

## **SOUTH WARNBOROUGH PARISH COUNCIL BURIAL GROUND REGULATIONS**

### **1. RIGHT OF INTERMENT.**

The right of interment, the erection of memorials and the reservation of grave spaces in the Burial Ground at South Warnborough is exclusive to parishioners of South Warnborough or anyone having claim on that parish, upon payment of the appropriate fees as set out in the Scale of Fees. At the discretion of the Parish Council, any of these services may be extended to non-parishioners subject to the payment of the appropriate fee.

### **2. NOTICE OF INTERMENT.**

- a. The application forms for interment, erection of memorials, reservation of plots, and the scale of fees form part of these regulations.
- b. At least 48 hours notice (on a form prescribed by the Parish Council) of every intended interment must be given to the Clerk of the Parish Council at reasonable hours.
- c. Except in special circumstances, no notice will be received on Saturdays, Sundays or Public Holidays. Such days must be excluded from the period of 48 hours notice. An exception will be made on production of a medical certificate stating that an early interment is necessary.
- d. All fees connected with an interment must be paid to the Clerk at the time when the notice of interment is given.

### **3. CERTIFICATES.**

- a. A disposal certificate of the Registrar of Deaths or, where appropriate, of the Coroner, must be handed to the Clerk with notice of interment.
- b. In the case of a stillborn child, the appropriate certificate under the Births and Deaths Registration Act 1953 must be produced.

### **4. PLACE OF INTERMENT.**

- a. All grave spaces will be allocated by the Clerk acting for the Parish Council.
- b. It will be the responsibility of the Funeral Director to dig and fill all graves to the reasonable satisfaction of the Parish Council, which shall include, but not be limited to, the terms and conditions in Clause 7 thereof.
- c. In addition the Parish Council has designated a specific area, planted with shrubs, for the scattering of ashes. Use of the area requires prior approval from the Parish Council by the submission of a notice of interment (see 2. above).

### **5. DEPTH OF GRAVES.**

- a. A body shall not be interred in a grave in such a manner that any part of the coffin is at a depth of less than 900mm (three feet) below the level of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such a manner that any part of the casket is at a depth of less than 300mm (one foot) below the level of the ground of the grave space.
- b. The minimum depth of a grave shall be 1.38m (four feet six inches).

### **6. COFFINS.**

No body will be allowed to be buried in any grave unless in a properly constructed coffin.

### **7. DIGGING AND REINSTATEMENT OF GRAVES.**

Turf is to be removed carefully and stacked. Topsoil to be removed and stacked separately. On reinstatement, subsoil is to be compacted as hard as possible, with the topsoil put back to allow for settlement and the turf so replaced so that the finished result is a LEVEL LAWNED BURIAL GROUND. All excess subsoil is to be removed. (NOTE ALSO PARA 14)

## **8. PURCHASE AND RESERVATIONS OF GRAVES OR CREMATION.**

- a. The purchase of a grave is not permitted.
- b. Plots may not be reserved.

## **9. FLOWERS.**

- a. No flowers or shrubs may be planted in any grave space, save only for a single patio rose.
- b. Flowers/wreaths will be removed from a grave when dead or faded, by authorisation of the Parish Council.
- c. Artificial flowers, with the exception of silk, are not acceptable.
- d. If no headstone incorporating a vase is erected, ONE MEMORIAL VASE will be allowed in the headstone position. The Parish Council reserves the right to remove unsuitable flower containers, which shall include, but not be limited to (glass jars, glass or plastic vases or bottles, stones etc.). Because they interfere with maintenance machinery, it is not permitted to embed jars, vases etc. in a grave space or dig loose receptacles into the turf or secure them in any way.

The The Parish Council regrets that no responsibility can be accepted for the removal of flowers or vases by any unauthorised person.

## **10. ERECTION OF HEADSTONES, CROSSES, PLAQUES AND MOVEABLE VASES.**

- a. All memorials and/or headstones should be of natural stone with no reflecting finish, or of hardwood. Stones traditionally used in local buildings or stones closely similar to them in colour and texture., are preferred. Blue or red granite and granites darker than Rustenburg grey, carrara white or similar white marble, synthetic stone and plastic are not permissible.
- b. For a number of reasons the Parish Council considers it undesirable to erect a memorial until 6 months after interment. A purpose made temporary wooden cross to mark a grave will be permissible during the six month period. This does not apply to cremation plaques.
- c. Application shall be made to the Clerk to the Parish Council and CONSENT OBTAINED IN WRITING BEFORE ANY MEMORIAL VASE IS INSTALLED or any inscription is placed on a proposed or existing memorial. Such consent will be given only if the proposed memorial complies with the requirements of this regulation and is acceptable to the Parish Council. The Parish Council WILL NOT BE RESPONSIBLE FOR THE COST OF THE REMOVAL OF ANY UNAUTHORISED MEMORIAL.
- d. A memorial in the form of a headstone or cross, but not both, may be placed at the head of the grave. The grave and row number MUST be engraved at the reverse side of the headstone, lower right hand corner of a cremation plaque and on the back of a memorial vase. Installation will not be allowed without such numbering. Payment of the appropriate fees, as in the Scale of Fees, must be sent with the application.
- e. Upright headstones shall measure:
  - no more than 1200mm (4ft) high, measured from the surface of the ground
  - no less than 750mm (2ft 6in) high, measured from the surface of the ground
  - no more than 900mm ( 3 ft ) wide
  - no less than 500mm ( 1ft 8in ) wide
  - no more than 150mm ( 6 in ) thick
  - no less than 75mm (3in) thick, except in the case of slate memorial which may be thinner but no less than 38mm (1.5in ) thick.

An exception may be made in the case of infant burials, where a headstone must be no less than 600mm (2ft) high nor less than 375mm ( 1ft 3in) wide, nor less than 50mm (2in) thick. Horizontal ledgers or flat stones, either flush with the turf or raised not more than 225mm ( 9in ) above a base, which must extend no less than 75mm ( 3in ) all round and itself be flush with the turf, must not be larger than 21 00mm ( 7ft ) by 900mm ( 3ft) overall, including the base.
- f. Every memorial MUST be firmly fixed in the ground on an approved foundation which must be WHOLLY BELOW GROUND LEVEL. Details of the foundations and fixing must be provided

at the time of seeking written consent. Extended plinths will not be permitted. Moveable memorial vases and flower vases must stand on a FIXED EMBEDDED STONE BASE. (See I Oc)

g. Headstones need not be restricted to a rectangular shape. For example, curved tops are preferable to straight-edged ones. However, memorials in the shape of a heart or book are not permitted, nor are photographs, porcelain portraits, kerbs, railing, chains, chippings or glass shades.

h. A memorial shall not be removed from the Burial Ground except with the consent of the Parish Council.

i. The Parish Council can accept no responsibility for damage to memorials unless caused by a person employed by the Parish Council during maintenance of the Burial Ground.

j. A plaque or memorial in the Cremation Casket area shall be 18 inches by 14 inches and be kept level with the ground. All plots must be covered by a blanking stone or memorial plaque. The regulations concerning inscriptions and numbering shall apply. (See IOc, IOd, IOe and IOt)

#### **11. DETERIORATING MEMORIALS ETC.**

Where a memorial has deteriorated over the years, the Parish Council will attempt to trace relatives so that they may remedy the situation. Should this not be possible, or the relatives do not act within a reasonable time (three months) the Parish Council may remove such memorials without further notice, in accordance with legal advice.

#### **12. RENOVATIONS ETC.**

Any intended work must be authorised in writing by the Parish Council.

#### **13. CONVEYANCE AND REMOVAL OF MATERIALS ETC.**

All boards, tools and other materials or plant required in the digging and reinstatement of graves and erection of memorials shall be conveyed in the Burial Ground by hand, or carts or trucks, the wheels of which must have a tyre width of not less than four inches. All equipment, materials and spare soil MUST BE REMOVED FROM THE BURIAL GROUND IMMEDIATELY UPON COMPLETION OF THE WORK, AT NO EXPENSE TO THE PARISH COUNCIL. If any person, after receiving seven days notice in writing from the Parish Council, neglects or fails to comply with this requirement, the rubbish or surplus materials will be removed by the Parish Council and any person who so neglects or fails shall, on demand pay the Parish Council the cost incurred for this removal. Care must be taken to avoid cutting up or damaging the roads, paths or grassed areas in the Burial Ground. ALL WORK IN CONNECTION WITH MEMORIALS AND REINSTATEMENT ARISING THEREFROM SHALL BE DONE TO THE SATISFACTION OF THE PARISH COUNCIL.

#### **14. GRATUITIES.**

No person employed by the Parish Council is permitted to undertake grave maintenance work of any kind independently of the Parish Council, or to receive gratuities of any kind.

#### **15. DOGS.**

No dogs, other than guide dogs, will be permitted within the curtilage of the enclosed Burial Ground.

#### **16. REVISION OF RULES.**

These terms and conditions will be reviewed after one year, and thereafter with such frequency as the Parish Council shall deem applicable.