

CRONDALL PARISH COUNCIL BURIAL GROUND REGULATIONS

ALL SAINTS CHURCH, CRONDALL

The following rules have been introduced by Crondall Parish Council (CPC) so that high standards of grounds maintenance and appearance can be maintained. They have been adopted to ensure the proper peaceful benefit of the amenity, also importantly safety and welfare of all visitors, contractors, and staff.

The burial ground is a historic and sensitive site; your cooperation in complying with these rules is greatly appreciated.

1. 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 all applications received by the Parish Clerk on or after 1st November 2022.
- 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 1) at any time, without prior notice but usually reviews the fees annually in October. It is the responsibility of the applicant to ensure a current fees list is used.

2. CONDUCT OF VISITORS

2.1 All persons shall conduct themselves in a decent, quiet, and orderly manner and are reminded of the provisions of Articles 18(1) of The Local Authorities Cemeteries Order 1977 (the Act). These state that no person shall:

- Wilfully create any disturbance;
- Commit any nuisance in the Burial Ground;
- Wilfully interfere with any burial taking place;
- Wilfully interfere with any grave or other memorial or any flowers or plants or any such matter;
- Play at any game or sport in the Burial Ground.

2.2 Any person who contravenes Article 18(1) of the Act will be liable for prosecution by the Parish Council under Article 19 of the Act.

2.3 Music may be played only with the prior consent of the Parish Council.

2.4 Visitors are requested to deposit litter, spent flowers or any other unwanted items in the bins provided.

2.5 No persons shall sell or offer or expose for sale any article, commodity, or thing of any kind whatsoever or solicit orders for the same, within the Burial Ground.

2.6 No person shall be permitted, by themselves or any agent, to distribute leaflets, business cards or any other advertisement within the Burial Ground.

2.7 Visitors must not prune, dig up or cut any trees, shrubs, or flowers.

3. ELIGIBILITY FOR BURIAL OR ASHES INTERMENT

- 3.1. Undertakers **must** confirm the status of the deceased as “Qualifying Resident” or “Non-Resident” **before** arranging any funeral or interment arrangements.
- 3.2. 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 eighteen 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; or
 - (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.
- 3.3. Persons who have never lived in the Parish or to whom the previous criteria do not apply, will be categorised as “Non-Resident”. Burial or interment in the Crondall Burial Ground will be at the discretion of the Parish Council.
- 3.4. 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 Parish 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 the Parish 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 this clause 3.3, additional time must be allowed to review an application.

4. OCCUPATION OF BURIAL AND CREMATION PLOTS

- 4.1. Remains may only be buried in the Burial Ground.
- 4.2. Ashes may only be interred in the Cremation Area or (subject to clause 4.4 below) in an already established grave in the Burial Ground. Ashes may **not** be scattered in any part of the Burial Ground or Cremation Area.
- 4.3. Not more than two sets of ashes may be interred in any one Cremation Area plot
- 4.4. 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 60 cm from the surface.

4.4.1.If a grave has single occupancy, the addition of even a single set of ashes will prevent further remains being buried.

4.4.2.Multiple ashes can only be added where the position of existing ashes is unambiguously known, either by surface marking and/or record.

- 4.5. The burial of a child aged under two years will normally be in half a plot.
- 4.6. Burial plots and Cremation interment plots **cannot** be reserved in advance.
- 4.7. 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 Parish Clerk.
- 4.8. Burial and interment sites will be identified by a record held by the Parish Clerk.
- 4.9. All burials and interments shall attract charges **in advance** and as set out in Appendix 1.
- 4.10. Coffins and caskets for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. Caskets as supplied by crematoria only shall be used.

5. MEMORIAL STONES – REQUIREMENTS/RESTRICTIONS

- 5.1. Memorial Headstones must meet the size criteria given in Section 5 below.
- 5.2. Memorial headstones, plinths and tablets must be of stone and must be appropriate, in design, colour and texture, to a traditional country churchyard. Although matt 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 clause 8.4 below.
- 5.3. Engraved detail should be coloured white or black or left uncoloured. Gold or silver colouring is permitted but not encouraged. Other colours are not permitted.
- 5.4. Kerbstones, footstones, sarcophaguses, and tombs are **not** permitted, nor is edging of any form around memorials, whether in the Burial Ground or in the Cremation Area.
- 5.5. Photographs or other likenesses of (as examples only) the deceased or a pet of the deceased, engraved or otherwise set into, affixed to, or placed in the region of memorials or tablets are **not** permitted.
- 5.6. 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.
- 5.7. Where the remains of an individual, who at the time of death would have qualified for his/her ashes to be interred under Section 3 of these Regulations, have been interred or scattered outside the Parish, a memorial plaque no larger than 9in x 6in (22cm x 15cm) may be affixed to the brick wall of the Cremation Area or other suitable location as determined by the Parish Clerk.
- 5.8. 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 Ground or Cremation Area or recorded in the Crondall Burial Registers.
- 5.9. Memorial tablets in the Cremation Area may only be installed by the Parish Council's groundsman.
- 5.10. Memorial tables in the Cremation Area must be laid flat, so as the base is flush with the surrounding tablets at its lowest

6. MEMORIAL STONES - DIMENSIONS

Burial Ground

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

Cremation Area

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

7. MAINTENANCE AND APPEARANCE

- 7.1. Only wreaths and flowers and associated small cards expressing love, loss, remembrance etc., (and **not** other memorabilia of any kind, save as permitted under clause 7.2 below) 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.
- 7.2. Other memorabilia (a child's favourite toy, for example) may be **temporarily** placed on a grave/interment tablet but **must** be removed within 30 days of burial/interment (and see clause 7.4 below).
- 7.3. Families are asked to place dead flowers, wrappings, wreaths etc. in the bins provided or to take any rubbish away with them.
- 7.4. Crondall Parish Council reserves the right, at its sole discretion, to remove and dispose of dead or unsightly flowers and any non-permitted memorabilia, at any time and without notice.
- 7.5. Planting of any kind in the Burial Ground or the Cremation Area (including on or around any grave or cremation plot) is **not** permitted.
- 7.6. 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 original contracted Funeral Director will be asked to remedy the situation.

8. ADMINISTRATION OF BURIALS, INTERMENTS AND PLACING MEMORIALS

- 8.1. All enquiries relating to these Regulations should be addressed to the Parish Clerk:- clerk@crondall-pc.gov.uk or 07510 917232.
- 8.2. 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).

- 8.3. 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).
- 8.4. 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 clear 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 Crondall Parish Council, in connection with any memorial.
- 8.5. 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 clause 8.7 below) before the intended date of erection/placement.
- 8.6. 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 Crondall Parish Council can accept responsibility for any loss, inconvenience or distress caused by any delay.
- 8.7. 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. Crondall 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 Crondall Parish Council on the appeal will be final and will be communicated in writing to the applicant.

9. FUNERAL DIRECTORS, STONE MASONS AND OTHER CONTRACTORS

- 9.1. No interment or 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 the Parish Clerk. Failure to comply with this requirement if, for example, a Headstone is committed to which is not then approved, can cause unnecessary distress to the deceased's relatives for which neither the Parish Clerk nor the Parish Council will be held responsible.
- 9.2. 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 3.3(e) above).
- 9.3. No grave or interment space may be dug or prepared except in the presence of the groundsman, whose reasonable instructions (for example, re soil removal) must be followed at all times.
- 9.4. 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. Crondall Parish Council reserves the right to charge for the cost 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.
- 9.5. 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).

10. EFFECTIVE DATE

These Regulations were formally approved and adopted by Crondall Parish Council at its meeting on 20th June 2022 take effect from 21st June 2022 and supersede all previous regulations, except that any prior written agreement of which the Parish Council is aware will be honoured.

APPENDIX 1 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	£730.00	£2,190.00
• Interment of ashes in the Cremation Area*	£450.00	£1,120.00
• Second burial in an existing grave	£270.00	£750.00
• Second interment of ashes in an existing Cremation Area plot*	£215.00	£540.00
• Interment of ashes in an existing grave*	£215.00	£540.00
<i>Those who, at the time of death, were under two years of age**</i>		
• Burial in a grave in the Burial Ground	£415.00	£1,245.00
• Interment of ashes in the Cremation Area	£205.00	£515.00
<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><i>*Where an interment of ashes takes place on a Friday or Saturday and during annual leave and the Parish Council Groundsman is not available, additional ground preparation (grave digger) charges may be incurred. The funeral director's grave digger will make an additional charge for preparing the grave. Where no funeral director's services are being retained, the Clerk will liaise with grave diggers, and include the charges in the overall invoice</i></p> <p><i>**Young Person (24 weeks pregnancy – under 18 years): The fees, as above, will be reclaimed from the Government's social fund (The Children's Funeral Fund for England) and families will not be charged.</i></p>		
MEMORIALS		
Replacement of existing headstone or tablet, or an additional name on an existing headstone or tablet (when not accompanying a burial or interment)	£35.00	£80.00
Memorial Plaque on the Cremation Area wall, in memory of a deceased not buried or interred at All Saints Church, Crondall	£35.00	£80.00
<i>FOR BURIALS AND INTERMENTS PRIOR TO 1ST MAY 2022 ONLY</i>		
• Headstone in the Burial Ground	£130.00	£380.00
• Memorial Tablet/Plaque in the Cremation Area	£55.00	£130.00
SEARCHES OF BURIAL REGISTER		
• 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)	£20.00	£35.00

All the above charges include VAT where applicable.

Payments should be made by transfer to the Parish Council's Bank Account [Sort Code 30-93-32 A/C No. 00172414]. Payment by cheque is no longer accepted.

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 8.78.7 of these Regulations.

APPENDIX 2 TO CRONDALL PARISH COUNCIL BURIAL REGULATIONS

NOTICE OF BURIAL / INTERMENT

This Notice must be submitted to the Parish Clerk to arrive at least five days before the proposed date of interment, exclusive of weekends and Bank Holidays.

Details of the Deceased

1. Full Name
2. Last address
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 *****

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4. Age
5. Date of death (dd/mm/yyyy)
6. Place at which death occurred

Details of Burial/Interment

7. Date for burial/interment (dd/mm/yyyy)
8. Time of burial/interment
9. Please state - Full burial or Ashes Interment
10. Name of Minister officiating
11. Funeral Director nominated
- Email Phone Number

Details of Grave

12. Number of grave space intended to be occupied (*if known*)
13. If grave is purchased, signature of owner
14. If a new grave, proposed depth (single/double)

SIGNATURE OF APPLICANT..... DATE.....

ADDRESS OF APPLICANT.....

I have read the Crondall Parish Council Burial Ground Regulations and agree to abide by them



In accordance with GDPR Crondall Parish Council are collecting this data to enable us to manage our Burial Ground records and its ongoing maintenance. We will only use it for that purpose and will not pass your information on to third parties.

Applicants for whom it is not possible to prove 'qualifying residence' will be charged non-resident fees.

Crondall Parish Council Burials - The Parish Clerk, PO Box 623, Farnham, Surrey, GU9 1HB 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 has transferred the appropriate fee to the Parish Council's bank (see Appendix 1)

TYPE OF MEMORIAL:	<input type="checkbox"/> - Burial – headstone <input type="checkbox"/> - Burial – Foundation Stone <input type="checkbox"/> - Burial – Plinth <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 	
Lettering	Type: Finish: Size	
ALL Memorials MUST comply with current NAMM standards.		
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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