



Harwell Cemetery Regulations

The Council adopted these Regulations by resolution at its meeting on 10 July 2012 under the powers conferred by Article 15 of the Local Authorities' Cemeteries Order 1977.

Reviewed: 8 January 2013, March 2014, July 2015, May 2016 (changes made), Feb 2018 (changes made), May 2018 (no changes)

HARWELL PARISH COUNCIL

REGULATIONS FOR THE MANAGEMENT OF HARWELL PARISH CEMETERY

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Review date: 8th January 2013, March 2014, June 2015, Feb 2018, May 2018

These Regulations are made by Harwell Parish Council under Section 214 of the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977.

INTERPRETATION

1. In these Regulations the "Council" means the Harwell Parish Council acting as Burial Authority for the Parish of Harwell, the "Cemetery" means the Cemetery provided on the east side of The Cleave and Church Lane, the "Clerk" means the Clerk or other authorized Officer of the Harwell Parish Council, and "grave space" means any grave or cremation plot.
2. The Sexton is the officer appointed by the Parish Council responsible for the functioning and maintenance of the cemetery (also known as the Cemetery Worker).

ADMISSION TO CEMETERY

3. The Cemetery is open to visitors during daylight hours.
4. Visitors must behave in a manner that shows respect to the deceased and the bereaved, avoid walking on occupied graves and not sit, stand or lean on memorials. Any person behaving in a disorderly, noisy or disrespectful manner may be asked to leave the Cemetery.
5. Dogs must be kept on leads inside the Cemetery and must not be allowed to foul any part of it.
6. No physical recreational activities are allowed in the Cemetery.
7. A plan showing the position and allocation of grave spaces may be seen by appointment with the Clerk.
8. Anyone who persistently fails to comply with these Regulations may be refused access to the Cemetery.

BURIAL RIGHTS & FEES

9. The current fees for all rights relating to burial and memorials are listed in current fees list. These are subject to change without notice by resolution of the Council.
10. Purchasers of grave spaces shall be granted an Exclusive Right of Burial. This Right shall be valid for 99 years from the date of purchase, after which it will revert to the Council.
11. Each burial shall be subject to payment of the appropriate burial fee, as set out in the current fees list.
12. A Certificate of Exclusive Right of Burial is only issued to pre-purchasers of grave space and confers no proprietary rights upon the grantee in respect of cemetery land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive Right of Burial has been granted.

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13. The Grantee of a Certificate of an Exclusive Right of Burial will receive a written grant signed by the Clerk specifying a grave space numbered on the Cemetery Plan. The grant will be registered in the Register of Exclusive Rights of Burial kept by the Clerk.
14. The owner of an Exclusive Right of Burial may assign that right by deed or will. The assignee must inform the Council in writing giving full details of the assignment and it cannot be exercised until this has been registered by the Clerk. If the original Grantee was a resident of Harwell Parish and the assignee is not, an additional fee may be payable when the assignment is registered.
15. The Burial Register and Register of Grants of Exclusive Rights of Burial kept by the Clerk may be inspected by prior arrangement with the Clerk and certified extracts obtained, on payment of the prescribed fee.

BURIALS

16. Burials may not be carried out without the permission of the Council Sexton.
Grave spaces are primarily for those who were resident in Harwell Parish or for non-residents in exceptional circumstances with prior consent of the clerk of the Council
17. A resident or relative may apply if the deceased was in care but still regarded Harwell as his or her home
18. Coffins may not be of any material other than wood or a material derived from wood or other biodegradable material.
19. Before a burial is arranged, the location and number of the grave space or cremation plot must be agreed with the Council Sexton.
20. Burials shall only take place on working weekdays between 10 am and 4.30 pm unless a certificate is produced to the Council Sexton that immediate burial is necessary on the grounds of public health, or by special arrangement and at the discretion of the Council.
21. No burial shall take place until the person or firm arranging the burial has delivered the following to the Council Sexton:
 - (a) A Request for Burial Form as shown at Annex A and signed by the applicant relative
 - (b) The Registrar's Certificate for Burial or Cremation or a Coroner's Order for Burial (and in the case of a stillborn child, a certificate from the Registrar that the stillbirth is registered or received official notice of it or received the Coroner's Order for Burial)
 - (c) In the case of a cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar
 - (d) The appropriate fees paid according to the table of fees given in the council's list of fees
 - (e) If the burial is to be made in a plot for which an Exclusive Right of Burial has been granted and the deceased is not the owner of that Exclusive Right, the original grant document and the written and signed consent of its owner.
22. Unless immediate burial is required (see Regulation 20 above), the appropriate documents and fees listed in Regulation 21 must be delivered to the Council Sexton, the Clerk or the Chair of the Parish council at least two full working weekdays before the burial.
23. The Request for Burial Form in Regulation 21 (a), as shown in Annex A, must be completed in full. In particular, the Notice must give the full name and address of the grantee (owner) of any Exclusive Right of Burial.

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GRAVE SPACES

24. All grave spaces shall have the dimensions and spacing given in Annex D and shall be positioned and numbered in conformance with the Cemetery Plan, a copy of which may be inspected by arrangement with the Clerk.
25. All grave spaces must be simple earthen graves. Bricked or vaulted graves, kerbs and chippings are not permitted for new graves.
26. No grave is to be dug without the permission of the Sexton but permission for a Burial includes permission to dig the grave in the space that was agreed with the Sexton.
27. All graves are to be dug or excavated in accordance with the relevant provisions of the Local Authorities' Cemeteries Order 1977.
28. No grave is to be dug more than 12 feet (365 centimetres) deep.
29. All new graves (except graves for burial of cremated remains) must be dug to a depth sufficient to allow a second subsequent burial, unless special permission for a single grave has been granted.
30. Graves for burial of cremated remains are to be dug to a sufficient depth to permit complete covering of any receptacle in which they are kept. A subsequent burial may be made beside the first one, but this must be within the nominal dimensions of the grave space (see Annex D).
31. No more than two burials may be made in a grave for cremated remains unless special permission has been obtained from the Clerk in advance
32. Cremated remains may not be scattered anywhere except beneath the surface of the purchased grave space.
33. No cremated remains are permitted in burial plots unless interment is to take place in a used grave space or in a space reserved for ashes burial.
34. Sufficient of the soil removed in digging a grave must be returned to ensure that, after all settlement is complete, the level of the grave does not lie below the level of the ground around it. Only sufficient soil to allow for compaction should be left after filling. Any surplus soil must be removed to the designated area. The ground should be levelled when any headstone is installed, and the soil likewise removed.

MEMORIALS, PLAQUES & VASES

35. Memorials may not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Clerk. Once approved the inscriptions may be incised, incised and painted, or inlaid with lead or bronze.
36. Memorials may only be erected on graves for which Exclusive Right of Burial has been granted.
37. An application for permission to erect a memorial must contain all the information called for in Annex C and be accompanied by the appropriate fee listed in the council's list of fees
38. Memorials on new burial plots may not be erected until the ground level has stabilised and not before 6 months have elapsed since the burial. This does not apply to cremation plots.
39. All memorials must be installed so they line up with existing memorials along and across the rows as specified in Annex D.
40. All memorials must be of natural stone.
41. The maximum dimensions allowed for memorial stones are:
 - (a) On full sized graves: upright stone, height above ground level 2'6 feet (75centimetres), width 2 feet (61 centimetres). A wider memorial may be permitted if it straddles 2 graves lying side by side in a row.

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- (b) On graves for cremated remains: a ground level tablet 12" square; the tablet must be flat & level with the surrounding ground.
42. Headstones on full-sized graves must be placed at the western end of the grave space facing eastwards.
 43. Only purpose made natural stone vases not more than 1 foot (30 centimetres) high and intended for use on graves may be placed on graves by the headstone. Other containers of a type not intended for displaying flowers on graves may be removed.
 44. Maintenance of memorials is the responsibility of the owner and all memorials must be kept safe and in good repair. Any memorial that becomes unsafe or unsightly and is not repaired by the owner will be repaired and made safe by the Council and the costs charged to the owner. The Council has a policy to carry out testing of memorials; any found to be unsafe may be laid flat. The Testing policy is available to view at www.harwellparish.co.uk.
 45. Previous non-compliant memorials should not be used as precedent
 46. The Council does not accept any responsibility or liability for damage to any memorial, however caused.
 47. A plaque to be fastened upon the Wall of Remembrance must conform to the following specifications:

The plaque must be precisely 9" x 4" x 0.75" and cast in bronze with raised letters and surround, the thickness of which must be approximately 0.25". Four no. 4 size counter sunk screwholes must be provided, together with the four bronze countersunk screws. The screw holes must be located in the corners so that the fastening can be matched with the bricks. Two, three or four lines of text are possible with 10mm, 15mm or 20mm lettering, except in the case of four lines, when there is insufficient room for 20mm lettering. 15mm lettering is preferred.

20mm letters will allow approximately 12 characters to a line.
15mm letters will allow approximately 16 characters to a line.
10mm letters will allow approximately 20 characters to a line.

Plaques may be obtained from any supplier but the Council would require any such plaque to be up to the standard of the one provided by The Sign Maker, Yelland Farm Workshops, High Bickington, Umberleigh, North Devon EX37 9BX (telephone: 01769 561355).

Each plaque must be approved before erection. The fixing of the plaque must be carried out by a person appointed by the Council and in a manner approved by the Council.

A fee will be payable for each plaque fixed to the wall and a charge will be made to cover the cost of fixing (see list of fees).

For this fee the Parish Council will allow the plaque to remain on the wall for a period of fifty years.

Each plaque must be maintained in its original form, arrangement for which will be the responsibility of the person originally requesting permission for the plaque to be fixed. Any plaque left in an unsatisfactory state for any length of time will be removed from the wall and a further fee must then be paid if it is replaced.

WORK IN THE CEMETERY

48. No work is to be done in the Cemetery without the permission of the Council or Council Sexton. Permission for a burial or erection or alteration of a memorial includes permission for all necessary work.
49. Despite the granting of permission, persons responsible for work in the cemetery

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must give the Council Sexton or the Clerk advance notice of the time and date they propose to carry out such work.

50. Anyone working in the cemetery must comply with all relevant provisions of the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work Act 1974, and all reasonable directions and requirements of the Council Sexton and must make good at their own expense any damage they cause.
51. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.
52. Should damage be done to any area of the cemetery, the Council will seek to recover the cost of repair plus any legal or other costs incurred by the Council from the culprit.
53. The Council does not accept responsibility for or liability in respect of any damage or injury to any person or object arising from work done in the cemetery except that arising from work done by its own employees

PLANTING & TENDING OF GRAVE SPACES

54. The Council will maintain the grassed areas of the Cemetery and keep the grass cut
55. If a grave is left untended for 12 months, the Council reserves the right to removal any obstacle which could restrict maintenance in the cemetery or damage machinery, having first made efforts to contact relatives for the grave.
56. Upkeep of the grave space itself is the responsibility of the person or persons who ordered the burial and/or the owners of the Exclusive Right of Burial.
57. The Council reserves the right to cut back or remove any growth higher than 2 feet (61 centimetres) on any grave space and any growth outside the area of the grave space.
58. The Council reserves the right to charge the persons responsible for upkeep of a grave space for any costs it incurs in maintaining or tidying it following their failure to do so.

HARWELL PARISH COUNCIL

REGULATIONS FOR THE MANAGEMENT OF HARWELL PARISH CEMETERY

LIST OF ANNEXES TO THESE REGULATIONS:

- | | |
|---------|--|
| ANNEX A | REQUEST FOR BURIAL FORM |
| ANNEX B | (REMOVED 2015) |
| ANNEX C | FORM OF APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL |
| ANNEX D | DIMENSIONS AND SPACING OF GRAVES & MEMORIALS |
| ANNEX E | (REMOVED 2018 – see separate Summary of these Regulations) |

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ANNEX A

NB: This form to be returned to the Clerk or Sexton before interment can take place

No. _____ office use only

HARWELL PARISH COUNCIL

Being the Burial Authority having the management of the burial ground provided for the Parish of Harwell

REQUEST FOR BURIAL SERVICES

Particulars of person to be interred

1. First names and surname.....
2. Occupation
3. Last permanent address.....
.....
If non-resident, state
connection to Harwell.....
4. Age
5. Date of death
6. Place of death
7. Family/contact name & address.....
.....
.....
8. Signature of family member.....

Particulars of funeral

9. Date of burial
10. Name of minister to officiate.....

Particulars of grave required

11. Grave space number
12. Consecrated/unconsecrated.....
13. Single/double depth
14. Has grave grant been pre-purchased? If so give details of certificate
.....
15. Name of undertaker

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HARWELL PARISH CEMETERY

ANNEX C

APPLICATION FOR PERMISSION TO ERECT OR INSCRIBE A MEMORIAL

Name & address of person ordering memorial	Name and address of person or firm who will be responsible for erecting the memorial
Signed:	Phone
Name of person buried Date burial took place	All dimensions of headstone, tablet, plinth, base-stone and any vases or similar containers: (Max dimensions allowed: on full sized graves: height 2 ft 6 inches (75 cm), width 2 ft (61 cm); on graves for cremated remains: ground level tablet / open book tablet 12 inches square (30 cm); vases not to be more than 1 ft (30 cm) high.)
Grave space number	
Picture or sketch of memorial (attach a separate sketch if preferred) – please note that kerbs and chippings are not permitted	Full details of inscription, including wording and arrangement
Full details of lettering (size, type, method of inscription)	
Name and address of person or firm to whom this permission should be given:	Return completed form to: Clerk to Harwell Parish Council Address Village Hall, High Street, Harwell, Oxon OX11 0EX Tel 01235 820006
Fees – for current fees please see Council’s List of Fees	
Total enclosed:	
Approved on behalf of Harwell Parish Council: Date:	

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ANNEX D

DIMENSIONS AND SPACING OF GRAVES & POSITIONING OF MEMORIALS

(Regulations to be followed when digging new graves and erecting memorials)

GRAVES

1. If markers exist, they must be followed.
2. All new graves must be laid out so they conform to the Cemetery Plan, a copy of which may be inspected by arrangement with the Clerk.
3. All graves must have the same nominal dimensions at the surface and be in line both along and across the rows.
4. The nominal length of each full-sized grave space including the memorial is 8 feet (244 centimetres) and the nominal width 2½ feet (76 centimetres), but it may be dug appropriately for the coffin or casket size.
5. Each new full-sized grave is to be dug so that the centre-to-centre distance between the rows is 4½ feet (137 centimetres) and the centre-to-centre distance between graves along each row is 9 feet (274 centimetres). Full-sized graves are to be dug from the end opposite the memorial in such a way that any un-dug space is under the memorial.
6. New full-sized graves for which Exclusive Right of Burial has been granted must be dug to a depth sufficient to allow a second burial, unless special permission has been granted for a single grave.
7. Each new grave for burial of cremated remains is to be dug so that the centre-to-centre distance between graves is 4 feet (122 centimetres) and the front edge of the grave space is not more than 3 feet (92 centimetres) from the fence line or front edge of the grave space(s) behind it. The nominal size of each grave space for cremated remains is 1½ feet (46 centimetres) front-to-back and 2 feet (61 centimetres) wide.

MEMORIALS

8. If markers exist, they must be followed.
9. Memorials on full-sized graves must be erected so they are in line with others along and across rows. There should be 9 feet (274 centimetres) face-to-face along the row and 4½ feet (137 centimetres) centre-to-centre between the rows.
10. If a memorial is erected on a base or plinth, the base or plinth must not be less than 2½ feet (76 centimetres) wide, so it sits on un-dug ground either side of the grave.

PLAQUES

11. Plaques may only be erected on the Wall of Remembrance.

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