

PARISH OF PURLEY ON THAMES

ABRIDGED BURIAL GROUND RULES July 2018

Please note the following terms and meanings used in these rules:

The Council means Purley on Thames Parish Council

The Clerk means the Clerk of Purley on Thames Parish Council

Grave means a place for the interment of up to two bodies

Plot means a cremation plot

Deed of Grant means the Grant of Exclusive Right of Burial

Opening hours

The Burial Ground will be open from 8.00am to approximately half an hour before sunset or 8.00pm, whichever is earlier.

All burials must take place between 10.00am and 4.00pm, Monday to Friday.

The Parish Office will be open from 2.30pm to 6.30pm on Mondays and from 9.30am to 2.30pm on Thursdays.

Eligibility

The Burial Ground is provided for the interment of deceased residents of the Civil Parish of Purley on Thames and the Ecclesiastical Parish of Purley.

Evidence of residence within the parish in the previous ten years must be provided by the applicant. Evidence will be the deceased's name and qualifying address on a dated invoice or bank statement.

Applications for Interment

All applications must be made via a Funeral Director who will apply in writing to the Clerk.

The Funeral Director will provide and explain the rules of the Burial Ground to the bereaved family. A declaration that the rules are understood and will be complied with must be submitted by the bereaved family.

A certificate for disposal issued by a Registrar of Births and Deaths, or an order for burial issued by a Coroner or Crematorium Certificate in the case of cremated remains must be provided before burial can take place.

The application must be accompanied by the appropriate fee.

The Funeral Director must give advance notice of any arrangements which might impact on other users of the facilities at Goosecroft (eg playing of music), and also of anything which might affect grave maintenance (eg biodegradable coffin).

A declaration form, a copy of the full rules, a schedule of fees and an application for interment form are available from the Clerk on request.

Exclusive Right of Burial

Deed of Grant of Exclusive Right of Burial gives the person named the right to decide whose remains may be interred in the grave or plot.

Deed of Grant is for a period of 75 years from the date of the first interment in the grave or plot.

A Deed of Grant for each grave or plot will be issued only at the time of the first interment.

The holder of the Deed of Grant is responsible for informing the Council of any change of address or ownership.

The holder of the Deed of Grant is responsible for ensuring full compliance with all the rules of the Burial Ground.

Possession of the original Deed may be deemed evidence of ownership of Exclusive Right of Burial.

Interments

The location of a grave or cremation plot will be determined by the Clerk.

Under no circumstances may a grave or plot be reserved in advance of decease.

A plan showing the location of plots can be inspected at the Parish Office by arrangement with the Clerk.

Scattering of ashes is not permitted anywhere in the Burial Ground.

The Clerk's permission must be obtained before any work is undertaken.

All surplus soil remaining after the refilling of a grave or plot must be removed from the site.

It is the responsibility of the applicant (who will normally be the holder of the Deed of Grant) via the Funeral Director to arrange and make payment for the excavation or re-opening of any grave, and also for the removal of all surplus soil.

Where other works are undertaken, the applicant is responsible for ensuring that contractors make good any damage to turf, paths or other graves.

No construction is permitted above or below ground unless it is necessary for the installation, safety or repair of a headstone or memorial.

Memorials

Application must be made in writing to the Clerk at least three weeks before a memorial is placed. No work may commence without prior, written approval from the Clerk.

Applications will be made by either the Stonemason or a Funeral Director and will be submitted with a specification, including wording, and the appropriate fee.

All memorials must be erected and secured in accordance with the latest code of practice of the National Association of Memorial Masons.

All memorials must be made of natural stone or an acceptable alternative. Concrete and plastic are not acceptable.

Memorials must have suitable foundations, either flush to or below ground level.

Measurements for headstone and base for graves:

- No wider than 675mm (26½ in)
- No deeper than 500mm (19½ in)
- No higher than 1,050mm (41½ in) from ground level

Measurements for cremation stones located flush for mowing:

- No wider than 500mm (19½ in)
- No deeper than 500mm (19½ in)

With the Clerk's permission, a cremation memorial may be raised or angled. In this case, measurements must be:

- No wider than 450mm (18 in)
- No deeper than 450mm (18 in)
- No higher than 150mm (6 in)

Maintenance

The Burial Ground at Purley on Thames is a lawned cemetery. This means that, after a settlement period of around five years, the Council will have graves grassed over. Memorials and headstones will remain in situ. Once grassed, graves will be mowed at the Council's expense.

Graves and plots must be kept clear to allow for maintenance and mowing. For this reason, fencing, grave edging, ornaments, plants, pots and urns are not permitted. No plants or shrubs may be planted on graves.

Flowers in a suitable vase or pot may be placed on the memorial or base of the headstone. Glass and plastic are not permitted. Nothing other than flowers is permitted on the grave, any other items will be removed.

Prior to grassing of graves, bulbs may be planted and the Council will add soil as necessary to maintain an even surface. Any bulbs planted are likely to be mown once the grave has been grassed.

Items such as vases and pots which are not permitted under these rules will be put in the storage unit near the entrance gate ready for collection by their owners. The storage unit will be cleared regularly and items left for long periods of time will be disposed of.

Deed of Grant owners are responsible for ensuring memorials are safe but the Council reserves the right to remove any headstone or memorial which represents a danger. Whenever possible, the Council will give notice if a memorial is to be removed.

If an emergency, such as a fallen headstone, is reported to a Funeral Director out of hours, on a weekend or on a bank holiday, they or their appointed contractor may access the Burial Ground for urgent repairs or remedial work. Any work undertaken and the reason for it must be reported to the Clerk immediately.

Visiting

Parking is available adjacent to the Burial Ground and paths and car park are accessible to wheelchairs.

Water is available near the entrance to the Burial Ground and there is a large green bin just outside the gate to be used when disposing of flowers and other waste.

The Register of Burials may be inspected by arrangement with the Clerk.

Visitors are requested to walk on paths whenever possible, and to walk on the grass only when necessary to reach the grave they are visiting.

Visitors are asked to respect other users of the Burial Ground and must not interfere with any burial taking place, or with any plot, memorial, plant or flower.

Visitors must not create a disturbance or cause a nuisance to others, and must not sell or offer for sale any goods or services.

No games or sports are allowed.

Dogs must be kept on a lead and all mess must be removed and disposed of by the owner.

Contact information

All official correspondence should be addressed to the Assistant Clerk. E-mail is the preferred form of contact.

E-mail address: asstclerk@purleyonthames-pc.gov.uk

Postal address: Purley on Thames Parish Council
Parish Office, Goosecroft Lane
Off Beech Road
Purley on Thames
RG8 8DR

Telephone: 0118 984 4507

The Parish Office is open on a part-time basis (as above), but we will aim to respond within 48 hours other than at weekends or bank holidays.

This is an abridged version of the full rules approved by Council on 19th July 2018. The full rules are available from the Clerk on request.