

HARWELL PARISH COUNCIL

SUMMARY OF REGULATIONS FOR THE MANAGEMENT OF HARWELL PARISH CEMETERY

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

Full regulations can be downloaded from the cemetery section on www.harwellparish.co.uk. A printed copy may be obtained from the clerk at clerk@harwellparish.co.uk or ring 07749 361957.)

The main items to note are as follows:

REGULATIONS FOR THE MANAGEMENT OF HARWELL PARISH CEMETERY SUMMARY

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The main items to note are as follows:

General

1. Dogs must be kept on leads inside the Cemetery and must not be allowed to foul any part of it.
2. Burials may not be carried out without the permission of the Council Sexton.
3. All grave spaces shall have the dimensions and spacing given in Annex D of the regulations
4. All grave spaces must be simple earthen graves. Bricked or vaulted graves, kerbs and chippings or decorative stones are not permitted. The grave should be grassed and levelled when the ground has settled.
5. Cremated remains may not be scattered anywhere except beneath the surface of the purchased grave space.
6. All spoil and rubbish must be removed and the site must be left in a clean and tidy condition.
7. The Council does not accept responsibility for or liability in respect of any damage or injury to any person or thing arising from work done in the cemetery except that arising from work done by its own employees.
8. The Council will maintain the grassed areas of the Cemetery.
9. 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.
10. 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.
11. 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.

Memorials

1. Memorials may not be erected, removed, altered, nor have further inscriptions added to them, without the permission of the Council Clerk.
2. Except for plaques, memorials may only be erected on graves for which Exclusive Right of Burial has been granted.
3. 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.
4. The maximum dimensions allowed for memorial stones are:

This summary approved by the Parish Council on 9.7.2013. Reviewed: May 2015, May 2016 (changes made), Feb 2018, May 2018

In the event of a conflict between this summary and the full regulations, the full regulations shall apply.

- (a) On full sized graves: upright stone, height above ground level 2'6 (76 centimetres), width 2 feet (61 centimetres)
 - (b) On graves for cremated remains: a ground level tablet 12"square. The tablet must be laid flat level with the ground surface.
 - (c) Previous non-compliant memorials should not be used as precedent.
5. 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. Other containers of a type not intended for displaying flowers on graves may be removed
 6. 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. Any memorials found to be unstable will be temporarily supported or laid flat. The Council reserves the right to repair or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.
 7. The Council does not accept any responsibility or liability for damage to any memorial, however caused.

Plaques

1. 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 patinated 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.
2. 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.
3. 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.
4. 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).
5. For this fee the Parish Council will allow the plaque to remain on the wall for a period of fifty years.
6. 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.

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