



## **HEATHFIELD AND WALDRON PARISH COUNCIL**

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## **BURIAL AUTHORITY FOR THE PARISH OF HEATHFIELD AND WALDRON UNDER THE BURIAL ACTS**

### **THEOBALDS GREEN GARDEN OF REMEMBRANCE RULES AND REGULATIONS**

#### **MANAGEMENT OF THE BURIAL GROUNDS**

An inspection of headstones is carried out every three months by the Parish Council and any headstone deemed to be extremely unstable will be laid flat to prevent the possibility of accidents. The Parish Council reserves the right to remove any memorial which has become or is likely to become dangerous.

Owners of the graves will be notified of any headstones that require work to them.

Dogs must be kept on a lead and on the paths. Owners are required to clear up any dog fouling, there is no dog bin facility in the Burial Ground so please could this be taken home and disposed of, or alternatively placed in the bin near the entrance to the site.

#### **BURIAL FEES**

Burial fees are reviewed annually and any increases will be introduced on the 1<sup>st</sup> January.

#### **PARISHIONER AND NON PARISHIONER RATES**

Parishioner rates will apply to people who resided in the parish within two years of the date of burial.

#### **RESERVATIONS**

An ashes plot may be reserved by **Parishioners and Non-Parishioners**. The reservation fee charged does not include the Grant of Exclusive Right of Burial.

#### **PREPARATION OF AN ASHES PLOT**

The preparation of an ashes plot is carried out by a Funeral Director and these charges are not included in our fees.

## EXCLUSIVE RIGHTS OF BURIAL

An Exclusive Right of Burial (EROB) is required before any memorial is erected. The EROB will be issued to the grave owner following the first interment.

Any change of address of the EORB owner must be conveyed to the Parish Council in order that up to date records are maintained and so that the grave owners can be contacted as and when required. No responsibility can be accepted for information which does not reach a grave owner if the Parish Council has not been informed about a change of address.

Any transfer of ownership of the EROB will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Council and may be subject to a transfer fee.

- a. A grave will be regarded as a common grave unless an Exclusive Right of Burial fee is paid.
- b. Memorials may not be erected on common graves.
- c. An Exclusive Right of Burial is granted for a period not exceeding 75 years. No interment shall take place and no memorial shall be placed in the Burial Grounds and no additional inscription be made on memorials without the prior consent of the Council and the signed agreement of all the owners of the EROB and all relevant fees being paid to the Parish Council.
- d. The Exclusive Right of Burial may be extended by the Burial Authority at its discretion.

## INTERMENTS

Interments are in earthen plots not exceeding 1 metre x ½ metre. The area between plots to remain the property of the Burial Authority,

## ASHES

Ashes may be strewn in the Burial Ground in the allocated area with prior permission from the Burial Authority and the appropriate fee paid.

## MEMORIALS

All memorial installations must be constructed and installed with the current National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) recommendations. NAMM and BRAMM registered memorial masons have adopted The British Standard 8415 (BS8415) which sets out the minimum lengths of anchoring which are needed to ensure memorial safety so that there is no danger of the memorials toppling over. Memorials should be erected and fixed within these guidelines laid down by the Burial Authority **AND IT RESERVES THE RIGHT** to recall stonemasons should there be any problems with memorials, any resultant costs being recharged to the owner. **It should also be noted that the Parish Council are not responsible for any damage to headstones.**

Memorials may be erected where an **Exclusive Right of Burial** has been granted. Prior to installing a headstone all relevant fees and written approval from the Parish Council need to

be obtained. When the installation of the headstone has been completed the Stonemasons are asked to sign and return the notification of memorial erection form.

It is the responsibility of the plot owner to ensure that any memorial is safe and secure and where necessary should undertake any repairs using **NAMM** or **BRAMM** registered stonemasons. Plot owners should contact the Parish Council to inform them that work is going to be carried out and to notify them of any removal of headstone from the Burial Ground. If the Parish Council write to the plot owner requesting that work be undertaken as the memorial is unsafe, the plot owner should arrange for work to be done at their own cost and as soon as possible.

Memorials may be erected where an **Exclusive Right of Burial** has been granted.

**HEADSTONES** are the only type of memorials permitted in this area. Light Nebresina, Yorkstone, Purbeck Portland stone and Black/Welsh slate. The headstones should be fitted into the ground (no bases allowed) not exceeding 15" wide x 3" deep and not exceeding 24" in height above ground with inscription thereon. Lettering should be cut, **black or grey not gilded or leaded**. **Any form of engraved decoration (uncoloured) and wording to be approved by the Burial Authority** and the size of the engraving to be no larger than **6" x 3"**.

Additional inscriptions are permitted for an additional fee. Any inscription referring to a person buried elsewhere should state the place of burial of that person.

No memorials may be erected within **3 months** of interment - including a subsequent interment. The Burial Authority reserves the right to alter this period should the need arise. The time and date for fitting of memorials must be arranged with the Burial Authority in order that the position for fitting may be marked.

The Parish Council have a health and safety duty to all users of the Burial Grounds to ensure that memorials are not dangerous and headstones are inspected every three months. Any headstone which is identified as unsafe the owner of the plot will be contacted and asked to carry out the work by a NAMM or BRAMM registered stonemason within a specific timescale. The Parish Council are not responsible for repairing headstones if they become damaged or are vandalised (unless the damage is caused by somebody employed by the Council e.g grass cutting).

An insurance policy can be taken out when purchasing a headstone to cover against damage and vandalism. Memorial masons should be able to advise on these.

### **PLEASE NOTE**

MEMORIAL VASES ARE PERMITTED IN THE BURIAL GROUND AND ARE OBTAINABLE FROM THE PARISH COUNCIL (**for which the appropriate fee has been paid**) – Any other flower containers must be completely sunk in the ground close to the headstone.

**THERE IS NO FACILITY FOR MEMORIALS RELATING TO STREWN ASHES**

### **GENERAL NOTES**

1. **PHOTOGRAPHS, PORCELAIN PORTRAITS, KERBSTONES, GRAVEL, FENCING, PLASTIC WINDMILLS, BALLOONS, GLASS, CHINA, TOYS, LIGHTS AND CANDLES** are not permitted by the Burial Authority in any part of the Burial Ground and the Burial Authority reserves the right to remove these.

2. **FLOWERS** – are welcome but must be placed in vases or plant containers set out in the Rules relating to Memorials. ALL OTHER CONTAINERS WILL BE REMOVED. BULBS may be planted in the soil within the confines of a grave. **CHRISTMAS WREATHS** are allowed but will be removed by the Burial Authority by the first week of February. **SHRUBS, BUSHES AND ARTIFICIAL FLOWERS ARE NOT ALLOWED** and the Burial Authority reserves the right to remove these.
3. **DEAD FLOWERS** - These should be placed in the refuse container. The Burial Authority reserves the right to remove any dead flowers it considers necessary to keep the Burial Ground in a tidy state.
- 4 **WOODEN CROSSES / GRAVE MARKERS** other than those erected by the Burial Authority are only permitted in the burial ground for a period of 12 months after the interment and will be removed after this time.
5. **MAINTENANCE OF ASHES PLOTS** – It is the responsibility of the plot owner to maintain their plots. No weedkiller should be used as this can damage the memorials and make them unstable. Any plot which is not maintained for a period of six months will be grassed over and all debris removed.
6. **NO LIABILITY** The Parish Council **will not** be liable for objects that have been placed on graves that are then lost, misplaced or broken by the elements, thieves, vandals beyond their control.
7. **PET REMAINS** – The Parish Council do not allow pet remains or ashes to be buried, or the ashes spread at the burial ground, this includes not allowing them to be placed in someone’s coffin or ashes container.
8. **MEMORIAL SEATS AND TREES** – The Parish Council maintain and install all trees, it is not possible for members of the public to plant memorial trees or shrubs. Only 5 memorial seats are allowed in the whole of the burial ground and once these are installed no others will be allowed

**FAILURE TO COMPLY WITH THESE REGULATIONS MAY MEAN ACTION BEING TAKEN TO REMOVE ANYTHING CONSIDERED INAPPROPRIATE.**

Theobalds Green Garden of Remembrance  
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