

COOKHAM PARISH COUNCIL (the 'Council')

COOKHAM CEMETERY (the 'Cemetery')

RULES AND REGULATIONS

(The Cemetery is managed pursuant to the
Local Authorities Cemeteries Order 1977)

Approved by the Council on 6th May 2025

General

- 1.1 The Cemetery is normally open to the public between dawn and dusk each day.
- 1.2 The Cemetery is administered by and is under the charge of the Clerk to the Council whose contact details are:
Council Offices, High Road, Cookham SL6 9JF
Tel : 01628 522003 Email : office@cookham-pc.gov.uk
Please see website for office opening hours at www.cookham-pc.gov.uk
- 1.3 Plans of the Cemetery and all Burial Records are kept at the Council Offices and will be made available to individuals either via email or they may be seen in person during office hours (by appointment only).
- 1.4 For the purposes of fees and other relevant matters covered in these regulations, residency criteria are as follows:
A resident means any person who has resided in the Parish of Cookham for a minimum of 10 consecutive years and has not left the Parish for a period longer than 5 years before death or the date of reservation of the plot in accordance with clause 2.2 below, as the case may be. The Council may, on written application, exercise its discretion on residential qualification. For the purposes of these Rules and Regulations, the determination of residence at any time is in the sole and absolute discretion of the Council, whose decision shall be final and binding.
- 1.5 Upon full payment of fees and charges due, and in accordance with these Rules and Regulations, the Exclusive rights to Burial/Cremation plots are granted for the interment of people for a period of 100 years only ('the exclusive period') and runs from the date of purchase or in the case of reserved plots referred to in clause 2.2 below the exclusive period runs from the date of interment during the Option Period. After the exclusive period has elapsed, the Council resumes all rights over the plot and may deal with all remains, any fence(s), memorial and any other contents as it thinks fit.
- 1.6 Allocation of plots is at the absolute discretion of the Council.
- 1.7 The Council reserves to itself the power to make alterations from time to time to these Rules and Regulations. Such changes over-ride anything in force at the time of purchase of the plots.
- 1.8 The word 'interment' in these Rules and Regulations includes both burials and interment of ashes as the case maybe.

1 Burials/Interments

2.1 No interment shall take place without the prior written permission of the Clerk to the Council. All excavations for the interment shall be undertaken only by persons approved in writing by the Council.

2.2 Residents of Cookham may purchase an option to reserve a burial plot - if available - as set out in clauses 2.2.1 and 2.2.2 below ('an Option') for a period of 25 years from the date of payment in full of the Option Fee ('Option Period'). The Option Fee shall be the sum equivalent to the fee to acquire exclusive rights of burial applicable at the time the option is applied for. Should an interment be required within the Option Period then in the case of 2.2.1 below the allocation of the plot is at the discretion of the Parish Council within the designated area. Should an interment be required after the Option Period has expired then such interment will be treated as a new request subject to the fees and the Rules and Regulations applicable at that time. The options are:-

2.2.1 an unallocated plot in a designated area as determined by the Council within the Cemetery or

2.2.2 the plot immediately adjacent to a burial plot that they have purchased for an already deceased person

2.3 Requests for burials or interment of ashes should be made at least seven days prior to any interment and accompanied by:

2.3.1 Completed and signed interment form as issued specifically by the Council.

2.3.2 Full Payment of fees and charges in accordance with the published Fees and Charges applicable at that time.

2.3.3 In the case of reserved plots within the Option Period, full payment of the difference between the fees paid on reservation and the fees and charges applicable at the time of interment.

2.3.4 Burial/Cremation/Coroner's Certificate.

Orders or instructions received by telephone must be confirmed in writing or by email within 24 hours. The Council does not accept responsibility for loss in transit of any remittances or instructions forwarded by post.

2.4 All fees and charges due to the Council are to be paid 7 days prior to the interment. Cheques made payable to Cookham Parish Council. Bank transfer details are available on request.

2.5 No interment can take place without the Council first receiving the appropriate Registrar's Certificate (Burial or Cremation) or Coroner's Certificate.

2.6 Transfer of ownership to next of kin or executor(s)/legatee(s) must be completed when the original owner(s) has/ve passed away. The Council makes no charge for transfer.

2.7 No funerals will be allowed on Saturdays, Sundays or Bank Holidays unless by special arrangement with the Clerk.

2.8 For adults, all graves must be at least 5ft deep or 7ft for doubles. Only graves purchased exclusively may be re-opened.

2.9 Ashes interments must be in biodegradable containers or poured in.

2.10 The Chapel is available, at an additional cost, if required and requested in advance, for use by any denomination.

3 Memorials and Inscriptions

3.1 Before the erection of any memorial or other work relating to a burial or cremation plot, an application for a Permit for Works must be made to the Council. This application must include a drawing/sketch with measurements and nature of the proposed memorial including materials to be used, along with full details of proposed inscription. Authorisation for the works will be granted:

- Subject to the approval of the Clerk to the Council and subject to satisfactory checks that the owner of the Rights to the grave are in agreement with the proposed works
- On payment of the appropriate fees

3.2 All Memorials installed (or re-installed following works) in the Cemetery shall conform to the latest National Association of Memorial Masons Code of Working Practice and the current BS 8415 Specification for memorial and monuments in burial grounds. They must be installed so as not to present a safety hazard and be made stable by using the current NAMM recommended anchoring and lock down systems.

3.3 All Memorials for burial plots should not exceed 7' (height) x 3' (width) x 1' (thickness). Memorials for full-size graves should not be installed until 6 months after the burial. This is to prevent movement of the memorial due to ground settlement.

3.4 Memorials for cremation plots should not exceed 18" (height) x 18" (width) x 6" (thickness).

3.5 No planting or borders should be placed outside these dimensions to allow for grass cutting and to preserve the space between the plots.

3.6 All Memorials and tablets are to be kept in good repair by the owners. The Council will carry out inspections at least every 5 years and if a Memorial is not repaired after due notice of at least one month by post to last known address of the plot holder, **may be removed by order of the Council**. The Council reserves the right to lay flat any memorial that becomes dislodged and dangerous and will endeavour to contact the owner, should this become necessary.

3.7 All memorials are the sole responsibility of the owner of the grave and should that person move from the address given in the Council's Register of Purchased Graves, they must notify the Council of their change of address.

3.8 Memorial posts are provided in the Cemetery for the erection of a plaque to commemorate those persons interred elsewhere thus providing families a quiet local place to visit and remember them:-

- Memorials can only be for Cookham residents following the existing residency criteria.
- All such memorial plaques must be ordered through the Council Office and are subject to approval and charges.
- The Office will arrange installation.

4 General Maintenance

- 4.1 No bushes, flowers or ornamental shrubs may be planted in the Cemetery, except within the grave space for which exclusive rights have been granted and shall not encroach onto the paths surrounding the grave. The planting of any flowers or shrubs on the Cremation Plot is forbidden, although flowers may be placed in non-breakable vases or containers standing on the memorial tablet. The planting of trees within grave spaces is prohibited.
- 4.2 Fencing around graves is not permitted, unless approval has been obtained from the Parish Council. No loose stones, paving stones or other edging material may be placed as edging around the graves.
- 4.3 Flowers may be placed on the grave, directly on the ground or the flat stone, as follows:
- Faded flowers should be removed promptly.
 - Floral tributes should not exceed or overlap the normal grave space.
 - The Council will dispose of faded floral tributes if these are not removed by the family of the bereaved.
 - No inanimate objects are allowed on the grave.
- 4.4 The Council reserves the right to remove any object that impedes maintenance.
- 4.5 Planting of any shrub or inanimate object adjacent to the grave, or beyond the confines of the grave space, is prohibited.
- 4.6 The Council reserves the right to fill in and make safe any grave that collapses and becomes a hazard to visitors in the Cemetery.

5 General Conduct

- 5.1 Persons within the burial ground shall at all times conduct themselves with proper decorum and any person found conducting themselves in a noisy or otherwise discourteous manner will be expelled from the Cemetery.
- 5.2 Children under the age of 12 will not be admitted except under the care of a competent person and all persons admitted to the Burial Ground will be subject to the directions of the Clerk or a nominated representative.
- 5.3 Dogs will only be allowed in the Burial Ground, secured on a lead.
- 5.4 Cycling within the Burial Ground is prohibited.
- 5.5 Persons committing injury or wilful damage within the Cemetery or Chapel are liable to a penalty not exceeding £100 by order of the Local Authorities Cemeteries Order 1977.

6 Facilities

- 6.1 The Chapel is available for services prior to interments at an additional cost.
- 6.2 There is no parking provision at the Cemetery but limited parking on nearby roads is possible. Please be respectful of the neighbouring properties.
- 6.3 There are no toilets. The nearest public toilets can be found at the small car park on Sutton Road near the Stanley Spencer Gallery.
- 6.4 There are several taps around the Cemetery providing water for flowers etc. Watering cans can be found near the Chapel – please return them there after use.
- 6.5 Please dispose of all rubbish in the bins provided.