

RESPOC Review Topics 2012/13

REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2012/13 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree a topic for in-depth review in 2012/13

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Planning, Environment, Education and Community Services Group (*The Education Services aspects are in the remit of the Education & Children's Services Policy Overview Committee*). The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.

2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.

3. As in previous years, the Committee is recommended to use these initial meetings of the year to set a work programme for the next 12 months and select one or two topics for major review.

4. In selecting topics, Members are reminded of the Committee's work from 2006 to 2011, which included reviews of:

2006/7

Tackling anti-social behaviour
Increasing recycling and reducing waste
A specialist domestic violence court for Hillingdon

2007/8

Highways maintenance
Community consultation and engagement
Cleanliness of the environment

2008/9

CCTV Strategy
Heritage in Hillingdon

2009/10

Street Lighting

Illegal Imported Cosmetics and Food
Planning Enforcement – construction and use of back buildings (homes in
back gardens).

2010/11

Khat
Town Twinning

2011/12

Mitigating the environmental effects of the telecommunications masts and
cabinets in the London Borough of Hillingdon and beyond



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Residents' and Environmental Services Policy Overview Committee Review Scoping Report 2012/13

OBJECTIVE

**A REVIEW OF THE REGULATIONS AND BYELAWS RELATING TO
CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON**

Aim of review

To examine the Regulations and Byelaws which relate to the Council's 8 cemeteries and burial grounds and to look at modernising and updating them to reflect the differing cultural and religious requirements of residents of the Borough.

Terms of Reference

1. To look at the cemeteries and burial grounds within the Borough, and to examine how they are maintained to ensure they are at a good standard.
2. To review the existing Council policies, rules, regulations and byelaws as they relate to cemeteries and to look at their application and enforcement.
3. To look at the different religious and cultural requirements for burials and memorials within the Borough and how the Bereavement Service provides this.
4. To investigate best practice and experiences of other local authorities in relation to their cemeteries and burial grounds.
5. To examine the long term capacity and space which will be required at the Borough's cemeteries and burial grounds.
6. To make recommendations to Cabinet on the outcome of this review.

PART 1 – MEMBERS, PUBLIC AND PRESS

Reasons for the review

The current regulations which relate to the Council's cemeteries and burial grounds were produced in 1994 (see attached **Appendix 1**) and they are in need of modernising and updating to reflect the changing needs and requirements of the different cultural and religious groups within the Borough.

The regulations will need to strike a balance in relation to the requirements of different cultures and religions. There are differences in terms of burials, memorials and the different manner in which people pay respect to their loved ones at their grave sides.

Supporting the Cabinet & Council's policies and objectives

The Council's Cemetery Regulations will be updated, together with policies and byelaws which relate to cemeteries.

INFORMATION AND ANALYSIS

Key Issues

1. Rules on mementos, furniture and memorials (including size, types, materials, permissions etc)
2. Rules on purchase of grave spaces
3. The use of authorised installers for memorials and maintenance of safe condition of memorials
4. Revision of the Council's byelaws
5. Maintenance and upkeep of the Council's cemeteries
6. Rules on behaviour?
7. Application of policies and byelaws

Remit - who / what is this review covering?

The review will look at the following Council owned and maintained cemeteries and burial grounds and look at the issue of modernising and updating the Council's regulations and byelaws which relate to them.

Cherry Lane Cemetery
Harlington Burial Ground
Harmondsworth Burial Ground
Hillingdon & Uxbridge Cemeteries
Northwood Cemetery
Victoria Lane Burial Ground
West Drayton Cemetery
Woodland Burial Ground (to the rear of West Drayton Cemetery)

Connected work (recently completed, planned or ongoing)

There is no other current work in this area at Hillingdon Council. However, similar reviews recently took place in Harrow and Slough (albeit with slightly varying objectives).

Key information required

- Cemetery Regulations 1994
- Summary of existing bylaws and policies which apply to cemeteries and burial grounds
- Views of service users
- Examples of current noncompliance of byelaws and inconsistency of application

EVIDENCE & ENQUIRY

Witnesses

- Bereavement Services – London Borough of Hillingdon
- Funeral directors
- Services users/stakeholders
- Legal Services_Officers
- Officers from neighbouring boroughs
- Site visits if appropriate

Intelligence

- The Council's Cemetery Regulations (drafted in 1994)

Consultation and Communications

- Consultation with funeral directors?
- Neighbouring boroughs (that are seen as exemplars in this field)

Potential Lines of enquiry

- What policies are currently in place?
- What byelaws currently exist?
- What is the guidance to the size of memorials?
- Who is responsible for the maintenance of individual burial plots?
- Are there any sanctions for not maintaining individual burial plots?
- What steps are taken to promote dignity and respect for when visitors visit cemeteries?
- What maintenance arrangements are currently in place?
- What regulations are there on what is acceptable and unacceptable in terms of memorials?

- Are there currently any policies in place with regards to authorised memorials?
- What processes are there in place for applying byelaws in terms of restrictions?
- Is equalities suitably covered by the policies?
- Are there restrictions to acquiring plot sizes and what plot sizes are currently available?
- By whom and how are decisions made on what can and cannot be installed around graves and where are the records of these decisions?
- What is seen as good practice across London (in terms of byelaws, weekend enforcement/monitoring of application of byelaws, etc)?

PROPOSALS

- 1) To create a 5 year strategy and implementation plan for the Council's cemeteries.
- 2) To develop a proper (and ongoing) survey of all graves for structural integrity.
- 3) To create a fair and consistent process for approving applications for graveside memorials.
- 4) To propose standards for the design and layout of future cemeteries.

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
30 July 2012	Agree Scoping Report	Information and analysis
20 September 2012	Witness Session 1	Evidence & enquiry
18 October 2012	Witness session 2	Evidence & enquiry
15 November 2012	Witness session 3	Evidence & enquiry
6 December 2012-06-28	Draft Final Report	Proposals – agree recommendations and final draft report

** Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

PART 1 – MEMBERS, PUBLIC AND PRESS

Risk assessment

Risks include:

- continuing complaints about grounds maintenance, with knock-on income implications and costs to council budgets to cover shortfall;
- damage to Council's reputation;
- impact to arrangement with Harrow Council;
- byelaws remain out of date, leading to complaints;
- application of byelaws remains inconsistent leading to further noncompliance and subsequent complaints;
- benefits from appropriately and consistently applied byelaws not realised.



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CEMETERY REGULATIONS **1994**

*LONDON BOROUGH OF HILLINGDON
CEMETERY REGULATIONS*

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CEMETERIES MANAGER & REGISTRAR (ALL ENQUIRIES)

*Breakspear Crematorium
Breakspear Road
Ruislip
Middlesex HA4 7SJ*

Telephone: Uxbridge (01895) 250650

Planning, Environment, Education
& Community Services
Bereavement Services (Cemeteries)
T.01895 556376 F.01895 624 209
jpurcell@hillingdon.gov.uk
London Borough of Hillingdon,
Cemeteries Office, Breakspear Crematorium,
Breakspear Road, Ruislip, Middlesex. HA4 7SJ



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HILLINGDON AND UXBRIDGE CEMETERY

*Hillingdon Hill
Hillingdon
Middlesex*

NORTHWOOD CEMETERY

*Chestnut Avenue
Northwood
Middlesex*

HARMONDSWORTH CEMETERY

*Harmondsworth Village
Harmondsworth
Middlesex*

CHERRY LANE CEMETERY

*Shepiston Lane
Harlington
Middlesex*

HARLINGTON BURIAL GROUND

*St. Peter's Way
Harlington
Middlesex*

WEST DRAYTON CEMETERY

*Harmondsworth Road
West Drayton
Middlesex*

VICTORIA LANE CEMETERY

*Victoria Lane
Harlington
Middlesex*

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LONDON BOROUGH OF HILLINGDON REGULATIONS FOR THE MANAGEMENT OF CEMETERIES

INTERPRETATIONS

THROUGHOUT THESE REGULATIONS THE FOLLOWING WORDS AND EXPRESSIONS SHALL HAVE THE MEANINGS STATED

“THE COUNCIL”

- Means the Council of the London Borough of Hillingdon

“THE CEMETERY”

- Means the Cemetery of Burial Ground as the case may be

“CEMETERIES MANAGER” OR “THE MANAGER”

- Means the Council’s Manager of Cemeteries and Burial Grounds

“THE 1977 ORDER”

- Means the Local Authorities Cemeteries Order 1977

“OFFICIAL RECEIPT”

- Means the official London Borough of Hillingdon receipt

“GRAVE”

- Means a burial place formed in the ground by excavation

“PRIVATE GRAVE”

- Means a grave in which the Exclusive Right of Burial has been purchased

“LAWN SECTION”

- Means a section of the cemetery that is grassed and maintained as a lawn





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1). MANAGEMENT OF CEMETERIES

The Council reserves the right to make any charges to these regulations as may from time to time be necessary.

The Council's cemeteries are managed under the terms of the 1977 Order, which forms these regulations. Your attention is drawn in particular to the following Articles of the 1977 Order:

Offences in Cemeteries

Article 18(1)

No Person shall:

- A] Wilfully create any disturbance in a cemetery
- B] Commit any nuisance
- C] Interfere with any burial taking place in a cemetery
- D] Interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- E] Play any game or sport

Article 18(2)

No authorised person shall enter or remain in a cemetery at any time when it is closed to the public.

Penalties

Article 19

Any person who contravenes –

- A] Any prohibition under Article 5(6) (Cremated Remains) b] Article 10(6) (see item 19[c] of this booklet) c] Article 18(1) and 18(2) d] Part 1 of Schedule 2 (exercise of Burial Rights – available on request)





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shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which he offence continues after conviction.

2). CONTROL

a) Subject to these regulations and any changes made by the Council, the general management and control of the cemeteries shall be exercised by The Manager.

b) All enquires dealing with any of the Council's cemeteries should be made to the Cemeteries Manager & Registrar whose address and telephone number appears on page 2 of this booklet. Any complaints/comments should be made to The Manager in writing without delay.

c) All persons admitted to the cemeteries shall conform to these regulations. Every purchaser of the Exclusive Right of Burial in any earthen gravespace or vault, and every person who may acquire such right by assignment of transfer shall be subject to these regulations.

3). UNAUTHORISED GATHERINGS

It is prohibited for people to gather in any cemetery other than for purposes of remembrance or a funeral service

4). VEHICLES

a) Cycling is not allowed in the cemeteries

b) All vehicles entering the cemetery shall not drive faster than 10mph and only on approved routes. They must wait at places directed by The Manager

c) Unauthorised vehicles shall not be allowed on any grass area of the cemetery

5). ANIMALS

Dogs and horses (other than guide dogs for the blind or deaf and horses used in or as part of a funeral cortege) are prohibited in the cemeteries.





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6). MUSIC

Music shall not be played or broadcast in the cemetery without the prior written consent of The Manager

7). GLASS CONTAINERS, VASES ETC.

Glass jars, vessels or other unsightly articles will not be allowed, unless sunk in the ground up to the rim and in a manner preserving the tidy appearance of the grave. Any receptacle placed on a grave in contravention of this regulation will be removed.

8). FENCES / BRICK SURROUNDS

The placing of fences or brick surrounds on or around gravespaces is not allowed unless forming part of the design of an approved memorial.

9). FLORAL TRIBUTES

Floral tributes may be put on a grave on the day of burial and stay there until they become unsightly, when they will be removed.

Wreaths put on graves during the Christmas period will be removed in February.

10). RUBBISH

Dead flowers and other rubbish must be put in the bins provided for this purpose.

11). SALE OF GOODS AND SOLICITATION OF ORDERS

a) The sale of goods, services, plants or articles, the soliciting of orders for the erection or repair of monuments or memorials or for the work connected with the graves is strictly prohibited within the cemetery, unless as part of our Approved Scheme.

b) Monumental Masons and other people shall not distribute business cards, or ask of, or attempt to obtain from an employee, information concerning grave owners.





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12). FIREARMS / BANNERS

Firearms shall not be discharged or banners displayed within the Cemetery without the prior written consent of The Manager.

13). COUNCIL EMPLOYEES

Council employees or persons contracted to carry out works on the Council's behalf are not allowed to undertake any private work in time when employed by the Council. Neither should they be offered or accept any tips or gratuities.

14). PHOTOGRAPHS / FILMS

Written permission from The Manager must be obtained to undertake any filming, videoing or photography, other than that for personal use.

15). RESPONSIBILITY FOR LOSS OR DAMAGE

- a) The Council will not be responsible for the safe keeping of, or accept any liability in respect of any accident or damage to, monuments or memorials however so caused. The owner of the monument or memorial shall keep it in good condition and repair, failing which the Council reserves the right to remove any broken or damaged portions of monuments or memorials, or any other items which have become unsafe, unsightly or otherwise objectionable.
- b) The Council shall not be responsible or accept any liability for orders or documents sent by post. Neither will responsibility be accepted for errors following telephone instructions.
- c) The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any monument/memorial without notice or compensation to the owner.

16). OPENING TIMES

- a) Cemeteries shall be open as sated below but the Council has the right to close or limit entry to them at any time:





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November, December, January & February	from 9am to 4pm
March and October	from 9am to 5pm
April	from 9am to 6pm
September	from 9am to 7pm
May, June, July and August	from 9am to 8pm
Sunday, Good Friday, Bank Holidays and Christmas Day	from 10am to the usual time

b) The Council may vary the above times without notice

17). REGULATIONS CONCERNING INTERMENTS AND PURCHASE OF EXCLUSIVE RIGHT OF BURIAL

a) All 'Notices of Interment' must be in writing on the printed forms supplied by the Council and obtainable from the Cemeteries Manager. They must be delivered between the hours of 9am and 4pm from Monday to Friday inclusive.

b) 'Notices of Interment' shall be delivered to the Cemeteries Manager at least two clear working days before the interment (excluding Saturday, Sunday, Christmas Day, Good Friday or other Public or Bank Holidays, or other holidays granted by the Council). This period is reduced to 24 hours when infectious diseases or other urgent cases are involved. (Failure to do so may result in the funeral being delayed).

c) Funeral Directors must give notice to the Cemeteries Manager whenever they have to conduct a funeral where the number of mourners is likely to exceed FIFTY.

d) To avoid inconvenience and delay at the graveside the NET outside dimensions of the coffin or casket shall be supplied in writing to the Council when the 'Notice of Interment' is given.





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18). FEES AND CHARGES

- a) All fees must be paid when the 'Notice of Interment' is given unless other arrangements have been agreed with the Cemeteries Manager. Official receipts will be given for fees paid.
- b) The charges set out in the Scale of Charges apply where the deceased was, and the purchaser is living in The London Borough of Hillingdon at the time of death or purchase. In the case of a stillborn child, at least one parent should be living in The London Borough of Hillingdon at the time of death. In all other cases the fees will be doubled.

19). RESTRICTION OF INTERMENTS

- a) All burials are subject to the statutory provisions in accordance with Schedule 2, Part 1 or the 1977 Order.
- b) Burials cannot take place on Sundays, Good Friday, Christmas Day or other public holidays or other general Council approved holidays.
- c) No body shall be buried, or cremated remains interred or scattered, in or over any grave or vault in which the Exclusive Right of Burial exists unless the owner has given approval in writing (or the deceased is the owner).
- d) In the case of a Grant of Exclusive Right of Burial not surrendered to the Cemeteries Manager with the 'Notice of Interment' the necessary 'Form of Indemnity' must be completed and signed.

20). REGISTRAR'S CERTIFICATE FOR DISPOSAL / CORONER'S ORDER FOR BURIAL

- a) A Registrars Certificate for Disposal or Coroners Order for Burial, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-inactment thereof must be produced at the Cemetery before the interment can take place.
- b) A Certificate of Cremation must be produced before a burial or the scattering of cremated remains can take place.





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c) Failure to produce the relevant certificate or order will result in the postponement or cancellation of the funeral.

21). TIMES OF BURIAL

a) The Cemetery will be open for interments as follows:

MONDAY to THURSDAY	9am to 3pm
FRIDAY	9am to 2.30pm

Interments at other times may be made at the discretion of the Cemeteries Manager and upon payment of the appropriate additional fee.

b) Applications for the scattering of cremated remains should be made in writing to the Cemeteries Manager at least 48 hours before the scattering is wanted. Ashes may only be scattered in the designated areas.

c) It is the responsibility of the funeral director / organiser to ensure that the funeral cortege arrives at the cemetery at the appointed time. Failure to do so may result in the funeral being held at the cemetery gates or in cases of late arrival fees being incurred or even the cancellation of the funeral.

22). POSTPONEMENT OR CANCELLATION OF INTERMENT

The prescribed fee will still be charged when an interment has been booked but is subsequently postponed or cancelled. Additional expenses in connection with the preparation of a private grave will also be payable.

23). PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984

The body of a person who has died from an infectious or contagious disease under the Public Health (Control of Disease) Act 1984 must not be taken into a chapel but may remain outside during the first part of the service for the burial of the dead. Otherwise the body must be taken directly to the grave.





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24). COFFINS (WHEN USED)

- a) The funeral director or other person(s) responsible for the burial shall provide sufficient bearers to lower the coffin into the grave or arrange for the hire of bearers with The Manager prior to the interment (at cost).
- b) For the interment of cremated remains in a grave or cremation plot, the ashes shall be contained within a sealed container.
- c) Where a coffin is not used, the body must be taken to the grave in a hearse or funeral director's removal shell.
- d) The body of a person who died from a notifiable disease must be enclosed in a sealed coffin before burial. A list of notifiable diseases is enclosed as appendix 'A'.

25). DIGGING AND OPENING OF GRAVES

- a) Without exception, all graves must be dug by people employed or contracted by the Council.
- b) All work in connection with the construction, re-opening and/or reinstatement of vault or walled graves must be undertaken by a monumental mason or other qualified person and at the expense of the registered owner of the Exclusive Right of Burial.
- c) The removal of a memorial to facilitate an interment, shall be the sole responsibility of the funeral director or responsible person(s). The memorial must be restored to its original position.

26). PUBLIC GRAVES

If a grave has not been purchased, an interment must be in a common grave to which no Exclusive Right of Burial exists.

Memorials must not be erected on a common grave unless it is to the memory of all those buried in the grave. Prior written consent from the Cemeteries Manager will also be necessary.





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27). PURCHASE OF GRAVES

- a) An Exclusive Right of Burial is granted for a maximum of 100 years
- b) The disposal of gravespaces is under the control of the Cemeteries Manager and granted serially.
- c) Grave may be purchased in advance of a burial taking place. The date of purchase will be the date of the commencement of the Grant of Exclusive Right of Burial.
- d) A maximum of 5 graves may be purchased by any one person on any one occasion.
- e) The Cemeteries Manager will try to meet the wishes of the relatives in the purchase of a gravespace at a particular cemetery but it may be necessary for burials to take place elsewhere in other borough cemeteries depending on the circumstances at the time.
- f) A grave will not be registered in the name of a funeral director or firm of funeral directors, or a partner, director or employee of such firms or monumental masons, unless evidence satisfactory to the Cemeteries Manager is given that the grave is required of use by the applicant as a private individual and not for purposes of business.

28). TRANSFER OF GRANT OF EXCLUSIVE RIGHT OF BURIAL

- a) After the interment of the registered owner of the Exclusive Right of Burial to any vault or earthen gravespace, the legal personal representative shall produce to the Council, Probate of the Will of the deceased or Letters of Administration to his or her Estate, or such evidence as the Council shall require so that the change of ownership may be duly established and registered after payment of the prescribed fee.

Until satisfactory proof of ownership is given, a vault or earthen gravespace shall not be opened or otherwise dealt with as per Article 10(6) of the 1977 Order.

- b) An assignee of an Exclusive Right of Burial is not entitled to hold or exercise the right in any vault or earthen gravespace unless the Deed of Assignment has been produced and duly registered by the Council.





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29). ATTENDANCE OF MINISTERS OF RELIGION

The Council will not make arrangements for any ministers of religion to officiate at a funeral. Persons shall make their own arrangements for attendance and for their expenses incurred.

30). DURATION OF SERVICE IN THE CHAPEL

A service or ceremony in the chapel shall not last longer than 30 minutes without the prior permission of the Cemeteries Manager

31). MONUMENTS AND MEMORIALS

a) Memorials may only be placed upon graves in which the Exclusive Right of Burial has been made

b) All monuments, memorials or vases to be put on a gravespace are subject to the approval of the Cemeteries Manager. A drawing showing the form and dimensions of the proposed memorial and its foundations with particulars of the materials to be used, and a copy of every inscription to be engraved on it must be submitted for approval before erection. Details should be shown using Council Form CEM5, which is obtainable from the Cemeteries Manager.

All applications must be signed by the registered owner of the Exclusive Right of Burial.

c) Memorials shall not be altered or interfered with once erected unless permitted using Form CEM5 and paying the prescribed fee.

d) Monuments and memorials must be prepared ready for fixing before being taken into the cemetery. Masons, etc. must provide their own tools and equipment for the work.

e) Work on memorials shall not be carried out at the cemetery until a permit has been issued and all fees paid to the Cemeteries Manager.

f) All work must be carried out in accordance with the National Association of Monumental Masons' Code of Working Practice and to the satisfaction of the Cemeteries Manager. People working on memorials must produce the permit for the works they are carrying out





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on request as otherwise the works may be suspended until a permit is produced. Surplus materials and debris must be removed from the cemetery and the gravespace and surrounding area left clean and tidy.

g) All works shall be carried out at the sole risk and liability of the person employed or engaged in the work of whatever nature. Any damage caused shall be made good to the satisfaction of the Cemeteries Manager and/or the owner of the damaged property.

h) No works, other than by the Council's employees or persons contracted to carry out works on the Council's behalf, shall carry out works within cemeteries on Saturdays, Sundays, Christmas Day, Good Friday, or other Public Holidays, or on other holidays granted by the Council.

i) All works persons employed in the cemetery on whatever manner of work must conform to the hours worked by the cemetery staff.

j) The Council may refuse permission for any memorial (of any type) or inscription of which it does not approve.

32). DIMENSIONS AND CONSTRUCTION OF MEMORIALS

Full Memorials

a) The area enclosed on a single gravespace shall not be more than 1950mm by 750mm (6'6" by 2'6") and on a double gravespace by more than 1950mm by 1950mm (6'6" by 6'6"). Memorials are permitted at the discretion of the Cemeteries Manager.

Lawn Memorials

b) Memorials in the lawned sections shall not exceed 750mm (2'6") in width and 300mm (12") in depth on a single gravespace. On a double gravespace the maximum dimensions are or 1,800mm (6 feet) in width or 300mm (12") in depth. The base shall be secured centrally to the memorial beam, where provided, or to a suitable foundation stone provided by the monumental mason where no rafters are present.





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Cremated Remains Section Memorials

c) Memorials placed on a cremation plot shall not exceed 450mm (1'6") in height, 600mm (2 feet) in width, 600mm (2 feet) in depth, nor be less than 50mm (2 inches) in thickness.

CHILDRENS SECTION MEMORIALS

d) Hillingdon & Northwood Cemeteries

The area enclosed by a memorial shall not exceed 450mm (1'6") in width, 450mm (1'6") in length, nor shall it exceed 380mm (15") in height or be less than 50mm (2") in thickness

Cherry Lane Cemetery

The area enclosed by a memorial shall not exceed 900mm (3 feet) in length, 450mm (1'6") in width nor shall it exceed 600mm (2 feet) in height.

e) Only one memorial stone will be allowed on any one gravespace.

f) No part of the soil of any gravespace shall be raised above the level of the surrounding soil, and no part of any gravespace shall be enclosed with fencing of any kind.

g) The Council will maintain the whole of the grassed area between each row and nothing will be placed or planted on that grassed area.

h) The correct section, plot and number of the gravespace must be clearly cut in some prominent position on all monuments and memorials in characters of not less than one inch.

i) Baths, Caens, soft artificial stones or materials of any description, will not be allowed in the construction of any memorial erected in the cemetery.

j) Where glass or natural stone chippings are used, they must be laid upon a slate or concrete bed.

k) Any items placed on graves that contravene these regulations will be removed and stored for collection by the owner. Items removed will be only stored for a period of 4 weeks, at which time they will be disposed of.





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l) The Manager has the power to rectify or remove anything, which does not comply with these regulations.

33). PLANTING OF GRAVESPACES – TRADITIONAL SECTIONS ONLY

a) If within one year after an interment in which the Exclusive Right of Burial has been granted, a memorial has not been erected, the surface of the gravespace shall be laid to grass.

b) Suitable shrubs, plants or flowers may be planted over any gravespace in which the Exclusive Right of Burial has been granted but the Council reserves the right to prune, cut down or dig up and remove any such shrubs, plants or flowers which are of an objectionable character or when they have become unsightly, overgrown or impede grave excavations.

34). REGULATIONS CONCERNING LAWN SECTIONS ONLY

a) The regulations for the management of other sections of the cemetery shall also apply to 'Lawn Sections' in addition to the following:

b) The Exclusive Right of Burial in gravespaces will only be granted serially.

c) As soon as practicable after an interment in the Lawn Section the Council will sow with grass seed or lay turf over the whole of the gravespace with the exception of a bed of 600mm by 1,200mm (2 feet by 4 feet) at the end of the gravespace as determined by the Council. Thereafter no one other than a Council authorised officer shall interfere or alter the gravespace.

The Council will maintain the whole of the grassed part of the Lawn Section and nothing must be planted or placed on the area.

d) The planting of large growing trees and shrubs is not allowed.





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e) The Council has the right to prune, cut down or dig up and remove any such shrubs, plants or flowers, which are of an objectionable character or when they have become unsightly, overgrown or impede grave excavations.

f) The Cemeteries Manager is authorised to rectify/remove anything which does not comply with these regulations.

35). REGULATIONS CONCERNING CREMATION SECTION ONLY

a) The area allocated to a cremation section grave is 2 feet (600mm) x 2 feet (600mm). This area may be covered in full or in part by a memorial or suitably planted. (Please refer to regulation 33b)

b) A cremation section grave will not contain more than 2 interments of cremated remains.

c) Cremated remains must be interred in a suitable container.

d) It is the responsibility of the person arranging the interment to produce the cremated remains for interment at the cemetery.

36). MUSLIM SECTION BURIALS

a) Graves may be mounded to a maximum height of 6 inches above normal ground level after settlement has occurred except in lawned areas where mounding is not permitted.

b) Graves will be orientated so that they face Mecca

c) Bodies to be buried without a coffin must be wrapped in a shroud or suitable cloth so that the body is hidden from public view during the burial service.

d) Bodies must be transported to the graveside in a removal shell, solid box, closed van or other means deemed suitable by the Cemeteries Manager.





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- e) The burial of a person who died from a notifiable disease will not be permitted unless wholly contained in a sealed coffin. See Appendix for notifiable diseases.
- f) The notice period for an interment is 24 hours. (This period may be shortened subject to availability and payment of the prescribed fee)
- g) Completed applications forms and full payment must be delivered to the Cemeteries Manager at least 4 working hours before the start of the funeral.
- h) Whilst every effort will be made to arrange a funeral for the precise time required, it may be necessary to arrange the funeral for an alternative time dependant on circumstances.
- i) The appropriate disposal certificate or burial order must be produced at the cemetery (see regulation 19)
- j) Any open grave is a potential danger, even those where shoring has been installed. No one should therefore enter an open grave, should they do so it is entirely at their own risk.
- k) If a green branch is required to mark the gravespace, it must be brought from outside the cemetery. Removal of foliage from plants within the cemetery is strictly forbidden.
- l) Lowering and covering boards can be supplied at cost if required. Alternatively, they may be supplied by the person arranging the funeral.





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APPENDIX (A) SAMPLE LIST OF NOTIFIABLE DISEASES

List of Notifiable Diseases

Anthrax	Malaria	Scarlet Fever
Cholera	Marbug Fever	Smallpox
Diphtheria	Measles	Tetanus
Dysentery	Meningitis	Acute Tuberculosis (all (forms)
Encephalitis, Acute	Ophthalmia Neonatorum	Typhoid Fever
Food Poisoning	Parabphoid Fever	Typhus
Infective Jaundice	Plague	Viral Haemorrhagic Fever
Leprosy	Poliomyelitis	Acute Whooping Cough
Lassa Fever	Relapsing Fever	Yellow Fever
Leptospirosis	Rabies	

