbent or Priest in Charge or (during a vacancy the Rural Dean)

1. At a meeting of the Parochial Church Council held on the ..... day of ..... 20.... it was resolved as follows :
  
2. The above resolution was unanimous  
OR
2. The above resolution was by a majority of ..... for and ..... against and the reasons for the dissenting votes were as follows :
  
3. No graves tombs monuments or monumental inscriptions or vaults claimed to be held by faculty or prescription nor any other private rights will be affected by the proposed reservation.
  
4. The approximate number of gravespaces at present available for interments in the churchyard is ..... and the average number of burials per annum for the last five years has been ..... and the population of the parish is .....
  
5. If spaces are available for only a few more years is an extension to the churchyard contemplated?

6. I confirm the appropriate fee has been paid to the PCC for the reservation of this gravespace / ashes plot.
7. I support this Petition and certify that the particulars of the resolution of the Parochial Church Council entered above are correct.

Dated this ..... day of ..... 20....

Signed.....  
Incumbent/Priest in Charge / Rural Dean

***For use by Chancellor only***

Let the Public Notice be displayed (if not previous displayed in accordance with the Faculty Jurisdiction Rules 2000).

Subject to the receipt of the Public Notice with completed Certificate of Publication and if no objection has been received, let a Faculty be issued [until further Order/on condition that:]

The display of a Public Notice having been dispensed with.

[and] subject to the works or proposals being completed within \_\_\_\_\_ months of the issue of the Faculty [\_\_\_\_\_ months of the commencement of the works or proposals] or within such extended time as may be allowed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX 3**

To be completed in duplicate

**DIOCESE OF BIRMINGHAM**

**FORM A**

**(Application to Introduce a Memorial into a Churchyard)**

The Chancellor of the Diocese has delegated to Ministers authority without Faculty to permit the kinds of memorial described in the Diocesan Churchyard Regulations issued 21 September 2006. These Regulations should be consulted before completing this form. A memorial falling outside the terms of the Regulations cannot be allowed by the Minister. Application to erect such a memorial must be made to : The Diocesan Registrar, No. 1 Colmore Square, Birmingham, B4 6AA. In the absence of a Minister, Part B may be completed by the Rural Dean. The Registrar will supply copies of the Churchyard Regulations and this form on request.

**PART A** To be completed by the Applicant and the Memorial Mason

Name of churchyard	
--------------------	--

<p>Title and Full Name of Applicant</p> <p>Address</p> <p>Tel. No.</p>	
<p>Full name of deceased</p> <p>Date of death of deceased</p> <p>Date of burial</p> <p>Relationship of applicant to deceased</p>	
<p>Name of Monument Mason</p> <p>Address</p> <p>Tel. No.</p>	
<p>Type of Memorial</p>	<p>Headstone</p>
<p>Size of Memorial and Base</p>	
<p>Type of stone. Colour. Shade</p>	
<p>Surface finish</p>	
<p><b>Description of any Carving or Decoration</b></p>	
<p>Wording of Inscription</p>	
<p>Type of Lettering</p>	

Size of Lettering	
Colour of Lettering	
Particulars of any Vase incorporated in the Memorial	

1. I have attached to this form a sketch or design of the proposed memorial.
2. I have read the current edition of the Churchyard Memorial Regulations issued by the Chancellor of the Diocese.
3. I apply to the Minister or to the Chancellor to grant permission for the memorial herein described and I undertake that, if permission is granted, the monument will be erected in exact conformity with that description.
4. If this application cannot be approved by the Minister and is therefore to be submitted to the Chancellor of the Diocese for consideration, I attach to this application two photographs, one showing the grave, and the other taken at a sufficient distance from the grave to show the memorials nearby.
5. I further undertake to indemnify both the Minister and the Parochial Church Council against all costs and expenses to which they may be put in respect of any deviation from the undertaking given in 3 above.

Dated..... Signed.....Applicant

I/We undertake to abide by the above.

Dated..... Signed.....Monumental Mason



**PART B** To be completed by the Minister or Rural Dean

I support / do not support the introduction of the above memorial into the churchyard.

Dated..... Signed.....

Minister/Rural Dean

This application should be completed, signed and returned to:-

Diocesan Registrar, No. One Colmore Square, Birmingham B4 6AA for the NON-REFUNDABLE fee. Payment can be made electronically using the following details:

National Westminster Bank, 1 St Phillips Place, Birmingham, B3 2PT

Sort Code: 60-02-35

Account No: 01406175

Reference: 381678.662.(*your surname*)

**FOR USE BY THE CHANCELLOR ONLY**

Let the Public Notice be displayed (if not previous displayed in accordance with the Faculty Jurisdiction Rules 2000).

Subject to the receipt of the Public Notice with completed Certificate of Publication and if no objection has been received, let a Faculty be issued [until further Order/on condition that:]

The display of a Public Notice having been dispensed with.

Signed .....

Dated .....

**ANNEX 4**

**IN THE CONSISTORY COURT OF THE DIOCESE OF BIRMINGHAM**

**PETITION FOR EXHUMATION**

TO : THE WORSHIPFUL CHANCELLOR OF THE DIOCESE

The Humble Petition of \_\_\_\_\_ (name)  
of \_\_\_\_\_ (Address)

SHEWETH :

9. That the [cremated] remains of the late who died on \_\_\_\_\_ (Date of Death) were interred in grave number \_\_\_\_\_ in the churchyard of - \_\_\_\_\_ in the Diocese of Birmingham on \_\_\_\_\_

10. The reason(s) that \_\_\_\_\_ was interred at \_\_\_\_\_ (Churchyard)is/are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. That the said Petitioner being the [spouse/son/daughter] of the late \_\_\_\_\_ is desirous of exhuming the remains of his/her late \_\_\_\_\_ for re-interment in [the same grave/grave number/location] \_\_\_\_\_  
\_\_\_\_\_ which is consecrated/unconsecrated ground.

12. The reasons for this Petition are as follows :

**Your Petitioner** therefore humbly prays that your Worship will be pleased to grant a Faculty authorising the said works.

Signature.....

Dated .....

**This application should be completed, signed and returned to:-**

**The Diocesan Registrar, Shakespeare Martineau, No. 1 Colmore Square, Birmingham B4 6AA, together with £360 (non-returnable) fee payment can be made electronically using the following details:**

**National Westminster Bank, 1 St Phillips Place, Birmingham, B3 2PT**

**Sort Code: 60-02-35**

**Account No: 01406175**

**Reference: 381678.662.(*your surname*)**

***FOR USE BY THE CHANCELLOR ONLY***

Let the Public Notice be displayed (if not previously displayed in accordance with the Faculty Jurisdiction Rules 2000).

Subject to the receipt of the Public Notice with completed Certificate of Publication and if no objection has been received, let a Faculty be issued [until further Order] [on condition that:]

The display of a Public Notice having been dispensed with.

[and] subject to the works or proposals being completed within \_\_\_\_\_ months of the issue of the Faculty [\_\_\_\_\_ months of the commencement of the works or proposals] or within such extended time as may be allowed.

Signature .....

Date.....

**ANNEX 5**

**DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES (DAC)**

**Churchyard Regulations (2006) and Further Guidelines**

**Introduction**

The Churchyard Regulations below relate to the Parochial Church Council's (PCC) management of memorials in churchyards and are set out under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (Amended 2015) by the Chancellor of the Diocese, following consultation with the Diocesan Advisory Committee for the Care of Churches (DAC). To apply for Faculty for works concerning churchyard memorials, please see:

## The Church of England - Birmingham: Apply for Faculty

### **Burials, Interments and Monuments in Churchyards**

#### **B1. Overriding objective**

1. The purpose of these Churchyard Regulations is to ensure that churchyards are kept in decent order so as to show respect for those who have died before us and to comfort so far as is possible all those who have loved ones buried there. Churchyards reflect the sure and certain hope that those buried or whose ashes are interred await the return of Jesus Christ and the life that is to come. Churchyards reflect too the Christian faith of those who have committed, permanently, their friends and/or family to God. It is especially important that each and every person with a loved one buried or interred in a churchyard seeks to have regard to the sensitivities of others in the same position and of other visitors to the church and its churchyard and, to respect the tradition of the churchyard itself.

2. An incumbent must not under any circumstances authorise the breach of these Regulations without reference to the Diocesan Chancellor for his or her approval.

#### **B2. Rights of Burial and the reservation of grave-space**

1. Parishioners, those on the electoral roll of the parish concerned and all persons who die within the parish boundaries have a Right of Burial within the parish churchyard provided that it is still open for burials, whether or not the deceased was a practising Christian and regardless of the length of time that the deceased lived in the parish.

2. Permission for burial of other persons may be granted by the PCC, which would normally pass a formal resolution giving general consent to the incumbent to give such permission at his or her discretion.

3. No one has a right to be buried in a particular part of a churchyard, but grave spaces may be reserved through a Faculty.

4. It is important to note that the exercise of a Right of Burial, the reservation of a grave space or the erection of a monument does not confer any right of ownership of that part of the churchyard, the whole of which remains vested in the incumbent. In particular, burial (or the interment of ashes) does not give the bereaved a right to have a memorial erected that is contrary to these Regulations.

#### **B3. The erection of monuments**

1. No monument may be erected over a grave until at least 6 months have passed since the interment, save that the incumbent may permit an exception in the case of the death of a minor provided that he or she first consults the Archdeacon.

2. Neither the relatives, nor the personal representatives, nor the close friends of the deceased have the right to have a monument erected over a grave. They may apply for the privilege of so doing to the incumbent who has discretion to permit such a monument if, and only if, the application complies with the Regulations, below.

3. Applicants are reminded that a churchyard is consecrated ground and that any memorial or monument will be seen by other visitors. Therefore, those completing the application should seek to have erected nothing that may cause offence to others or that is contrary to

traditional Christian teaching; nor should any memorial by implication or otherwise draw an unfavourable comparison with anyone else. Accordingly, applicants must discuss their proposals with the incumbent before making a formal application.

4. Any application to erect a monument shall be made to the incumbent on the Faculty Petition Form (Churchyard Memorials), but only following the discussions with the incumbent referred to in Regulation B3.3, above.

5. Once a memorial has been erected on the grave the relatives or personal representatives remain responsible for its maintenance. Neither the incumbent nor the PCC has any responsibility at any time for the upkeep of individual memorials. As a result, applicants are advised to choose monuments that are not expensive to maintain and that are not especially susceptible to vandalism.

6. All changes in a churchyard, including the erecting or removal of monuments, require the authority of the Chancellor, who by custom delegates to the incumbent (save where he or she specifically directs otherwise) authority to permit the introduction of monuments that come within the limits set out in Regulation B4, below.

7. No order should be placed with a stone or monumental mason unless the order has been approved in writing by the incumbent or by the Chancellor.

8. Grave mounds are not permitted, irrespective of whether or not a memorial has been placed or is going to be placed over the grave.

#### **B4. The incumbent's authority to permit monuments**

1. Provided that he or she keeps a written record of the same, an incumbent may give written permission for the erection of a monument on a grave in the following circumstances:

a) The monument must be in the shape of an upright headstone or of a cross, which is basically rectangular in shape, but the top edge should be flat or in the shape of a cross. There must not be a sculptured figure protruding from the top of the headstone.

b) The headstone or cross may be no larger than 1.25m x 0.65m x 0.11m (4' 1" x 2' 2" x 0' 4") and no smaller than 0.60m x 0.50m x 0.08m (2' 0" x 1' 8" x 0' 3").

c) The rectangular flat slab may be no larger than the grave itself and must lie flush with the ground. It must be installed carefully.

d) The headstone or cross may stand on a stone base provided the base is an integral part of the design and does not project more than 0.11m (0' 4") in any direction beyond the upright stone, unless a vase hole is included, when the front projection may be extended to 0.18m (0' 7") in front of the stone.

e) The upright stone, or base if used, is fixed onto a foundation slab that must extend 0.08m to 0.15m (0' 3" to 0' 6") beyond the stone or base in every direction and lie flush with the ground (not the grass) so as to allow a grass cutter to pass over it, freely.

f) The headstone, cross or slab is made of unpolished natural stone sympathetic to the fabric of the church, or of English oak.

2. Generally, the inscription is in words and numbers only and is incised without any colouring, gilding or silvering. The inscription must include the full names of the person or persons buried with dates or years of birth and death. The incumbent may permit the side bearing the inscription to be polished. The incumbent may permit additional words provided that:

- a) they are not tactless or inapt;
- b) they are consistent with Christian scripture, teaching and doctrine; and
- c) they do not intentionally, by implication or otherwise, draw a comparison of any sort with anyone else buried in the churchyard.

3. If it is sought to have an incised carving representing a special aspect of the life of the deceased on the headstone then, in addition to the incumbent's agreement, specific permission must be sought from the Chancellor. Such a carving must not be inappropriate for a Christian place of burial and must be no larger than 0.15m x 0.15m (0' 6" x 0' 6").

4. The name of the mason making the monument is not to be on the front of it and if permitted at all by the incumbent (whose permission shall only be granted if he or she considers the appearance of the name will not be unsightly) should be in words not exceeding 0.02m (0' 1") in height.

#### **B5. Limits to the incumbent's authority**

1. The incumbent has no authority to permit a memorial or monument that does not comply with the conditions contained in Regulation B4 above and in particular the incumbent has no authority to permit:

- a) monuments made of marble or granite (other than unpolished grey granite), artificial stone or plastic and, in particular, monuments made of black granite or marble;
- b) monuments made of more than one type of stone;
- c) monuments in the shape of hearts, urns or statues depicting human figures or otherwise;
- d) monuments with more than one side polished;
- e) monuments with pictures or photographs on them;
- f) kerbing, railings or chippings; or
- g) any kind of lighting.

#### **B6. The role of the Chancellor**

1. Any memorial that does not come within that permitted by the above Regulations may only be erected with the express written consent of the Chancellor and formal approval must be sought from him or her. The latter may choose to consult with the Archdeacon, the incumbent and the DAC before deciding whether the application for such a monument shall be made by way of a petition for Faculty. The Chancellor is approachable and sensitive to the stress a bereaved family goes through. Representations by letter can be made (prior to any Faculty application) to the Diocesan Registrar and will be considered carefully.

#### **B7. The interment of cremated remains**

1. Strictly speaking, a Faculty is required for every interment of ashes, but by custom the Chancellor continues to delegate to the incumbent the discretion to inter cremated remains in an open churchyard.

2. A Faculty must be obtained in all cases where it is desired to inter cremated remains in ground no longer open for burials.



3. A Faculty must be obtained for the interment of cremated remains within or below a church; such a Faculty is only granted in exceptional circumstances.
4. If it is desired to inter cremated remains in an urn, that urn should, ideally, be readily biodegradable, rather than be made of metal, plastic or hardwood.
5. The scattering of ashes in a churchyard is never permitted.
6. Each interment of cremated remains should be recorded in a Book of Remembrance.
7. An incumbent may give written permission for a memorial to be placed in that part of the churchyard reserved for cremated remains provided that it is laid flat with the ground and does not exceed 0.45m x 0.30m (1' 6" x 1' 0"). A proposal for any memorial outside these limits must be referred to the Chancellor.

#### **B8. Flowers on graves**

1. Bulbs and small plants may be planted on graves in certain churchyards with the permission of the incumbent, who must in any event be consulted before any unusual arrangement is to be made.
2. Cut flowers may be left on a grave, but must be cleared away when they die.
3. No artificial flowers may be placed on a grave except for Remembrance Day poppies, which should be removed after a decent interval in consultation with the incumbent.
4. No teddy bears, photographs, balloons or other sentimental items should be left on a grave. If they are, they may be removed by the incumbent or churchwardens or their deputy at any time 42 days after interment.

#### **B9. Breaches of Regulation**

1. The mere fact that another monument, memorial or any other form of exception in breach of these or earlier regulations has been erected or permitted is not a good reason for allowing another such item that does not comply with these Regulations.
2. If a memorial, etc., is erected in breach of these Regulations, the Chancellor may order its removal.

#### **B10. The role of the Parochial Church Council**

1. The PCC is encouraged to pass a formal resolution that should be widely known, indicating that its members will support the incumbent in not allowing unsuitable monuments and inscriptions in breach of the Chancellor's Regulations.
2. The PCC is encouraged to approve an appropriate booklet for those bereaved setting out, in less legalistic form, what are their rights, duties and responsibilities.
3. The PCC is encouraged to ensure that the parish has an up-to-date and carefully preserved Book of Remembrance and a graveyard plan that shows accurately the position in the churchyard of all burials, whether marked with a headstone or not.

## **B11. General 6**

1. Any application to the Chancellor should be sent to the Diocesan Registrar, Shakespeare Martineau, No. 1 Colmore Square, Birmingham, B4 6AA.

2. These Regulations have been drawn up by the Diocesan Chancellor in consultation with the Deputy Diocesan Chancellor, the Archdeacons of the Diocese and the DAC. They are issued with the approval of the Bishop of Birmingham. They shall come into force on 1st October 2006. From that date, the previous Regulations shall cease to have effect.

## **Further Guidelines**

### **G1. General**

These guidelines do not form part of the formal Churchyard Regulations, detailed above. They offer general advice on gravestone and memorial safety, when it is appropriate to raise memorials and the responsibilities regarding closed churchyards, and are intended to help those responsible for churchyard maintenance to feel confident that they have acted in accordance with the duty of care imposed by statute on the occupiers of premises to which the public may gain access.

Sometimes, there have been issues regarding parts of memorials, such as railings or other metalwork, that have become unsafe because of jagged edges or potential tripping hazards. Ultimately, the collapse of a churchyard memorial is a potential hazard, especially in large municipal cemeteries where there is a greater likelihood of children playing unsupervised. Detailed guidance from Historic England on caring for historic graveyard and cemetery monuments can be found here:

Historic England: Cemeteries and Burial Grounds

### **G2. Installing new memorials in churchyards**

Most churchyard memorials are single gravestones. These should have one-third of their total length firmly embedded into the ground. Where this is achieved, there is little danger that the gravestone will topple over. In the event that any different form of memorial is proposed, a Faculty application will require detailed drawings showing the entire stonework and the appropriate calculations to show that it will not be susceptible to movement as a result of subsidence. The completed structure must be tested by the contractor who installs it, or by a structural engineer, to demonstrate that it will withstand a force of 50kg. In either case, it will be necessary to check the Public Liability Insurance of the individual or firm testing the memorial.

### **G3. Inspection of churchyards**

It is appropriate to carry out an annual check of the memorials in all churchyards to which the public have access. This check should involve an inspection of each memorial to consider whether it may present any danger. Loose or decaying parts of larger memorials must be noted and gravestones should be checked to see if they move when hand pressure is applied to them. If any movement is detected, the next step should be to test by one adult kneeling beside the memorial (not in front) and pulling on it as he or she gets to their feet. If the stone does not rock, it can be regarded as reasonably safe, but if it moves significantly then remedial action is required.

While memorials are being inspected, it is appropriate to look for other potential hazards on pathways and to record if there is any need for remedial work. There is no need for any of this testing to be carried out by a professional or expert, but it is important that the fact that the check has been conducted should be recorded. The need for any remedial work or indeed the decision to keep a closer watch on any particular memorial should be recorded so that it can be reconsidered in the next annual inspection.

### **G4. Urgent remedial work and safety precautions**

In the event that a memorial is found to be unsafe, safety precautions should be taken without delay, such as removing any loose and broken masonry to a place of storage. If a gravestone is felt to be at risk of collapse, the Archdeacon should be informed and, if necessary, it should be laid flat on the grave. The relatives of the memorialised should then be contacted to organise the appropriate works to reinstate the stone in a safe and upright condition. If appropriate, a dangerous memorial should be identified with signage and cordoned off with tape barriers until it is made safe.

#### **G5. Alterations to memorials in churchyards**

There is no need to apply for a Faculty to inspect memorials, but Faculty permission is required if any permanent alterations are needed, including relocating a memorial or laying it flat.

If, following an inspection, it is decided to undertake a series of repairs and improvements, one application based on the inspection report will be appropriate. The application should explain what memorials are considered to be dangerous or need repair and what remedial work is proposed. The application should then state whether it has been possible to trace any family of the deceased and whether they are funding the repairs. Where there is unlikely to be local knowledge of the family of the deceased, advertising in the local press may be necessary in an attempt to give family members the chance to carry out repairs to memorials, as this remains their responsibility in perpetuity.

#### **G6. Municipal cemeteries**

These notes are not intended to relate to large municipal cemeteries. The need for precautions to be taken by civil local authorities will be considered by their own management. Where part of a municipal cemetery is consecrated so that it is subject to Faculty, the local authority should be aware that the testing procedure noted in point G3 will be appropriate.

#### **G7. Installing new memorials in church buildings**

It is often the case that relatives and friends will want to commemorate a life soon after a person has died. It is better, however, to allow some months to pass before everyone agrees on an appropriate style of memorial (which could be a piece of stained-glass, a candle stand, or other furnishing inside the church, rather than the standard memorial plaque).

A 2-year moratorium is often appropriate before new memorials are introduced into church buildings, but the particular circumstances of each case should be taken into account when determining the appropriate 'pause' before any works are put in hand. Nevertheless, it is recommended to wait at least 6 months before applying for Faculty to make a change or addition to some part of the church fabric or its contents as a gesture of commemoration for someone connected with the church over an extended period of time.

PCCs should have a clear, written policy on what is considered to be appropriate memorialisation within the church building and grounds. This should be made available to applicants and must be applied consistently and universally. PCCs are not obliged to accept new memorials and may choose to not install new personal memorials in the church building and grounds at all, if this is felt to be appropriate.

#### **G8. Closed churchyards**

A closed churchyard is one in which burials no longer take place (apart from in exceptional circumstances), but the churchyard is still open to public access. Maintenance responsibility for such places is often handed over by the parish to the civil local authority, but the ownership still remains with the incumbent.

Upon closure of a churchyard, an Order in Council is made. This document may be accompanied by a Maintenance Agreement, which would make explicit the aspects for which the local authority will be responsible. In general, responsibility is held to cover "all things attached to the realty which includes tombs, monuments, war memorials, churchyard crosses and its walls and fences".

Closures since the early 1970s have been made under the Local Government Act 1972. Under Section 215 of the Act, keeping the churchyard in “decent order” is held to include dealing with “saplings and bushes ... long rank grass, weeds and brambles”. The responsibility for trees in churchyards closed by an Order in Council rests with the local authority, explained in Section 6 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (Amended 2015).

## **Appendix 2**

The AExAA has nearly 1000 surviving members out of 8000 Austin Apprentices trained at Longbridge between 1909 and 2003. Our Annual Reunion Dinner will be our 90<sup>th</sup> this coming December. The first took place in 1928 at the Grand Hotel Birmingham with Herbert Austin in attendance. Slick arithmetic should show it to be our 97<sup>th</sup> Dinner, but one Adolf Hitler put paid to 6, and another to COVID.

The statue is one of *two Herbert Austin Legacy projects* the AExAA is leading. The other, up and running, is ‘ THALAT – The Herbert Austin Legacy Awards Trust. ‘

75 Austin Ex-Apprentices donate £1 per week ( £52 per year ) to the THALAT. The amount raised enables two £1000 awards to be presented to a pair of young Birmingham Apprentices.

1. Most innovative engineer, administered by the Birmingham University School of Engineering.
2. Most practical engineer, administered by South and City College, Birmingham.

The overall goal is to celebrate engineering and showcase engineering / manufacturing as a great career path.

Such has been the success of this innovation, discussions are in hand to set up something similar in Coventry.