

PARISH OF GROVE

REGULATIONS RELATING TO GROVE PARISH CEMETERY, DENCHWORTH ROAD

In accordance with the Local Authorities Cemetery Order 1977 and the Local Government Act 1972, Schedule 26, Grove Parish Council, being the Burial Authority for the Parish of Grove, resolved at their meeting on 25th June 2013, that the following Regulations will operate with regard to the erection of Monuments, Headstones and the provision of Flower Vases in the Grove Parish Cemetery.

- 1 The cemetery shall be open to the public on weekdays from 9 am and on Sundays and Public Holidays from 10 am and shall close at sunset or at 9 pm whichever is the earlier.
- 2 Interments shall be allowed between 9 am and 3.30 pm from Monday to Friday and between 9 am and 11 am on Saturdays. The council reserves the right to modify these times where circumstances render such a course desirable.
- 3 All procedural actions under clauses 8 to 12 of these Regulations shall be given to the Grove Parish Clerk at the Council Office, Old Mill Hall, School Lane, Grove, between the hours of 9 am and 3 pm Monday to Friday, together with payment of all necessary charges or fees.
- 4 No person may enter or remain in the Burial Ground between the hours of sunset and sunrise.
- 5 No child under the age of 12 shall be allowed in the Burial Ground without being accompanied by a responsible adult.
- 6 Dogs shall not be allowed in the Burial Ground unless held on a lead.
- 7 It is forbidden to play any game or sport or to disturb any persons in the cemetery.

INTERMENTS

- 8 Notice of interment should be given by the undertaker on the prescribed form to the Clerk of the Council at least 48 hours before the proposed interment. This period excludes Saturdays, Sundays and Public Holidays.
- 9 All charges and fees are payable when the notice of interment is given.
- 10 The person having charge of the funeral shall make all necessary arrangements with the officiating clergyman or minister. The Parish Council takes no responsibility in this matter.
- 11 The Registrar's Certificate of Disposal, ie the Certificate regarding the death issued by the Registrar of Births and Deaths (or of the Coroner's Order for Burial), must be produced to the Clerk prior to the interment.
- 12 After the interment a Certificate of Burial may be obtained from the Clerk; extra copies may be obtained at a small fee.
- 13 Immediately after the interment the grave shall be filled with earth so that, allowing for natural subsidence, a flat surface at the former level will result. This surface will then be either covered with turf or sown with grass seed.

GRAVE and ASHES PLOTS

- 14 The Council will allocate grave and or ashes plots to one of the following per burial:
- a. The notifying person or next of kin of the deceased, who will be shown the location on a plan and given the opportunity to view it if required.
 - b. An authorised undertaker whose responsibility it will be to inform the next of kin or notifying person of the location of the grave and invite them to view it prior to the service of burial if required.
 - c. The Parish Council reserves the right to refuse a grave or ashes plot reservation if the plot chosen is not, in the opinion of the Council, conducive to good or proper management of the Cemetery.

- 15 Either one or two interments may take place in each grave so long as a single grave has not been purchased. In graves where two burials are to take place the interments must be at depths of 6'7" and 4'6". A child's grave will be for a single burial only. No additional interment or ashes will be allowed.

Each coffin shall be covered with at least 3'0" of earth with at least 6" of earth between coffins. Interment of cremated human remains may take place in any private grave or grave with exclusive burial rights. In exceptionally wet weather conditions it may not be possible to dig a double grave, in which case a single grave should be dug and an adjacent plot reserved at no extra charge. However, an attempt should first be made to dig a double grave at a distance of one or two plots from existing plots.

The undertaker is responsible for ensuring that all grave depths are correct prior to all interments and is solely responsible for doing so.

- 16 The plinth or base of adult headstones shall not exceed 3'0" in length and 1'3" in width. The plinth or base of child headstones shall not exceed 1'6" in length and 1' 2" in width.
- 17 It is recommended that headstones should not be installed for at least six months in order that the soil be allowed to settle. No adult headstone or memorial shall exceed an overall height above ground level of 3'0" and the width shall not be greater than 2'9". No child headstone shall exceed an overall height above ground level of 1' 8" and the width shall not be greater than 1' 4".
- 18 No adult headstone shall exceed 6" in thickness and no child headstone shall exceed 2" in thickness.
- 19 Headstones or memorials shall be of a natural material.
- 20 All memorials shall bear the number of the grave cut in 1" characters on the bottom left-hand corner of the reverse side.
- 21 Headstones may not be placed between two single plots.
- 22 To permit the cemetery to be laid out and maintained on lawn-type principles there shall be kerbing at grass level only. Grave plot kerbing shall be maintained so as to be flush with the surrounding ground and shall lie wholly inside the existing perimeter of the plot. Any planting of flowers must be done in such manner that they shall not overhang or encroach upon the grass area outside the perimeter of the grave and shall only be done with the approval of Grove Parish Council. The Council will not allow trees or shrubs to be planted on graves.

- 23 No receptacles other than flower vases specially designed for the purpose or plant pots may be placed on grave spaces.
- 24 No monuments, headstones or flower vases shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus a detailed sketch of the memorial (which includes all measurements above and below ground, width and depth of plinth etc). Grove Parish Council is only prepared to enter into a contract for the installation of headstones if that headstone is supplied and installed by a contractor from the council's approved list (see list attached).
- 25 All monuments, headstones or flower vases shall remain at the sole risk of the owners of the graves and the Council shall not be responsible for any damage or breakage that may occur to the same. (Advice of insurance cover can be obtained from the Clerk or local stonemason). No memorials of any description will be allowed to be taken from the cemetery except by order of the council. In the course of the groundsman's duties in tidying untended graves Grove Parish Council will not be responsible for any damage or breakage which may occur to monuments, headstones, flower vases or any item placed on the graves.
- 26 No undertaker or stonemason shall enter the cemetery for the purpose of interment, erection or removal of memorials without prior notification to the Clerk of the Parish Council and payment of any necessary fees.

EXCLUSIVE RIGHTS AND RESERVATIONS

EXCLUSIVE RIGHT OF BURIAL

- 27 The exclusive right of burial for a period of 100 years in any grave space required either for immediate or later use may be purchased, subject to the approval of the Council for the currently approved fee.
- 28 No transfer of the exclusive right of burial in a grave (owing to death or otherwise) will be accepted by the Council unless the transfer has been registered. Such registration will only take place after sufficient evidence of the transfer has been placed before the Clerk. Only on completion of the registration will permission for opening a grave or erecting a memorial be granted.
- 29 The right of burial in a private grave shall be exercisable subject to the following conditions:
 - a) When notice of interment is given to the Clerk, the Deed of Grant of Right of Burial shall be produced.
 - b) The notice of interment is to be signed by either the owner of the exclusive rights of burial or the authorised undertaker on behalf of the rights holder. In the latter case they will be deemed responsible by the parish council for all undertakings regarding the interment. In both cases it will be deemed that section 14 above has been implemented and that they have agreed to abide by all the regulations in this document.

RESERVATIONS

- 30 The Council reserves the following rights:
 - a) To remove any flowers, wreaths or other articles which have remained on any grave for more than 14 days following an interment.

- b) To remove any memorial, which has not been executed in a workmanlike manner, which has not been constructed in accordance with the approved particulars, or which has not been maintained in a safe condition.
- c) To refuse to approve a proposed inscription on a memorial without giving reasons for such refusal.
- d) The right of passage over all graves for all purposes connected with the cemetery.
- e) The right to put in good order any neglected grave, having first made all reasonable efforts to gain permission from the owner.
- f) The Burial Clerk is permitted to ask any person who in his/her opinion is giving offence to leave the Burial Ground.

GARDEN OF REMEMBRANCE

- 31 Either one or two cremated interments may take place in each plot, and following the first interment of cremated remains a memorial stone shall be permitted upon payment of the prescribed fee.
- 32 The interment area will measure 2' x 2'.
- 33 No memorial stone shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus a detailed sketch of the memorial, which will include all measurements with regard to the depth of the memorial, and the position of the flower container holder and inscription proposed. All memorial stones inclusive of floral holders shall remain at the sole risk of the purchaser and the Council shall not be responsible for any damage or breakage, which may occur to the same. Details of insurance available to the purchaser should be provided and confirmation that such details have been supplied should be included on the detailed sketch. No memorial stone will be permitted to be taken from the Garden of Remembrance without prior notification to Grove Parish Council.
- 34 The memorial stone shall not exceed 1'6" x 1'6" and will be of natural stone and overall height no more than 9" in height.
- 35 The memorial stone may have within its prescribed area a flower container hole.
- 36 No floral holder, plant pot or other type of attachment may be placed outside the prescribed area 2' x 2'.
- 37 The plots within the Garden of Remembrance will be allocated in rotation.
- 38 It will be a condition of purchase that the purchaser of the plot will be liable for the insurance of the memorial.
- 39 Plaques in Garden of Remembrance

A plaque to be fastened upon the Garden of Remembrance wall must conform to the following specifications.

Bronze plaques for the wall of remembrance shall be permitted upon payment of the prescribed fee.

They will measure no more than 8" x 6" and will be of uniform design as recommended by the council. The purchaser will be responsible for the purchase of the plaque, which the Council will order on their behalf, from the Council's approved supplier.

The fixing of the plaque must be carried out by a person appointed by the Council and the plaque fastened to the wall in the precise place specified by the Council and in a manner approved by the Council.

For a fee the Parish Council will grant exclusive right for a period of one hundred years. This fee to include installation costs.

Each plaque must be maintained in its original form, arrangement for which will be the responsibility of the person originally requesting permission for the plaque to be fixed. Any plaque left in an unsatisfactory state for any length of time will be removed from the wall and a further fee must then be paid if it is to be replaced.

Trees/shrubs as specified by the Council may be planted in the Garden of Remembrance by a person approved by the Council. The trees/shrubs to be purchased through the Council.

A plaque to mark the trees/shrubs shall be permitted. They will measure no more than 4" x 3" and will be of uniform design as recommended by the Council. The purchaser will be responsible for the purchase of the plaque, which the Council will order on their behalf, from the Council's approved supplier.

The Council will not be responsible for the loss or damage of any plaque.

40 Ashes may only be scattered in the area designated by the Council.

These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Grove Cemetery under the jurisdiction of the Grove Parish Council, who reserve the right to alter or vary the foregoing or to deviate there from in any particular instance if it shall appear to the council desirable so to do.

Original Signed _____

Date: 26th June 2013

Chairman of the Environmental Services Committee

LIST OF APPROVED STONEMASONS

*This list is subject to change
Please contact Grove Parish Council for an updated list – 01235 766599*

<u>Allerton Memorials</u> <u>Great Lea Farmhouse</u> <u>Dairy Unit</u> <u>Mere Oak Lane</u> <u>Grazeley</u> <u>Reading</u> <u>RG7 1LE</u>	<u>Reeves Memorials</u> <u>146 Magdalen Road</u> <u>Oxford</u> <u>OX4 1RL</u>
<u>Abingdon Stone and Marble</u> <u>161A Ock Street</u> <u>Abingdon</u> <u>OX14 5DL</u>	<u>Hamels Memorials Ltd</u> <u>East Workshop</u> <u>Richs Sidings, Broadway</u> <u>Didcot</u> <u>Oxon, OX11 8AG</u>
<u>Banbury Memorials</u> <u>5 Station Yard</u> <u>Adderbury</u> <u>Nr Banbury</u> <u>OX17 3HJ</u>	<u>SPB Stoneworks</u> <u>38 Brooksby Road</u> <u>Tilehurst</u> <u>Reading</u> <u>RG31 6LY</u>
<u>Haven Memorials</u> <u>Unit 12 Barn Workshops</u> <u>Grove Farm</u> <u>The Street</u> <u>Crookham Village</u> <u>Fleet</u> <u>Hants GU51 5RX</u>	
<u>Highworth Memorials</u> <u>The Green</u> <u>Highworth</u> <u>Wilts</u> <u>SN6 7DB</u>	
<u>Memorials of Distinction</u> <u>74 London Road</u> <u>Apsley</u> <u>Hemel Hempstead</u> <u>Herts</u> <u>HP3 9SD</u>	