

Stoke Mandeville Parish Council



SWALLOW LANE BURIAL GROUND REGULATIONS

Note – These Regulations are in addition to the provision of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

1. General

- 1.1 This Cemetery is owned and maintained by Stoke Mandeville Parish Council. All enquiries should be made to the Clerk to the Council, who is the officer responsible for the administration of the Burial Ground.
- 1.2 The fees for Burial are set by and payable to Stoke Mandeville Parish Council. Payments are to be sent to the Clerk to the Council in advance of an interment or memorial works.
- 1.3 The deceased must have been a resident of the Parish at the time of death as determined by the electoral roll, or the child of such resident provided the child is less than 18 years of age. Residents of the Parish who may have left to go into full time care or other care because of infirmity to be treated as residents at time of death.
- 1.4 The Council reserves the right to amend these regulations and to deal with any circumstances not provided for in the regulations as necessary.

2. Admission to the Cemetery

- 2.1 The Cemetery is a place of peace and quiet reflection. All visitors to the Cemetery must keep to the paths, except when visiting graves.
- 2.2 Visitors must not stand, sit or lean on any memorial or otherwise act in such a way as to cause damage to property or offence to passers-by.
- 2.3 Dogs must be kept on a lead at all times.
- 2.4 No bicycles, skateboards, scooters or motor vehicles are allowed in the Cemetery.
- 2.5 The whole of the grounds in the Cemetery, together with all growing trees, shrubs and flowers are placed under the care of the Parish Clerk or other authorised officer whose duty it is to preserve order at all times and especially when interments take place.

3. Purchasing a plot

- 3.1 All requests for burials should be directed to the Clerk to the Council.
- 3.2 The fees for the burial to be at the rate of charges which are in force at the time of interment. The fee shall not include for the undertaker, grave digger or religious person officiating at the burial.
- 3.3 The exclusive right of burial may be purchased using the appropriate form. The maximum number of owners of a grave is two.
- 3.4 The purchase of the exclusive right of burial shall be for a period of 50 years, after which all rights shall revert to the Council.
- 3.5 The purchaser of the exclusive right of burial on payment of the prescribed fee will be given a grant of the same.
- 3.6 The Deed of Grant must be produced to the Town Clerk or other authorised officer with the Notice of Interment and the written consent of the owner.

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- 3.7 In the event of the owner being deceased, a statutory declaration must be made by their successor.
- 3.8 The grantee or his or her successors may not, without the consent of the Council, transfer the right of burial to another person.

4. Interments

- 4.1 A provisional booking for an interment may be made by telephone prior to completing the Notice of Interment.
- 4.2 Notice of interment must be given on the Council's printed form and this Notice must be properly completed and sent to the Council. Responsibility for error therein must rest with the person giving the Notice. The owner of the grave must sign the Notice.
- 4.3 The Notice of Interment must be given to the Clerk to the Council at least 3 working days prior to the interment.
- 4.4 Interments shall normally take place on Mondays to Fridays inclusive.
- 4.5 No interment shall take place without the prior permission of the Clerk to the Council.
- 4.6 The Registrar's or Coroner's Certificate for the disposal shall be handed in to the Parish Office at least one day prior to the interment.
- 4.7 Where an exclusive right of burial has been purchased and the grave is to be re-opened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 4.8 It is the responsibility of the person making the funeral arrangements to ensure that any existing memorial on the grave is removed from it at least 72 hours before the interment.
- 4.9 For the burial of a still born child, the Certificate of the Registrar of Births and Deaths that he or she has registered the stillbirth or has received official notice of the stillbirth or a Coroner's Order for Burial must be delivered to the Clerk to the Council at least one day prior to the interment.

5. Graves

- 5.1 The burial plot will be allocated by the Clerk to the Council.
- 5.2 The Council does not undertake the digging of graves or ashes plots, responsibility for this rests with the undertaker. Grave diggers must adhere to the Code of Practice for Grave Digging. No grave shall be dug in the burial ground without consultation with the Clerk to the Council. Graves must be shored when open.
- 5.3 The depths of graves shall be subject, from time to time, to the regulation, supervision and direction of the Council; no grave will be allowed to be deepened after first interment
- 5.4 Reinstatement includes the requirement that, after a period of six months to allow for settlement, all graves must then be levelled and grass reinstated to a minimum of 4 inches (10cm) of top soil. In the absence of such reinstatement the Council will complete the work, without notice, and the cost shall be repaid to the Council by the undertakers.

6. Coffins

- 6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo etc. The Council also permits shroud burial. Caskets are not permitted.

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7. Fees

- 7.1 The current fees can be found on the Council's website or by contacting the Clerk.
- 7.2 All fees for interments shall be paid in advance.
- 7.3 All fees for memorials shall be paid prior to their erection.

8. Cremated Remains

- 8.1 The exclusive right of burial may be purchased for plots for the interment of cremated remains. The grant of the exclusive right shall be in accordance with Section 3 of these Regulations.
- 8.2 No burial of cremated remains shall take place without the prior permission of the Clerk to the Council.
- 8.3 Ashes must be interred either in a biodegradable container or directly into the ground.
- 8.4 Cremated remains may not be scattered in the burial ground.
- 8.5 Cremated remains may be interred in otherwise full graves subject to the provisions of the Local Authorities Cemeteries Order 1977 relating to the opening of such graves and the payment of the prescribed fee.
- 8.6 Section 4 of these Regulations shall apply to the interment or disposal of cremated remains.

9. Memorials and Inscriptions:

- 9.1 All memorials fixed in the Cemetery must comply with British Standard 8415 and the BRAMM Blue Book.
- 9.2 The Clerk to the Council must be notified of any memorial works prior to work commencing.
- 9.3 The Council reserves to itself the right to approve proposed headstones. A drawing of the memorial showing details of the dimensions and inscription must be submitted to the Council for approval. The grave owner(s) must sign the form to give their permission for the proposed memorial works.
- 9.4 Headstones to be grey, black, red or white stone or marble. Headstones not to exceed 3ft above ground level. The number of the plot must be engraved on the rear of the headstone.
- 9.5 One third of the height of the stone to be underground for safety reasons.
- 9.6 Kerbstones around graves will not be permitted, because they create difficulties in mowing.
- 9.7 No photographs are allowed on the memorials.
- 9.8 All memorials erected within the Cemetery shall be kept in good repair by and at the expense of the owner.
- 9.9 The Council has a duty to ensure memorials within the burial ground are safe, to ensure the safety of the public. The Council reserves the right to remove any memorial which is allowed to fall into disrepair or becomes dangerous.
- 9.10 The Council may remove any memorials, which have been placed within the Cemetery without the required permission.
- 9.11 Memorial masons must leave the area in a tidy condition following any work carried out. It is not possible for memorials to be stored in the cemetery prior to installation.

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10. Maintenance of plots

- 10.1 No trees or shrubs shall be planted on or near graves.
- 10.2 No dressing of the graves or headstones is permitted, this includes artificial flowers, scarves, ribbons, soft toys. The Council reserves the right to remove any inappropriate objects.
- 10.3 The Council reserves the right to prune, cut down or remove any overgrown plants, trees or shrubs.
- 10.4 Flowers and tributes to be removed within six weeks of the funeral.
- 10.5 Grave mounds which have been unattended for a period of 12 months may be levelled in order to facilitate maintenance of the grounds.

11. Memorial tablets

- 11.1 The Parish Council will consider requests for a memorial tablet to be placed at the burial ground where there has been no interment. All requests should be directed to the Clerk to the Parish Council.
- 11.2 Memorial tablets must lie flat on the ground, not exceed 12"x14" and be placed in an area allocated by the Clerk.
- 11.3 The Parish Council reserves the right to approve the proposed memorial tablet and wording for the inscription.