

LYNDHURST PARISH COUNCIL



INFORMATION BOLTON'S BENCH CEMETERY AND CHAPEL LYNDHURST

Contents

Pages 3-4	Cemetery information and charges
Page 5	Regulations for Stonemasons
Page 6	Form for application to erect a Memorial stone
Page 7-10	Cemetery Regulations and Byelaws
Page 11	Form for registration of memorial masons and funeral directors
Page 12	Form for erection of a Memorial stone
Page 13	Indemnity form (to be used when Deed cannot be found)
Page 14	Transfer of ownership form
Page 15	Interment form

Lyndhurst Cemetery

The Parish Cemetery is situated in the heart of the New Forest near the beautiful area of Boltons Bench, Lyndhurst. It occupies a quiet spot yet is within walking distance of the village centre along a tarmac track.

The fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is granted is, or immediately before his or her death was an inhabitant or parishioner of the Parish of Lyndhurst, or in the case of a stillborn child, where the parents (or one of them) are, or at the time of the interment were, such inhabitants or parishioners. In all other cases the amounts will be doubled. Non-residents will only be admitted for burial or interment of ashes in the cemetery in exceptional circumstances. The decision of the Parish Council is final.

There is also a small Chapel, which can be used for services prior to burial or interment of ashes.

Part 1 - Interment

In any part of the burial ground. The fees indicated for the various heads of Items 1 and 2.

(a) Do not include the digging of the grave.

(b) Apply provided the interment is made within 30 minutes of the time arranged with the Clerk of the Council. If not so an additional £50 is payable (£25 for residents).

1. For the interment of an earthen grave:

(a)	Of the body of a still-born child or of a child whose age at the time of death did not exceed eighteen years	No charge
(b)	Of the body of a person whose age at the time of death exceeded eighteen years	£880.00

2. The fees indicated for the various heads of this item apply where interment is at a depth not exceeding six feet (1800mm).
3. For the interment of cremated remains in an earthen grave - £440.00
4. For scattering of ashes in the Garden of Remembrance - £260.00

Part 2 - Purchase of Exclusive Rights of Burial in Earthen Grave or Purchase of Ground in Garden of Remembrance

Ownership rights are for 100 years but may be extended although land always remains in the ownership and is the property of Lyndhurst Parish Council at all times.

1. For the exclusive right of burial in an earthen grave 9 feet by 4 feet - £880.00

2. For the exclusive right of burial of cremated remains in an earthen grave 4 feet 6 inches by 4 feet - £420.00

Part 3 - Use of Chapel

1. For service - £260.00

Part 4 - Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right of erect or place on a grave in respect of which the Exclusive Right of Burial has been granted:

(a)	A headstone not exceeding 4 ft 6 ins (1350 mm) in height	£440.00
(b)	A tablet or book on any grave.	£440.00
(c)	A flat stone (cremation grave) 2 ft x 2 ft	£440.00
(d)	A stone plaque (Circle of Remembrance) – 216mm x 140mm x 8mm	£140.00
(e)	Additional inscription (no more than three on any headstone or plaque)	£120.00
(f)	Memorial plaque for tree	£140.00
(g)	Tree planting (Prunus)	£60.00

The fees set out apply to a non-resident of the Parish of Lyndhurst. In cases where the deceased was a resident of the Parish of Lyndhurst at the time of death fees will be halved.

Search fee – for each name - £140.00

For copy of entry in register - £12.00

Transfer of ownership fee - £120.00

Deed of Indemnity - £120.00 (this has to be submitted if the original Deed has been lost or is not submitted).

Gravestones should not be installed or reinstalled for at least one year after an interment has taken place.

All enquiries concerning any of this information should be directed to the Clerk in the first instance.

Author – Margaret Weston, Clerk to the Council
 Tel: 023 8028 4928
 Address: 13 High Street, Lyndhurst SO43 7BB
 Email: clerk@lyndhurstparishcouncil.org.uk
 Amended July 2017

LYNDHURST PARISH COUNCIL

Rules and Regulations for Stonemasons

The following are the Rules and Regulations for personnel wishing to carry out work in Boltons Bench Cemetery:

1. Permission is required from the Clerk to the Council to remove, install or replace any memorial. Grave excavation for burial or cremated remains also requires permission and in both cases must be supported by written authorization signed by the Clerk and be available for inspection by a Parish Council official at any time (Form B).
2. Application for permission to erect a headstone or tablet should be made in writing to the Clerk (in duplicate) stating the dimensions, wording (including font type and size) and material to be used. Decoration of any headstone must be subdued in white, grey or black and only two motifs will be allowed. Grave numbers and manufacturer/stonemason only markings to be allowed on the reverse face. The necessary fee should also be enclosed at the time the application is made and the application should be signed and dated by both the applicant and stonemason. No more than three name inscriptions are allowed on any headstone or plaque.
3. All persons undertaking work in the Cemetery must be fully insured for public liability of up to £1,000,000.
4. All waste products must be removed from the Cemetery.
5. Surplus spoils left over from any operation must be placed in the area as directed by a Parish Council official. Currently the spoil area is located behind the incinerator enclosure, up against the wooden gate to the right hand side.
6. Headstone sizes must not exceed 4ft 6in (1350cms) in height. Cremation tablets must not exceed 2ft x 2ft (350cm x 350cm).
7. No kerb sets are allowed.
8. New plaques on the cremation walls of remembrance are to be stone, slate or granite, maximum size 8.5ins (215mm) x 5.5ins (140mm). Written permission containing wording is also required to place plaques on the wall, together with the current fee.
9. Stonemasons are required to be members of NAMM or any other recognised body if undertaking work in this Cemetery.

Margaret Weston (Mrs)
Clerk to the Council



**LYNDHURST
PARISH
COUNCIL**

**APPLICATION TO ERECT A MEMORIAL STONE
IN BOLTON'S BENCH CEMETERY,
LYNDHURST**

Please ensure all sections are filled in, signed as indicated and a cheque for the appropriate fee is enclosed with the application. Applications will not be considered without the correct fee. Cheques should be made payable to Lyndhurst Parish Council and double fees apply in the case of non residents at the time of death.

Company Name/Applicant Name

Address

Post Code

Tel No

Email

Plot Number

Details of the size of the proposed memorial stone (including colour) and details of the proposed inscription, size, colour and font. Any illustrations and its position on the stone should also be included.

Photograph or diagram of proposed memorial stone

Signed by

Approved

Print Name

(on behalf of Lyndhurst Parish Council)

Date

Date

Note 1: For further details contact the Clerk to Lyndhurst Parish Council, 13 High Street, Lyndhurst, Hampshire, SO43 7BB (tel 023 8028 4928/email clerk@lyndhurstparishcouncil.org.uk)

Note 2: Once permission has been obtained the memorial stone must not be erected without first giving four working days' notice of intent to erect the stone to the Clerk to the Council.

LYNDHURST PARISH COUNCIL

Cemetery Regulations/Byelaws

1. These regulations are in place to ensure the peace and tranquillity of the Cemetery. Visitors are required to respect the privacy and wishes of other visitors to the Cemetery and keep noise to a minimum.
2. In the following regulations “Authority” means Lyndhurst Parish Council and “Clerk” means the Clerk of the Parish Council. A section of the Churchyard has been consecrated according to the rites of the Established Church, the Church of England. A section is allotted for use by the Roman Catholic Church.
3. The Right of Burial in the Churchyard is reserved for residents of the Parish and in exceptional circumstances former residents of the Parish. Exceptions to this policy will be at the discretion of the Cemetery Committee of the Authority.
4. Prior Notice, of at least 48 hours (exclusive of Saturdays, Sundays and Bank Holidays) of every interment, on a form available from the Parish Council, must be given to the Clerk during normal business hours of between 9.00 am and 5.00 pm. In special circumstances contact the Clerk.
5. Hours of interment will be between the hours of 9.00 am and 4.00 pm, with no interments taking place on Saturdays, Sundays, Bank Holidays, except in very special circumstances when all fees will be doubled. The Cemetery will be open from dawn to dusk. Entrance is not permitted after this period.
6. All fees and charges to be paid to the Clerk at the time of giving notice.
7. The selection of the grave space will be made by the Clerk or other Proper Officer of the Council. Appeals against such selection should be made to the Authority. It should be noted that it is the Right of Burial to a grave space that has been purchased and not the land which remains in the ownership of Lyndhurst Parish Council
8. The Certificate of the Registrar of Deaths, or a Coroner when an inquest has been held, must be given to the Clerk, or nominated person before an interment can take place.
9. A certificate of burial rights of a grave or written authority of right to burial in a particular grave must be presented at the time notice of interment is given.
10. Materials of every description to be used in the construction of graves and all stones, tablets and monuments shall be moved within the cemetery in a conveyance with wheels not likely to cause damage to the paths or turf.
11. The person responsible for erecting, fixing, moving or transporting material must provide all necessary tools, equipment and labour. All spare soil must be moved and the area cleared and

cleaned on completion of work. No materials, planks, corrugated iron, etc to be left in the cemetery. Gravediggers, monumental masons and their agents must be current holders of indemnity insurance (clearly stating their profession endorsed on the certificate) which should be available for inspection at all times. Failure to comply will mean they will not be allowed into the Cemetery. Copies of such insurance should be sent to the Clerk annually.

12. No memorial of any description shall be erected without the prior written approval of the Authority (see Forms). The use of NAMM (National Association of Monumental Masons) registered stone masons or other recognised professional body will be permitted. Headstones shall be fixed using ground anchor stainless steel dowels approved by NAMM. Under no circumstances will kerb sets or fenced off grave areas be allowed in lawn burial grounds.

13. All memorials shall be installed in accordance with the current requirements of the Authority. The maximum height of a memorial shall be 4 feet 6 inches. The ownership of a memorial and the responsibility for its safety remain with the family of the deceased person/s and they are responsible for any costs incurred in making the memorial safe. Routine inspections will be undertaken and the right is reserved by the Parish Council to take such action as it thinks fit at any time in order to maintain public safety. Reasonable attempts will be made to contact families where possible when a headstone is considered to be in need of repair. If the condition of the headstone necessitates it being laid flat in order to prevent a safety hazard this will be done without reference to the relatives. No costs will be incurred by the Parish Council unless absolutely necessary and such costs will be recoverable from the relatives if remedial action has to be taken by the Parish Council. Sinking graves will be refilled if thought to be a danger to the public and remedial action will be taken to make the grave attractive and safe.

14. When a burial takes place the Funeral Director shall be responsible for placing a marker on the grave indicating the name of the deceased and this responsibility shall last until a permanent monument is erected on the burial plot.

15. When a monument is removed from a grave, (permission having been acquired from the Clerk or whoever is involved in this act) for whatever reason, the monumental mason (or whoever is involved in this act) shall be responsible for placing a marker on the grave indicating the name of the person(s) buried in the grave and this responsibility shall last until the permanent monument is re-erected on the burial plot or another monument bearing the name of the deceased is erected.

16. Ashes will be buried in graves at least one foot in front of the headstone to allow for ground anchor fixing. **Scattering of Ashes is only permitted in the cremation circle or on family graves as directed by the Clerk.** In addition a member of the Authority, Registered Undertaker or a Clergyman must be present. Unofficial scattering of ashes is illegal and not permitted as various Laws and Regulations must be adhered to and records completed as to the final disposal of the remains.

17. Floral tributes, whether real or artificial flowers, will be removed when they have deteriorated, at the groundsmen's discretion. Memorial wreaths at Christmas, whether real or artificial, will be removed around mid-January. Small shrubs, plants or flowers may, subject to the approval of the Authority, be placed over graves, but not in the lawn burial sections of the Cemetery. The Authority reserves the right to prune, cut down or dig up and remove any of the

shrubs, plants or flowers at any time when, in their opinion, the same has become unsightly or overgrown or when necessary for allowing the grave to be used again. Dead flowers, etc to be deposited in the receptacles provided for the purposes. Other tributes such as toys, personal effects, photographs, etc are permitted on a grave or memorial if of good taste. No solar lights are permitted.

18. Memorial seats are permitted in the cemetery subject to space limitations. Seats will be located within designated areas and prior agreement for the location must be obtained from the Parish Council in writing. Seats will be regularly stained by the Authority's ground staff. Seats will be removed by the Authority once they are no longer safe for use unless they are repaired or replaced at the expense of the original provider. Permission will not be granted for seats to be placed beside any grave.

19. The planting of Memorial trees is at the discretion of the authority and prior permission must be obtained. Trees will be maintained by pruning, etc at the discretion of the Authority.

20. Before a memorial is erected the correct grave space must be verified and agreed with the Clerk or Proper Officer of the Authority.

21. To facilitate mowing of the grass in areas used as "lawn burial grounds", no memorials, plants or objects, other than moveable vases and plant plots, will be permitted and they are to be placed at the base of the headstone only. Empty vases left on graves will be removed by the groundsmen. These lawn burial grounds are situated in the current new areas in use.

22. In all cases, designs, dimensions and inscriptions proposed must be submitted for approval by the Parish Council, the decision of which shall be final, and any contemplated work not provided for above shall be subject to an arrangement by the Authority and an appropriate fee being paid. Grave stones are to be in good taste and similar to the headstones already in place. Only two etchings are allowed with subdued colours and appropriate depictions.

23. No body shall be buried in a grave so that any part of the coffin is at a depth of less than 3 feet below the level of the ground surrounding the grave.

24. No body shall be buried in a grave unless the coffin is separated effectively by not less than a 6 inch layer of earth from any other coffin already in the grave.

25. Where any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains or remove any soil.

26. Dogs are allowed in the churchyard only if on a lead.

27. Cycling or the use of a skateboard in the churchyard is not permitted.

28. Water is provided in tanks alongside the northern side of the Chapel. This water is for floral tributes and not for drinking.

29. Mobile phones must be switched off whilst in the cemetery.
30. Gravediggers must be current holders of indemnity insurance which should be available for inspection at all times. Failure to comply will mean they will not be allowed into the Cemetery.
31. The Garden of Remembrance is reserved for memorial tablets, seated on a concrete slab 18ins x 18ins (46mm x 46mm) and may include an integral container for tributes. Cremated remains are not to be placed under plaques or distributed in the Garden. The appropriate place for cremated remains is the Central Cremation Circle.
32. Gravediggers must ensure that all paths, car parks, etc are cleared of mud/soil and the aforementioned left in a clean condition.
33. Application for Registrations must be submitted to carry out any work on erection or additional work to memorials in Bolton's Bench Cemetery. The application form must be submitted to the Parish Clerk for approval before any work commences.



**LYNDHURST
PARISH
COUNCIL**

**Memorial Mason & Funeral Directors
REGISTRATION**

Registration aims to establish a uniform standard of workmanship and working practices in the Parish Council Cemetery. Registration will address the standards required by Stonemasons and Funeral Directors for burials and the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative requirements with a view to producing a common approach. Through adoption of Registration it is the intention to identify and promote the best practice of the industry by all registered participants.

Company Name

Address

Post Code

Tel No

Email

Date of commencement of business

Details of Insurance and Public Liability Cover (Copy Enclosed)

Professional Qualifications and Associated Membership

Trade References

(1)

(2)

Signed by

Print Name

Position

I agree to adhere to all Rules, Bye-laws, Cemetery Regulations, Health and Safety Requirements, Insurance liabilities, Installation and Maintenance Specifications, Inspection procedures and all other Requirements as laid down by this Registration

Note 1: For further details contact the Clerk to Lyndhurst Parish Council, 13 High Street, Lyndhurst, Hampshire, SO43 7HJ (tel 023 8028 4928/email clerk@lyndhurstparishcouncil.org.uk)

Note 2: All activities in the Cemetery must be authorised, specified and approved by the Clerk to Lyndhurst Parish Council.



**LYNDHURST
PARISH
COUNCIL**

Memorial Erection Works

Company Name

Address

Post Code

Tel No

Email

Date and Time of Work

Type of work

Signed by

Print Name:

By signing this form you agree to all the Cemetery Regulations, the notes attached and agree to comply with the registration requirements (NAMM or a similar professional body).

Date agreed to commence work

(Signed)

(Parish Clerk)

Form B

LYNDHURST PARISH COUNCIL

I, the undersigned

Of

.....

being the legal registered owner/next of kin of the legal registered owner of Grant No

..... in respect of Grave Number in Section

In Lyndhurst Cemetery do hereby request and authorise the Clerk of the Council to reopen the above grave space to receive the coffin containing the remains of the late

.....

On

The Deed of the grave cannot be found and I do hereby indemnify the Lyndhurst Parish Council against all actions for damages and expenses which may become incurred or payable by them in respect of the exercise of the right of burial in the said grave.

Dated this Day of two thousand and

Signature Name (please print)

Address

Witness Name (please print)

Address

LYNDHURST PARISH COUNCIL

I, the undersigned

Of

.....

being the legal next of kin of the legal registered owner of Grant No in respect of Grave
Number in Section

In Lyndhurst Cemetery do hereby request and authorise the Clerk of the Council to transfer ownership of the
above grave to

Address

Dated this Day of two thousand and

Signature Name (please print)

Address

Witness Name (please print)

Address

**NOTICE OF INTERMENT
PARISH OF LYNDHURST**

1.—Full Name of DECEASED.													
2.—Description or Occupation.													
3.—Age (last birthday).													
4.—Address of Deceased.													
5.—Place where Death occurred.													
6.—Date of Death.													
7.—State whether a Parishioner, or not an inhabitant, of the Parish of Lyndhurst.													
8.—Day of the Week and Date of intended Burial.													
9.—The time to arrive at Cemetery.													
10.—If use of Chapel is required (seats 30, no electricity).													
11.—If in the Consecrated, or Roman Catholic ground.													
12.—If a selected site, Grave No. and Section.													
13.—If grave is required to be RE-OPENED	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Name of Last Interred.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Date of Interment.</td> <td style="border: none;">{</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Grave No. and Section.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> </table>	Name of Last Interred.	}		Date of Interment.	{		Grave No. and Section.	}				
Name of Last Interred.	}												
Date of Interment.	{												
Grave No. and Section.	}												
14.—If the Right of Burial for a term of 100 years is to be PURCHASED.	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Full Name of Purchaser.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Address.</td> <td style="border: none;">{</td> <td style="border: none;"></td> </tr> </table>	Full Name of Purchaser.	}		Address.	{							
Full Name of Purchaser.	}												
Address.	{												
15.—Description and price of grave required.													
16.—Size of Coffin—net.													
17.—Name of Stonemason authorised to remove memorial.													
18.—Stillborn Children	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Full Name of Father.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Full Name of Mother.</td> <td style="border: none;">{</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Address.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> </table>	Full Name of Father.	}		Full Name of Mother.	{		Address.	}				
Full Name of Father.	}												
Full Name of Mother.	{												
Address.	}												
19.—Name of Minister and Denomination.													
Details of APPLICANT	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Name of Applicant</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Address</td> <td style="border: none;">{</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Date of Application</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Signature of Applicant.</td> <td style="border: none;">}</td> <td style="border: none;"></td> </tr> </table>	Name of Applicant	}		Address	{		Date of Application	}		Signature of Applicant.	}	
Name of Applicant	}												
Address	{												
Date of Application	}												
Signature of Applicant.	}												

If the above Interment is to take place in a Grave or Vault, of which the Right of Burial has been purchased, the Grant of Right must be produced, or if lost or mislaid, a Statutory Declaration or other evidence of such loss satisfactory to the Council, and the following consent must be Signed by the owner:

“I hereby consent to the above Interment taking place in the above-described grave”.

Name of Owner.

Name of Witness.

Signature of Owner.

Address of Witness.

Date.

Signature of Witness.

To the Clerk, Lyndhurst Parish Council, 13 High Street, Lyndhurst, Hampshire SO43 7HJ
(Cheques in payment of Fees should be made payable to Lyndhurst Parish Council).

