

# WINSLOW TOWN COUNCIL

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CLERK TO THE COUNCIL  
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## REGULATIONS

relating to the management of the Burial Ground situated in  
Furze Lane, Winslow, Buckinghamshire

### GENERAL MATTERS

- 1.1 These Rules have been drawn up having regard to Section 214 and Schedule 26 of the Local Government Act, 1972 and Article 3 of the Local Authorities Cemetery Order, 1977 (as amended).
- 1.2 "The Burial Ground" means the Cemetery provided by Winslow Town Council and situated at Furze Lane, Winslow, Buckinghamshire.
- 1.3 The whole of the Burial Ground and the interments therein are placed under the care of the Clerk to the Council, whose duty it is to preserve order at all times.
- 1.4 In order to facilitate a high standard of maintenance, these regulations will be enforced by the Council.
- 1.5 Litter, compost bins and a water tank are provided. The water is not suitable for drinking.
- 1.6 Children are to be kept under close supervision. Dogs are to be kept on a lead and must not foul the burial ground.
- 1.7 Please treat other people and all graves in the Burial Ground with the utmost respect.
- 1.8 The Clerk should be informed of any change of address of the holder of an Exclusive Right of Burial.
- 1.9 The Clerk should be informed of the death of a holder of an Exclusive Right of Burial, in order to arrange transfer of the Right. See Appendix A – Table of fees.

### INTERMENTS

- 2.1 Only human remains may be interred in the Burial Ground.
- 2.2 Applications for burials should be made to the Clerk.
- 2.3 Plans showing all the graves and their respective classes and divisions are kept by the Clerk and may be inspected by arrangement.
- 2.4 Applications for the purchase of grave spaces for a term of 99 years and notice of every intended interment shall be made or given to the Clerk at least two clear days prior to the interment.
- 2.5 The Certificate of the Registrar of Deaths (or when an inquest has been held: the Certificate of the Coroner) must be produced prior to interment.
- 2.6 The selection of any grave space, whether for interment or advance purchase, will be subject to the approval of the Council.
- 2.7 The depth of the grave will, on every occasion, be subject to the regulations of the Council and the number of interments within the grave must be determined before the first interment.
- 2.8 The Exclusive Right of Burial in any grave space must be purchased at the time of the selection or first interment, whichever is the earlier.
- 2.9 Where interment involves re-opening an existing grave, it will be necessary for the person giving notice to produce the Deed of Grant of Exclusive Right of Burial. Where the name on the Deed differs from the name of the person giving notice, a letter will also be required from the Deed Owner authorising the proposed interment in that grave space. **Such permission will be assumed when the Deed Owner is to be interred.**

- 2.10 No graves shall be dug or excavated without the Clerk's prior authorisation.
- 2.11 All excavations are to be carried out by a Council appointed contractor.
- 2.12 Coffins will normally be of wood construction. However alternative requests may be made to the Clerk, for consideration by the Council, whose decision will be final.
- 2.13 The time for arrival of funerals at the Burial Ground shall be as agreed by the Clerk in consultation with the Undertaker. The time agreed will be the time the funeral procession is to arrive at the entrance gate of the Burial Ground.
- 2.14 Interment may take place between 10.00 hrs and 15.30 hrs. Burials are not permitted on Saturday, Sunday or Public Holidays, except with the express permission of the Clerk or as directed by a medical officer.
- 2.15 A register of all burials at this Burial Ground will be kept by the Clerk and searches may be made by appointment.

## **MAINTENANCE OF GRAVES**

- 3.1 This is a lawned Burial Ground and in order to facilitate regular maintenance for the benefit of all wreaths, flowers and decorations placed on the graves at interment are to be removed no later than six weeks after burial.
- 3.2 Prior to the erection of a memorial, flowers or pot plants can be placed at the memorial end ("head") of the grave in the space where a memorial would be placed, i.e. within a space not exceeding 3ft (91cm) wide and not extending beyond 2ft (61cm) down the length of the grave.
- 3.3 Free standing stone vases are permitted but must be located at the "head" of the grave as described in 3.2 above. They should measure no more than 9ins x 9ins (23cm x 23cm). A maximum of two free standing vases are permitted per grave, and once a memorial is in place they must be removed or located on the base of the memorial.
- 3.4 Ornaments of any nature or material shall not be permitted on graves or memorials except see 3.5 and 3.7 below.
- 3.5 One small soft toy not to exceed 9ins (23cm) in height may be placed on a grave provided it is in good condition and does not constitute a nuisance to other burial ground users or to contractors. *This particular item of policy has been added in February 2010 for a trial period.*
- 3.6 Once a memorial is in place flowers or pot plants may be placed on the base only. No item is permitted in the lawned area of the grave or between the rows of headstones. The Council will remove any such item, without notice.  
*Due to health and safety considerations containers for flowers and plants must not be of easily breakable materials. "Easily breakable materials" are construed as glass, china, ceramic, terracotta etc. When assessing the potential breakability of items, the Council will always take a more cautious approach and accepts no responsibility whatsoever for any loss or damage. All items removed by the Council will temporarily be placed by the notice board for collection within 28 days. Thereafter Council reserves the right to remove and dispose of such items without prior notice. This will include items that could be projected or cause damage to mowing equipment such as pebbles, stones, grit, shells, etc.  
Floral tributes should be removed as soon as they become wilted, otherwise they will be removed by the Council.*
- 3.7 Remembrance Day wreaths and Christmas wreaths may be placed on graves Between 1st and 30th November and 1st December and 6<sup>th</sup> January respectively.
- 3.8 The planting of trees, shrubs, bushes or plants is the sole responsibility of the Council and there shall be no planting on graves.
- 3.9 Graves will settle at differing rates and settlement can occur over a long period of time. The levelling and topping up of all graves is the sole responsibility of the Council. Graves will normally be levelled approximately six months after interment, but this will vary according to the rate of settlement and seasonal conditions. Ideally levelling work

will be completed before memorials are erected. It is to be expected that settlement will continue over a number of years and topping up will be carried out from time to time as appropriate.

## **CREMATED REMAINS**

- 4.1 Cremated remains may not be scattered anywhere in the Burial Ground. However, an Exclusive Right of Burial may be purchased for plots designed for the interment of cremated remains.

## **MEMORIALS**

- 5.1 No memorial will be allowed to be erected or placed on any grave except by arrangement of the holder of the Exclusive Right of Burial and as approved by the Clerk.
- 5.2 A drawing of the proposed memorial, indicating material, design, colours, dimensions and the desired inscription must be submitted, on the appropriate form, to the Clerk for approval. The dimensions must comply with the appropriate Memorial Specification (see Appendices B, C & D). No memorial can be admitted into the Burial Ground without the written approval of the Clerk.
- 5.3 It is a requirement that memorial masons are members of the British Register of Accredited Memorial Masons or the National Association of Memorial Masons. The grave number and the memorial mason's name must be engraved on the reverse of the memorial prior to it being erected.
- 5.4 No additional inscription shall be placed on any memorial unless and until it has been approved by the Clerk. Permission must be sought, as detailed in item 5.2 above.
- 5.5 The Council accept no responsibility for memorials or their safety and security. The memorial remains the property of the Holder of the Exclusive Right of Burial, who is responsible for maintaining it in a safe condition at all times. If the memorial is damaged or is in a dangerous state and as a result injury is caused to a third party, then the liability lies with the owner of the memorial. The Clerk will carry out periodic Risk Assessments in the Burial Ground and, should any memorial be found to pose a risk, will make all reasonable efforts to inform the owner who has the responsibility to address the identified problem within a reasonable timescale. In the event that the memorial is not restored to a safe condition the Council reserves the right to remove it.
- 5.6 No hewing or dressing of stone will be permitted within the Burial Ground and all materials for memorials shall be conveyed into the Burial Ground by hand or in such manner as agreed by the Clerk. Mats, planks, boards or canvas are to be used, as may be directed, to preserve the grass and paths from damage by such works. No vehicles are permitted inside the gates of the Burial Ground except Council's contractors with the express permission of the Clerk.
- 5.7 No work on graves, such as the erection of memorials, will be permitted on Saturdays, Sundays or Public Holidays.
- 5.8 No mason or other person shall, within the Burial Ground, be permitted to tout for or solicit orders, exhibit designs, advertise, distribute business cards, ask for, or attempt to obtain from an employee, either directly or indirectly, information as to grave owners or take measurements or copy any memorial, unless the written permission of the owner can be produced to the Clerk.

*The Council reserve the right at any time to make alterations to these regulations.*

The Clerk, Winslow Town Council, 28 High Street, Winslow, MK18 3HQ  
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*Adopted by WTC February 2010*