

Campton and Shefford Cemetery Rules and Regulations.

Introduction

Campton and Shefford Cemetery is located off Campton Road in Shefford and was first opened in 1903 as a lawn cemetery together with a dedicated chapel for the benefit of residents of the parish of Campton and Chicksands and the town of Shefford. As such, those interred have normally resided in the area prior to their death, however, it is at the Clerk's discretion as to whether permission is granted for the interment of non-residents in the cemetery. The cemetery is managed and maintained by the Campton and Shefford Joint Burial Board, comprised of Councillors from both Campton and Chicksands Parish Council and Shefford Town Council, together with the Clerks from both. All recommendations from the Board are presented to each Full Council for approval. Agendas for the Joint Burial Board quarterly meetings will be displayed on the noticeboard in the cemetery, as well as the websites for both councils. All meetings take place at Shefford House, 15 High St Shefford, SG17 5DD.

Opening Times

The cemetery is open 24 hours every day of the year. Please close the entrance gates on your way out.

Contact Details

For any enquiries or concerns regarding cemetery matters, please contact Francesca Fitch, the Town Clerk at Shefford Town Council, Shefford House, 15 High Street, Shefford, SG17 5DD Email: towncouncil@sheffordtown.co.uk Tel: 01462 816321.

Grant of Exclusive Right of Burial

All land within the cemetery remains in the ownership of Campton and Shefford Joint Burial Board which currently issues an Exclusive Right of Burial for seventy-five years. The Exclusive Right of Burial is a legal document which allows the registered holder the right to bury human remains in an agreed grave space provided there is sufficient depth to do so. The Joint Burial Board maintains records of all registered holders of the Exclusive Right of Burial, and the registered holder is the only person who can make the arrangements and decisions regarding the grave. The Exclusive Right of Burial can be transferred with the consent of the grave owner, or if deceased, through providing the necessary evidence to comply with the Local Authority Cemetery Order 1977. This can be arranged through the Town Clerk at Shefford Town Council.

Grave Spaces

The option for the pre-purchasing of a grave spaces is no longer available.

The selection of a new grave space in all cases will be at the discretion of the Clerks.

New ashes graves spaces can contain up to two caskets; however old graves can be re-opened with the permission of the grave owner until at full capacity. Ashes are normally interred in the cremated remains section; however, they can be placed in an existing full burial grave space if there is capacity.

Full burial plots can be purchased for either one or two interments. Graves can be re-opened with the permission of the grave owner providing that the grave is not already at its capacity.

Scattering of Ashes

The scattering of cremated remains is not allowed in any part of the cemetery.

Preparation of Graves

Ordinarily the digging of graves for a full burial and ashes interment is arranged through the Funeral Director, however, a simple ashes interment can be arranged directly through the Town Clerk at Shefford Town Council.

The preparation of a grave must only be undertaken by an approved grave digger, who has discussed (and met on site if necessary) the arrangements with the Clerks prior to digging of the grave. The grave space will be marked by the Clerks prior to digging of the grave. All spoil from grave digging operations should be stored on boards, made safe and covered appropriately. The excavated grave space should be made safe to protect the health & safety of employees, persons attending and officiating at funerals, visitors and any other person that may use a cemetery. Following the interment/burial, the grave space should be filled in above ground level, and the grave and surrounding area left in a tidy and presentable state. Each grave will be dug as near as possible to the centre of the grave space.

Memorials

All memorials, headstones and plaques require permission: applications can be submitted to the Clerks via the Memorial Mason. Only BRAMM or NAMM registered memorial masons will be permitted to carry out works within the cemetery. Only the legal grave owner may apply for a memorial permit for a new memorial or to make changes to an existing memorial. Any memorial that hasn't been approved will be removed. The final design will be reviewed by the Clerks prior to permission being granted.

All graves, both ashes and full burial, are required to be marked by a temporary wooden marker immediately after the interment. It is preferred that all graves be permanently marked by headstone or ground-level plaque (as defined below), set in grass.

Once a memorial is erected, the registered owner of the grave will be held responsible for the maintenance and safety of that memorials, including any costs associated. If any memorial is deemed to be unsafe, the Clerks will endeavor to contact the grave owner to give notice that they will need to arrange for an authorised Memorial Mason to carry out the works required to make it safe. If the grave owner cannot be contacted, the base will be removed, and the memorial laid flat.

Plaques

In the cremated remains section, only ground-level plaques will be permitted. From 1st May 2020, only plaques, 300mm x 450mm in size, and of polished or honed granite with natural, painted, reverse blast or gilded lettering, will be permitted. Flower vases should be contained within the plaque. A small flower vase located at the top of the plaque may be permitted where the ground-level plaque does not allow for an integral flower vase. This flower vase, the size to be agreed by the Clerks, should be made from granite or similar stone to withstand strimming during grass cutting operations; no responsibility will be accepted if any flower vases are damaged. Curbs, edgings and chippings of any description are not permitted in the cemetery. The grave owners of existing grave spaces that display these materials will be contacted individually regarding non-compliance with this regulation before removal of these materials. Replacement of these materials will not be permitted, and any materials not allowed will be removed.

Headstones

From 1st May 2020, all headstones are required to be made from natural stone, eg. Portland, Marble, Granite or Nabresina. Each headstone will be required to be marked with the grave number, ungilded, cut into the back or side of the stone. This is for identification purpose only and must not include any contact details. Above ground level the permitted width of any part of the memorial is 600mm (2ft) with a height of 765mm (2ft 6"). The depth of the base will not exceed 400mm (15"). Any flower vases should be contained within the headstone base. Curbs, edgings and chippings of any description are not permitted in the cemetery. The grave owners of existing grave

spaces that display these materials will be contacted individually regarding non-compliance with this regulation before removal of these materials. Replacement of materials will not be permitted, and any materials not allowed, will be removed. Apart from those mentioned above, no other memorials are permitted at the cemetery.

Grounds Maintenance

Wreaths and flowers will be left on the grave for two weeks and then they will be moved to the 'Remembrance Corner' for another two weeks to give families the opportunity to remove any cards of condolence.

The grave space area will either be seeded or turfed dependent on the season as soon as convenient after the burial. This work will usually be carried out in the spring or autumn following the burial, allowing time for the grave to settle (which may be up to a year) and be filled with topsoil and seeding to be laid to lawn and maintained by the Joint Burial Board. No shrub, miniature bushes or trees are to be planted on or around the grave spaces.

Please respect the cemetery and remove all litter and unwanted items. Litter bins are situated at the main entrance gate.

The Joint Burial Board is responsible for the following maintenance tasks in the cemetery.

- Grass cutting
- Tree works
- Hedge cutting
- Topping up graves and seeding
- Removing dead floral wreaths

Dogs

Dogs are allowed in the Cemetery in accordance with the Dogs on Leads (Central Bedfordshire) Order 2014; all dogs must be kept on a lead of not more than 2 metres in length. In accordance with the Fouling of Land by Dogs (Central Bedfordshire) Order 2014, please clear up after your dog and dispose of bagged dog waste in the litter bins provided.

Car Parking

During funerals services, the car park is reserved for Ministers, Funeral Directors and Staff only. At all other times, only authorised vehicles are allowed past the car park. Please close the entrance gates when you leave the car park. If you park in Campton Road or surrounding roads, please avoid blocking the cemetery entrance gates, any driveway or parking on grass verges.