



Windlesham Parish Council

REGULATIONS GOVERNING THE CEMETERIES AT BAGSHOT, LIGHTWATER AND WINDLESHAM, SURREY

(FULL VERSION - 2017 REVISION)

The Cemeteries at Bagshot, Lightwater and Windlesham in Surrey are owned and operated by Windlesham Parish Council acting as the Burial Authority and are covered by the following regulations:

1. Administration.

- a. All requests for interments and memorials must be made by written application to the Clerk to the Council using the designated application forms and be received at least 5 working days before the burial date.
- b. The Council reserves the right to amend or suspend these regulations at any time as deemed necessary.

2. Cemetery Admission.

- a. The cemetery will be open to the public every day of the year from 9am to dusk :
- b. No person shall:
 1. wilfully create any disturbance in the cemetery;
 2. commit any nuisance in a cemetery;
 3. wilfully interfere with any burial taking place in a cemetery;
 4. wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
 5. play at any game or sport in the cemetery.
- c. Anyone found in breach of the regulations above may be subject to prosecution.
- d. Visitors must conduct themselves in an orderly manner at all times and children must be accompanied by a responsible adult.
- e. Dogs must be kept under proper control and owners must clear up any dog mess within the cemeteries.
- f. The use of radios or other audible device is prohibited (except as part of a funeral service).
- g. No person may drop any litter or display any notice.
- h. No person may fly tip or deposit garden waste.
- i. No pesticides or insecticides may be used.
- j. No vehicle (except as part of a funeral service or memorial installation) may enter the cemetery unless the user is registered disabled and no vehicles are permitted to drive on grassed areas within the cemetery.
- k. No person shall place or leave any prohibited items within the cemetery, including artificial flowers, garden ornaments, lights of any description, dangerous objects, glass containers, beverage cans or any other offensive or noxious item.

3. Fees

- a. Fees for all cemetery services will be reviewed periodically.
- b. In determining whether the fees payable are at resident or non-resident rate the last permanent address of the deceased will be used. If a resident of the Parish has been accommodated in a care/nursing home outside of the Parish in the 12 months prior to the date of death resident fees will apply. Previous residents accommodated in a care/nursing home outside of the parish for 24 months to 5 years will be charged fees as notified.
- c. All cemetery fees, whether for interments or memorials, are to be paid in advance.

4. Exclusive Right of Burial – Full Size and Half Size Plots

- a. Full sized burial plots and half sized ashes plots are available at Windlesham and Lightwater cemeteries. The allocation of these plots will be in strict rotation subject to ground conditions, unless there are exceptional circumstances in which case a grave may be allocated in another part of the cemetery.
- b. **A Deed of Grant** issued by the Council entitles the purchaser, his or her executors, administrators or assignee to the Exclusive Right of Burial for fifty years, from the date of purchase, in the specified plot. The Deed of Grant must be produced on demand to verify entitlement.
- c. All applications for burial must be signed by the registered owner of the Exclusive Right of Burial.
- d. If the registered owner of the Exclusive Right of Burial has deceased then the beneficiaries of the estate must contact the Clerk to the Council to transfer ownership.
- e. Windlesham Parish Council may agree to buy back the Exclusive Right of Burial for an unused plot. Any refund will be based on the sum paid at the time of purchase, irrespective of current cemetery fees, and will incur a 10% administration fee or £100 whichever is the greater.
- f. All reserved burial plots shall remain at all times the property of Windlesham Parish Council and should the plot not be used before the expiration of the Exclusive Right of Burial then the exclusive right will expire.
- g. Any Exclusive Right of Burial due to expire may be renewed at the discretion of the Clerk at the fees then current.
- h. The owner of the Exclusive Right of Burial may assign it to someone else by Deed or Will but the assignee cannot exercise it until he has in writing notified the Council who will alter the records accordingly.

5. Interments - Burials

- a. In normal circumstances no more than two coffins or caskets are permitted in any one grave. A grave plot will no longer be available for the burial of a coffin or casket once ashes have been interred in that grave and a grave will not be reopened for a second burial unless the first burial was made at a depth of 7ft, or in the case of a 5ft grave the grave is deemed able to accommodate a brick chamber.
- b. The outline of the grave space will be a maximum of 7ft x 3ft.
- c. Coffins only of wood or other biodegradable material will normally be permissible (other materials must be agreed by the Council) and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.

- d. No interments shall be at a depth exceeding 8ft, nor less than 3ft below the level of the adjoining grave.
- e. No interment shall take place unless the coffin can be separated from any other coffin already in the grave by a layer of earth not less than 6 inches in depth.
- f. The grave digging will be arranged by the Clerk upon receipt of the applicable interment fee.
- g. No burial shall take place until the Registrar's Certificate of Disposal or the Coroner's Order for Burial is lodged with the Clerk of the Council.
- h. Interments may only take place between 10am and 4pm on weekdays where at least 2 working days' notice has been given and acknowledged by the Council. Burials within this period will only be permitted in exceptional circumstances.
- i. Cremated remains (ashes) may be interred at the memorial walls or in full sized or half sized grave plots upon application, and payment of the appropriate fee. Where ashes are to be interred within grave plots the written permission of the owner of the Exclusive Right of Burial for that plot must be obtained.
- j. The scattering of ashes is not currently permitted anywhere within the three cemeteries nor is the unauthorised burial of ashes in any cemetery without the presence of a member of Council Staff.

6. Memorials – Grave Plots

- a. Temporary markers and memorials, including wooden crosses will be removed after 12 months of burial. Temporary markers must not exceed 3ft in height above ground.
- b. Permission must be obtained by the Council before any memorial or other physical feature is erected on a grave or before any additional inscription is added to a memorial. The owner of the Exclusive Right of Burial must sign the memorial application form. No memorial may be erected without the permission of the owner of the Exclusive Right.
- c. All memorials must be erected in accordance with NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons) recommended codes of practice and must be installed in full accordance with BS8415 and therein shall remain the sole risk of the owner of the Exclusive Right of Burial for that plot. All memorials shall be kept in repair by their owners, and if not kept in good repair, they may be repaired or laid flat by the Council at the expense of the owner. The Council shall not be responsible for any damage or breakage which may occur through any cause whatsoever including vandalism or storm.
- d. All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non-rusting clamps. No fixed memorial shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling. Where a headstone is designed to accommodate ashes the Council must be made aware of this fact and no ashes may be interred in the headstone without Council's permission.
- e. No memorial shall have commercial advertising of any description nor the attachment of any photograph (whether temporary or permanent). The Council shall approve the shape of the memorial and the inscribed wording.
- f. Kerb sets and other forms of grave surrounds, including all types of edging materials, protruding above ground level, are not permitted.

- g. The Council reserves the right to remove any unauthorised memorial and the right to recover the costs incurred for the removal of the unauthorised memorial.
- h. All memorials shall have the number of the grave space cut in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such works shall be at the expense of the owner of the monument.
- i. Two working days' notice shall be given to the Council before a monument is fixed. Any monumental mason wishing to work in any of the three cemeteries must make themselves known at the Windlesham Parish Office, The Avenue, Lightwater, GU18 5RG before conducting any work.
- j. The size of a memorial shall not exceed 3ft in height from ground level and 3ft in width .
- k. Memorials shall not be painted (unless prior approval has been given by the Council).
- l. Memorial benches, shrubs and trees may be placed in a chosen spot within the cemetery or in the three villages with council approval.
- m. Only those memorial masons that can provide written proof that they conform to the NAMM Code of Practice may operate within the three cemeteries.

7. Memorial Wall

- a. Plaques must be 6 inches (15.24 cms) square and of bronze or bronze anodised aluminium.
- b. No plaques may be attached to any memorial wall except by the Council.
- c. Permission for a wall memorial plaque must be made in writing to the Clerk to the Council.
- d. All memorials at the memorial wall (whether fixed or not) are subject to the same memorial application as any other memorial. Council reserves the right to refuse any application.
- e. No more than one item is allowed at a memorial wall plot. The item must not exceed 6" x 6" in diameter and must not be more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.

8. Maintenance

- a. Plot owners are responsible for maintaining their individual plots which must not exceed 6ft in length or be wider than the headstone plinth. After the grave has settled and been levelled, it may be planted with grass, flowers or low growing shrubs but once planted must not be neglected so as to become unsightly. Conifers and shrubs should not exceed 3ft in height or grow over the width of the grave or they will have to be removed.
- b. The Council reserves the right to remove any neglected, damaged, decayed or artificial tributes as well as any unauthorised articles such as fences, ornaments etc that are not an integral part of a memorial.
- c. Grass cutting and ground work maintenance will be carried out by Windlesham Parish Council throughout the cemetery (but not on specific grave plots). No-one is permitted to mow or do any maintenance outside of their grave plot. The frequency of ground work maintenance within the cemeteries will be determined by the weather.
- d. The Council reserves the right to carry out levelling or infilling of graves where necessary until such time as the settlement of the ground has ceased. This period usually lasts for 12 months. Owners are respectfully reminded not to plant this area of the grave whilst settlement occurs.