

CEMETERY RULES

The following rules have been introduced by Odiham Parish Council (OPC) 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.

Where relevant, the rules apply to both the interment of remains and ashes.

The cemetery is a historic and sensitive site, your cooperation in complying with these rules is greatly appreciated.

The cemetery is open to the public daily between 7 am and 8 pm during the months of April to October and between 7 am and 4.30 pm during the months of November to March, however the cemetery will be locked on the first Saturday of every year, in order to preserve the right of private access to the cemetery.

1. The Lawned Burial Area

Odiham cemetery has a lawn style layout - this means that headstones only are installed and the area around them is turfed and mown. Consequently, kerb sets, railings and fencing cannot be placed around plots. We believe that maintaining a lawned cemetery promotes a feeling of peace and tranquillity.

Plastic pieces and stone chippings could become embedded and hidden in the grass. This could be dangerous when the area is being mown or strimmed and may cause serious injury, consequently they are not permitted in the lawned area of the cemetery.

Headstones may incorporate a maximum of two flower containers. The planting of shrubs, trees and flowers, including annual plants and bulbs, in the grave space would interrupt the lawn-style layout and so cannot be permitted. If an adjacent grave space is being opened it is essential that a mechanical digger has unhampered access to the grave and on-going maintenance can be carried out efficiently.

If a grave space becomes neglected, overgrown or encroaches on adjacent grave spaces, OPC will take such measures as it considers necessary to tidy the grave space.

2. Exclusive Right of burial in the Lawned Burial Area and Garden of Remembrance

OPC's cemetery is currently open for the interment of both registered electors and those not on the electoral role for the parish. The Exclusive Right of burial is issued after interment and may be transferred by following the required process. Exclusive Rights will be issued in one name only.

The formal granting of an Exclusive Right of burial does not give land ownership, but allows the Grantee the right to decide who shall be interred in the grave space or space in the garden of remembrance allocated at that time, as well as the right to apply to install a headstone or tablet. 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. In the Garden of Remembrance, 3 further interments of ashes may be made.

3. Notice of Intended Interment

It is essential to give notice of an intended interment to OPC at least four working days prior to the interment; a variation to this rule will only be made in exceptional circumstances. The notice must be on the correct form which is available on OPC's website www.odiham.org.uk. Fees and charges must be paid by the applicant to OPC prior to interment.

A grave space number will be allocated and sent to the applicant. Interments must take place between 9.30 am and 3 pm on weekdays only and are not permitted on public holidays.

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.

4. Interment in the Lawned Burial Area

The grave space allocated for each interment is a maximum of 2.6 m long by 1.3 m wide. Interment may only take place in the grave space allocated by OPC. It is the responsibility of the applicant to ensure that the correct grave space is used and in the event of any error the applicant must remedy such error at their own cost. Grave spaces may not be purchased in advance.

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

No grave space can be excavated by a person other than one approved by OPC. OPC reserves the right to remove adjacent memorials prior to a grave space being excavated.

All excess grave spoil is to be placed in an allocated area and the grave space must be left in a tidy condition.

All coffins are to be constructed of bio-degradable material.

5. Maintenance of Grave Spaces

The holder of Exclusive Rights is responsible for removing all the flowers and wreaths from the grave space two to three weeks after the interment. Please do not leave wreaths and floral arrangements on other graves.

The soil within the grave space will naturally settle over time. The holder of Exclusive Rights must inspect for settlement, top up if necessary and arrange turfing within 12 months of the burial. After the grave space has been levelled and turfed it will be mowed by OPC.

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

6. Memorials

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 be within the following dimensions: 1 metre high by **61 cm wide and 31 cm deep.**

The following types of stones are permitted –

- Limestone - Derbyshire (Hopton Wood), Nabresina, Portland, Purbeck, and York stone
- Slate - Welsh Blue, Black, and Westmoreland Green
- Granite - Grey or Black

Memorials should be predominantly rectangular in shape. Honed and polished finishes are permitted. This applies to new installations or additions to an existing grave space.

Other colours and shapes may be considered by the council.

All memorials must be installed in accordance with the current NAMM (National Association of Memorial Masons) specification by a stone mason who is a registered member of BRAMM (British Register of Accredited Memorial Masons). The name of the stone mason, their contact details and the grave number must appear on the reverse of the headstone within a plaque not exceeding 10 cm x 7 cm and not contain any wording which may be construed as advertising. The stone mason is required to notify OPC in writing in advance of commencing any work.

All memorials, alterations and inscriptions and their installation are subject to the prior approval of OPC in writing and payment of the required fees. Unless written approval has been given a memorial cannot be erected, re-erected or altered on the grave space.

No objects such as model people, animals or toys, windmills or jangling trinkets of any material are permitted.

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

7. 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.

8. 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 must be within 45 cm x 38 cm x 5 cm and be installed in portrait orientation. The garden part of each plot is for planted flowers or small shrubs, but care should be exercised to ensure that 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 a space for a memorial tablet within 45 cm x 38 cm x 10 cm only, which is required to be set in a portrait orientation facing the long edge of each 10-space area. The tablet may contain one vase for fresh or silk flowers as an integral part of the memorial. The new layout in plots 101 onwards does not include any additional space for planting.

Full details of all proposed tablets and inscriptions are to be submitted to OPC for prior written approval. Unless such written approval has been given a tablet may not be installed. Permitted materials for memorial tablets are as listed for headstones.

9. 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.

10. Other Information

- No dogs other than assistance dogs are permitted in the cemetery.
- OPC reserves the right to remove flowers which have become unsightly.
- All vehicles must be parked in the designated area. The open areas of grass in the lawn cemetery must not be used for parking.
- Any requests, suggestions or complaints by members of the public must be made to OPC via the Parish Office, including by email if out of office hours to admin.officer@odiham.org.uk and not to any personnel employed at the cemetery, these will be dealt with appropriately,



if necessary using the OPC complaints procedure.

- OPC reserves the right as the burial authority to remove anything which contravenes the rules for health and safety or maintenance reasons.
- OPC requests that the Parish Office is kept informed with up-to-date contact details of holders of Exclusive Rights.
- Any glassware may constitute a hazard and should be avoided. Any hazardous items may be removed by OPC.

The current rules and fees are available on OPC's website at www.odiham.org.uk or by request from the Parish Office. OPC reserves the right to review and amend the Rules and Table of Fees at any time, but usually reviews the fees annually in October. It is the responsibility of the applicant to ensure a current fees list is used.

11. 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.