

WALGRAVE PARISH COUNCIL

GUIDELINES RELATING TO THE BURIAL, THE INTERMENT OF ASHES AND THE ERECTION OF MEMORIALS IN WALGRAVE CEMETERY

1. Walgrave Parish Council is the burial authority for Walgrave Parish. These rules set out the Council's Policy in regard to the operation of the Cemetery. The Cemetery is an open space available for all to visit, it is a place for remembrance, peace and quiet reflection, all visitors are expected to respect this.
2. Space permitting, Parishioners of Walgrave who live or have previously lived within the Parish boundary of Walgrave for over 5 years have a right of burial in the cemetery. Non-parishioners (less than 5 years residence) may be granted a right of burial at the discretion of the Parish Council at a non-resident charge.
3. The ownership of the cemetery is vested in the Parish Council. The exercise of the right of burial or interment of ashes, the reservation of a grave space or the erection of a memorial do not confer any rights of ownership upon the relatives of the deceased person or upon any other persons in respect of any part of the cemetery.
4. Grave plots cannot be reserved for unborn children or un-nominated persons.
5. A right of burial is only permitted in the cemetery, the right of burial in the cemetery is for a period not exceeding 50 years. The right of burial extends to the interment of ashes after cremation, subject to 2) and 3) above.
6. The place of burial, unless a particular grave has been reserved, is at the discretion of the Parish Council.
7. A grave space shall measure 9 ft by 4 ft (2.7m by 1.22m) and can be dug to single or double depth. A cremated remains space shall be 2 ft by 2ft (0.61m by 0.61m). All graves must be excavated and prepared for interment by Parish Council approved contractors only. No other person or company will be permitted to undertake any excavation within the cemetery except with the express permission of the Parish Clerk.
8. Ashes after cremation should be scattered or buried in the authorised designated area. If ashes are buried in a container, the container must be of a perishable nature.
9. All graves must be purchased before a memorial is permitted. Approval on memorial applications must be given and fees collected prior to installation. An application form to permit the erection, alteration or addition of further inscription of memorials is to be obtained from the Parish Clerk.
10. Planted trees or shrubs are not permitted on or near graves. Natural flowers are preferred, all wreaths and flowers past their best will be removed, as will all unsuitable artificial flowers which affect the maintenance of the cemetery. Windmills, Chimes or similar ornaments are not permitted, The Parish Council respectively reserves the right to remove these items.
11. Parish Council policy is to permit the erection of simple memorials over graves with appropriate wording and to allow simple alterations to existing memorials. The attached schedule provides advice on the design, construction and installation of memorials and the conditions of the Parish Council in granting permission for memorials. The existence of a similar memorial to the one for which permission is being sought is not of itself a reason for granting permission.
12. The Parish Council will consider requests from a resident to purchase a wooden bench to be placed within the cemetery grounds. The Council retains the right to refuse the request if it is deemed that the bench will interfere with the flow of the cemetery and will be dependent on the current number of benches within the cemetery. Once authorised by the Council, benches then placed by the requestor within the cemetery grounds become the sole property of the Parish Council and will be placed on the Council's property register. The Council reserves the right to move benches and place them as required. Requests should be made through the Parish Clerk.

13. The erection, alteration or addition of further inscription to a memorial, or the introduction of any other object into the cemetery, is a privilege and not a right, permission must always be obtained. If a memorial or other object is introduced into the cemetery without permission the Parish Council is authorised to remove it and to order the person who introduced it to pay the expense of removal and the cost of any proceedings.
14. The Family/caretaker of the memorial is reminded that they are responsible for maintaining the memorial in a good condition and are required to have them maintained on a regular basis following installation.
15. In the interest of safety, Council Wardens appointed to the cemetery will conduct periodic safety checks on memorials and headstones, if found to be unsafe the family of the deceased will be contacted to promptly arrange the securing of the headstone. In cases where a family cannot be contacted and the memorial is considered a safety risk, the Council representative will lay the memorial down with respect and sensitivity.
16. The Parish Council reserves the right to tidy up neglected or untended graves and remove memorials items which have been set which may adversely affect the maintenance, upkeep or ambience of the cemetery.
17. The Parish Council shall be indemnified by persons carrying out work in the cemetery against claims from all works. The Council accepts no liability for claims arising from work carried out by third parties. The Council accepts no responsibility for damage or loss however caused.
18. The Parish Council will consider requests for wooden benches to be placed within the cemetery grounds. Once authorised by the Council, benches then placed by the requestor within the cemetery grounds become the sole property of the Parish Council and will be placed on the Council property register. The Council reserves the right to move benches and place them as required. The Parish Council will consider each request, but retains the right to refuse the request if there is deemed that the bench will interfere with the flow of the cemetery and will be dependent on the current number of benches within the cemetery.
19. The above detailed regulations are made to offer clear direction and to ensure we maintain a well-kept, tranquil and dignified atmosphere within the cemetery. The co-operation from all is very much appreciated.
20. The administration of the cemetery is managed by the Parish Clerk any complaints or management issues are to be reported to the Parish Clerk. In the event of a dispute over any decision made by the Parish Clerk in the administration of the cemetery, a final decision will be made by the Parish Council at a full meeting. Contact for the Parish Clerk is: Tel – 07830 969401 Email: clerk@walgraveparishcouncil.gov.uk

ADVICE ON THE DESIGN, CONSTRUCTION AND INSTALLATION OF MEMORIALS

The Parish Council recommend that memorials should be of the monolith type, one third of the stone being below ground, either set direct in the ground, or a concrete shoe, container box or equivalent foundation. It is recommended that the stone have no metal fixing, and any apron, flower vase etc should not be joined to it. This type of memorial, a single piece of stone set in the ground, is more stable in the long term than a lawn memorial, because its structure is simpler and is not dependant on fixings.

CONDITIONS OF THE PARISH COUNCIL IN GRANTING PERMISSION FOR MEMORIALS

1. The right to erect a memorial is permitted for a period not exceeding 30 years. Families or Caretakers of graves remain responsible for the maintenance of graves and memorials and will be the point of contact for Walgrave Parish Council for any administration matters.
2. All new memorials or re-fixing of existing memorials must be installed to the latest edition of the NAMM Code of Working Practice and the British Standard (BS) 8415.
3. Consideration to ground maintenance and upkeep of the Cemetery must be considered when placing memorials. Walgrave Parish Council reserves the right to remove memorials and related items if they affect the good housekeeping of the cemetery.
4. The owner must receive a guarantee from the stone mason for the memorial and this must be copied to the Parish Council. Minimum guarantee accepted is for a 10-year period.
5. A monolith memorial stone shall be no larger than 3 ft (0.91m) high (measured from ground level), 2 ft 6 inches (0.79m) wide and appropriately 3 (7.5cm) inches in thickness.
6. A memorial may stand on a stone base provided the base is an integral part of the design, does not project more than 3 inches (7.62cm) to the side or the rear of the memorial and does not project in front of the memorial any more than is necessary to accommodate a vase for flowers if so chosen. Such base to be fixed to a foundation slab which is flush with the ground so that a mower may pass freely over it.
7. Crosses shall not exceed 3 ft (0.91m) in height (measured from ground level) and must be set in a sufficient stone or concrete plate the surface of which is flush with the ground so that a mower may pass freely over it.
8. A memorial stone or plaque on a cremated remains space shall be 12 inches square (30.5cm²) and set into the ground so that a mower may pass freely over it.
9. A kerb may be placed around the grave space to a maximum of 7 ft (2.13m) in length and 3 ft (0.91m) in breadth provided the kerb does not protrude above ground level so that a mower may pass freely over it.
10. Planting, placing of flower containers and mounding of the grave will prevent regular maintenance being carried out by the Parish Council. Maintenance of grave spaces are the responsibility of the families or caretakers who are responsible for keeping these in good order. The Parish Council will respect those graves receiving regular maintenance but reserve the right to remove plants, containers and mounding if the grave is not being regularly maintained.
11. Inscriptions should be simple, relevant and appropriate. White marble is not permitted.

WALGRAVE PARISH COUNCIL

Clerk to Walgrave Parish Council

Tel – 07830 969401 Email: clerk@walgraveparishcouncil.gov.uk

APPLICATION FOR INTERMENT AT WALGRAVE CEMETERY

Name of the Deceased:

Home Address:

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Duration Resident in Walgrave Parish: Years Period: From To

Age of the Deceased:

Date of Death:

Address where Death Occurred:

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Day, Date and Time of Interment:

Name of Officiating Minister:

Grave No., if previously purchased:

Depth of Grave or No. of Spaces Required in Grave:

Is Exclusive Right Required? YES/NO:

If YES, Name, Address and Telephone No. of Purchaser and Relationship to Deceased:

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Does a Memorial already exist on the Grave YES/NO:

(for information only)

Whether there is a Desire to erect a Memorial following this Interment:

(for information only)

Name, Address and Telephone No. of Funeral Director:

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W R	Application approved by: (Print Name) On behalf of Walgrave Parish Council	gov.uk
	Signed:	Dated:

WALGRAVE PARISH COUNCIL

APPLICATION FOR PERMIT TO ERECT, ALTER OR ADD FURTHER INSCRIPTION TO A

MEMORIAL IN WALGRAVE CEMETERY

Applicants Name:

Applicants Address:

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Name of Deceased:

Grave No: Fees: £ enclosed

Stone Masons Name, Address and Contact Telephone No:

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Details of new memorial (Image may be provided in addition to details below)

Monolith or lawn memorial:

Material:

Dimensions:

Inscription:

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Alterations to an existing memorial or the addition of further inscription

Nature of the alteration or the additional inscription to be added:

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Certification of compliance of work (To be completed by Stonemason)

We do hereby certify that all work to be carried out on the installation of the memorial subject to this application will comply with BS 8415 supported by the NAMM Code of Working Practice in force at the time of the installation

Stonemason to sign: Date:

Walgrave Parish Council	
R	Application approved by: (Print Name) On behalf of Walgrave Parish Council