

2026



WOOTTON PARISH COUNCIL LORRAINE ROAD CEMETERY REGULATIONS



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Version History

Version	Reviewed at	Approved at
Version 1.00	Planning and Environment Committee meeting on 23 rd February 2022	Planning and Environment Committee meeting on 23 rd February 2022
Version 2.00	Planning and Environment Committee meeting on 10 th August 2022	Planning and Environment Committee meeting on 10 th August 2022
Version 2.01	Planning and Environment Committee meeting on 26 th October 2022	Planning and Environment Committee meeting on 26 th October 2022
Version 2.01	Annual Council Meeting on 17 th May 2023	Annual Council Meeting on 17 th May 2023
Version 2.01	Annual Council Meeting on 8 th May 2024	Annual Council Meeting on 8 th May 2024
Version 3.00	Full Council meeting of Wootton Parish Council on 12 th March 2025	Full Council meeting of Wootton Parish Council on 12 th March 2025
Version 3.00	Annual Council Meeting on 14 th May 2025	Annual Council Meeting on 14 th May 2025
Version 3.00	Annual Council Meeting on 13 th May 2026	Annual Council Meeting on 13 th May 2026

To be reviewed at each Annual Council Meeting.

Introduction

These regulations apply to all burial grounds owned and/or managed by Wootton Parish Council. Currently the site(s) include:

- Lorraine Road Cemetery (see map at Appendix One).

Please note Wootton Parish Council also manages the following sites which are closed to any new interments (save where a family plot is available):

- St. Mary's Churchyard, Church Road;
- St. Mary's Churchyard extension, Church Road.

For non-maintenance queries relating to St. Mary's Churchyard and/or St. Mary's Churchyard extension, please contact the administrator for St. Mary's via email: office@stmaryswootton.org.uk or telephone: 01234 765375.

Contact Details

All interment bookings, general enquiries and comments regarding Lorraine Road Cemetery should be directed to the Clerk to the Council via email: Clerk@Wootton-PC.gov.uk or telephone: 07531 930788 or in writing: 3 Longden Close, Haynes, Bedfordshire, MK45 3PJ.

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

Admission to Lorraine Road Cemetery

Lorraine Road Cemetery is open for visitors every day of the year during daylight hours.

Lorraine Road Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, needs of other users and safety factors. No games, sports, riding of bicycles or horses, skateboards, roller blades or similar are allowed in the grounds. No consumption of alcohol or drugs may take place within the burial ground and anyone under the effects of such substances will not be admitted or will be asked to leave.

Any person creating a nuisance or a disturbance, such as interfering with a funeral, plot, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.

Dogs are permitted within the cemetery but must be kept on a lead at all times. Please ensure all dog mess is suitably picked up and disposed of.

Visitors to the cemetery/funeral attendees may park at the front of the cemetery, but must not block the entrance gates. Parking is also available on Lorraine Road. No vehicles, other than funeral vehicles (hearse and limousines), motorised mobility vehicles and/or maintenance vehicles may enter the cemetery.

General Regulations

No employee of Wootton Parish Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with Lorraine Road Cemetery, either in their own time or during their employed hours.

No person shall canvass or solicit business in the burial grounds.

All fees for interments or memorial works must be paid in full to the Council in advance.

Wootton Parish Council will publish a scale of fees and charges. Non-residents of Wootton and Stewartby will be charged double fees.

Wootton Parish Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Plots

Plots may be reserved ahead of an interment or if not, will be allocated on a next available basis, at the discretion of the Clerk to the Council. Due to their increased size in comparison to a standard coffin, the wish to use a larger, American style casket must be declared when reserving a plot to avoid the risk of being turned away from the cemetery due to spacing issues. The reservation fee must be paid within 14 days of selection. Failure to do so may result in the plot being re-allocated.

Reserving a plot purchases an Exclusive Right of Burial for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the plot, subject to the council's memorial regulations (as detailed * below). If a reservation is made a Certificate of Reservation will be provided by Wootton Parish Council and a slab marked 'Reserved' will be placed on the plot. In the case of both Cemetery Extension One and the Natural Burial Area, blank slabs on the ground indicate an available plot (Appendix Two).

The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.

Plots are available within the following areas at Lorraine Road Cemetery:

- Original cemetery – Appendix One references – this includes Memorial Walls (Gardens of Rest);
- Cemetery extension One – Appendix One references;
- Cemetery extension Two – Appendix One references;
- Natural burial area – Appendix One references.

Wootton Parish Council does not employ the services of a gravedigger. All plots that require excavation and preparation for interment must be prepared by a suitably qualified gravedigger sourced by the funeral company undertaking the interment. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk to the Council, and in any event, this will be limited to ashes interments only. The depth of each plot will be determined by Wootton Parish Council in accordance with the provisions of the Local Authorities' Cemeteries Order 1977¹. Following the interment, the gravedigger must ensure the plot is in-filled with sufficient topsoil to allow for settlement.

¹ The Local Authorities' Cemeteries Order 1977 Schedule 2 Part I provides fuller information. A single coffin-sized plot should be excavated to a depth of 2.4 metres and a double depth coffin-sized plot should be excavated to a depth of 2.75 metres. Surface size is dependent on the shape and style of coffin. Surface size in the natural burial area is 2.2 metres x 2.2 metres.

Coffins/Urns

Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. In the event of a potential contagion, coffins may require a lead lining.

Wootton Parish Council permits the use of American-style caskets², with the following caveat:

Due to their increased size in comparison to a standard coffin, it will be necessary for the plot holder to purchase or reserve two side-by-side plots (be them single or double depth). The parish council requests the use of a larger, American style casket be declared at the earliest opportunity for this reason and to avoid the risk of being turned away from the cemetery.

Booking of Interments

A provisional booking for an interment may be made to the Clerk to the Council either by telephone, email or in writing.

The provisional booking must then be confirmed by the submission of a completed Form of Interment (form supplied by the Clerk to the Council). This form must be returned to the Clerk to the Council at least 48 working hours in advance of the intended date/time of interment. Receipt of the fully and correctly completed Form of Interment will act as confirmation of the provisional booking.

As much information as possible should be provided in advance of the interment, including large numbers of mourners and any unusual requests (including but not limited to motorbike cavalcade, jazz band, piper, etc.)

It is the responsibility of the organisation/person making the interment arrangements to ensure any memorial on the plot is removed at least 48 working hours prior to the date and time of the funeral.

The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to Wootton Parish Council prior to the funeral.

Wootton Parish Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance of the interment. A provisional booking will only be held for a period of 14 days, after which a reservation must be made and paid for. Failure to reserve the plot after 14 days may result in the plot being re-allocated.

Interments

Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times, subject to the agreement of Wootton Parish Council.

All interments will be overseen by a representative of Wootton Parish Council who will be in discreet attendance on the day.

The time appointed for an interment must be punctually observed. Wootton Parish Council reserves the right to delay a late arriving funeral, should it impact on another service.

² The outside measurements of a traditional American-Style casket are 83" length, 28" width and 22" height. On occasion, an oversized casket can be larger.

It is the responsibility of the organisation/person making the interment arrangements to organise a Minister or Officiate for the funeral, if one is required.

Any floral tributes may be placed on top of the plot following backfilling and will remain in situ for a minimum of 14 days before being cleared by the cemetery caretaker (unless family/friends have already removed them).

Memorials

Only those memorial masons businesses that are BRAMM³/NAMM⁴ accredited and memorial masons that hold a current fixers licence will be able to work at Lorraine Road Cemetery. Memorial masons that do not yet hold a fixers licence will only be permitted to work under the direct supervision of a mason who holds a fixers licence.

In all cases and before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk to the Council on the appropriate form (form supplied by the Clerk to the Council) and approved. The plot owner must sign the form to give their permission for the proposed memorial/works. All relevant fees must be paid in advance of all works.

Memorials must be constructed of materials suitable to the environment and Wootton Parish Council reserves the right to reject an application for any memorial that it deems unsuitable.

Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the plot being excavated.

Memorials are permitted as follows *:

Memorial Walls (Gardens of Rest)

A ground base slab, which will measure 300mm x 300mm is permitted, upon which a memorial vase not exceeding 200mm x 200mm and 150mm high may be placed. Fencing and/or kerbing of the slab is not permitted. A gap of 200mm exists between the base of the memorial wall and first slab. In the case of a joint burial, two 300mm x 300mm single base slabs can be jointed into one 600mm x 300mm slab. In place of a vase, a stone tablet or book of the same dimensions may be placed.

The placement of stones, gravel or chippings is not permitted.

Items or mementos must not be placed either on the base slab or wall mounted plaque. Any items so placed will be removed by the cemetery caretaker without consultation. Such items will be stored by the Clerk to the Council for a period of three months and will be available for return but may not be reinstated. Wootton Parish Council accepts no responsibility for the loss of any items of value left as mementos.

Wall mounted plaques of grey, black or white stone with the dimensions 300mm wide and 255mm deep are permitted. They must be placed with a gap of 75mm to the side and 100mm to the top. Inscriptions may be white, grey, black, silver or gold.

³ British Register of Accredited Memorial Masons.

⁴ National Association of Memorial Masons.

Original Cemetery

Headstones, kerbing and plaques/slabs are permitted. A plaque is a single piece of stone covering up to 40% of the plot. A slab is a single piece of stone covering more than 40% of the plot.

The placement of stones, gravel or chippings within kerbed areas only is permitted.

Cemetery Extension One

Kerbing is not permitted. The placement of stones, gravel or chippings is permitted, subject to them being placed at least two inches below soil level, to avoid interference with grass cutting/trimming machinery.

Cemetery Extension Two

Kerbing is not permitted. The placement of stones, gravel or chippings is permitted, subject to them being placed at least two inches below soil level, to avoid interference with grass cutting/trimming machinery.

Natural Burial Area

No memorials are permitted except for a small plaque laid into the surrounding grass, low enough for a grass cutting machine to pass over it. The plaque can be inscribed with the deceased's name and dates of birth/death. A tree ** native to the United Kingdom may be planted on the plot only in the following circumstances:

- For ashes plots, a tree may be planted before the plot has been fully utilised, as tree root growth will not prevent future interments;
- For coffin plots, a tree may only be planted after the plot has been fully utilised, as tree root growth may prevent future interments.

Care of Plots and Headstone/Memorials

All headstones/memorials are erected under the sole responsibility of the owner. The headstone/memorial remains the responsibility of the plot owner during the lease period of the plot and the plot owner is responsible for maintaining the headstone/memorial and ensuring it remains in good condition.

Wootton Parish Council will undertake routine safety checks (as a minimum – every five years) on all headstone/memorials and will notify the plot owner at the last registered address of any necessary works to make the headstone/memorial safe. The plot owner will be given a period of three months from the date of the letter to effect the necessary repairs. Where headstone/memorials are identified as posing an imminent Health and Safety Risk, Wootton Parish Council reserves the right to temporarily make them safe, until remedial works are completed. This may include laying down the headstone/memorial. If the plot owner does not arrange for the repairs to be made, Wootton Parish Council may repair or remove the headstone/memorial at the owner's expense or lay down the memorial.

Plot Owners/Next of Kin are advised to insure all headstone/memorials. Should a Plot Owner/Next of Kin choose not to take out insurance, they will be required to indemnify⁵ Wootton Parish Council against repairs for any future damage caused to the headstone/memorial (excluding proven damage by the Parish Council or its contractors).

⁵ Indemnification is given upon completion and signing of Wootton Parish Council's Form of Interment.

No trees may be planted on any plots in any area (see the note ** above in relation to the natural burial area). Suitable planting such as annual bedding or small shrubs will be permitted, with the exception of the Memorial Walls (Gardens of Rest). Cut flowers are permitted on all plots. Wootton Parish Council may remove any bedding/shrubs/trees it considers unsuitable or that infringe on other plot spaces or interfere with Wootton Parish Council's maintenance work.

Plot spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. A seasonal memorial/wreaths removals programme is in place, covering Christmas, Valentines and Easter:

- Christmas Seasonal memorials/wreaths will be removed in the first week of February;
- Valentines Seasonal memorials/wreaths will be removed in the first week of March;
- Easter Seasonal memorials/wreaths will be removed six weeks after Easter Sunday.

All other memorials/wreaths/flowers will be removed when they start to decay or have been interfered with (animals/wildlife).

Wootton Parish Council may from time to time use volunteers to help weed and maintain any plots which have fallen into disrepair.

All flower holders or other items left on plots must be made of non-breakable material. Any items left on plots are at the owners' risk and Wootton Parish Council cannot be held responsible for any damage to them howsoever caused. Wootton Parish Council may remove articles from any plot that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with Wootton Parish Council's maintenance of the site.

Appendix One – Lorraine Road Cemetery Layout



Appendix Two – Blank Slabs Details (Indicating an Available Plot)

