

CHIPPING CAMPDEN TOWN CEMETERY

RULES AND REGULATIONS

1. GENERAL MATTERS

These rules and regulations are made in accordance with the provisions of the Local Authorities' Cemeteries Order 1977 which applies to all Burial Authorities and Cemeteries as defined by the order.

Where a particular matter is not covered by these rules and regulations the Local Authorities' Cemeteries Order 1977 will apply.

Chipping Campden Town Council (The Council) reserves the right to make any alteration to these rules and regulations, consistent with the law.

The Town Clerk shall be the Cemetery Superintendent.

All inquiries should be made to the Cemetery Superintendent at the Council's Office at the Town Hall on 01386 841298 on any day (answerphone service).

Written inquiries or Notice of Interment must be given at the town Council Office, Town Hall, High Street, Chipping Campden, on forms provided by the Council.

Three clear working days must be given for an earthen grave.

Interments must normally take place between the hours of 10.00 a.m. and 4.00p.m. Monday to Saturday. They are not normally permitted on Sundays or Public Holidays. These restrictions will not apply to interments required to take place immediately under Medical Certificate, Coroner's Warrant or in cases of emergency.

The Registrar's Certificate for Disposal or the Coroner's Order for Burial must be handed to the Cemetery Superintendent before interment takes place.

Interment may take place with or without any religious service, and any service may be conducted by such person as the person in charge or the interment thinks fit, but notice must be given of such intention when giving the Notice of Interment.

2. GRAVES FOR BURIALS

Grave spaces in the cemetery shall be 2700mm by 1200mm. Graves may be purchased for exclusive right of burial for a period of 75 years. It shall not be possible to purchase a grave in advance of the death of the first intended occupant.

Where no exclusive right of burial has been purchased, the charge for interment covers only a right of burial in a common grave to be selected by the Council and no memorial of any description will be allowed on such graves. Such graves could be shared with up to two non-related people. The interment or scattering of cremated remains in/on common graves is not permitted.

On the purchase of the Exclusive Right of Burial in a grave space a Deed of Grant signed by the

proper Officer of the Council shall be issued to the person by whom or on whose behalf the said exclusive Right of Burial is purchased and any such person shall be registered in the books of the Council as the owner of the grave space.

No assignment of the Exclusive Right of Burial in a grave space will be recognized by the Council unless a Deed of Assignment of the ownership of the grave has been executed by the owner and notice thereof has been give to the Council.

A written consent signed by the owner or his or her legal representative must be left with the Council at the Council office and the original Deed of Grant must be produced or other evidence of ownership furnished to the satisfaction of the Council before an exclusive grave space can at any time be opened. In cases where the former owner is the person intended to be interred, the Council, if requested by the person giving notice of the interment, have the power to order such grave space to be reopened for the interment therein of such deceased owner without obtaining the consent of his or her executor or other representative.

No trees, shrubs, plants, flowers or seeds shall be planted or sown in the Cemetery.

3. INTERMENT OF CREMATED REMAINS

A part of the cemetery is set-aside as a garden of remembrance for the interment of cremated remains, which are poured from an urn into the soil and stirred therein.

There is a provision of mini-grave spaces for the interment of cremated remains size 600mm by 600mm.

It is not permitted to scatter ashes elsewhere in the cemetery except on the grave of near relatives.

The mini-grave may be marked by a memorial stone measuring a maximum of 460mm x 460mm square laid flat on the grave space. The memorial stone is to be of the materials listed in paragraph 4.4 Materials below.

4. MEMORIALS

4.1 General

The Cemetery is to be maintained as a lawn cemetery; headstones only will be permitted.

There is no automatic right to erect a memorial in the cemetery. A sketch or drawing of every intended headstone, with a copy of the inscription intended to be inscribed, together with the name and address of the proposed stonemason, must be submitted for the approval of the Cemetery Superintendent and filed in the Council office. In cases of doubt, the Cemetery Superintendent will refer the matter to the Council. No headstone can be erected in the Cemetery until such approval has been obtained in writing and the fee paid. The number of the grave, corresponding to the grave register, must be inscribed on the memorial at the expense of the owner.

Those wishing to erect a memorial are advised not to enter into any agreement with a funeral director, stonemason or other contractor until the necessary permission for its introduction has been granted.

The Cemetery Superintendent will maintain a list of preferred stonemasons.

A minimum of six months should elapse between the death of the person to be commemorated and erection of any memorial. All contractors, including funeral directors and stonemasons are reminded that before undertaking a commission, they should ascertain that the necessary permission has been granted, and that if work is executed without the necessary permission, all responsible, including the contractor, may be ordered to bear all the expenses of rectification and may be debarred from further work within the Town cemetery.

No memorial other than headstones and/or vases are allowed on or around graves. After settlement, the grave will be turfed and maintained as lawn. No vases, plants or other objects are to be placed or planted into the turfed area.

All workmen shall be subject to the control of the Cemetery Superintendent and may be summarily removed by him from the ground upon cause of any offence. No hewing or dressing of stones, nor operations of any kind will be permitted within the Cemetery or in the approaches thereto unless specially sanctioned by the Council or the Cemetery Superintendent. All rubbish, refuse, stones et., must be forthwith removed. Notification of any works must be given to the Cemetery Superintendent.

Mats, canvas or boards must be used to preserve the grass when erecting headstones and such other precautions as the Council or the Cemetery Superintendent shall deem necessary.

All headstones must be kept in repair by the owners. Notice will be sent to the owner or his or her representatives in case of such repairs being required, and after three months neglect to repair, the Council may proceed to repair it at the cost of the neglectful parties.

4.2. Size of Memorial

The Cemetery Superintendent may approve headstones up to the following dimensions above the ground:

Height	1200mm	(4' - 0")
Width	900mm	(3' - 0")
Thickness	150mm	(0 - 6")

4.3 Erection of Memorials

The base of the memorial may be shaped so that it can be inserted directly into the ground at sufficient depth to ensure stability.

Alternatively, a headstone may stand on a stone base, provided that the latter does not project above ground level. The base must be an integral part of the design and must not project more than 100mm (4") beyond the headstone in any direction, except where a receptacle for flowers is provided, in which case this should be flush with the top of the base and may extend up to 200mm (8") in front of the headstone.

4.4. Materials

All memorials should be made either of natural and unpolished stone with no reflecting finish, or of hardwood. Local stone or stone similar in colour and texture is recommended.

The following materials may be used:

Forest of Dean Sandstone
 Cotswold Limestone
 York, Derbyshire or Cheshire Sandstones
 Orton Scar, Hornton, Portland, Purbeck.
 English or Welsh Slate
 Nabresina

The following materials are not permitted:

Granite
 White Marble
 Synthetic Stone
 Any type of Plastic

4.5. Epitaphs

Inscriptions must be incised or in relief. Plastic or other applied lettering or colouring of inscriptions is not permitted. Care should be taken in selecting the wording and advice sought from the priest concerned or the Cemetery Superintendent.

Any subsequent alteration to the wording must be separately approved.

If the proposed design falls within these guidelines, the Cemetery Superintendent may authorize it. In all other cases the matter will be referred to the Town Council.

4.6. Designs

The Cemetery is maintained as a lawn cemetery and kerbs, railings, chains, chippings, photograph, porcelain portraits, glass shades, sculpture, statuary and other paraphernalia will not be permitted.

4.7 Memorial Numbering and Trademarks

The number of the grave must be incised plainly in the lower right-hand corner of the headstone in letters not less than 12mm high. No advertisement or trademark shall be inscribed upon or fixed to a headstone. The mason's name may be incised on the side or the reverse of the headstone in letters no larger than 15mm in height.

4.8 Flowers

Wreaths and cut flowers may be placed on any grave but should be removed as soon as they have withered. No artificial flowers are allowed except for Remembrance Day poppies and Christmas Wreaths and these should be removed after one month.

4.9. Commemoration after Cremation

A metal memorial plaque 100mm (4") by 150mm (6") may be attached to such memorial wall or kerb that the Council may provide.

GENERAL REGULATIONS

Seemly behaviour is required in the cemetery at all times, and no person shall:

- a. willfully created any disturbance in the cemetery
- b. commit any nuisance in the cemetery
- c. willfully interfere with any burial taking place in the cemetery
- d. willfully interfere with any grave or memorial or flowers or plant
- e. play at any game or port or ride any cycle in the cemetery
- f. smoke or consume any alcohol or drugs in the cemetery
- g. discharge any firearms in the cemetery save at military funerals

In addition:

- h. Children under the age of 12 years will not be allowed in the cemetery except under the care of an adult
- i. Dogs will not be allowed in the cemetery with the exception of guide dogs.

The above regulations were approved and adopted at a Council Meeting of Chipping Campden Town Council held on 10th September 2013.