



**HEATHFIELD AND WALDRON PARISH COUNCIL**

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**BURIAL AUTHORITY FOR THE PARISH OF HEATHFIELD AND WALDRON UNDER THE  
BURIALS ACT**

**Rules and Regulations for St Bartholomew's Burial Ground (including Gardens of  
Remembrance) at**

**St Bartholomew's Church TN21 0LT**

**MANAGEMENT OF THE BURIAL GROUNDS**

An inspection of headstones and the Burial Ground 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 maintenance.

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 take this home to dispose of.

**FEEES**

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

**GRAVEDIGGER FEES**

The burial fees do not include the fees charged by the gravedigger.

**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.

**PARISHIONER AND NON-PARISHIONER RATES**

Parishioner rates will apply to a parishioner or resident of the area that falls under Heathfield and Waldron Parish Council within two years of the date of interment.

## EXCLUSIVE RIGHTS OF BURIAL

An Exclusive Right of Burial (EROB) is required before any interment is made or any memorial is erected. If the owner of the plot has died the (EROB) has to be transferred to a new owner either through Probate or Statutory Declaration before a memorial can be erected.

Any change of address of the EROB 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

All relevant fees must be paid 7 days prior to interment. Interments are in earthen plots not exceeding 48" x 48" for Ashes and 8' x 4' for Burial plots.

## MEMORIALS

All memorial installations must be constructed and installed following 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 the guidelines laid down by the Burial Authority **and it reserves the right** to recall stonemasons should there be any problems with memorials, and any resultant costs will be 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 a 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 a 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.

The types of memorials permitted are: -

Main Burial Ground/ Newnham Gardens/ Lower Garden of Remembrance:

**A TABLET, HEADSTONE OR BOOK** in natural unpolished stone having a base not exceeding 30" wide x 12" deep and not exceeding 36" in height with inscription thereon. A vase may be included as an integral part of a memorial.

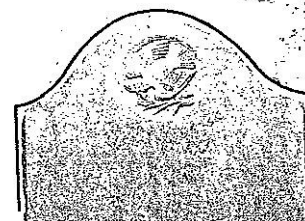
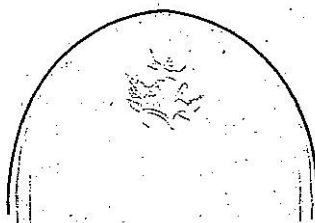
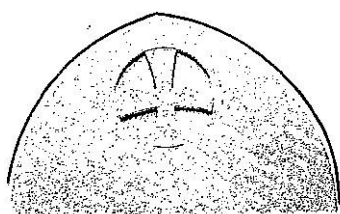
Upper Garden of Remembrance:

**A HEADSTONE** of natural stone with a base not exceeding 18" wide x 12" deep and not exceeding 18" in height with inscription thereon is permitted. A vase may be included as an integral part of a memorial.

Ghyll Garden of Remembrance:

**A HEADSTONE** of natural unpolished materials (no marble or granite) 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"**.

The shape of memorials to be as shown below:



**AND/OR**

**A VASE** of black plastic measuring no greater than 32cm in height with a diameter at the top of no more than 10.5cm with an inscription of "In loving memory". (Please see picture below). This should have a secure spike fitting at its base to hold it in the ground and should be sited in front of the headstone.

## AND/OR

**A PLANT CONTAINER** in natural stone (not Terracotta), plastic or metal (with a lifetime guarantee) – which must be frost-proof, having a circumference not exceeding 23 cm and not exceeding 10 cm in height (Please see picture below).



Suitable Vase



Suitable Plant Container

Other types of memorials are only permitted at the discretion of the Burial Authority.

Additional inscriptions on a memorial such as for a second interment (where allowed) 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 for Ashes and **6 months** of an interment for a Burial - 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 that headstones are inspected every three months. If any headstone is identified as unsafe, the owner of the plot will be contacted and asked to carry out the work using 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.

**ANY BROKEN OR DAMAGED VASES WILL BE REMOVED OR DISPOSED OF AS A SAFETY MEASURE - REPLACEMENTS TO BE AT THE DISCRETION OF THE PARISH COUNCIL.**

## **GENERAL NOTES**

1. **CHILDREN'S GRAVES** - Small Toys can be placed on a child's grave (a person who was deceased before their 18<sup>th</sup> Birthday) ONLY at Christmas and Birthdays and must be removed within a month.
2. **PHOTOGRAPHS, PORCELAIN PORTRAITS, KERBSTONES, GRAVEL/ SLATE, FENCING, ANYTHING HUNG FROM TREES, PLASTIC WINDMILLS, TOYS, BALLOONS, CERAMIC/ METAL FLOWERS, CHINA, GLASS, LIGHTS AND CANDLES** – are not permitted by the Burial Authority in any part of the Burial Ground (apart from as laid out above for a Childs grave) and the Burial Authority reserves the right to remove these.
3. **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 and SMALL CHRISTMAS TREES (No larger than 30cm tall)** are allowed during the Christmas period and should be removed by the owners in the first week of February. NO Christmas signage is to be erected. **ARTIFICIAL FLOWERS, SHRUBS AND BUSHES ARE NOT ALLOWED** and the Burial Authority reserves the right to remove these.
4. **DEAD FLOWERS** - These should be placed in the refuse containers supplied at the site. The Burial Authority reserves the right to remove any dead flowers it considers necessary to keep the Burial Ground in a tidy state.
5. **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.
6. **GRAVES** may be affected by burial in adjoining plots. On occasions a family grave may be covered by a board in order that soil from a newly excavated grave can be collected. This will be removed as soon as the burial has taken place. Any flowers on the grave will be carefully placed to one side and replaced after the service.

When any grave is re-opened for the purpose of making another burial therein – no person shall disturb any human remains interred therein or remove from there any soil which is offensive.

7. **MAINTENANCE OF GRAVES** – It is the responsibility of the plot owner to maintain their plot. Any plot which is not maintained for a period of six months will be grassed over and all debris removed. Weedkiller should not be used as this can damage the memorials and make them unstable
8. **NO LIABILITY** - The Parish Council **will not** be liable for objects that have been placed on graves that are then lost, misplaced or broken either by the elements, thieves or vandals beyond their control.
9. **PET REMAINS** – The Parish Council **do not** allow pet remains or ashes to be buried, or the ashes spread at the burial ground due to Licensing regulations. This includes not allowing them to be placed in someone's coffin or ashes container.

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

