



CEMETERY RULES

1. Introduction

Background

The following rules have been introduced by Odiham Parish Council (OPC) so that high standards of grounds maintenance and appearance can be maintained. Your cooperation in complying with these rules will be greatly appreciated. No one wishes to see this historic and sensitive site in the Conservation Area spoilt by the introduction of unsuitable or inappropriate headstones or other memorials.

A burial ground is not a private place in which anything and everything is acceptable - it is a place where many people not just the bereaved have a shared interest in its appearance. Regrettably, headstones and memorials can sometimes create differences of opinion or misunderstanding particularly where relatives are not allowed to erect the type of memorial, or to have carved the inscription they have chosen or to install kerb sets or surrounds. The design proposed perhaps may not only lack aesthetic distinction but may also be unduly sentimental or be inappropriate to a lawn style cemetery for a variety of reasons. The owner of the exclusive rights of burial (Paragraph 5) does not own the grave and does not have the right to do anything to the grave which does not comply with the burial authority's regulations.

- These rules have also been adopted by OPC to ensure the safety and welfare of all visitors, contractors and staff.
- All the rules where relevant, apply to both the interment of remains and ashes.
- These rules apply not only to new memorials but to existing ones for which an alteration is proposed.

Lawn burial area

Odiham cemetery has a lawn style layout - this means that headstones only are installed and the grass around them is kept turfed and mown.

Consequently only headstones incorporating a maximum of two flower containers are allowed. The planting of shrubs, trees and flowers, including annual plants and bulbs, in the grave space is not permitted and all such plantings shall be removed without notice. The rules regulating these aspects are set out in paragraphs 7 and 8 below.

Cemetery opening times

The cemetery is open to the public daily between 7 am and 8 pm during the months of April to October and 7 am and 4.30 pm during the months of November to March.

The cemetery will be locked on the first Saturday of every year, in order to preserve the right of private access to the cemetery.



Dogs

No dogs other than assistance dogs are permitted in the cemetery

Amendment of these rules and fees

OPC reserves the right to review or amend these rules and the scale of fees at any time. Fees shall usually be reviewed annually in October. It is the responsibility of the applicant arranging an interment to ensure the current fee list is checked, which will be displayed on OPC's website and on the notice board at the cemetery.

Removal of adjacent memorials

OPC reserves the right to remove adjacent memorials prior to a grave space being excavated.

No work is to be carried out without the prior permission of OPC

No work shall be carried out in the cemetery without the prior permission in writing of OPC. Any stone mason authorised to work in the cemetery, who must be qualified and NAMM registered, is required to notify OPC in writing in advance before commencing any work.

Vehicles

All vehicles must be parked in the designated area. The open areas of grass in the lawn cemetery must not be used for parking.

Exclusion of liability

OPC does not accept any responsibility for, or liability in respect of, any damage or injury to any person or property arising from any work done in the cemetery, except that arising from work carried out by its own contractors or personnel.

Complaints and requests

Any complaints and requests by members of the public must be made to the parish office and not to any personnel employed at the cemetery.

2. Definitions

Additional inscription - means each subscription after the first.

BRAMM - means the British Register of Accredited Memorial Masons.

Exclusive right of burial - means the exclusive right, granted by deed to the registered grantee to determine who may be interred, such exclusive right being for a limited period as determined by OPC at the time of the grant.



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- Grave space - means the area allocated for the creation of a grave.
- Inscription - means a reference on a memorial to the deceased person.
- Memorial - means any authorised headstone with integral vase placed on a grave space or a memorial tablet in the garden of remembrance.
- NAMM - means the National Association of Memorial Masons.

3. Notice of intended interment

Notice of an intended interment shall be given to OPC at least four working days prior to the interment; a variation to this rule shall only be made in exceptional circumstances. This notice must be on the correct form which will be available on OPC's website.

Fees and charges must be paid by the applicant to OPC prior to interment.

The certificate of the Registrar of Deaths or in cases where an inquest has been held the certificate of the coroner must be given to OPC prior to interment.

OPC shall allocate a grave space number and forward this to the applicant together with a plan of the area if required.

Interments must take place between 9.30 am and 3 pm on weekdays only. Interments are not permitted on public holidays.

4. Interment in the lawn cemetery

Interment may only take place in the grave space allocated by OPC.

It shall be the responsibility of the applicant to ensure that the correct grave space is used and in the event of any error the applicant shall remedy such error at their own cost.

Anyone employed (including a grave digger) or retained by the applicant shall be the responsibility of the applicant who shall be liable for any injury or damage caused by such person employed or referred.

No grave space shall be excavated by a person other than one approved by OPC.

All excess grave spoil must be removed from the cemetery within two working days and the grave space left in a tidy condition.

All coffins shall be constructed of bio degradable material.

The grave space allocated for each interment shall not exceed 2.6 m long by 1.3 m wide (9 ft x 4.6 ft).



Applicants are responsible for engaging gravediggers and for ensuring that they work in a responsible and safe manner and observe all relevant legislation in force at the time of the work.

No person may acquire or reserve a particular grave space in advance.

5. Exclusive right of burial in the lawn cemetery and garden of remembrance

The exclusive right of burial / interment shall be granted by OPC in its sole discretion, to registered electors in the civil parish of Odiham at the time of the death and may be granted to other persons as OPC may decide. Exclusive rights will be issued in one name only.

The formal granting of an exclusive right of burial gives the right to decide who shall be interred in the grave space or space in the garden of remembrance allocated at that time. The tenure is currently for a period of 50 years and after such time OPC reserves the right to re-use the space if the exclusive rights are not renewed. One further interment in the same grave space may be made provided that the depth of the first interment was sufficiently deep and 3 further interments of ashes in the garden of remembrance.

The grantee is not purchasing the grave space / space in the garden of remembrance freehold, but only the right to determine whose remains may be interred in the grave space / garden of remembrance.

6. Maintenance of grave spaces

The holder of exclusive rights is responsible for removing all the flowers and wreaths from the grave space approximately two to three weeks after the interment. The soil within the grave space will naturally settle over time. They shall also inspect for settlement and top up if necessary and shall arrange turfing within 12 months of the burial.

After the grave space has been levelled and turfed it will be mowed by OPC.

Wreaths and floral arrangements must not be left on other grave spaces.

Christmas wreaths and other seasonal tributes may be placed from 1 December and are to be removed by the first day of February in the following year.

Any glassware is an unacceptable hazard which is not permitted and shall be removed.

7. Memorials

Dimensions and location

The headstone must be placed at the head of the grave space precisely aligned with other headstones in that row and also be aligned with the headstone in the row in front. Headstones must not be more than 1 metre high by 61 cm wide and 30 cm deep (3ft 3" x 2ft x 1ft).



Installation standards and compliance

All memorials, alterations and inscriptions and their installation are subject to the prior approval of OPC in writing and payment of the required fees. All memorials must be installed in accordance with the current NAMM specification by a stone mason who is a registered member of BRAMM. The name of the stone mason and contact details only shall appear with the grave number on the reverse of the headstone. This information shall be contained within a plaque not exceeding 10 cm x 7 cm and shall not contain any wording which may be construed as advertising.

Responsibility

Memorials remain the property and responsibility of those who provided them. OPC cannot accept responsibility for damage or loss from whatever cause.

OPC reserves the right to remove any memorial or part which it considers to be inappropriate or where formal approval has not been given or which is not compliant with the rules currently in force.

Removal without notice if in contravention.

If any memorial or part is erected or installed in contravention of these rules it will be removed by OPC without notice.

8. Shapes and materials

Memorials in the shape of a heart, kerbs whether flush with the ground or protruding above, wire or fencing / railings or other surrounds of any material (including loose chippings) are not permitted under any circumstances and will be removed.

This includes all new installations or additions to an existing grave space. Such items can pose a dangerous trip hazard to visitors with poor sight and reduced mobility. If an adjacent grave space is being opened it is essential that a mechanical digger has unhampered access to the grave (it should be noted that grave digging is no longer done manually) and consequent damage may occur to memorials which have kerb sets or surrounds. Not only is the access to a grave space restricted but maintenance is made more difficult.

Plastic pieces and loose chippings may become embedded in the grass and may not be seen. This could be dangerous when the area is being strimmed and may cause serious injury.

OPC reserves the right to remove anything from a grave space which in its opinion becomes neglected, unsightly, overgrown or encroaches on adjacent grave spaces.



Only the following types of stone shall be permitted:-

Limestone - Derbyshire (Hopton Wood), Nabresina, Portland, Purbeck, and York stone

Slate - Welsh Blue/Black, Westmoreland Green

Granite - Grey, no darker than South African dark grey/Rustenburg, or black

Polished stones are not permitted.

No photographs, etched photographs or ceramic portraits of the deceased are permitted. A small etched illustration which may be defined in white may be permitted. No objects such as model people, animals or toys, windmills or jangling trinkets of any material are permitted.

9. Interment of cremated remains

Ashes may be interred in a grave space for which an exclusive right of burial has previously been granted.

All other ashes shall be interred in the new garden of remembrance.

10. The old garden of remembrance rose gardens

This area is no longer available for the interment of ashes.

The only memorial permitted is a tablet set in the flowerbed of the design specified and permitted by OPC.

OPC has provided rose bushes and no other planting or placing of flowers or objects of any description is permitted.

It should be noted that all rules relevant to this area still apply.

11. The new garden of remembrance

The first 100 plots comprise a formal chequered pattern providing a section for a memorial tablet and a similarly sized area for plants. The tablet shall not exceed 18 x 15 x 2 inches and it is to be installed portrait style. The garden part of each plot is for planted flowers or small shrubs but care should be exercised that such flowers or shrubs do not encroach over adjacent plots. Neutral coloured tablets and chippings should be used. Coloured glass pebbles or coloured stones are not permitted, nor can there be any edgings at the sides of the plot.

Plots 101 onwards will consist of only a space for a memorial tablet not exceeding 18 x 15 x 4 inches, which must be set in a portrait orientation facing the long edge of the 10-space areas. The tablet may contain a vase as an integral part of the stone. Materials for memorial tablets permitted are as listed under Paragraph 8 for headstones.



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Fresh or silk flowers are permitted in the integral vase. OPC reserves the right to remove any such flowers which become unsightly. The new layout does not include space for any other planting. Full details of all proposed tablets and inscriptions shall be submitted to OPC for prior written approval. Unless such written approval has been given a tablet may not be installed.