

**CRONDALL PARISH COUNCIL
BURIAL GROUND REGULATIONS
ALL SAINTS CHURCH, CRONDALL**

I. APPLICATION OF THESE REGULATIONS

- 1.1. These Regulations apply to the Burial Ground and Cremation Area of the village of Crondall, land which is owned, managed and maintained by Crondall Parish Council and which is separate to and distinct from the adjacent closed churchyard of All Saints Church.
- 1.2. These regulations apply to consideration of all applications from 18 May 2015.
- 1.3. In the closed churchyard, which is not the property or the responsibility of Crondall Parish Council, Church of England Churchyard Regulations 1981 (as/if amended) will apply.
- 1.4. Crondall Parish Council reserves the right to amend these Regulations (including the Charges set out at Appendix I) at any time, whether generally or in specific instances.

2. ELIGIBILITY FOR BURIAL OR ASHES INTERMENT

- 2.1. Undertakers MUST confirm the status of the deceased as “Qualifying Resident” or “Non-Resident” prior to arranging any funeral or interment arrangements.

- 2.2. Persons meeting the criteria of “Qualifying Resident” are:-:

- (a) A person for whom clear documentary evidence is provided showing that they have lived at any time or times for at least ten years in aggregate, in a dwelling within the local government Parish of Crondall boundaries, current as at the date of death;
- (b) A person for whom clear documentary evidence is provided showing that they have been, at any time or times for at least ten years in aggregate, on the Electoral Roll of All Saints Church Crondall or of St Mary’s Church Ewshot, as held by the Parochial Church Council of All Saints Church Crondall current as at the date of death;
- (c) A child, under ten years of age, at least one of whose parents was living in a dwelling within the local government Parish of Crondall boundaries, current as at the date of the child’s death;
- (d) A person who complies with (a) above, if all reference to ‘Crondall’ is replaced by ‘Ewshot’.

[Arrangement (d) above is part of the agreement reached in 2010 when the parish of Ewshot was established out of the original parish of Crondall and Ewshot. It applies only to burials (not the interment of cremated remains) and will run only until the current Burial Ground is full. Thereafter the parish of Ewshot will make separate arrangements for the burial of its residents.]

NB: being a relative of someone meeting any of the above criteria does not, of itself, grant eligibility.

- 2.3. Where an existing Grave or Cremation Plot was purchased under previous Regulations, then the eligibility for a burial or interment in that Plot (only) will be guided by those previous Regulations.

- (a) Wherever possible the applicant (whether a family member or an executor) must provide written evidence to the satisfaction of the Clerk that the original purchaser of the Plot had anticipated the burial/interment of the remains/ashes of the person for which the application is being made.
- (b) Where no such evidence is provided by the applicant the Clerk may, at her/his sole discretion, research the Parish Council’s own records and/or those of the Parochial Church Council for evidence of eligibility.
- (c) Where neither (a) nor (b) above produces any evidence of the original purchaser’s intention, but the applicant has provided written confirmation from each surviving member of the original purchaser’s immediate family that they support the application, it will (subject to compliance with these Regulations) be approved.

- (d) Where no evidence is provided under (a) or (b) above and no support is provided under (c) above, the application will normally be rejected.
- (e) In all cases under clause 2.3, additional time must be allowed to review an application.

3. OCCUPATION OF BURIAL AND CREMATION PLOTS

- 3.1. Remains may only be buried in the Burial Ground.
- 3.2. Ashes may only be interred in the Cremation Area or in an already established grave in the Burial Ground. Ashes may not be scattered in any part of the Burial Ground or Cremation Area.
- 3.3. Not more than two sets of ashes may be interred in any one Cremation Area plot
- 3.4. Not more than two sets of remains may be buried in any Burial Plot. Additionally, up to 6 sets of ashes may be added to a grave containing one or two sets of remains. Any set of ashes added to a grave must be horizontally displaced from other remains/ashes by not less than 30cm, and buried more than 30cm and less than 60cm from the surface.
 - 3.4.1. If a grave has single occupancy, the addition of even a single set of ashes will prevent further remains being buried.
 - 3.4.2. Multiple ashes can only be added where the position of existing ashes is unambiguously known, either by surface marking and/or record.
- 3.5. The burial of a child aged under two years will normally be in half a plot.
- 3.6. Burial plots and Cremation interment plots cannot be reserved in advance.
- 3.7. Unless a burial or interment in an existing Plot is requested and granted, each burial or interment shall be located in the next available plot as determined (at her/his sole discretion) by the Clerk to Crondall Parish Council (“the Parish Clerk”).
- 3.8. Burial and interment sites will be identified by a record held by the Parish Clerk.
- 3.9. All burials and interments shall attract the charges in Appendix I.

4. MEMORIAL STONES – REQUIREMENTS/RESTRICTIONS

- 4.1. Memorial Headstones must meet the size criteria given in Section 5 below.
- 4.2. Memorial headstones, plinths and tablets must be of stone and must be appropriate, in design, colour and texture, to a traditional country churchyard. Although black stone is acceptable, pale stone with a ‘natural’ or honed finish is preferred. Other colours (red sandstone, for example), polished (gloss) finishes, and materials other than stone are not permitted. See also Section 7.4 below.
- 4.3. No kerbstones or other edging is permitted around memorials.
- 4.4. Photographs or other likenesses set into, affixed to or placed in the region of memorials or tablets are not permitted.
- 4.5. No advertisement or trademark may be inscribed on or affixed to any memorial but the mason’s name or initials may be inscribed low down on the reverse of the stone in unpainted or unleaded letters.
- 4.6. Where the remains of an individual, who at the time of death would have qualified for his/her ashes to be interred under Section 2 of these Regulations, have been interred or scattered outside the Parish, a brass memorial plaque no larger than 6in x 4in (15cm x 10cm) may be affixed to the brick wall of the Cremation Area or other suitable location as determined by the Parish Council.
- 4.7. Where the remains of a family member have been scattered elsewhere and the family wishes them to be remembered by inscription on an existing memorial tablet or headstone then the inscription must include the words ‘whose ashes were scattered elsewhere’, making it clear that they are not buried in the Burial or Cremation area or recorded in the Crondall Burial Registers.
- 4.8. Memorial tablets in the Cremation Area may only be installed by the Parish Council’s groundsman.

5. MEMORIAL STONES - DIMENSIONS

Burial Ground

Headstone:	Height	2ft 9in / 84cms <i>max</i>
	Width	2ft 0in / 61cms <i>max</i>
	Depth front to back	3in / 8cms <i>min.</i> 6in / 15cms <i>max</i>
Plinth:	Height	3in / 8cms <i>max</i> above ground level
	Width	2ft 6in / 76cms <i>max</i>
	Depth front to back	1ft / 30cms <i>max</i>
Foundation stone:	Height	2in / 5cms <i>min</i>
	Width	3ft / 91cms
	Depth front to back	2ft / 61cms

Cremation Area

Memorial tablets must be installed flat (horizontally)	Length	12in / 30cms <i>max</i>
	Width	12in / 30cms <i>max</i>
	Height	4in / 10cms <i>max</i>

6. MAINTENANCE AND APPEARANCE

- 6.1. Only wreaths and flowers and associated small cards expressing love, loss, remembrance etc., (and *not* other memorabilia of any kind) may be placed on a grave/interment tablet. Flowers may be placed in a single container per tablet in the Cremation Area, and in up to two containers per grave in the Burial Ground. Each container must not be larger than 4in / 10cms in diameter and 12in / 30cm in height.
- 6.2. Families are asked to place dead flowers, wrappings, wreaths etc. in the bins provided or to take any rubbish away with them.
- 6.3. Crondall Parish Council reserves the right, at its sole discretion, to remove dead or unsightly flowers or other non-permitted memorabilia, at any time and without notice.
- 6.4. Planting of any kind in the Burial Ground or the Cremation Area (including on or around any grave or cremation plot) is not permitted unless, in exceptional circumstances, Crondall Parish Council has given prior written authorisation.
- 6.5. Graves in the Burial Ground are liable to settling of the soil, especially during periods of heavy rain, and such settlement can sometimes cause headstones to tip over. Where reasonably practicable the Parish Council groundsman will level up such subsidence with topsoil and re-set headstones, but where particular problems arise the Parish Clerk will attempt to contact the grave owner to decide what actions are necessary. In cases of excessive settlement within one year of the burial the contracted Funeral Director may be asked to return to remedy the situation.

7. ADMINISTRATION OF BURIALS, INTERMENTS AND PLACING MEMORIALS

- 7.1. All enquiries relating to these Regulations should be addressed to the Parish Clerk, clerk@crondall-pc.gov.uk or 07510 917232.
- 7.2. Applications (whether from relatives or funeral directors) to undertake a burial or interment or to erect a memorial stone (including making an additional inscription) or placing a memorial tablet or plaque must be made in writing on the appropriate form, to the Parish Clerk. (See Appendices 2 and 3 for Forms).

- 7.3. Nothing may be erected or placed in the Burial Ground or the Cremation Area without the prior written permission of the Parish Clerk, and prior payment of the relevant fee (see Appendix 1).
- 7.4. Applicants who are in any doubt whatsoever as to whether their intended memorial stone/tablet will be acceptable are strongly advised to provide clear written details (with drawings/photographs and material specifications/sample where appropriate) to the Parish Clerk. No liability will be accepted for any expenditure incurred, prior to its approval by Crandall Parish Council, in connection with any memorial.
- 7.5. The Parish Clerk's role is part-time. Applicants are therefore strongly advised to submit written applications/details in good time to allow a response (and possible appeal – see paragraph 7.7 below) before the intended date of erection/placement.
- 7.6. The Parish Clerk will use her/his reasonable endeavours to provide a prompt written response to any application (including, where appropriate, with details of the allocated plot), but neither the Parish Clerk nor Crandall Parish Council can accept responsibility for any loss, inconvenience or distress caused by any delay.
- 7.7. An applicant who is not content with the Parish Clerk's decision may appeal in writing to the Parish Clerk, setting out the reasons for his/her appeal. Crandall Parish Council will then consider that appeal at its next scheduled Parish Council meeting. Where the appeal is from a resident of Ewshot a member of Ewshot Parish Council will be invited to attend the appeal meeting. The decision of Crandall Parish Council on the appeal will be final and will be communicated in writing to the applicant.

8. FUNERAL DIRECTORS, STONE MASONS AND OTHER CONTRACTORS

- 8.1. No scheme for interment, burial or the installation, adjustment or removal of gravestones, monuments, tablets or plaques or other alterations in the Burial Ground or the Cremation Area may be undertaken without the prior written authority of Crandall Parish Council.
- 8.2. The Parish Clerk's role is part-time. Funeral Directors, Stone Masons and other contractors must therefore liaise with the Parish Clerk in good time to ensure that paperwork is in order and to arrange the availability of the Parish Council's groundsman (see also clause 2.3 (e) above).
- 8.3. No grave or interment space may be dug or prepared except in the presence of the groundsman, whose reasonable instructions (for example, re spoil removal) must be followed at all times.
- 8.4. It is the Funeral Director's responsibility to ensure that neither they nor their contractors (including stone masons and grave-diggers) cause damage to any part of the Burial Ground, Cremation Area or other memorials. Laying protective mats or timbers on grass surfaces will avoid wheel track damage, particularly when the ground is wet. Crandall Parish Council reserves the right to charge for the cost to of repairing damage, and in serious or repeated cases to bar a Funeral Director (and/or a Stone Mason or other contractor) from future burials/interments or other work in the Burial Ground.
- 8.5. Funeral Directors are required to return to a grave approximately six months after a burial to remedy any subsidence (at the direction of the Groundsman).

9. EFFECTIVE DATE

These Regulations were formally approved and adopted by Crandall Parish Council at its meeting on 18 May 2015, take effect immediately and supersede all previous regulations, except that any prior written agreement of which the Parish Council is aware will be honoured.

APPENDIX I TO CRONDALL PARISH COUNCIL BURIAL REGULATIONS

CHARGES

BURIALS / INTERMENTS	Qualifying Resident	Non-Resident
<i>Those who, at the time of death, were aged two years or older</i>		
• Burial in a grave in the Burial Ground	£500	£1,500
• Interment of ashes in the Cremation Area	£300	£750
• Second burial in an existing grave	£150	£450
• Second interment of ashes in an existing Cremation Area plot	£100	£250
• Interment of ashes in an existing grave	£100	£250
<i>Those who, at the time of death, were under two years of age</i>		
• Burial in a grave in the Burial Ground	£200	£600
• Interment of ashes in the Cremation Area	£70	£175
<p><i>The above charges are inclusive of Exclusive Rights of Burial for 50 years. Such rights do not convey any ownership of the land itself (which remains in the ownership of Crondall Parish Council). Further details are available from the Parish Clerk.</i></p> <p>MEMORIALS</p>		
• Headstone in the Burial Ground	£120	£360
• Memorial Tablet/Plaque in the Cremation Area	£50	£125
• Replacement of existing headstone or tablet, or an additional name on an existing headstone or tablet	£30	£75
• Memorial Plaque on the Cremation Area wall, in memory of a deceased not buried or interred at All Saints Church, Crondall	£30	£75
ADMINISTRATION AND GRAVE DIGGING		
• Administrative charge for liaison with funeral director / family in preparation of a grave in Burial Ground (<i>NB: the funeral director's grave digger will make an additional charge for preparing the grave</i>)	£75	£225
• Administrative charge for liaison with funeral director / family and preparation of ground for interment of ashes in cremation area by the Council's groundsman.	£75	£187.50
SEARCHES OF BURIAL REGISTER		
• Each search – price per hour or part thereof	£15	£37.50
• Every certified copy of an entry in the Burial Books (or a charge for the time spent in dealing with each enquiry at the Parish Clerk's discretion)	£10	£25

All the above charges include VAT where applicable.

Any queries concerning the above should be referred in writing to the Parish Clerk for determination. Where there is a dispute over any decision made by the Parish Clerk an appeal may be made to the Parish Council as set out at clause 7.7 of these Regulations.

APPENDIX 2 TO CRONDALL PARISH COUNCIL BURIAL REGULATIONS

NOTICE OF BURIAL / INTERMENT

Please deliver this notice to Crondall Parish Council at the address below (or by e-mail) at least 10 working days prior to any intended burial / interment in Crondall Burial Ground (if burials are to take place in a vault or bricked grave, then please allow 15 working days). Crondall Burial Regulations must be followed - insufficient information may delay the Burial / Interment process.

- 1. Full name of person to be interred / buried
2. Address of residence of person to be interred / buried (prior to death)
3. Please clearly the state connection to Crondall or Ewshot Parish as per the Burial Regulations.

Claims to "Qualifying Resident" status MUST be accompanied by documentary evidence ***

- 3. Age of person to be interred/buried (at last birthday)
4. Full date of death
5. Place at which death occurred
6. Full date on which burial/interment is to take place
7. Time of day when the burial/interment is to take place
8. Please state - Full burial or Ashes Interment
9. Name of Minister officiating
10. Number of grave space intended to be occupied (if known)
11. Whether an un-bricked or bricked grave or vault
12. If grave is purchased signature of owner
13. If a new grave, proposed depth (single/double)
14. Ashes Plot to be prepared by CPC Groundsman YES / NO
15. Funeral Director nominated Phone Number
Email

SIGNATURE OF APPLICANT DATE

ADDRESS OF APPLICANT

*** NB: Crondall Parish Council requires proof of 'qualified resident' entitlement, preferably by reference to the Electoral Roll. The Clerk has access to the Electoral Roll for a period of ten years from the current date, prior to that the Hart DC records from 1974 onwards are kept at the Hampshire Records Office in Winchester. Applicants for whom it is not possible to prove 'qualifying residence' will be charged non-resident fees.

Crandall Parish Council Burials - The Parish Clerk, 3B Holly Close, Farnborough GU14 0ED clerk@crondall-pc.gov.uk

APPENDIX 3 TO CRONDALL PARISH COUNCIL BURIAL REGULATIONS

APPLICATION TO ERECT A MEMORIAL / ADDITIONAL INSCRIPTION

Applicants who are in any doubt whether their intended memorial stone/tablet will be acceptable are strongly advised to provide clear written details (with drawings/photographs and material specifications/sample where appropriate) to the Parish Clerk.

The undersigned requests permission to prepare the following memorial work for installation in **Crondall Burial Ground** and attaches a cheque made payable to Crondall Parish Council for the appropriate fee.

TYPE OF MEMORIAL:	<input type="checkbox"/> - Burial – headstone <input type="checkbox"/> - Burial – Plinth	<input type="checkbox"/> - Burial – Foundation Stone <input type="checkbox"/> - Cremation Memorial Tablet
MATERIAL and FINISH:	<input type="checkbox"/> - Pale natural stone	<input type="checkbox"/> - Other (please clearly define and explain choice)
INSERT SIZE FOR EACH DIMENSION: <i>All dimensions in cm please.</i>	Burial - Headstone <i>Installed vertically</i> Height (max 84cm) Width (max 61cm) Depth (min 8 - max 15cm)	Cremation - Memorial Tablet <i>Installed flat (Horizontally)</i> Length (max 30cm) Width (max 30cm) Depth (max 10cm)
SKETCH OF MEMORIAL <i>to show Plinth and/or Foundation Stone dimensions in cm.</i> – please use other side of form if necessary.	PROPOSED INSCRIPTION	
ALL Memorials MUST be fitted to NAMM standards.	Letter type Letter Finish	
Any Other Information		Plot reference

Monumental Mason

Signed..... Print Name: Date.....

Company and Address:

Contact Details: Phone e-mail

Grave Owner

Consent Signature Print Name: Date.....

Approved <input type="checkbox"/> Clerk to Parish Council	Signature.....	Date
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