Corsham
TOWN COUNCIL

Ladbrook Lane Cemetery

Regulations made by Corsham Town Council pursuant to the Local Authorities Cemeteries Order (1977) (204) and Local Government Act 1972 s.214 and Schedule 26 for the management of its Cemetery.

Interpretation

1. In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings assigned to them:

"Town Council" shall mean Corsham Town Council
"Cemetery" shall mean Ladbrook Lane Cemetery, Corsham
"Chief Executive" shall mean the person for the time being holding the office of Chief Executive or their authorised representative
"Minister" shall mean any person officiating as such at an interment in the Cemetery
"Grave" shall mean a burial place formed in the ground by excavation and without any internal wall of brickwork, stonework or other permanent lining
"Grave Space" shall mean the area of land in which a grave has been or will be excavated
"Memorial" shall mean any monument, headstone, flatstone, cross, kerbstone, enclosure or vase of any material, or any other ornament of whatsoever description.
Any Notice required to be given under these Regulations shall unless otherwise provided be in writing and addressed to the Chief Executive, Corsham Town Council, Town Hall, High Street, Corsham, Wiltshire SN13 0EZ

GENERAL

Conduct in the Cemetery

2.(a) Within the Cemetery, all persons shall conduct themselves in a quiet, decent and orderly manner;

(b) Any person who wilfully creates any disturbance in the Cemetery, or commits any nuisance in the Cemetery, or wilfully interferes with any burial taking place in the Cemetery, or wilfully interferes with any grave, walled grave or vault, any memorial, or any flowers or plants or any such matter, or plays at any game or sport in the Cemetery shall be liable on summary conviction to a fine, for every such offence, not exceeding One Hundred Pounds;

(c) No person shall unreasonably interrupt persons at the Cemetery whilst they are working under the instructions of the Chief Executive.

Vehicles: Admission

3. No vehicles (including bicycles) other than vehicles accompanying a funeral shall be permitted in the Cemetery except with the consent of the Chief Executive.

Dogs

4. Dogs shall be kept on leads, under proper control and not be allowed to foul the Cemetery.

Funerals: Control

5.(a) The conduct of any funeral in the Cemetery shall be subject to the control and supervision of the Chief Executive;

Punctuality to be observed

(b) The funeral shall be in the Cemetery at the time named for an interment and an additional fee may be charged if the funeral is more than fifteen minutes late.

Funerals: Special Ceremonies

6.(a) The arrangements for any ceremonies of a special or unusual nature shall be subject to the approval of the Chief Executive;

(b) In any instance where a funeral or burial service at the Cemetery is likely to be attended by a large number of persons, or at which a band of music or banners may be in attendance, details of this shall be given to the Chief Executive by the person making the funeral arrangements at least twenty-four hours before the funeral. In the case of a funeral to be attended by a band of music, the band shall cease to play at the Cemetery gate unless consent has previously been obtained from the Chief Executive.

Notice of Interment

7.(a) Notice of interment shall be given at the Council's Offices, Town Hall, High Street, Corsham between 9am and 4.30pm on Mondays to Fridays, and except in special circumstances by previous arrangement all fees and charges shall by then be paid;

(b) Notice of interment will be accepted in the case of undertakers at the discretion of the Chief Executive and provided the undertaker giving notice has previously complied with these Regulations by telephone but shall be subject to confirmation in writing immediately afterwards;

(c) Notice of interment shall be given on the printed form supplied or form approved by the Chief Executive, on which all the particulars requested shall

be clearly stated. Responsibility for any error or omission shall rest upon the person signing the notice;

(d) Not less than three clear working days' notice (ie exclusive of Saturdays, Sundays, and Public Holidays) shall be given for an interment. In exceptional circumstances an interment at shorter notice will, if possible, be arranged by the Chief Executive, for which an additional charge may be made;

(e) After notice of interment has been given, any alteration required in the arrangements may be subject to an additional charge.

Payment of fees

8. All fees shall be in accordance with the scale of charges applicable at the time and made payable to Corsham Town Council. Fees for exceptional requirements not contained in the scale of charges shall be determined by the Chief Executive.

Documents sent by post

9. The Town Council accepts no liability for the consequences arising from the loss, or delay in delivery of any notice, order or other documents sent by post.

Hours for interments

10. The Cemetery shall be open for interments from 10am to 3pm on Mondays to Fridays. Interments at other hours and on Saturdays from 10am to 3pm may be arranged in special circumstances on payment of an additional fee. Interments on Sundays and Public Holidays will only be permitted in cases of emergency and with the consent of the Town Council and additional fees will be payable.

Certificates required

11.(a) A certificate of disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroner's order for burial shall be delivered at the Cemetery at the time of interment to the Chief Executive. Any persons procuring a burial who fails to deliver such certificate or order shall be required to make a written declaration in the prescribed form in accordance with the provisions of Section 1(1) of the Births and Deaths Registration Act 1926. Failure to comply with these requirements involves a penalty not exceeding level 1 on the standard scale;

(b) A certificate of disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroner's order in respect of a still-born child shall be delivered to the Chief Executive when the body is brought for interment.

(c) In the case of foetal remains a certificate must be received from an appropriate health professional to confirm the burial as being a foetus of less than 24 weeks gestation.

Officiating Minister

12. The person arranging a burial shall be responsible for the attendance of a Minister to officiate at the burial service.

Exhumation

13. After interment, no body shall be removed from a grave without the production at the Town Council Offices of the faculty or licence, in accordance with statutory requirements.

MEMORIALS AND TEMPORARY GRAVE MARKERS

14.(a) Application must be made in writing to the Chief Executive at the Town Council Offices for the approval of any memorial to be erected on a grave space. No memorial will be permitted unless the Exclusive Rights of Burial on such grave space has been purchased and the appropriate fee paid;

(b) Details of proposed memorials are to be submitted to the Town Council for approval. To allow adequate time for settlement, no memorial shall be installed until at least six months after interment in a grave space. A six month settlement period is not required following the interment of ashes. All memorials to have a visible number identifying the grave space;

(c) Memorials shall be made of stone, corten (weathering) steel or a combination of both materials;

(d) Temporary Grave Markers may be erected for a maximum period of twelve months subject to the written consent of the Chief Executive. The maximum size shall be 0.90m (3') in height, 0.60m (2') in width, and 0.05m (2") in thickness. The Marker shall be firmly fixed and maintained by the owner of the Exclusive Right of Burial. The Town Council reserves the right to remove any Marker that fails to meet these requirements or becomes unstable or poorly maintained;

(e) Headstones not exceeding 1.05m (3'6") in height, 0.75m (2'6") in width, and 0.1m (4") in thickness shall be permitted. The supporting matching base shall not exceed 0.90m (3') in width and 0.3m (1') in depth and 0.10m (4") in thickness. It shall be erected on a concrete foundation measuring a maximum of 0.90m (3') in width, 0.45m (1'8") in depth and a minimum of 0.075m (3") in thickness to properly support the memorial;

(f) A tablet or flat stone not exceeding 0.45m (18") in width, 0.45m (18") in length and 0.15m (6") in height only shall be permitted in the Lawned and Traditional Sections provided it is sited at the head of the grave directly in front of the headstone;

(g) No memorial shall be allowed in the Traditional Sections other than a headstone not exceeding 1.05m (3'6") in height, 0.75m (2'6") in width, and 0.1m (4") in thickness. Kerb sets are permitted in the Traditional Sections and shall be 2.1m (7') in length and 0.9m (3') in width for a single width grave and 2.1m (7') in length and 2.4m (8') in width for a double width grave;

(h) A cremation tablet not exceeding 0.15m (6") in height, 0.9m (3') in width, and 0.6m (2') in length or a headstone to the same specification as per condition 14(d) except that the maximum height shall be 0.90m (3') only shall be permitted in the cremated remains section;

(i) A headstone may incorporate a metal container for flowers;

(j) Kerb sets to be allowed only in the traditional area;

(k) No pebbles, chippings or similar materials shall be placed on the grave except within a kerb set.

(l) Unauthorised memorials will be removed on the instructions of the Chief Executive and the cost of removal charged to the person ordering the memorial or his personal representative;

(m) Memorials that are illegible or dilapidated may be removed on the instructions of the Chief Executive in compliance with the relevant statutory provisions;

(n) All memorials (including replacements) erected in the Cemetery shall be installed in accordance with the National Association of Memorial Masons (NAMM) Code of Practice;

(o) All memorials removed for additional inscription shall be returned with a NAMM recommended fixing method;

(p) All memorials shall include the appropriate grave space number permanently marked.

Inscription

15. No inscription shall be placed on any memorial unless and until the wording has been approved by the Chief Executive.

Floral Tributes

16.(a) Except as otherwise provided by these regulations no person other than an officer or employee so authorised by the Chief Executive shall be permitted to place anything on any grave space in the Cemetery other than floral tributes;

(b) Dead or withered flowers must be promptly removed and placed in the receptacles provided for the purpose.

(c) Containers such as jars, tins, bottles and such articles are not permitted on any grave space and will be removed.

Execution of work

17.(a) Persons undertaking the fixing of memorials shall provide all equipment for the work and shall be subject to the direction of the Chief Executive whilst working in the Cemetery. All surplus materials arising from the fixing or alteration of memorials shall be removed from the Cemetery;

(b) No operatives or materials required for constructional or maintenance purposes in respect of memorials or otherwise shall be permitted into the Cemetery on Saturdays, Sundays or Public Holidays;

(c) If any damage is caused in the Cemetery by the bringing in of any materials for memorials, or from any other cause, the person or persons causing such damage shall be required to repair such damage to the satisfaction of the Chief Executive or reimburse the cost of reinstatement. The Council will not be liable for any damage to memorials in the Cemetery;

(d) Persons engaged in the removal of memorials for whatever purpose shall ensure their relocation as necessary. No discarded memorial or part thereof shall be left in the Cemetery except with the consent of the Chief Executive.

Damage and Loss

18.(a) The Council accepts no liability for any damage or loss occasioned to any person, vehicle, equipment, property or otherwise within the Cemetery.

(b) The holder of the Exclusive Right of Burial shall be responsible for keeping any memorial in safe and decent order.

GRAVES
Burial Rights

19.(a) The Exclusive Right of Burial in a grave shall be for a term of 75 years unless renewed for further terms of five years but in any event for not longer than one hundred years in total;

(b) A grant of Exclusive Right of Burial in a grave shall be issued to the owner of the right and that person shall be registered in the Town Council's records of the Cemetery as the owner of the right;

(c) Any transfer of a grant of Exclusive Right of Burial shall be registered in the Town Council's Cemetery records and application for the transfer shall be produced and accepted by the Town Council before the grave can be re-opened;

(d) No Exclusive Right shall be renewed unless the Chief Executive is of the opinion that any memorial on the grave is, and is likely to remain, in a satisfactory condition for a period of twenty years after the renewal of the right;

(e) The option to extend an Exclusive Right of Burial shall only be granted when there are less than five years remaining on the existing Right. Extensions shall only be granted in terms of five years.

Grave Spaces:
Selection and Purchase

20.(a) As far as possible the selection of a grave space shall be made by an intending purchaser in accordance with the plan showing the position of grave spaces which is kept at the offices of the Town Council and which may be

inspected without charge between 9am and 4.30pm Monday to Friday excluding Bank Holidays;

(b) On purchase of a grave space the full name and address of the purchaser shall be supplied to the Chief Executive.

(c) A grave space may be reserved in advance on payment of the appropriate fee for the Exclusive Right of Burial.

(d) A reserved plot may be surrendered to the Town Council. The surrender value is 25% of the original fee paid for the Exclusive Right of Burial.

Digging/Re-opening of Grave

21.(a) All graves shall be dug by the Town Council's approved grave digger;

(b) Where possible all new graves shall be dug to double depth unless otherwise requested.

(c) If it is desired to re-open a grave, the grant of Exclusive Right of Burial shall be produced, or other authority of the owner for the opening shall be given in the form prescribed by the Chief Executive.

LAWN SECTIONS

Where part of the Cemetery is set out as a lawn Cemetery, the following conditions will apply:-

22.(a) No grave area shall be extended beyond that originally provided;

(b) No encroachment on to walkways is permitted;

(c) Permanent edgings are not permitted. Temporary edgings must be properly maintained, otherwise Corsham Town Council has the right to remove them.

(d) Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted;

(e) Grass edging must be regularly trimmed.

Maintenance of Graves as Lawn Cemetery

23.(a) The Lawn Section of the Cemetery will be turfed and maintained by the Town Council on the lawn system to facilitate good maintenance. Grave spaces will be allocated in an orderly fashion in accordance with a general plan. The selection of any grave space, whether for purchase of Exclusive Right of Burial or not, shall be subject to the approval of the Town Council, and shall be consistent with the general plan;

(b) (i) The Chief Executive may allow the owner of the Exclusive Right of Burial to plant and cultivate small shrubs or plants of the owner's choice over the entire surface of the grave space in which case their maintenance is the

responsibility of the owner. Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted.

(ii) If the owner cultivates the surface of the grave then he or she shall notify the Town Council in writing the name and address of the person responsible for maintaining it. Any changes in these details shall be notified to the Town Council in writing;

(iii) The Town Council may remove any plants or shrubs which appear to be neglected and/or which extend beyond the edges of a grave space. The Town Council may remove any plants and turf over any grave space which appears to be neglected or which is not being cultivated in accordance with these regulations;

(iv) The Town Council shall not remove any plants or turf over any grave space without sending at least 28 days in advance by post notice in writing of its intention so to do to the person named as responsible for maintaining the grave at the last known address of that person.

TRADITIONAL SECTIONS

24.(a) No grave area shall be extended beyond that originally provided;

(b) No encroachment on to walkways is permitted;

(c) Only plants with an anticipated height on maturity not exceeding 0.6m (2') are permitted;

(d) Approved kerb sets to be allowed – if a kerb set and/or headstone falls into disrepair it shall be removed for reasons of safety;

(e) Stone or gravel chippings are only permitted within the kerb set.

Fees and Charges

25. The Town Council shall review the fees and charges periodically. Details are available from the Town Hall.

Amendment of Regulations

26. The Council reserves the right to amend any of the foregoing Regulations from time to time.

The foregoing Regulations were adopted by the Corsham Town Council on 12 November 2025

Signed:

CHAIR 24/09/26