

CHIGWELL PARISH COUNCIL- CEMETERY REGULATIONS (2026)

ADMINISTRATION AND LEGAL AUTHORITY

Administration and Governance

Chigwell Cemetery is owned and operated by Chigwell Parish Council, which acts as the Burial Authority.

All administrative functions relating to the Cemetery are undertaken from the Council's main offices. Day-to-day operational activities, including grave preparation, grounds maintenance, and the allocation of grave spaces, are managed at the Cemetery by authorised officers acting under delegated authority.

All officers of the Council are employed members of staff. The functions of the Cemetery are carried out in accordance with the Council's governance framework and scheme of delegation. No individual Councillor may act unilaterally in respect of Cemetery matters.

All officers are accountable to, and operate under the direction of, the Clerk to the Council, who is the Proper Officer and Head of Paid Service. Strategic oversight and decision-making remain with Full Council.

Legal Authority

In exercise of the powers conferred under Section 214 and Schedule 26 of the Local Government Act 1972, and Article 3 of the Local Authorities' Cemeteries Order 1977, Chigwell Parish Council (hereinafter referred to as "the Council"), as the Burial Authority, hereby makes the following Regulations for the proper management, regulation and control of Chigwell Cemetery.

These Regulations shall come into force in July 2026, subject to approval by Full Council.

The Cemetery shall be administered on behalf of the Council by authorised officers acting under delegated authority.

Contact Details:

- **Main Office:** Chigwell Parish Council, Hainault Road, Chigwell Essex IG7 6QZ
- **Cemetery Office:** Chigwell Cemetery, Froghall Lane, Chigwell Essex IG7 4FB

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1. NOTICES OF INTERMENT

1.1 Notice of interment shall be given on the prescribed Council forms, available free of charge from Chigwell Parish Council, Hainault Road, Chigwell, Essex, IG7 6QZ.

1.2 Written notice must be received by the Council at least three clear working days prior to the interment, or five working days in respect of traditional graves (see Section 17). Notices shall only be accepted between the hours of 09:00 and 17:00 Monday to Friday, excluding Public Holidays.

1.3 Provisional arrangements may be made via telephone or other agreed means; however, such arrangements shall not be binding until confirmed in writing. The Council shall determine availability of dates and times.

1.4 The Council accepts no responsibility for any delay or error arising from notices transmitted by post or other delivery methods.

1.5 Where the Exclusive Right of Burial has been granted, the Notice of Interment must be signed by the registered owner or their legal representative. Where the owner is deceased, the Grant of Exclusive Right of Burial should be produced wherever practicable.

1.6 All fees and charges must be paid in full at the time the Notice of Interment is submitted.

2. INTERMENTS

2.1 Interments shall take place on weekdays only, excluding Public Holidays, between the hours of 09:00 and 15:00 (time of arrival at the cemetery).

2.2 Only coffins constructed from wood or other approved biodegradable materials shall be permitted.

2.3 Interments in common graves of persons who were not residents of the Epping Forest District are not permitted.

2.4 Funeral Directors, upon entering the cemetery, shall be subject to the direction and control of authorised officers of the Council.

2.5 Funeral Directors shall provide an adequate number of bearers for the safe handling and lowering of coffins.

2.6 Funeral Directors shall arrange, where necessary, for the removal of memorials to facilitate the reopening of graves and shall ensure their proper reinstatement following the interment.

3. CORONER'S ORDERS AND CERTIFICATES

3.1 No interment shall take place until the Council has received the appropriate statutory documentation. Such documentation shall include either a valid Certificate for Burial or Cremation issued by the Registrar, a Coroner's Order for Burial, or other lawful authority or statutory declaration in accordance with current legislation.

4. OFFICIATING MINISTERS

4.1 Arrangements for officiating ministers or persons conducting burial services shall be the responsibility of the relatives of the deceased or their appointed Funeral Director. The Council accepts no responsibility in respect of such arrangements.

4.2 The name and contact details of the officiant must be provided to the Council at the time the Notice of Interment is submitted.

5. SELECTION OF GRAVES AND CREMATED REMAINS PLOTS

5.1 All grave spaces and cremated remains plots shall be allocated at the discretion of the Council.

5.2 Where Exclusive Rights of Burial are purchased, applicants may indicate a preference for the location of the grave or plot; however, all allocations remain subject to the approval of the Council and to operational requirements.

5.3 The Council will endeavour to accommodate reasonable preferences wherever practicable, but reserves full control over the layout, allocation and utilisation of all areas within the cemetery.

6. DEPTHS OF GRAVES

6.1 The depth to which graves are excavated for interments shall be determined by the Council through its authorised officers acting under delegated authority, in accordance with the requirements of the Local Authorities' Cemeteries Order 1977 and relevant best practice guidance.

6.2 Under normal circumstances, graves within the Lawn Burial Areas shall be prepared to accommodate up to three interments, while graves within the Traditional Section shall be prepared to accommodate up to two interments.

6.3 Cremated remains plots shall normally be prepared to accommodate up to eight urns or caskets. The depth and method of interment shall be determined by authorised officers, having regard to ground conditions, capacity, and safe working practices.

6.4 All grave excavation works shall be carried out exclusively by gravediggers appointed or authorised by the Council. No other person shall be permitted to excavate or interfere with any grave within the cemetery.

7. SIZES OF PLOTS

7.1 Grave spaces within the Lawn Burial Areas shall be available for up to three coffin interments and shall measure approximately 2.7 metres by 1.2 metres (9 feet by 4 feet). In addition, up to four urns or caskets containing cremated remains may be interred within the grave space.

7.2 Grave spaces within the Traditional Section shall measure approximately 3.0 metres by 1.35 metres (10 feet by 4 feet 6 inches) and shall be available for up to two coffin interments together with up to four urns or caskets containing cremated remains.

7.3 Cremated remains plots shall measure approximately 600 mm by 600 mm (2 feet by 2 feet) and may accommodate a maximum of eight urns or caskets, subject to the approval and direction of authorised officers.

8. VAULTS

8.1 The construction or use of burial vaults is not permitted within Chigwell Cemetery.

8.2 Walled graves or any form of above- or below-ground structural burial chambers are not permitted within the Cemetery.

9. PURCHASE, MANAGEMENT AND RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL

9.1 GRANT OF EXCLUSIVE RIGHTS OF BURIAL

The Exclusive Right of Burial in respect of any grave space or cremated remains plot may be purchased for a fixed period upon payment of the appropriate fee.

The grant of the Exclusive Right of Burial entitles the registered owner to:

- Determine who may be interred within the grave or cremated remains plot;
- Authorise applications for the erection, alteration, addition, or inscription of a memorial, subject to these Regulations; and
- Exercise such rights as are conferred by the Deed of Grant and these Regulations.

The grant of the Exclusive Right of Burial does not confer ownership of the land, which shall remain vested in Chigwell Parish Council at all times.

Unless otherwise determined by the Council:

- Burial plots shall be granted for an initial period of fifty (50) years;
- Cremated remains plots shall be granted for an initial period of ten (10) years.

All fees shall be payable in accordance with the Council's approved Schedule of Charges. The Council reserves the right to amend such fees from time to time.

9.2 RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL

The registered owner may apply to renew an Exclusive Right of Burial at any time prior to its expiry.

Renewal may be granted:

- Upon payment of the appropriate fee;
- For such periods as may be determined by the Council from time to time; and
- Subject to compliance with these Regulations.

Renewal is not automatic and shall remain subject to approval by the Council.

The Council may refuse a renewal application where ownership cannot be satisfactorily established or where the applicant is not entitled to act on behalf of the registered owner.

9.3 MAXIMUM PERIOD OF GRANT

The total duration of an Exclusive Right of Burial, including all renewals, shall not exceed one hundred (100) years from the date of the original grant.

No renewal shall be granted which would result in the Exclusive Right of Burial remaining in force beyond one hundred (100) years from the date on which the first Deed of Grant was issued.

9.4 RESPONSIBILITY OF THE REGISTERED OWNER

The registered owner shall:

- Keep the Council informed of their current name, address, email address and telephone number;
- Notify the Council promptly of any change in personal details or ownership;
- Retain the original Deed of Grant and produce it when reasonably requested by the Council; and
- Ensure that any renewal application is submitted before the expiry of the grant.

Responsibility for maintaining contact with the Council and ensuring the renewal of the Exclusive Right of Burial rests solely with the registered owner.

9.5 RENEWAL NOTICES

The Council will use reasonable endeavours to contact the registered owner before the expiry of an Exclusive Right of Burial.

Such contact may be made using the most recent details held by the Council.

Failure by the Council to issue a notification, or failure by the registered owner to receive any notification, shall not:

- Extend the period of the Exclusive Right of Burial;
- Affect the expiry date of the grant; or
- Remove the responsibility of the registered owner to renew the grant.

The Council shall not be liable for any loss arising from inaccurate, incomplete, or outdated contact information.

9.6 PURCHASE AND ELIGIBILITY

The purchase of Exclusive Rights of Burial is not restricted to residents of the Parish of Chigwell.

Fees payable shall be determined in accordance with the Council's approved Schedule of Charges, including any differential charges applicable to non-residents.

The Council reserves the right to determine eligibility criteria and applicable fee categories from time to time.

9.7 RESERVATION OF PLOTS

Subject to availability, grave spaces and cremated remains plots may be purchased in advance and reserved for future use.

The allocation, position and designation of all graves and plots shall remain at the absolute discretion of the Council.

The Council reserves the right to refuse any request for a specific location where operational, management or planning considerations make such allocation impracticable.

9.8 CONSENT FOR INTERMENT

Where an Exclusive Right of Burial has been granted:

- No interment shall take place without the written consent of the registered owner;

- Such consent shall be provided on the Notice of Interment or such other form as may be approved by the Council;
- The Council may require evidence of ownership before accepting any interment instruction.

The Council reserves the right to delay or refuse an interment where ownership cannot be established to its satisfaction.

9.9 PROHIBITION ON SCATTERING OF CREMATED REMAINS

The scattering of cremated remains within any grave, cremated remains plot, memorial area, pathway, landscaped area or other part of the Cemetery is prohibited unless expressly authorised by the Council within a designated area.

9.10 DEATH OF THE REGISTERED OWNER

Upon the death of the registered owner:

- The Exclusive Right of Burial shall form part of the deceased owner's estate;
- The personal representative or other person claiming entitlement shall provide Probate, Letters of Administration or such other evidence as the Council may require;
- The Exclusive Right of Burial must be transferred to a living person before any further rights may be exercised.

No further interment, memorial application or renewal application shall be permitted until ownership has been correctly transferred and registered.

9.11 TRANSFER OF OWNERSHIP

No further interments shall take place and no memorial application shall be considered until:

- The ownership of the Exclusive Right of Burial has been formally transferred where required; and
- The transfer has been registered by the Council.

This requirement shall also apply where a proposed memorial inscription refers to a deceased registered owner.

9.12 ASSIGNMENT AND TRANSFER OF RIGHTS

The Exclusive Right of Burial:

- May be assigned by the registered owner during their lifetime; or
- May pass following death in accordance with the law relating to succession and administration of estates.

No assignment or transfer shall take effect unless:

- The prescribed documentation has been submitted to the Council;
- Any applicable fee has been paid; and
- The transfer has been approved and recorded in the Council's Register of Burials.

The Council may charge an administrative fee for processing transfers, assignments and related documentation.

9.13 EXPIRY OF EXCLUSIVE RIGHTS OF BURIAL

Where an Exclusive Right of Burial has expired and:

- No renewal application has been received; and
- The Council has been unable to establish contact with the registered owner or their successor in title following reasonable enquiries,

the Council may regard the Exclusive Right of Burial as having lapsed.

In such circumstances, the Council reserves the right, subject to all applicable legislation and guidance, to:

- Reclaim the grave or plot;
- Permit further interments where capacity remains;
- Reallocate or reuse the grave or plot where lawful to do so.

Nothing within these Regulations shall authorise the disturbance of human remains except where permitted by law.

9.14 COUNCIL ACCESS AND OPERATIONAL RIGHTS

The grant of an Exclusive Right of Burial shall not prevent the Council, its officers, employees, contractors or agents from:

- Entering any part of the Cemetery;
- Accessing or crossing any grave or plot where reasonably necessary;
- Carrying out inspections, maintenance, repairs, landscaping or improvement works;
- Placing equipment, materials or machinery within the Cemetery; and
- Undertaking any action reasonably required for the safe, proper and efficient management, operation and maintenance of the Cemetery.

The exercise of such powers shall not constitute a breach of the Exclusive Right of Burial.

10. MAINTENANCE OF GRAVE SPACES

10.1 Following any interment within the Lawn Burial Areas, the grave shall be backfilled and, after a reasonable period to allow for natural settlement, shall be levelled, top-soiled, and either seeded or turfed by the Council.

10.2 No items, memorials, or other objects shall be placed on the grassed area of a lawn grave, except on the day of the interment, when floral tributes may be placed. The Council reserves the right to remove flowers and wreaths once they have deteriorated or after an appropriate period following the funeral.

10.3 In the case of traditional graves, the owner may place a maximum of three flower containers on the grave, provided that such containers are constructed from durable materials and do not exceed 300 mm (one foot) in height.

10.4 Containers made from glass, wood, plastic or fibreglass are not considered durable and shall not be permitted.

10.5 Temporary planting on traditional graves is permitted for a limited period pending the erection of a permanent memorial; however, the planting of shrubs, bushes, or similar vegetation, including roses, is not permitted.

10.6 No kerbs, fences, railings, chippings, or any other form of surround or edging shall be permitted on any grave space, except within areas specifically designated by the Council for such features.

11. MAINTENANCE OF CREMATED REMAINS AREAS

11.1 Owners of cremated remains plots may place flower containers on plots, provided that such containers are constructed from durable materials and do not exceed 300 mm (one foot) in height.

11.2 Containers made from glass, wood, plastic or fibreglass are not considered durable and shall not be permitted.

11.3 All items placed on plots must be positioned so that they do not encroach upon, obstruct access to, or interfere with neighbouring plots or maintenance operations.

11.4 The Council reserves the right to remove, or require the owner to remove, any item which encroaches onto adjacent plots, restricts access, or in the opinion of the Council presents a risk to public safety or the proper management of the cemetery.

12. COMMEMORATION, MEMORIALS AND SAFETY

General Provisions

12.1 Memorials may only be erected on grave spaces or cremated remains plots for which the Exclusive Right of Burial has been granted. Memorials shall not be permitted on public graves.

12.2 Any person wishing to erect a memorial, or to carry out any work to an existing memorial, must submit an application to the Council using the prescribed form and obtain written approval prior to the commencement of any work. No memorial shall be installed without such approval.

12.3 All memorials shall be constructed from durable materials, including natural stone, marble or granite. Memorials constructed of soft stone, wood or other perishable materials shall not be permitted, except in the case of approved temporary memorials.

12.4 All memorials remain the responsibility of the registered owner of the Exclusive Right of Burial. The Council accepts no liability for any loss, damage or deterioration of memorials. Owners are strongly advised to obtain appropriate insurance cover.

12.5 All applications for memorial works must be accompanied by the appropriate fee and shall include:

- a dimensional drawing or illustration of the proposed memorial;
- details of the proposed foundation and fixing method;
- the full proposed inscription.

12.6 All memorial works shall be carried out by suitably qualified and accredited memorial masons, in accordance with recognised industry standards, including registration with an approved scheme such as BRAMM or equivalent.

Temporary Memorials

12.7 Where it is intended to erect a permanent memorial, a temporary memorial may be permitted subject to prior approval by the Council.

12.8 Temporary memorials shall:

- be in the form of a simple cross constructed of hardwood;
- have a cross-section between 25 mm and 75 mm;
- have a height between 300 mm and 900 mm above ground level, with no more than one-third below ground level;
- not exceed a width of 750 mm.

12.9 Temporary memorials must be maintained in a safe condition. Where a temporary memorial deteriorates, the Council reserves the right to require its repair or removal.

12.10 Temporary memorials shall be removed and replaced by a permanent memorial within nine months of the date of interment, unless otherwise agreed in writing by the Council.

Memorial Identification and Placement

12.11 Every memorial must clearly display the grave or plot number in permanent lettering not exceeding 25 mm in height.

12.12 No inscriptions, photographs, or decorative items shall be permitted on the reverse of any memorial unless expressly approved by the Council.

12.13 In Lawn Burial Areas, vases may only be placed adjacent to headstones, subject to prior written approval and provided they do not encroach onto neighbouring plots.

Construction and Fixing Standards

12.14 All memorials shall be installed on appropriate foundations constructed of stone or concrete to ensure long-term stability.

12.15 Headstones shall be securely fixed using suitable dowels and fixing methods and must incorporate a ground anchor system.

12.16 All installations shall comply in full with British Standard BS 8415 (latest edition) and recognised industry best practice.

Memorial Safety – Duties and Responsibilities

12.17 The Council, as Burial Authority, has a duty of care to ensure that the Cemetery remains a safe environment for all visitors, employees and contractors.

12.18 Memorials, however, remain the property of the registered owner of the Exclusive Right of Burial, and responsibility for their ongoing maintenance, repair and safety rests with that owner.

12.19 Memorial masons shall carry out all works in accordance with these Regulations and industry standards.

Memorial Inspection and Safety Management

12.20 The Council reserves the right to carry out periodic memorial safety inspections, either through authorised officers or suitably qualified contractors, in accordance with recognised guidance issued by the Institute of Cemetery and Crematorium Management (ICCM).

12.21 Inspections shall normally comprise:

- a visual inspection to identify defects or instability; and
- where appropriate, a controlled physical stability test carried out using hand pressure or calibrated mechanical devices.

12.22 A memorial may be deemed unsafe where it exhibits movement, instability, or structural failure, including (but not limited to):

- leaning beyond acceptable tolerance;
- visible cracking or deterioration;
- movement under light pressure;
- ground subsidence;
- missing or damaged fixings.

Risk Categorisation and Immediate Action

12.23 Following inspection, memorials shall be categorised according to risk.

12.24 Where a memorial is identified as presenting a risk to public safety, the Council may take immediate action without prior notice. Such actions may include:

- staking and banding;
- laying the memorial flat;
- dismantling in extreme circumstances.

12.25 Any such action shall be undertaken in accordance with recognised good practice and with due regard to the dignity of the memorial and the deceased.

Notification and Owner Responsibilities

12.26 Where reasonably practicable, the Council will:

- make efforts to contact the registered owner or their successor in title;
- affix a notice to the memorial explaining the action taken;
- publish relevant information regarding inspection programmes.

12.27 Where the owner cannot be identified or traced, the Council may undertake essential safety works and record associated costs.

12.28 Owners may:

- leave the memorial in its made-safe condition; or
- arrange for repair or replacement by a qualified memorial mason, subject to Council approval.

12.29 No person shall attempt to repair, adjust or reinstate a memorial without appropriate expertise and prior approval from the Council.

Ongoing Monitoring and Maintenance

12.30 The Council shall operate a rolling programme of memorial safety inspections and may carry out visual inspections as part of routine maintenance activities.

12.31 The Council reserves the right to take action at any time where a memorial is considered unsafe or poses a risk.

12.32 Memorials removed to allow further interments must be taken away from the Cemetery. Responsibility for removal and reinstatement rests with the owner of the Exclusive Right of Burial or the person arranging the interment.

12.33 The installation of double headstones or multiple upright memorials on a single grave space shall not be permitted unless expressly authorised by the Council.

Memorial Ownership, Maintenance and Contact Responsibilities

12.34 The registered owner of the Exclusive Right of Burial shall be responsible for the ongoing maintenance, repair and condition of any memorial erected upon the grave or plot, ensuring that it remains in a safe and stable condition at all times.

12.35 It is the responsibility of the registered owner, and any successor in title, to ensure that the Council is provided with up-to-date and accurate contact details. Where ownership is transferred, or where the owner's contact details change, the Council must be notified as soon as reasonably practicable.

12.36 The Council relies upon the accuracy of its records in order to communicate with memorial owners in the event that inspection, repair, or remedial works are required. Where contact details are not maintained or the owner cannot be traced, the Council reserves the right to take such action as it considers necessary to make any memorial safe.

12.37 In circumstances where remedial works are undertaken in the interests of public safety and the Council has been unable to contact the owner due to outdated or unavailable information; the Council shall not be held responsible for any distress or inconvenience arising from such action.

12.38 All actions taken by the Council in respect of memorial safety shall be carried out in accordance with its statutory duty of care under health and safety legislation, the Local Authorities' Cemeteries Order 1977, and recognised industry guidance, including that issued by the Institute of Cemetery and Crematorium Management (ICCM).

13. MEMORIALS IN THE LAWN BURIAL AREA – DIMENSIONS

13.1 The following are the maximum permitted dimensions for headstones or vertical memorials within the Lawn Burial Areas:

Table 13A: Lawn Burial Headstones (Maximum Dimensions)

Element	Maximum Dimension
Height	900 mm (3 ft)
Width	750 mm (2 ft 6 in)
Thickness	100 mm (4 in)

13.2 All memorials shall be fixed to a base constructed of the same material, with dimensions not exceeding:

Table 13B: Lawn Burial Bases (Maximum Dimensions)

Element	Maximum Dimension
Depth	300 mm (1 ft)
Width	750 mm (2 ft 6 in)
Thickness	100 mm (4 in)

13.3 Up to two flower vases may be incorporated within the base, provided that the upright section of the memorial is positioned to the rear of the base and the vases do not project beyond the permitted dimensions.

14. MEMORIALS IN THE CREMATED REMAINS AREA – DIMENSIONS

14.1 Memorials within the Cremated Remains Area shall be of the horizontal type only and must be positioned centrally within the plot.

Table 14A: Cremated Remains Memorials (Maximum Dimensions)

Element	Maximum Dimension
Width	600 mm (2 ft)
Length	600 mm (2 ft)
Thickness (front)	50 mm (2 in)
Thickness (rear)	100 mm (4 in) (<i>where sloping design is used</i>)

14.2 Horizontal memorials may incorporate up to two integral receptacles for floral tributes.

14.3 Memorials may include a sloped face, provided that the maximum rear thickness does not exceed 100 mm and the front thickness does not exceed 50 mm.

15. MEMORIALS IN THE TRADITIONAL SECTION – DIMENSIONS

15.1 Memorials within the Traditional Section shall be of the full kerb surround type, installed on a solid, one-piece concrete landing not less than 100 mm (4 inches) in thickness.

Table 15A: Kerb Surround Dimensions

Element	Minimum Dimension	Maximum Dimension
Length	1980 mm (6 ft 6 in)	2130 mm (7 ft)
Width	750 mm (2 ft 6 in)	900 mm (3 ft)

Table 15B: Headstone Dimensions (Including Base)

Element	Minimum Dimension	Maximum Dimension
Height	-	1370 mm (4 ft 6 in)
Width	600 mm (2 ft)	900 mm (3 ft)
Thickness	75 mm (3 in)	100 mm (4 in)

Table 15C: Base Dimensions

Element	Minimum Dimension	Maximum Dimension
Width	750 mm (2 ft 6 in)	900 mm (3 ft)
Depth	300 mm (1 ft)	450 mm (1 ft 6 in)
Thickness	75 mm (3 in)	No maximum

15.2 The requirement for a base will depend upon the style and construction of the memorial selected.

15.3 All installations within this section must comply with structural and safety requirements and be installed by an appropriately qualified memorial mason.

16. GARDEN OF REMEMBRANCE

16.1 An area of the Cemetery has been designated as a Garden of Remembrance for the interment of cremated remains where it is not the wish of the family to inter remains within a casket in the formal Cremated Remains sections.

16.2 Cremated remains may be interred directly into the soil within this area, provided that they are not contained within any form of casket, urn, or container.

16.3 The fee for this provision shall include the planting and ongoing maintenance by the Council of a suitable variety of rose bush, together with the grant of a licence to install a memorial plaque in the designated area associated with the interment.

16.4 The species, variety and precise location of all planting within the Garden of Remembrance shall be determined solely by the Council in order to ensure consistency of layout and long-term maintenance.

16.5 Memorial plaques within the Garden of Remembrance shall be manufactured from bronze and mounted on a metal stake not exceeding 380 mm (15 inches) in length. Plaques shall not exceed 150 mm (6 inches) in width and 100 mm (4 inches) in height.

16.6 Only plaques conforming to designs approved by the Council and bearing inscriptions authorised by the Council shall be permitted. Guidance on approved designs and wording may be obtained from the Council.

16.7 The Grant of Rights relating to rose planting and memorial plaques shall be issued for a period of seven years from the date of grant.

16.8 At the expiry of this period, the grant may be renewed for a further term of seven years, subject to payment of the applicable renewal fee.

16.9 All fees payable for the grant or renewal of such rights shall be those set out in the Council's current Table of Fees and Charges.

17. TRADITIONAL 'FULL KERB' GRAVES – SECTION K

17.1 A designated area within the Cemetery, known as Section K, has been set aside for traditional 'full kerb' graves, permitting the erection of full surround memorials. The regulations applicable to this section differ from those governing lawn graves in respect of

grave dimensions, number of interments, memorial types, notice periods, and applicable fees.

17.2 The number of grave spaces within this section is strictly limited. Each grave space shall measure approximately 3.1 metres by 1.4 metres (10 feet by 4 feet 6 inches) and shall be permitted to accommodate a maximum of two coffin burials together with up to four urns or caskets containing cremated remains.

17.3 Due to the nature of the sub-soil within this section, which renders excavation more complex and time-consuming, a minimum notice period of five clear working days is required for all interments.

17.4 Subject to availability, grave spaces within this section may be purchased in advance (in reserve) for future use.

17.5 The period for which the Exclusive Right of Burial may be granted, together with the fees payable for such rights and for interments within this section, shall be as set out in the Council's current Table of Fees and Charges.

17.6 In order to preserve the character, integrity, and appearance of this section, purchasers shall be required to undertake that a suitable and compliant memorial will be erected within a period of between twelve and fifteen months from the date of the first interment, unless otherwise agreed in writing by the Council.

18. MAINTENANCE OF GOOD ORDER

18.1 All persons within the Cemetery shall conduct themselves in a quiet, respectful and orderly manner always. Children under the age of 10 years must be accompanied by a responsible adult. Any person under the influence of alcohol or otherwise behaving in a disorderly or inappropriate manner may be required to leave the Cemetery. The playing of games or participation in sporting activities within the Cemetery is strictly prohibited, in accordance with Article 18 of the Local Authorities' Cemeteries Order 1977.

18.2 No animals shall be permitted within the Cemetery, except for assistance dogs.

18.3 Smoking in the vicinity of a grave or cremated remains plot during an interment or memorial service is not permitted.

18.4 All vehicles entering the Cemetery must proceed with due care and attention and shall not exceed a speed of 10 miles per hour. Vehicles must remain on designated roads and parking areas unless prior permission has been granted by an authorised officer of the Council. Any person responsible for a vehicle shall be liable for the cost of repairing any damage caused to Cemetery property.

18.5 Tools, materials and equipment brought into the Cemetery shall, where practicable, be carried by hand or transported in such a manner as to prevent damage to paths, roads or grounds. Trade vehicles shall not remain within the Cemetery longer than is necessary for the purposes of loading or unloading.

18.6 No memorial shall be erected, nor any work carried out, unless an appointment has been made and agreed in advance with an authorised officer of the Council. The Council reserves the right to refuse access or take appropriate action against any contractor who fails to comply with this requirement.

18.7 The solicitation of orders within the Cemetery for the erection, repair, or renovation of memorials, or for any other works or services, is strictly prohibited.

18.8 Any incidents of misconduct, damage, or breaches of these Regulations shall be reported to the Council via its authorised officers.

18.9 Council employees and representatives are not permitted to accept gratuities, gifts, or inducements of any kind.

18.10 The scattering of cremated remains on graves or within any part of the Cemetery is strictly prohibited.

19. GOVERNANCE AND COMPLIANCE

19.1 The Council shall manage and operate the Cemetery in accordance with all relevant legislation, statutory provisions and recognised industry best practice applicable to burial authorities.

19.2 This shall include, but not be limited to, compliance with the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work etc. Act 1974, and other applicable legislation governing burial practice, public safety, and local authority functions.

19.3 In addition, the Council shall have due regard to guidance and standards issued by recognised professional bodies, including the Institute of Cemetery and Crematorium Management (ICCM), and shall apply relevant British Standards, including BS 8415 in relation to memorial safety.

19.4 The Council reserves the right to implement policies, procedures and operational measures as necessary to ensure the safe, effective and dignified management of the Cemetery.

20. CEMETERY OPERATIONS AND SAFETY

20.1 The Council shall maintain appropriate systems and procedures to ensure the safe and efficient operation of the Cemetery.

20.2 Such measures shall include the undertaking of routine inspections, tree surveys, risk assessments, and the implementation of health and safety management systems appropriate to the nature of cemetery operations.

20.3 All persons entering or using the Cemetery shall comply with all signage, instructions and directions issued by authorised officers of the Council.

21. FUNERALS, ACCESS AND PUBLIC SAFETY

21.1 The Cemetery shall remain open to the public at such times as determined by the Council, unless otherwise directed.

21.2 The Council may display notices, including “Funeral Today” signage, to inform visitors of scheduled funerals and to assist in maintaining dignity and safety during services.

21.3 Visitors may remain within the Cemetery during funerals; however, they are expected to behave appropriately and respectfully at all times.

21.4 During funeral services, funeral corteges shall have priority within the Cemetery. All persons and vehicles shall comply with signage and instructions provided by authorised officers.

21.5 Parking within the Cemetery may be limited, restricted, or temporarily suspended where necessary to ensure safety and facilitate funeral services.

22. CONDUCT WITHIN THE CEMETERY

22.1 All persons within the Cemetery shall conduct themselves in a respectful, quiet and orderly manner appropriate to the nature of the setting.

22.2 No person shall engage in behaviour which may cause damage to graves, memorials, or Cemetery property, or which may constitute nuisance, disturbance, or anti-social conduct.

22.3 Activities which are inconsistent with the peaceful and respectful environment of the Cemetery are prohibited.

22.4 Children must be supervised at all times by a responsible adult.

22.5 Dogs shall not be permitted within the Cemetery, with the exception of assistance dogs.

23. VEHICLES

23.1 The use of vehicles within the Cemetery shall comply with the requirements set out in Section 18 of these Regulations.

23.2 Vehicles shall only be permitted on designated roads and parking areas, unless prior authorisation has been granted by an authorised officer of the Council.

23.3 Any person responsible for a vehicle shall be liable for the cost of repairing any damage caused to Cemetery grounds, infrastructure or property.

24. FLOWERS, TRIBUTES AND PLANTING

24.1 Flowers, tributes and other items placed on graves or plots must be appropriate in nature and must not present a hazard to visitors or interfere with the maintenance of the Cemetery.

24.2 Such items must not encroach onto adjacent graves or obstruct access or maintenance operations.

24.3 The Council reserves the right to remove any item which, in its opinion, is unsafe, inappropriate, or interferes with the proper management and maintenance of the Cemetery.

25. FEES AND CHARGES

25.1 All fees and charges relating to the Cemetery shall be set, reviewed and approved by the Council.

25.2 All fees shall be payable in advance of the service or provision to which they relate, unless otherwise agreed in writing by the Council.

26. HEALTH AND SAFETY

26.1 The Council shall carry out its duties in accordance with the Health and Safety at Work etc. Act 1974 and all associated regulations.

26.2 All contractors, memorial masons, funeral directors and visitors shall comply with all applicable health and safety requirements while within the Cemetery.

26.3 Authorised officers of the Council shall have the power to take immediate action where they consider that a risk to health or safety exists.

27. TRAINING AND COMPETENCY

27.1 The Council shall ensure that all staff, contractors and persons undertaking works within the Cemetery are competent, suitably trained and capable of carrying out their duties safely.

27.2 Training and competency standards shall, where applicable, align with recognised professional guidance, including that issued by the Institute of Cemetery and Crematorium Management (ICCM).

28. ENFORCEMENT AND INTERPRETATION

28.1 These Regulations shall be interpreted and enforced by the Council through its authorised officers acting under delegated authority.

28.2 In the event of any breach of these Regulations, the Council reserves the right to take such action as it considers necessary, including the removal of unauthorised items, suspension of works, refusal of access, or any other appropriate enforcement action.

29. PUBLIC HEALTH (WELFARE) BURIALS

29.1 The Council may, from time to time, be required to facilitate the burial of a deceased person where no suitable arrangements have been made by relatives or representatives, commonly referred to as Public Health (Welfare) Burials.

29.2 Such burials are typically arranged by a principal authority under statutory duty pursuant to Section 46 of the Public Health (Control of Disease) Act 1984.

29.3 In such circumstances, responsibility for arranging and funding the burial shall remain with the instructing authority, and the Council shall provide burial services in accordance with its approved fees and charges.

29.4 Eligibility for burial within the Cemetery under these arrangements shall normally require that the deceased was resident within, or died within, the Parish, or otherwise satisfies criteria determined by the Council.

29.5 Public Health burials shall be carried out in a dignified and respectful manner but may be subject to operational and financial limitations, including restrictions on memorialisation and funeral services.

29.6 Any subsequent requests in relation to memorials, exhumation or transfer of remains shall be subject to these Regulations, statutory requirements and the approval of the Council.

30. REVIEW AND AMENDMENT

30.1 These Regulations shall be reviewed periodically by the Council.

30.2 The Council reserves the right to amend, vary or revoke these Regulations at any time by resolution of Full Council.