



THATCHAM TOWN COUNCIL

REGULATIONS FOR THE MANAGEMENT OF THATCHAM CEMETERY AT LONDON ROAD, THATCHAM

Please refer to "Appendix I of Burial Regulations" for diagram indicating the three main burial sections of the Cemetery and a Glossary of Terms used in these Regulations

GENERAL REGULATIONS WHICH APPLY TO THE MIDDLE AND OLD SECTIONS OF THE CEMETERY

(1) Opening Hours The Cemetery will be open for access by pedestrians only at all reasonable hours. The Council reserves the right to make such closures as may be necessary for repairs, in emergencies or in the interests of public safety at any time.

(2) Hours of Interments The hours for interments (for all denominations) are as follows:

Mondays to Thursday	10 a.m. to 3.30 p.m.
Fridays	10 a.m. to 2.30 p.m.

No interment shall take place outside the above mentioned hours or on Sundays, Good Fridays, Christmas Day or General Public Holiday except in cases of special emergency and then only at an approved hour and on payment of the appropriate additional fee.

(3) Burials and Memorials No burial shall take place, no cremated human remains shall be scattered, no memorial shall be placed in the Cemetery and no additional inscription shall be made on any memorial without permission of the Council.

(4) Notice of Interments Not less than two full working days shall be given of any interment and if such interment is wanted for a Monday (Tuesday if Monday is a Bank Holiday) the notice must be given before 4 p.m. on the previous Wednesday.

All notices of interment must be in writing on the forms provided by the Council and particulars of requirements must be clearly and completely stated. The responsibility for any error therein is that of the person signing the Notice of Interment (Reference form MF/Burials/Burial 4) particularly so in cases where either the wrong fees are charged in consequence or where additional fees are afterwards incurred.

The Council reserves the right to refuse to allow funerals when there is reason to believe details given on the Notice of Interment are incorrect, if the disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to the burial or if the necessary notice mentioned above has not been given.

(5) Official Plan A plan of the Cemetery, showing the position of every grave, shall be kept at the Council office and may be inspected during normal office hours without charge. (Also see Appendix I)

(6) Transfer to be Registered No transfer of an Exclusive Right of Burial in any grave shall be deemed valid unless and until the same is verified and registered at the Council's office.

GENERAL REGULATIONS WHICH APPLY TO ALL SECTIONS OF THE CEMETERY Contd.

- (7) Payment of Fees and Charges All charges and fees payable for anything whatsoever in connection with the Cemetery shall be paid to the Council before an interment takes place or any work commences. No receipt other than an official receipt issued by the Council will be acceptable as proof of payment.
- (8) Monuments etc. only on Graves for which the Exclusive Right of Burial has been purchased No monument, gravestone or tablet will be allowed over any grave in which the Exclusive Right of Burial has not been purchased.
- (9) Erection of Monuments A person shall not erect or fix or remove or re-erect any monument, gravestone, tablet, inscribed vase, kerb or railing in the Cemetery unless a member of the Council's staff is in attendance at the Cemetery and the appropriate fees (if any) set out in the scale of fees and charges provided by the Council shall be paid to the Council for every such erection or fixing or removal or re-erection.
- (10) Restrictions on Inscriptions No monumental mason shall inscribe or cause or allow or permit to be inscribed on any monument, gravestone, tablet, vase, kerb or railing etc any inscription relating to his name or trade or business.
- (11) Repairs to Graves and Monuments etc. All permitted monuments, gravestones, tablets, kerbs or other memorials must be kept in repair by the owners. In the event of any such monument etc., becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977 and other current, pertinent legislation, give notice to the owner or owners, requiring him or them to repair or remove any such monument etc., and if, after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous monument etc., or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove same without right for the owner or owners to any compensation for so doing.

The Town Council reserves the right to make safe any object which it considers to present a potential immediate danger to the health and safety of members of the public.
- (12) Surplus Soil The surplus soil excavated from any grave or vault is to be deposited on such part of the Cemetery as the Council may determine.
- (13) Damage If any damage is done to the Council's land or premises by any cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons and in addition take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977, and any other current legislation.
- (14) Workmen not admitted on Saturdays, Sundays etc. No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the Cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9 a.m. or after 4 p.m.

GENERAL REGULATIONS WHICH APPLY TO ALL SECTIONS OF THE CEMETERY Contd.

- (15) Coffins or Caskets All coffins or other receptacles shall be buried in accordance with the requirements of Part 1 of Schedule 2 of the Local Authorities' Cemeteries Order 1977. The Town Council reserves the right to determine the maximum depth to which a burial space will be dug.
- (16) Maintenance of Grave Spaces The Council will keep the grassed areas in the Cemetery mown at its own expense but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner.
- (17) Grave Number on Monuments The identification number of a grave must be cut at the foot of all monuments or gravestones so as to be visible when erected.
- (18) Receptacles for Flowers
The Council reserves the right to remove any receptacle for flowers which it considers unsuitable without notice. Glass containers such as jars, milk bottles or plastic containers are strictly prohibited.
- (19) Silk or Plastic Flowers Silk or plastic flowers may be placed in an appropriate vase approved by the Council, however upon becoming damaged or faded should be removed by the appropriate person or will be removed by the Council staff.
- (20) No Cycling will be allowed in the Cemetery.
- (21) Motor Vehicles Only authorised motor vehicles will be permitted to proceed past the No Entry signs at the Cemetery.
- (22) Dogs Dogs will not be allowed in the Cemetery except guide dogs accompanying blind persons.
- (23) Floral Tributes and Wreaths All dead floral tributes and wreaths will be removed from graves at the Council's discretion if the owner first fails to do so.
- (24) Gratuities No gratuities shall be demanded by any officer or servant of the Council.
- (25) Conduct Visitors to the Cemetery are asked to conduct themselves in such a way as to respect the privacy of other visitors in order that a quiet and peaceful environment may be maintained for the benefit of all.

ADDITIONALLY, THE FOLLOWING REGULATIONS APPLY TO THE DENOTED SECTIONS

OLD SECTION

- (26) Monuments and Inscriptions to be approved No monument shall exceed 1.22mt (48inches) in height. A person shall not erect or fix any monument or gravestone, tablet, kerb or railing or make any inscription thereon, or place therein any vase bearing an inscription in the Cemetery, without the approval of the Council and he shall, before proceeding to erect or fix any such monument, gravestone, tablet or kerb, or railing, or make any inscription thereon, or place any such vase bearing an inscription, furnish to the Council a description and measurements of every such monument, gravestone, tablet, vase, kerb or railing, with copies of the proposed inscription thereon, together with a specification of the material to be used.

- (27) Glass Shades No glass shade will be placed on any grave.
- (28) Cramps Cramps used in the construction of a monument must be of copper, brass, lead or gunmetal only.

LAWN SECTION

The Lawn Section shall mean all grave space numbers 1 to 1400 (including suffixes where appropriate) inclusive

- (29) Depth of Burial Spaces The Council reserves the right to specify the maximum depth to which a burial space will be dug. However, no grave in the Lawn Section shall be less than seven feet deep provided that this regulation shall not apply:
- (a) in the case of a second interment in a grave,
 - (b) when cremated remains are being buried,
 - (c) except where it is impracticable (owing to drainage or other causes in any particular grave).
- (30) Level of Grave Space A grave in the Lawn Section shall not be raised above the level of the ground immediately adjoining by the turving thereof or in any other manner.
- (31) Reinstatement of Surface of Burial Spaces As soon as convenient after the interment of a body in Lawn Section the Council shall sow grass seed or lay turf at its own expense over the whole of the grave space. Thereafter no person other than the duly authorised officers or servants of the Council shall interfere with or alter the surface of the grave space except for the purpose of a further interment therein.
- (32) a) Permitted Memorials and Fixing No flat stones laid horizontally, nor memorials, vases or ornaments of any material, railings, fencing, kerbs or other structures enclosing graves, other than the memorials, vases and ornamentation referred to in any of these regulations dealing with memorials and wooden crosses shall be erected on graves in the Lawn Section.
- b) Memorials in the Lawn Sections shall face east or west, with the inscription facing the adjacent footpath and shall be erected vertically up to 25.5cm (10 inches) from the outer edge of the burial space at the end of the grave in line with the memorials of the adjoining graves in positions approved by the Council. They shall be securely fixed in slotted concrete or stone foundations of approved design.
- c) Such memorials shall not exceed 91.5cm (36 inches) in height measured from the highest point of the ground immediately adjoining, nor 61cm (24 inches) in width, and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone. Memorials of any other material will not be permitted in the Lawn Section.
- d) In the case of a Deskbook design, such memorials shall not exceed 15cm (6 inches) in height measured from the highest point, nor 45.5cm(18 inches) in width, nor 30.5cm (12 inches) front to rear and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone.
- e) In the case of an ornamental memorial, where a horizontal landing forms an integral part of the memorial, the overall dimension of the landing, from front to rear, shall not exceed 30.5cm (12 inches) It shall not protrude more than 5cm (2 inches) beyond the face of the upright portion of the memorial furthest away from the grave, nor exceed 61cm (24 inches) in width.

- f) Any ornamentation on the landing must be permanently affixed and thereby be an integral part of the memorial landing.
- g) In the case of an ornamental memorial not being a plain perpendicular slab, the overall dimension from front to back shall not exceed 10cm (4inches) at right angles to a line laterally through the centre of the base.
- h) These dimensions will apply irrespective of whether or not the landing protrudes above the level of the ground immediately surrounding the grave. Any other method of fixing the upright portion of a memorial must be concealed below the level of the ground immediately surrounding the memorial.
- (33) Vases A vase of Portland, granite, marble, Hoptonwood or other approved natural stone may be set at the sole risk of the owner in the area immediately in front of the memorial position in the Lawn Section. Such vase shall not exceed 20.5 (8 inches) in height and 20.5cm (8 inches) in diameter, the measurements to include the base or landing on which the vase may be placed. No other forms of receptacle for flowers will be permitted.
- (34) Temporary Memorials
- a) Wooden Crosses A wooden cross may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased and prior consent has been given by the Town Council.
- b) All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances.
- c) Such wooden crosses shall be of hardwood or good quality soft wood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The horizontal bar shall be fixed to the vertical bar in a secure and tidy manner.
- d) Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.
- e) The Council reserves the right to remove any wooden cross.
- f) Wooden Markers A wooden marker may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased.
- g) The marker must not exceed 15 cm wide by 10 cm deep (6 inches by 4 inches). It is to be made of a hardwood and secured on to a post of which approximately 7.5 cm (3 inches) will be above ground. The wording on the brass plaque must only give the name of the deceased and the years of birth and death. The initials RIP may also be added.
- h) The Council reserves the right to remove any wooden marker.
- (35) Allocation of Grave Spaces Grave spaces must be used in their numerical order or such other order as may be determined by the Council from time to time. Selection of site of a grave space in the Lawn Section will not be permitted.

CREMATORIUM LAWN SECTION shall mean all grave space numbers 666 -888 (including suffixes) inclusive

- (36) The interment of cremated remains shall take place in grave space numbers 666 to 888 and hereinafter referred to as the Crematorium Lawn Section.
- (37) Level of Grave Spaces A grave in the Crematorium Lawn Section shall not be raised above the level of the ground immediately adjoining by the turving thereof or in any other manner.
- (38) Reinstatement of Surface of Grave Spaces As soon as convenient after the interment of cremated remains in this Section the Council, shall sow grass seed or lay turf at its own expense over the whole of the grave space. Thereafter no person other than the duly authorised officers or servants of the Council shall interfere with or alter the grave space except for the purpose of a further interment therein.
- (39) a) Permitted Memorials and Fixing No flat stones laid horizontally, nor memorials, vases or ornaments of any material, railings, fencing, kerbs or other structures enclosing graves, other than the memorials, vases and ornamentation referred to in any of these regulations dealing with memorials and wooden crosses shall be erected on graves in the Crematorium Lawn Section.
- b) Memorials in the Crematorium Lawn Section shall face east or west, with the inscription facing the adjacent footpath and shall be erected vertically up to 12.5cm (5 inches) from the outer edge of the unturfed plot at the end of the grave in line with the memorials of the adjoining graves in positions approved by the Council and shall be securely fixed in slotted concrete or stone foundations of approved design wholly below ground level.
- c) Such memorials shall not exceed 61cm (24inches). in height measured from the highest point of the ground immediately adjoining, nor 45.5cm (18 inches) in width, nor 7.5cm (3 inches). in thickness including base, if any, and shall be of Portland, granite, marble Hoptonwood or other approved natural stone. Memorials of any other material will not be permitted in the Crematorium Lawn Section. The above dimensions to relate to any part of the memorial which protrudes above ground level.
- d) In the case of an ornamental memorial where a horizontal landing forms an integral part of the memorial, the overall dimension of the landing, from front to rear shall not exceed 20.5cm (12 inches) It shall not protrude more than 5cm (2 inches) beyond the face of the upright portion of the memorial furthest away from the grave, nor exceed 45.5cm(18 inches) in width.
- e) Any ornamentation on the landing must be permanently affixed and thereby be an integral part of the memorial landing.
- f) These dimensions will apply irrespective of whether or not the landing protrudes above the level of the ground immediately surrounding the grave. Any other method of fixing the upright portion of a memorial must be concealed below the level of the ground immediately surrounding the memorial.
- (40) Vases A vase of Portland, granite, marble, Hoptonwood or other approved natural stone may be set at the sole risk of the owner immediately in front of the memorial position in the Lawn Section Such vase shall not exceed 15.25cm (6 inches) in height and 15.25 (6 inches) in diameter, the measurements to include the base or landing on which the vase may be placed. No other form of receptacle for flowers will be permitted.

- (41) Temporary Memorials
- a) Wooden Crosses A wooden cross may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased and prior consent has been given by the Town Council.
 - b) All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The Cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances.
 - c) Such wooden crosses shall be of hardwood or good quality softwood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The horizontal bar shall be fixed to the vertical bar in a secure and tidy manner.
 - d) Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.
 - e) The Council reserves the right to remove any wooden cross.
 - f) Wooden Markers A wooden marker may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased.
 - g) The marker must not exceed 15 cm wide by 10 cm deep (6 inches by 4 inches). It is to be made of a hardwood and secured on to a post of which approximately 7.5 cm (3 inches) will be above ground. The wording on the brass plaque must only give the name of the deceased and the years of birth and death. The initials RIP may also be added.
 - h) The Council reserves the right to remove any wooden marker.
- (42) Grave spaces must be used in their numerical order or such other order as may be determined by the Council from time to time. Selection of site of grave space in the Crematorium Lawn Section will not be permitted.

YOUNG CHILDREN'S SECTION shall mean all grave spaces 889 to 944 (including suffixes where appropriate) inclusive

- (43) The interment of young children may take place in grave space numbers 889 to 944 and hereinafter referred to as the Young Children's Section.
- (44) Regulations numbers 37 to 42 Inclusive applicable to the Crematorium Lawn Section shall apply also to the Young Children's Section.

Regulations revised by Thatcham Town Council by virtue of its powers under the Local Authorities' Cemetery Order 1977

Town Clerk
February 2005



THATCHAM TOWN COUNCIL

REGULATIONS FOR THE MANAGEMENT OF THE NEW LAWN SECTION.

THATCHAM CEMETERY LONDON ROAD THATCHAM

Please refer to "Appendix I of Burial Regulations" for diagram indicating the three main burial sections of the Cemetery and a Glossary of Terms used in these Regulations

General

- 1.1 These regulations apply to the New lawn extension at Thatcham Cemetery. Copies of these regulations and regulations for the old section and the lawn section may be obtained from the Council offices at Brownsfield Road, Thatcham or from the Cemetery Superintendent.
- 1.2 The New lawn section comprises five sections
- (a) Section for the interment of coffins.
 - (b) Children's section
 - (c) Cremated remains section
 - (d) Green Burials Section (not yet opened)
 - (e) Garden of remembrance and tablet wall (not yet opened)

The New Lawn section is non-denominational . Where a blessing of the grave space is required, this shall be carried out by an appropriate person prior to or during the burial ceremony. If a blessing of the grave space is required to be carried out prior to the burial service permission is to be obtained from the Town Council to ensure there will be no conflict with previously arranged burials or other pre-arranged work.

- 1.3 Official Plan A plan of the Cemetery showing the position of every grave shall be kept at the Council office and may be inspected during normal office hours without charge.
- 1.4 Opening Hours. The Cemetery will be open for access by pedestrians only at all reasonable hours. The Council reserves the right to make such closures as may be necessary for repairs, in emergencies or in the interests of public safety at any time.
- 1.5 Hours of Interments The hours for interments (for all denominations) are as follows:

Mondays to Thursday	10 a.m. to 3.30 p.m.
Friday	10 a.m. to 2.30 p.m.

No interment shall take place outside the above mentioned hours or on Sundays, Good Fridays, Christmas Day or General Public Holiday except in cases of special emergency and then only at an approved hour and on payment of the appropriate additional fee.

- 1.6 Notice of Interments Not less than two full working days shall be given of any interment and if such interment is wanted for a Monday (Tuesday if Monday is a Bank Holiday) the notice must be given before 4 p.m. on the previous Wednesday.

All notices of interment must be in writing on the forms provided by the Council and particulars of requirements must be clearly and completely stated. The responsibility for any error therein is that of the person signing the Notice of Interment (Reference form MF/Burials/ Burial 4) particularly so in cases where either the wrong fee is charged in consequence or where additional fee is afterwards incurred.

The Council reserves the right to refuse to allow funerals when there is reason to believe details given on the Notice are incorrect, or if the disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to the burial or if the necessary notice mentioned above has not been given.

- 1.7 Burials and Memorials No burial shall take place, no cremated human remains shall be scattered, or any memorial shall be placed in the Cemetery and no additional inscription shall be made on any memorial without permission of the Council.
- 1.8 Transfer to be Registered No transfer of an Exclusive Right of Burial in any grave shall be deemed valid unless and until the same is verified and registered at the Council's office.
- 1.9 Payment of Fees and Charges All charges and fees payable for anything whatsoever in connection with the Cemetery shall be paid to the Council before an interment takes place or any work commences. No receipt other than an official receipt issued by the Council will be acceptable as proof of payment.
- 1.10 Maintenance of Grave Spaces The Council will keep the grassed areas in the New lawn section mown at its own expense but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner
- 1.11 Allocation of Grave spaces Grave spaces must be used in their numerical order or such other order as may be determined by the Council from time to time; selection of site of a grave space in the New lawn section will not be permitted
- 1.12 Damage If any damage is done to the Council's land or premises by any cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from such person or persons and in addition take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.
- 1.13 Workmen not admitted on Saturdays, Sundays etc. No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the Cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9 a.m. or after 4 p.m.
- 1.14 Motor Vehicles Only authorised motor vehicles will be permitted to proceed past the No Entry signs at the Cemetery.
- 1.15 No Cycling shall be allowed in the Burial Ground.
- 1.16 Dogs Dogs will not be allowed in the Burial Ground except guide dogs accompanying blind persons.
- 1.17 Gratuities No gratuities shall be demanded by any officer or servant of the Council.
- 1.18 Conduct Visitors to the Cemetery are asked to conduct themselves in such a way as to respect the privacy of other visitors in order that a quiet and peaceful environment may be maintained for the benefit of all.

Grave spaces

- 2.0 Depth of Burial Spaces The Council reserves the right to specify the maximum depth to which a burial space will be dug. However, no grave in the New Lawn Section shall be less than seven feet deep provided that this regulation shall not apply:

- (a) in the case of a second interment in a grave,

- (b) when cremated remains are being buried,
 - (c) except where it is impracticable (owing to drainage or other causes in any particular grave). The Council reserves the right to specify the maximum depth.
- All coffins or other receptacles shall be buried in accordance with the requirements of Part 1 of Schedule 2 of the Local Authorities' Order 1977, or any other current legislation.

- 2.1 Digging of Graves Graves shall be dug immediately next to the concrete base on which the memorial stone is to be placed.
- 2.2 Level of Grave Space A grave shall not be raised above the level of the ground immediately adjoining by the turfing thereof or in any other manner.
- 2.3 Reinstatement of Surface of Burial Spaces As soon as convenient after the interment of a body in a lawn section the Council shall sow grass seed or lay turf at its own expense over the whole of the grave. Thereafter no person other than the duly authorised officers or servants of the Council shall interfere with or alter the turfed or unturfed areas of the grave except for the purpose of a further interment therein.
- 2.4 Surplus Soil The surplus soil excavated from any grave is to be deposited as the Council may determine.

Memorials (Headstones)

- 3.0 Memorials for which the Exclusive Right of Burial has been purchased
No memorial will be allowed over any grave in which the Exclusive Right of Burial has not been purchased.
- 3.1 Permitted Memorials and Fixing No flat stones laid horizontally, nor metal vases, railings, fencing, kerbs or other structures enclosing graves, other than the memorials and vases referred to in these regulations dealing with Memorials and Wooden crosses shall be erected on graves in the new lawn section
- 3.2 Memorials and Inscriptions to be approved A person shall not erect or fix any memorial, or make any inscription thereon, or place therein any vase bearing an inscription in the Cemetery, without the approval of the Council. They shall, before proceeding to erect or fix any such memorial, or tablet or make any inscription thereon, or place any such vase bearing an inscription, furnish to the Council a description and measurements of every such memorial, tablet, or vase, with copies of the proposed inscription together with a specification of the material to be used.
- 3.3 Erection of Memorials A person shall not erect or fix or remove or re-erect any memorial, tablet, or inscribed vase, in the Cemetery unless a member of the Council's staff is in attendance at the Cemetery to ensure that the appropriate permission has been given and the appropriate fees (if any) set out in the scale of fees and charges provided by the Council shall be paid to the Council for every such erection or fixing or removal or re-erection.

All memorials shall be placed upon the concrete base provided by the Council.
All memorials shall be erected using the approved NAMM method of fixing.
(Details may be obtained from the council offices). The memorial shall also be placed centrally within the grave space and 2.54cm (one inch) from the front edge, with the inscription facing down the grave space and shall be erected vertically.

Memorials shall not exceed 1 metre (39 inches) in height (measured from the highest point to the surface of the concrete strip) nor 61cm (24 inches) in width, and shall be of

Portland, granite, marble, Hoptonwood or other approved natural stone. Memorials of any other material will not be permitted in the New Lawn section.

In the case of an ornamental memorial, where a horizontal landing forms an integral part of the memorial, the overall dimension of the landing, from front to rear, shall not exceed 30.5cm(12inches). It shall not protrude more than 5cm (2 inches) beyond the face of the upright portion of the memorial furthest away from the grave, nor exceed 61cm (24 inches) in width.

In the case of an ornamental memorial not being a plain perpendicular slab, the overall dimension from front to back shall not exceed 10cm (4inches) at right angles to a line laterally through the centre of the base.

Any ornamentation on the landing must be permanently affixed and thereby be an integral part of the memorial landing.

In the case of a Deskbook design, such memorials shall not exceed 15cm (6 inches) in height measured from the highest point, nor 45.5cm(18 inches) in width, nor 30.5cm (12 inches) front to rear and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone.

- 3.4 Repairs to Memorials etc. All permitted memorials and vases must be kept in repair by the owners. In the event of any such memorial etc, becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977, and other current pertinent legislation, give notice to the owner or owners, requiring him or them to repair or remove any such monument etc. If after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous memorial etc, or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove same without right for the owner or owners to any compensation for so doing.

The Town Council reserves the right to make safe any object which it considers to present a potential immediate danger to the health and safety of members of the public.

- 3.5 Grave Number on Memorial The identification number of a grave must be cut at the base of the memorial, on the right hand side of the base so as to be visible when erected and viewed from the front.
- 3.6 Restrictions on Inscriptions No memorial mason shall inscribe or cause or allow or permit to be inscribed on any memorial, tablet, or vase, any inscription relating to his name or trade or business on any part of the memorial.
- 3.7 Vases A vase of Portland, granite, marble, Hoptonwood or other approved natural stone may be set at the sole risk of the owner in the area immediately in front of the memorial. Such vase shall not exceed 20cm (8 inches) in height and 20cm (8 inches) in diameter, the measurements to include the base or landing on which the vase may be placed. No other forms of receptacle for flowers will be permitted on the lawn area.

Temporary Memorials

Wooden Crosses

- 4.0 Temporary Wooden Cross A wooden cross may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave and which the Exclusive Right of Burial has been purchased and prior consent has been given by the Town Council. The cross shall be positioned immediately against the concrete strip and in the centre of the grave space.

- 4.1 Removal of Wooden Crosses The Council reserves the right to remove any wooden cross. All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The Cross will be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances.
- 4.2 Types of Wood Such wooden crosses shall be of hardwood or good quality soft wood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The horizontal bar shall be fixed to the vertical bar in a secure and tidy manner.
- 4.3 Inscriptions Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.

Wooden Markers

- 4.4 Temporary Wooden Markers. A wooden marker may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave and which the Exclusive Right of Burial has been purchased.
- 4.5 Type of wood and Inscription
The marker must not exceed 15 cm wide by 10 cm deep (6 inches by 4 inches). It is to be made of a hardwood and secured on to a post of which approximately 7.5 cm (3 inches) will be above ground. The wording on the brass plaque must only give the name of the deceased and the years of birth and death. The initials RIP may also be added.
- 4.6 Removal of Wooden Marker
The Council reserves the right to remove any wooden marker.

Items permitted on grave spaces

- 5.0 Floral Tributes Fresh cut flowers, Wreaths etc may be placed upon the grave at any time. All dead floral tributes will be removed from graves at the Council's discretion if the owner first fails to do so.
Flowers placed in a vase/s sunk into the landing of the memorial stone and will be permitted and when dead will be removed from graves at the Council's discretion if the owner first fails to do so.
- 5.1 Silk or Plastic Flowers Silk or plastic flowers may be placed in an appropriate vase approved by the Council, however upon becoming damaged or faded should be removed by the appropriate person or will be removed by the Council staff.
- 5.2 Permitted Containers A single container may be placed on either side of the memorial stone on the concrete strip (See Appendix.1) Items such as bedding plants or small shrubs may be planted in this container, however no plants may exceed the height of the memorial stones, impact upon the adjacent grave spaces, or obscure any wording on the memorial stones. All other types of containers will be removed by the council staff without prior notification.
- 5.3 Removal of Non Approved Items The Council reserves the right to remove any receptacle for flowers or plants or other such items which it considers unsuitable without notice. Glass containers of any type such as jars, milk bottles etc or non-approved containers are strictly prohibited.

No further items of any description may be allowed to be placed upon the grave space, on the memorial stone nor the concrete strip. Any unauthorised items shall be removed by the Council staff without prior notification. These items shall be held at the cemetery for a period of one month for collection and then shall be disposed of.

CREMATED REMAINS LAWN SECTION J

- 6.1 Level of Grave Spaces A grave in the Cremated Remains Lawn Section J shall not be raised above the level of the ground immediately adjoining by the turfing thereof or in any other manner.
- 6.2 Reinstatement of Surface of Grave Spaces As soon as convenient after the interment of cremated remains in this Section the Council shall sow grass seed or lay turf at its own expense over the whole of the grave space. Thereafter no person other than the duly authorised officers or servants of the Council shall interfere with or alter the grave space except for the purpose of a further interment therein.
- 6.3 a) Permitted Memorials and Fixing No memorials, vases or ornaments of any material, railings, fencing, kerbs or other structures enclosing graves, other than the memorials, vases and ornamentation referred to in any of these regulations dealing with memorials and wooden crosses shall be erected on graves in the Cremated Remains Lawn Section J.
- b) Memorials in the Cremated Remains Lawn Section J shall face east or west, with the inscription facing the adjacent footpath and shall be erected vertically up to 12.5cm (5 inches) from the outer edge of the unturfed plot at the end of the grave in line with the memorials of the adjoining graves in positions approved by the Council and shall be securely fixed in slotted concrete or stone foundations of approved design wholly below ground level.
- c) Such memorials shall not exceed 61cm (24inches). in height measured from the highest point of the ground immediately adjoining, nor 45.5cm (18 inches) in width, nor 7.5cm (3 inches) in thickness including base, if any, and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone. Memorials of any other material will not be permitted in the Cremated Remains Lawn Section J. The above dimensions to relate to any part of the memorial which protrudes above ground level.
- d) In the case of an ornamental memorial where a horizontal landing forms an integral part of the memorial, the overall dimension of the landing, from front to rear shall not exceed 20.5cm (12 inches) It shall not protrude more than 5cm (2 inches) beyond the face of the upright portion of the memorial furthest away from the grave, nor exceed 45.5cm(18 inches) in width.
- e) Any ornamentation on the landing must be permanently affixed and thereby be an integral part of the memorial landing.
- f) These dimensions will apply irrespective of whether or not the landing protrudes above the level of the ground immediately surrounding the grave. Any other method of fixing the upright portion of a memorial must be concealed below the level of the ground immediately surrounding the memorial.
- 6.4 Vases A vase of Portland, granite, marble, Hoptonwood or other approved natural stone may be set at the sole risk of the owner immediately in front of the memorial position in the Lawn Section. Such vase shall not exceed 15.25cm (6 inches) in

height and 15.25 cm (6 inches) in diameter, the measurements to include the base or landing on which the vase may be placed. No other form of receptacle for flowers will be permitted.

6.5 Temporary Memorials

a) Wooden Crosses A wooden cross may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased and prior consent has been given by the Town Council.

b) All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances.

c) Such wooden crosses shall be of hardwood or good quality softwood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The horizontal bar shall be fixed to the vertical bar in a secure and tidy manner.

d) Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.

e) The Council reserves the right to remove any wooden cross.

f) Wooden Markers A wooden marker may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased.

g) The marker must not exceed 15 cm wide by 10 cm deep (6 inches by 4 inches). It is to be made of a hardwood and secured on to a post of which approximately 7.5 cm (3 inches) will be above ground. The wording on the brass plaque must only give the name of the deceased and the years of birth and death. The initials RIP may also be added.

h) The Council reserves the right to remove any wooden marker.

6.6 Grave spaces must be used in their numerical order or such other order as may be determined by the Council from time to time. Selection of site of grave space in the Cremated Remains Lawn Section J will not be permitted.

CHILDREN'S/YOUNG PERSONS' LAWN SECTION H

(7.0) Grave Spaces

Grave spaces must be used in their numerical order or such other order as may be determined by the Council from time to time. Selection of a grave space in the Children's/Young Persons' Lawn Section H will not be permitted.

(7.1) Level of Grave Spaces

A grave in the Children's/Young Persons' Lawn Section H shall not be raised above the level of the ground immediately adjoining by the turving thereof or in any other manner.

(7.2) Reinstatement of Surface of Grave Spaces

As soon as convenient after the interment of a body or cremated remains in this section the Council shall sow grass seed or lay turf at its own expense over the whole of the grave space. Thereafter no person other than the duly authorised officers or servants of the Council shall interfere with or alter the grave space except for the purpose of a further interment therein.

(7.3) Memorials for which the Exclusive Right of Burial has been purchased

No memorial will be allowed over any grave in which the Exclusive Right of Burial has not been purchased.

(7.4) Non-Permitted Memorials .

No flat stones laid horizontally, nor memorials, vases or ornaments of any material, railings, fencing, kerbs or other structures enclosing graves, other than the memorials, vases and ornamentation referred to in any of these regulations dealing with memorials and wooden crosses shall be placed on graves in the Children's/Young Persons' Lawn Section H.

(7.5) Memorials and Inscriptions to be approved

A person shall not erect or fix any memorial, or make any additional inscription to a Memorial without the approval of the Council. They shall, before proceeding, furnish to the Council with the inscription, measurements and specification of the material to be used.

(7.6) Permitted Memorials and Fixing

a) All memorials shall be placed upon the concrete base provided by the Council. All memorials shall be erected using the approved NAMM method of fixing. (Details may be obtained from the council offices). The memorial shall also be placed centrally within the grave space and 2.54cm (one inch) from the front edge, with the inscription facing down the grave space and shall be erected vertically.

b) Such memorials shall not exceed 61cm (24inches) in height measured from the highest point, nor 45.5cm (18 inches) in width, nor 7.5cm (3 inches) in thickness including base, if any, and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone. Memorials of any other material will not be permitted. The above dimensions relate to any part of the memorial which protrudes above the concrete strip.

c) In the case of an ornamental memorial where a horizontal landing forms an integral part of the memorial, the overall dimension of the landing, from front to rear shall not exceed 20.5cm (12 inches). It shall not protrude more than 5cm (2 inches) beyond the face of the upright portion of the memorial furthest away from the grave, nor exceed 45.5cm(18 inches) in width.

d) Any ornamentation on the landing must be permanently affixed and thereby be an integral part of the memorial landing.

e) In the case of a Deskbook design, such memorials shall not exceed 15cm (6 inches) in height measured from the highest point, nor 45.5cm(18 inches) in width, nor 30.5cm (12 inches) front to rear and shall be of Portland, granite, marble, Hoptonwood or other approved natural stone

(7.7) Repairs to Memorials etc.

a) All permitted memorials and vases must be kept in repair by the owners. In the event of any such memorial etc becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures

set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977, and other current pertinent legislation, give notice to the owner or owners, requiring him or them to repair or remove any such monument etc. If after the expiration of such notice, the owner or owners have failed to repair or remove any such defective or dangerous memorial etc, or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove same without right for the owner or owners to any compensation for so doing.

b) The Town Council reserves the right to make safe any object which it considers to present a potential immediate danger to the health and safety of members of the public.

(7.8) Grave Number on Memorial

The identification number of a grave must be cut at the base of the memorial, on the right hand side of the base so as to be visible when erected and viewed from the front.

(7.9) Restrictions on Inscriptions

No memorial mason shall inscribe or cause or allow or permit to be inscribed on any memorial, tablet, or vase, any inscription relating to his name or trade or business on any part of the memorial.

(7.10) Vases

A vase of Portland, granite, marble, Hoptonwood or other approved natural stone may be set at the sole risk of the owner in the area immediately to the side of the memorial. Such vase shall not exceed 15.25cm (6 inches) in height and 15.25cm (6 inches) in diameter, the measurements to include the base or landing on which the vase may be placed. No other forms of receptacle for flowers on the landing.

(7.11) Wooden Crosses

a) A wooden cross may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased and prior consent has been given by the Town Council.

b) All wooden crosses so erected shall conform to the overall maximum size, position and location of the aforementioned and approved permanent memorials. The cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances.

c) Such wooden crosses shall be of hardwood or good quality softwood. The surfaces shall be dressed to a smooth finish and stained to dark oak shade. The horizontal bar shall be fixed to the vertical bar in a secure and tidy manner.

d) Any inscription thereon shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross but at its joint with the upright.

e) The Council reserves the right to remove any wooden cross.

(7.12) Wooden Markers

a) A wooden marker may be erected temporarily to mark a new grave. Such a temporary memorial will only be allowed over any grave for which the Exclusive Right of Burial has been purchased.

b) The marker must not exceed 15 cm wide by 10 cm deep (6 inches by 4 inches). It is to be made of a hardwood and secured on to a post of which approximately 7.5 cm (3 inches) will be above ground. The wording on the brass plaque must only give the name of the deceased and the years of birth and death. The initials RIP may also be added.

c) The Council reserves the right to remove any wooden marker.

Items permitted on grave spaces

(7.13) Floral Tributes

a) Fresh cut flowers, Wreaths etc may be placed upon the grave at any time. All dead floral tributes will be removed from graves at the Council's discretion if the owner first fails to do so.

b) Flowers placed in a vase/s sunk into the landing of the memorial stone and will be permitted and when dead will be removed from graves at the Council's discretion if the owner first fails to do so.

(7.14) Silk or Plastic Flowers

Silk or plastic flowers may be placed in an appropriate vase approved by the Town Council, however the Town Council, at its discretion, reserves the right to remove such items upon becoming damaged or faded.

(7.15) Permitted Containers

A single container may be placed on either side of the memorial stone on the concrete strip (See Appendix.1) Items such as bedding plants or small shrubs may be planted in this container, however no plants may exceed the height of the memorial stones, impact upon the adjacent grave spaces, or obscure any wording on the memorial stones. The Town Council, at its discretion, reserves the right to remove non-permitted containers without prior notification.

(7.16) Removal of Non Approved Items

a) The Council reserves the right to remove any receptacle for flowers or plants or other such items which it considers unsuitable without notice. Glass containers of any type such as jars, milk bottles etc or non-approved containers are strictly prohibited.

b) No further items of any description may be allowed to be placed upon the grave space, or on the memorial stone, nor the concrete strip. The Town Council, at its discretion, reserves the right to remove unauthorised items without prior notification. These items shall be held at the cemetery for a period of one month for collection and then shall be disposed of.

The foregoing Regulations were revised by Thatcham Town Council by virtue of its powers under the Local Authorities' Cemeteries Order 1977.

Town Clerk
March 2010

