

A GUIDE TO CHESHAM CEMETERY

April 2017– March 2018



Chesham
TOWN COUNCIL

WELCOME TO CHESHAM CEMETERY

This Guide is intended to provide the reader with a straightforward insight into the services available at Chesham Cemetery.

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The guide does not detail all services or rules, but provides a concise overview of what is available and is subject to change or withdrawal by the Council without notice.

Introduction

Chesham Cemetery is owned and managed by Chesham Town Council for and on behalf of the residents of Chesham Town and Chartridge Parish Councils.

The Cemetery is situated at the Northern end of Chesham with pedestrian entrances in Bellingdon Road, Alma Road and Berkhamstead Road.

The Cemeteries pedestrian gates are open 24hrs daily, all year.

The Vehicle entrance is open : **8.15am – 3.30pm Monday – Thursday**
8.15am – 3pm Fridays

Please note that the vehicle entrance is not opened at weekends, unless by prior arrangement with the Town Council.

The Bellingdon Road entrance is no longer not open for vehicular access you will need to use the Berkhamstead Road entrance , although all gates are open for pedestrians 24 hours.

To avoid the possibility of vehicle's being locked in, please ensure that you remove your vehicle from the Cemetery 10 minutes before closing times.

Everyone is welcome to visit the Cemetery. We ask that all visitors respect the Cemetery.

Please:

- **Conduct yourselves in a decent, quiet and orderly manner.**
- **Do not interfere with any burial taking place.**
- **Do not interfere with any grave, vault or tombstone nor other memorials including kerbstones, flowers or plants.**
- **keep vehicles on the roadway and speed to 10mph maximum.**
- **Do not drop litter.**
- **do not take alcohol or illegal substances into the Cemetery.**
- **do not play games or sports.**
- **no dogs except for guide dogs with their owner.**
- **comply with all rules in force.**

Administration

Administration of the Cemetery is dealt with at the Town Hall which is located in Catlings Yard car park. The Town Hall can also be accessed from the High Street through Baines Walk (pedestrian access only).

Staff at the Town Hall will be happy to help you with all matters relating to the Cemetery.

The reception desk and telephones are open:

10.00am - 4.30pm Monday to Friday

**Chesham Town Council
Town Hall
Chesham
Buckinghamshire HP5 1DS**

e-mail address : admin@chesham.gov.uk

Web-site : www.chesham.gov.uk

Telephone : (01494) 774842

Register of Burials

A Register of Burials for the Cemetery is kept at the Town Hall.

Searches in the Register, which contains information regarding the name and age of the person buried, the grave number and the date of burial, may be made during office hours. There is a small fee for this service.

The allocation of grave spaces will be determined by the Town Council and every effort will be made to accommodate any wishes.

Exclusive Right of Burial

The Exclusive Right of Burial is a deed of grant issued to a purchaser of a grave. The deed entitles the holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to the Town Council's specifications regarding memorials (pages 7, 8 & 9)).

The Exclusive Right of Burial may be purchased when applying for an interment or for future use of a grave space for a period of 100 years. The Town Council only allows the pre-purchase of unused grave spaces to the next annexed grave. Grave spaces may be purchased by residents and non-residents of the town of Chesham.

The fees for **non-residents** of the town of Chesham will be **double** those of **residents** (see table of fees booklet – revised annually) except where a resident has passed away in a nursing home or hospice outside the town, having moved in the previous twenty-four months.

At the end of the 100 year period of the Exclusive Right of Burial, the owner, or his/her heirs, shall have the choice of renewing that right subject to the rules and regulations in force at that time.

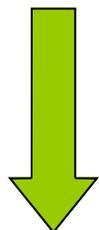
No interments can take place unless the owner named on the Exclusive Right of Burial gives his/her permission by signing the interment form.

If the owner of the grave is deceased then a **“Transfer of Exclusive Right”** will be required and documents proving ownership such as a Last Will & Testament, Probate or Letters of Administration will need to be given to the Town Council.

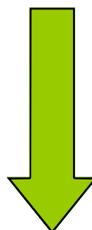
If there is no Will or Probate then a Statutory Declaration will need to be prepared based on the relationship of the next of kin or circumstances of transfer and signed by the next of kin in front of a **“Commissioner of Oaths”** which you can find in most High Street Solicitors at a nominal fee of around £5—£10.

Please see table overleaf.

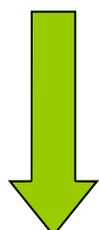
DID THE OWNER OF THE GRAVE LEAVE A WILL ???



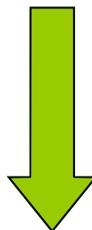
YES



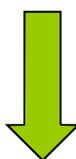
NO



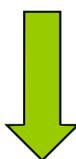
WAS PROBATE
OBTAINED



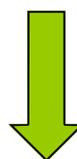
WERE LETTERS OF
ADMINISTRATION
OBTAINED



YES



NO



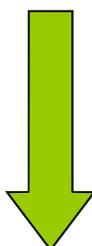
YES



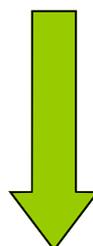
NO



SUPPLY SEALED
COPY FOR
REGISTRATION



STATUTORY
DECLARATION
BY NEXT OF
KIN



SUPPLY SEALED
COPY FOR
REGISTRATION



STATUTORY
DECLARATION
BY NEXT OF
KIN

Interments

Notice of interment, fees and a Certificate of Burial or Cremation must be submitted to the Town Council allowing **three** clear working days before the date of an interment. The application for interment must contain:

- full details of the decease
- the proposed interment details
- the section of the Cemetery and grave space to be used
- the signature of the owner of the Exclusive Right of Burial (if applicable)

Interments shall take place between 9.00am and 2.30pm Monday – Friday, interments are not permitted on Saturday, Sunday and Bank Holidays. There is a procedure that has been adopted by the Town Council to facilitate a burial in the Muslim Section on non-working days, at the discretion of the Town Council.

It is the responsibility of the person or persons arranging the interment to engage the services of an Undertaker, Gravedigger and Minister (if desired) and to pay all fees to which they are entitled.

Note : The fees for interments include the costs of returning the grave space to grass whether by turf or seed after a period of time has elapsed to allow for settlement of the soil. Double fees will be charged for non-parishioners.

Any form of religious service is allowed, but any other ceremony is subject to the approval of the Town Council. Alternatively the coffin may be committed without a service.

All preparations of the grave are carried out by those authorised by the Town Council **only**.

Every body brought to the Cemetery for interment shall be contained within a suitable coffin. Adequate particulars of the deceased person therein shall be clearly marked on the coffin.

There is a Chapel available to hire for a service with a maximum seating capacity of 50; this may be hired prior to the interment (see table of fees booklet).

No coffin shall be buried less than 900mm (3') from ground level. No coffins shall be buried in the same grave without a minimum of 150mm (6") of earth between one another.

Interment of Cremated Remains

Parts of the Cemetery are set aside for the interment of cremated remains, a certificate for burial purposes issued by the Cremation Authority and appropriate fees will be required prior to the interment.

There are designated areas for the interment of cremated remains in the Avenue of Remembrance these areas are Unconsecrated. The grave may be blessed by a Minister and this would need to be arranged by the owner of the Exclusive Right of Burial. Grave spaces on the Avenue of Remembrance are allocated by strict rotation and shall be determined by the Town Council.

There are also designated areas for the interment of cremated remains within the main cemetery in consecrated sections.

Following an interment, a concrete base slab measuring 60 cm x 60cm (2' x 2') is laid by the Town Council.

All fees due to the Town Council must be paid prior to the interment.

It is the responsibility of the person or persons arranging the interment to pay all fees due for the services of a Minister, Undertaker and Monumental Mason if so engaged.

The Town Council will provide the grave digging for all ashes interments included in the interment fee.



Memorials

No installation or alteration to any memorial can take place without prior written approval from the Town Council.

Headstones and tablets are permitted on a grave or vault subject to an application submitted to and permission being granted by Chesham Town Council. Applications **must** be submitted to the Town Council on the appropriate form, available at the Town Hall. Before approval can be granted to erect or place a new memorial, to replace, add to or remove from the Cemetery any memorial, to add to or alter any inscription on any such memorial, or carry out repair work all fees are to be paid at least **two weeks** prior to any such installation or alteration. It is necessary to allow a new interment a settlement time of six months before approval can be given for erection of a headstone.

Upon payment of the appropriate fees a Permit valid for five years will be issued. Upon expiry, the Permit will be renewable for a further five years on payment of a nominal fee.

Details on the application form must include:

- The grave number, and the letter representing the section of the Cemetery.
- The full name of the deceased.
- In the case of a new or replacement memorial, a drawing of the memorial showing the specifications (see below) and including the material (stone) to be used along with the colour and finish.
- The text of any inscription (or alteration to any existing inscription) and including the type, colour and finish.
- The name, address and signature of the person making the application (who should be the owner of the Exclusive Right of Burial).

Memorials Cont.....

Specification :

- Headstone :** Maximum height **107 cm** above ground front plinth and flower holder (if required) maximum 23 cm to be fitted in a concrete shoe set a minimum of 30 cm below the ground, or another ground fixing that is approved by NAMM (National Association of Memorial Masons) Maximum width of base **60cm.**
- Childs Headstone:** Maximum Height **60cm** & Width **45cm.**
- Recumbent stone:** Maximum dimensions **54 cm x 54 cm.**
- Garden of Remembrance:** Memorial tablets maximum dimensions **30 cm x 30 cm (12" x 12").**
- Avenue of Remembrance:** Memorial tablets maximum dimensions **54 cm x 54 cm (21" x 21").**
- Avenue of Yew Trees:** Memorial tablets maximum dimensions **54 cm x 54 cm (21" x 21").**
- Avenue of Lime Trees :** Memorial tablets maximum dimensions **54 cm x 54 cm (21" x 21").**

The inscriptions should be 'simple and reverent'.

All memorials shall be inscribed with the grave number.

All monumental work must be carried out by an experienced monumental mason and in accordance with the National Association of Monumental Masons (NAMM) Code of Practice 1998 and all subsequent amendments and in conjunction with regulations imposed by the Town Council. Chesham Town Council reserves the right to order the removal or improvement of any memorial considered to be unsafe or to be in breach of the specifications originally approved, and at the expense of the owner of the Exclusive Right of Burial.

Memorials Cont.....

The removal and replacement of a memorial to facilitate the reopening of a purchased grave shall be at the expense of and arranged by the owner of the Exclusive Right of Burial.

The Cemetery is now mostly a lawn style, particularly the newer Sections, in order to facilitate maintenance and grass cutting and to maintain a uniform appearance.

Any memorial erected or placed in the Cemetery remains the responsibility of the owner of the Exclusive Right of Burial. The memorial is the sole risk of, and must be kept in a good and safe state of repair by, the said owner.

Chesham Town Council shall not be held responsible for any damage or breakage however caused to any memorial within the Cemetery.

GLASS CONTAINERS, FENCING, GARDEN EDGING, STATUES, AND ORNAMENTS ARE NOT PERMITTED. SOFT STEM FLOWERS AND POTTED PLANTS ARE ALLOWED TO BE KEPT ONLY WITHIN THE ALLOCATED SPACE OF THE HEADSTONE.

Please remove dead flowers; the Town Council will remove dead flowers when found.

In the Garden of Remembrance and Avenue of Remembrance, all tributes must be contained within the boundary of the base slab.

The Town Council reserve the right to remove any tributes that do not comply with the rules stated above.

Below picture - Garden of Remembrance



Friends of Chesham Cemetery

Chesham Cemetery has the benefit of a 'friends group'. This group consists of interested and caring members of the public, Town Councillors and the Police.

The group is concerned for the well-being of the Cemetery. It meets twice a year in the Town Hall to discuss all matters relating to the maintenance and enhancements of the grounds and structures. It assists with the drawing up of the regulations for the Cemetery. It also identifies problems associated with vandalism and other activities detrimental to the Cemetery and seeks solutions to these.

The group also plays an active part in assisting the Town Council with practical tasks such as litter-picking, painting seats and benches etc.

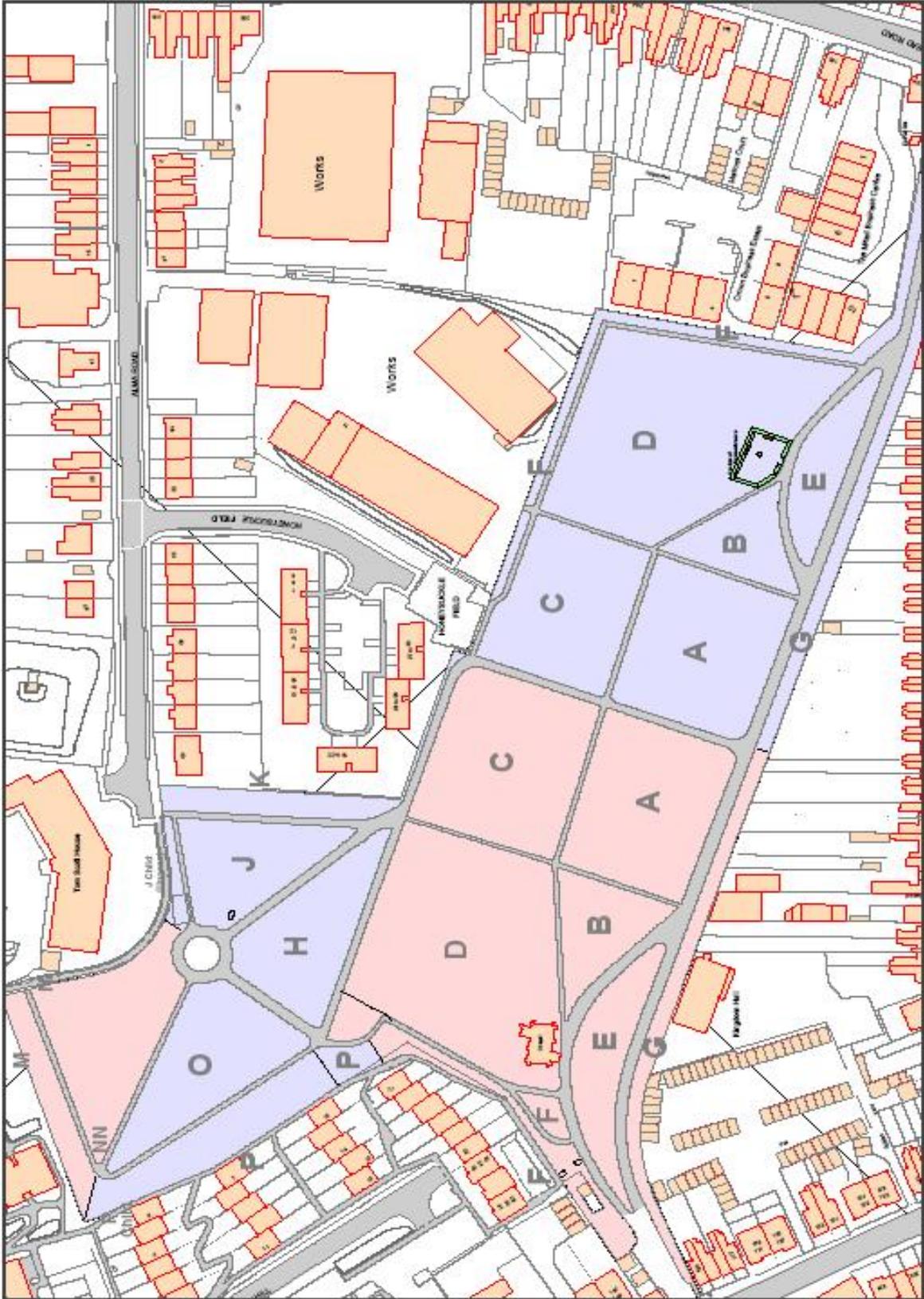
Everyone with a genuine interest in helping to keep the Cemetery in good repair, preventing misuse of the premises, and with ideas to enhance the appearance, should contact the Town Hall for the telephone number of the Chairman of the group.

The group have proved to be a very valuable source for practical assistance and problem solving.

PLEASE JOIN THE FRIENDS OF CHESHAM CEMETERY



Map of Chesham Cemetery



Key :

Pink—Consecrated

Purple—Unconsecrated

Fees & Charges 2017/2018

The fees, payments and sums set out below apply:

- Where the person to be interred was, immediately before his death, or the person to whom the right is granted is an inhabitant or parishioner of the Town of Chesham.
- In the case of a stillborn child, or of a child whose age at the time of death did not exceed one year, where the parents (or one of them) are, or at the time of interment were such inhabitants or parishioners.
- Where a Chesham resident has passed away in a nursing home or hospice outside the town, having moved in the previous twenty-four months.

In all other cases the fees and charges will be doubled.

Interments accepted by the Council with less than three working days notice or to take place on a non working day will incur additional charges.

Interments

Stillborn child or a child whose age at the time of death did not exceed seven years. £140.00

Body of a person whose age at the time of death exceeded seven years. £250.00

Interment of cremated remains in a full grave or cremated remains plot including the cost of the grave digging. £215.00

Purchase of Exclusive Right of Burial

For the Exclusive Right of Burial for an earthen grave **91.4cm x 1.21cm (9ft x 4ft)** single or double depth. £530.00

For the Exclusive Right of Burial of cremated remains plot, or for the body of a stillborn child in an earthen grave **91.4cm x 60.9cm (3ft x 2ft)** £210.00

Transfer of Exclusive Right of Burial £30.00

Vaults or Walled Graves

For the right to construct a vault or walled grave, including the Exclusive Right of Burial.

2.74m x 1.21m (9ft x 4ft) £530.00

2.74m x 2.44m (9ft x 8ft) £1060.00

To construct a vault or walled grave fees would be on request.

Headstones, Tablets and Inscriptions on Monuments

For the right to erect or place a memorial on a grave or vault

A headstone not exceeding **107cm (3ft 6")** in height above the ground **(30.48cm) (1ft)** below in a concrete shoe. Maximum width of base **60cm (1ft 12")**. £226.00

A Recumbent tablet not exceeding **53.34cm x 53.34cm (21" x 21")** £226.00

For each inscription after the first £50.00

Kerbstones £226.00

Five year Memorial Renewal permit. £6.00

Avenue of Remembrance

Memorial tables should be of Sicilian marble 30.48cm x 30.48cm (21" x 21") inscriptions should be simple and inscribed with the number of the grave space.

Other Charges

Scattering of Ashes £30.00

Hire of Chapel £72.00

Fixed fee for Burial searches £40.00

Grave Tending £56.00

CHESHAM TOWN COUNCIL

**APPRECIATES YOUR SUPPORT AND
WELCOMES YOU TO CHESHAM
CEMETERY**

