



UPPER LAMBOURN CEMETERY REGULATIONS

Revision Date: January 2025

These procedures and regulations must be followed for burials and memorials in Upper Lambourn Cemetery. Funeral Directors are requested to take note of these regulations and ensure their clients have notice of them.

In all cases the appropriate forms must be submitted to Lambourn Parish Council for approval along with the correct fee.

- **Purchase of Plot** to buy a plot for an immediate burial or a space in the reserved section.
- **Grant Transfer Form** to transfer ownership of a plot to a new lessee.
- **Interment Application Form** to apply for an interment.
- **Memorial Application Form** permission to place a headstone, vase, tablet or other memorial.

1 APPLICATIONS FOR INTERMENT

- a) All applications for Interment including for cremated remains must be submitted to the Clerks at Lambourn Parish Council **no later than 3 working days prior to interment.**
- b) No burial shall take place until the person or firm arranging the burial has delivered the following to the Clerk:
 - **Completed Interment Form** obtainable from Lambourn Parish Council. This must be fully completed, signed by the relative/executor of the deceased. And submitted no later than three working days prior to interment.
 - **The Registrar's Certificate for Burial or Cremation or a Coroner's Order for Burial.** This can be delivered prior to or at the time of the burial.
 - In the case of a stillborn child, a certificate from the Registrar confirming that they have either registered the stillbirth, received official notice of it or received the Coroner's Order for Burial. This can be delivered prior to or at the time of the burial.
 - In the case of a cremation, certification by the crematorium that the Notification of Burial or Cremation has been (or will be) sent to the Registrar.
- c) The correct fees according to the table of fees.
- d) If the burial is to be made in a plot for which an Exclusive Right has been granted and the deceased is not the owner of that Exclusive Right, **the original grant document and the written and signed consent of its owner** is needed prior to the interment.
- e) Before a plot can be reopened for a second casket interment the Funeral Director or Lessee must arrange for a stonemason to remove and store the existing headstone
- f) The Interment form includes an indemnity which must be signed by the holder of the Grant of Exclusive Right, next of kin or executor of the deceased prior to a grave being opened for a burial or the interment of cremated remains.

- g) Should the owner of the plot be deceased the next of kin or the executor will be required to take on the responsibility of the grave until the term of the lease/grant expires.

2 PURCHASED EXCLUSIVE RIGHT

- a) From 1 October 1992 all graves in the Upper Lambourn Cemetery must be purchased. All plots are double plots and allow for up to two coffin burials and up to four sets of cremated remains. **Please note that if cremated remains are buried in a plot after the first coffin burial, then a second coffin burial will not be possible.**
- b) Graves purchased for immediate interment may be in any area of the cemetery, including the area set aside for reserved graves. Plots purchased for future interments may only be in the area set aside for the purchase of reserved graves. The area for reserved graves is marked on the cemetery plan.
- c) **A Grant of Exclusive Right** may be purchased on the first interment, or reservation of grave space, with the full name and address of the purchaser/s of the Exclusive Right, on payment of the appropriate fee. 'Right' and responsibility is granted for a period of **99 years** from the original issue date of the Grant, after which time it will revert to Lambourn Parish Council as owner of the land.
- d) The Exclusive Right entitles the Grant holder to determine who is buried in the grave and whether a memorial can be placed (subject to permission being granted and the payment of the relevant fee). The council may **only** give permissions to the grant holder. All requests for transfers of Exclusive Right must be in writing to the Clerk.
- e) A Grant of Exclusive right confers no proprietary rights upon the grantee in respect of cemetery land and will not affect the Council's right to carry out its obligations under the Local Authorities' Cemeteries Order or its right to enforce these regulations in respect of any grave space for which an Exclusive right has been granted.

3 RESERVED GRAVE SPACE

- a) Graves may be reserved in advance by purchasing an Exclusive Right to reserve a plot in the Reserved Grave Area indicated on the Cemetery Plan. Graves may not be reserved outside of this area. A Grant will be issued to the applicant/s which should be presented to the Clerk when the grave is required for an interment.
- b) A Reserved Grave Space may be transferred by the owner signing the document and completing the Transfer of Ownership form.
- c) If the right has not been exercised after 99 years and the grave remains vacant; the Council will be entitled to resell the exclusive right to someone else.
- d) Within three months of purchase a tile with the grave space number must be placed at the head of the reserved plot by the purchaser. Failure to do so could jeopardise the reservation of the chosen space. The positioning of the tile is representative only. It will not denote the precise position of a headstone. Tiles are occasionally moved by our contractors as part of routine work but are replaced in line with the plot. This tile can be provided by the grave lessee or purchased via LPC at the appropriate fee

4 CREMATED REMAINS

- a) Cremated remains may be buried in casket as first interment in grave space, or as second or subsequent interment up to a total limit of four in any one grave space.
- b) Cremated remains may be interred in the area in the centre of the cemetery known as the 'Turning Circle'. Up to a total of two cremated remains may be interred in this area.
- c) Permission in writing from the owner or when the owner is deceased, the next of kin or executor of the Grant of Exclusive right is required prior to interment. Please see the Interment Form.

5 MEMORIALS - HEADSTONES, TABLETS, VASES & INSCRIPTIONS

Only approved memorials are allowed in upper Lambourn Cemetery. Permitted memorials must be applied for using the Memorial Application form and are limited to:

- Headstones – subject to appropriate fees and application
- Tablet – subject to appropriate fees and application
- Vases – subject to appropriate fees and application
- Wooden Crosses – subject to appropriate fees and application

Upper Lambourn Cemetery is a lawn cemetery. This means that a headstone, a wooden cross or a ground level plaque set at the head of the grave are the only official monuments allowed.

The main area of the grave must remain clear of any items and is maintained as lawn, providing a natural peaceful setting and clear access for safe maintenance. Flower or tributes must be confined to the base of the headstone.

- a) All memorials, inscriptions and vases must be approved by Lambourn Parish Council prior to erection. An application form for a Memorial Permit, obtainable from Lambourn Parish Council, for all proposed memorials, vases and inscriptions must be submitted to the Clerk for approval by the Council and all appropriate fees paid, prior to any works being undertaken. This permit will be for a period of 99 Years, after which it will require renewal. The Council may authorise the removal of memorials from graves where the period of the Right of Burial has expired or the permit for the memorial has expired.
- b) The Council reserves the right under the Cemeteries Acts to remove unauthorised memorials, memorials deemed unsafe or any other items that contravene the cemetery regulations and recover any costs incurred from the current owner of the Exclusive Right.
- c) All memorials are to be of natural quarried material.
- d) Kerbstones and Railings, fencing, decorative borders, gravel and plantings are not permitted.
- e) Wooden crosses are permitted, by approval from the Parish Council.
- f) Permission from the current holder of the Grant to Exclusive Rights of Burial must be obtained to erect a memorial, a vase or add an inscription. Please see memorial application form.
- g) The memorial remains the property of its owner/s and does not become the property of the Council.

- h) All memorials shall be supplied, fixed and inscribed in accordance with the current Code of Practice as issued by the National Association of Memorial Masons (NAMM). The number of the plot will be inscribed on the reverse of the headstone.
- i) It is the responsibility of the owner to ensure that the memorial is maintained in a safe condition and does not pose a hazard to people visiting or working in the cemetery. We do, therefore, expect memorial owners to regularly check to ensure that their memorial remains safe. You may wish to discuss ongoing maintenance of the memorial with the memorial mason.
- j) The Council will not be liable for damage to any memorial in the Cemetery caused by storm, wind, subsidence or by any other cause.
- k) No additional vases or pots may be placed on the grave without prior permission from Lambourn Parish Council and payment of the appropriate fee.
- l) No memorial shall be removed from the Cemetery or have work carried out without the prior consent of Lambourn Parish Council.
- m) Lambourn Parish Council reserves the right for a representative to be present when a memorial is erected. A minimum of 48 hours notice is required, excluding weekends and bank holidays. No work will be carried out in the cemetery at weekends and bank holidays.

6 HEADSTONES

- a) It is recommended that families wait at least 6 months before placing a headstone on a grave to allow the ground to settle, reducing the risk of the headstone leaning or sinking.
- b) There is a grace period of up to 6 months between interment and the placing of a headstone where flowers and a small memento can be placed at the head of the grave site.
- c) Before a plot can be reopened for a second casket interment the Funeral Director or Lessee must arrange for a stonemason to remove and store the existing headstone
- d) In the interests of public safety, all memorials must be erected in accordance with the latest recommendations of the National Association of Memorial Masons (NAMM).
- e) Headstone size must not exceed a total, including the base, of 3ft high x 2ft 6ins wide.
- f) The number of the plot must be inscribed on the rear of the headstone, near the base, so as to be visible when erected. No other inscriptions are permitted on the rear of the headstone.

7 TABLETS

- a) Tablets may be placed on cremated remains, with the permission of Lambourn Parish Council and payment of the appropriate fee. Please see the Memorial Application Form.
- b) Size of the tablet should not exceed 12ins x 15ins.

8 ADDITIONAL INSCRIPTIONS

- a) Prior to an additional inscription being added an application form must be submitted to Lambourn Parish Council for approval and the appropriate fee paid.
- b) Inscriptions in memory of deceased who are not interred the associated grave must be notified as such.

9 VASES AND FLORAL TRIBUTES

- a) Only flower receptacles with prior approval of the Council and payment of the appropriate fee may be placed in the cemetery.
- b) Other receptacles for flowers may be removed without notice. These will be stored for a period of up to six months awaiting collection, if unclaimed after this time they will be disposed of.
- c) Glass, china, ceramic, earthenware pots, bottles and other materials that break into shards are highly dangerous and not permitted in any area of the cemetery.
- d) Once flowers, wreaths, bouquets, etc. have faded they should be removed and disposed on in the bin provided by the gates at the entrance to the cemetery. The Council reserves the right to remove, and dispose of, deteriorated floral tributes at any time.
- e) The planting of plants, shrubs and trees (however small) or the erection of decorative borders of any type is not permitted. The Parish Council reserves the right to remove plantings at any time.
- f) There is a water supply in the Cemetery for the use of those attending graves, this is turned off during the winter months between October and April to avoid freezing.
- g) The Council reserves the right (without prior notice) to remove and dispose of objects, materials, plants, wreaths and flower containers which have become unsightly, died or are not in accordance with of these regulations.
- h) The Parish Councils decision in relation to any breach of the regulations shall be deemed final.

10 GENERAL NOTES

- a) It is always advisable to insure a memorial against damage, vandalism and theft, and that the cover takes effect immediately the stone is fixed in the cemetery. Your memorial mason will be able to provide you with information.
- b) Please note that it is the natural tendency for the ground to sink in an occupied grave, do not be distressed. Recent graves will be levelled as soon as is practically possible, for older graves the lessee can arrange levelling but must ask the permission of the Parish Council to ensure works do not clash with planned funerals.
- c) A register of the burials and interments will be kept by the Council and searches may be made and extracts obtained upon application to the Clerk.

Upper Lambourn Cemetery is a facility for the use of the community as a whole. Observing these Rules and Regulations benefits all users of the Cemetery.

UPPER LAMBOURN CEMETERY REGULATIONS – APPENDIX 1

Framework for Enforcement of Rules & Regulations

All grave space lessees are encouraged to ensure the Parish Council Office has their current contact details.

The below enforcement framework will not apply where items must be removed immediately because they may cause offence to others, are dangerous, cause a health and safety risk, are unbecoming of a cemetery, encroach on areas where burials may have taken place or exceed the defined memorial area

Introduction

Following complaints about memorabilia and the upkeep of the grounds at the lawn cemetery, it became evident that a clear and transparent enforcement framework was necessary.

This Enforcement Framework forms part of the Cemetery Regulations as an Appendix. It makes clear how the Parish Council intends to deal with infringement of the Regulations and how this will be communicated to the person(s) concerned.

The Parish Council recognises the importance of memorials to families after a bereavement and therefore any action to enforce Regulations will be taken in a sensitive and measured way.

Principles behind the Enforcement Framework

The underlying principles behind the Enforcement Framework are:

- To ensure it is clear to everyone what will happen if Regulations are infringed.
- To ensure a safe and dignified environment for visitors.

The Enforcement Framework

The Parish Council will

1. Put up a public notice in the Cemetery.
2. Put up public notices as a news story on the web site and on the public noticeboard at the Parish Council Office.
3. Public notices will specify the following:
 - a. Date the notice is put up
 - b. Date the notice period ends
 - c. Defined memorial area where personal items may be placed
 - d. Items that are not allowed
 - e. What will happen to any items infringing the Regulations
 - f. How to contact the Parish Council
5. A notice period of 6 weeks will be specified.
6. For plots most seriously in breach if records are available and considered to be in date, individual letters will be sent to grave lessees stating that items infringing regulations need to be removed within the 6 week notice period. Information will be identical to that on the public notices.

7. After the specified time has expired any remaining items that infringe regulations will be removed with care and sensitivity at a time and date of the Parish Council's choosing.

8. Where possible removed items will be put in individual labelled bags and stored for 6 months.

9. After 6 months, any individual labelled bags of items not collected will be disposed of.

10. Plants or shrubs will be disposed of with other green waste at the cemetery.

11. Any memorial owner with concerns should address these to the Parish Council Office for consideration

12. If a memorial owner wishes to make a formal complaint about the removal of personal items, this should be made in writing to:

Lambourn Parish Council, The Memorial Hall, Lambourn, Berkshire, RG17 8XP

OR

by email to info@lambourn-pc.gov.uk