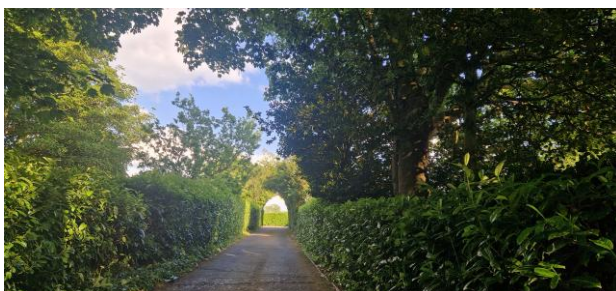


Toddington Cemetery

HANDBOOK

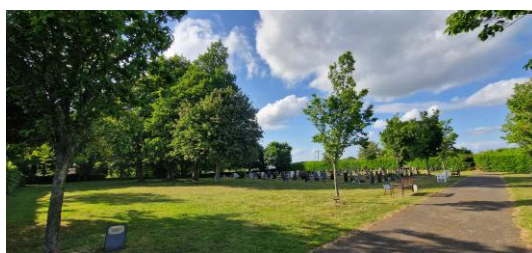
(Information & Rules)

Address:	Toddington Cemetery
	Harlington Road, Toddington
	Bedfordshire, LU5 6BN



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Hours of Opening

MONTH	Every day
ALL MONTHS	8.00am – 8.00pm

General

The Parish Council takes pride in maintaining Toddingtton Cemetery to a high standard. To ensure the continuance of these standards, visitors are asked to observe the rules and regulations governing the Cemetery, which are set out in this booklet.

Registers and records relating to the Cemetery are available for inspection at the Parish Office. To view the records you will need to make an appointment with the Clerk or Assistant Clerk in advance.

The Council reserves the right from time to time to make additions and amendments to regulations and charges/fees.

**Enquiries can be made to Toddingtton Parish Council office on:-
Monday, Tuesday, Thursday or Friday between 9.30 am and 11.30 am:**

Parish Office

Toddingtton Village Hall
Leighton Road
Toddingtton
Bedfordshire
LU5 6AN

Tel: 01525-874312

Email: info@toddingtonparishcouncil.gov.uk

Days and Hours of Burial

Burials may take place on Monday to Friday inclusive. The time arranged for a burial shall be that of arrival at the graveside. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey to the Cemetery.

Burials on a Sunday, Good Friday, Christmas Day, Bank Holidays or any other public holiday will only be permitted in cases of emergency: The Certificate of a Coroner or registered medical practitioner will be required to confirm that immediate burial is necessary.

Notice of Burial

Notice must be given to the Clerk to the Council/Assistant Clerk at least 3 working days prior to the interment and all necessary paperwork must be completed and authorised by the Parish Council within this timeframe. All arrangements for the full funerals must be made with a funeral director. Whereas arrangements for the interment of ashes can be made with the funeral director or direct with the Parish Office.

Interments may take place with or without the services of a clergyman or minister of religion. The appropriate Registrar's or Coroner's Certificate for Burial or Certificate of Cremation for Ashes must be produced at the time of burial.

It is not permitted to have ashes placed in a new full grave.

It is not permitted to have any pet ashes within the Cemetery.

Cemetery Fees and Charges – Explanatory Notes

The scale of fees and charges to be applied is determined by the residency status of the deceased. A deceased person is deemed to be a **RESIDENT** of the Parish of Toddingtton if:

- That person's normal place of residence was within the Parish
- That person died whilst resident in a hospital / nursing home / sheltered housing or institution and the last place of residence was within the Parish
- That person had moved from the Parish during the 12 months prior to death having lived within the Parish for the previous 5 years

For **Non-Residents** higher fees are charged.

It should be noted that all burials and procedures for cremated remains are only permitted during weekdays and exclude weekends.

Current fees are available from the Parish Office. All fees for interments and the purchase of grave space shall be paid for at the time of the order, unless agreed otherwise.

Fees are reviewed annually.

All fees for memorials shall be paid prior to their installation.

Exclusive Right of Burial

The 75 year Exclusive Right of Burial of a grave may be purchased only at the time of burial and will be conveyed by Deed of Grant. This is not the purchase of the grave itself, but the right to decide who shall be buried in the grave. The plot will remain in the ownership of Toddington Parish Council. The Exclusive Right of Burial owner will be responsible for the up keep of the plot (removing weeds, cleaning, etc.) and the maintenance of any memorial.

Digging of Graves

The Parish Council does not undertake the digging of graves, only ashes plots. The responsibility for the digging of the grave rests with the undertaker / funeral director. No graves are to be dug in the Cemetery until it has been marked by the Parish Council.

It is not permitted to have ashes placed in a new full grave.

Temporary Wooden Crosses

Temporary wooden crosses may be placed on new full size graves in the Cemetery for a maximum of eighteen months, after which they should be replaced with a permanent stone memorial. No wooden crosses are permitted in the 'Garden of Remembrance' area. *[See page 7]*

The Parish Council must receive written requests from the undertaker or stone mason for wooden crosses, which must be approved by the Parish Council prior to their erection.

The Parish Council reserves the right to remove wooden crosses if they have not been replaced with a permanent memorial after eighteen months.

Turfing

The Parish Council does not itself offer a service to turf over burial plots. If you wish to place turf over a grave then it is the responsibility of the grave owner to source and lay the turf. Alternatively, we can ask one of our contractors to lay turf on a grave at a

charge (circa £100). Please contact the Parish Council before you undertake any work to ensure that the timing does not coincide with any ceremonies taking place at the same time.

Exhumation

It is the policy of this Parish Council that no exhumation of ashes or coffins will take place.

The Parish Council does not permit the scattering of ashes in any part of the Cemetery.

Post Box to Heaven



In Toddington Cemetery there is a 'Post Box to Heaven'. The Post Box is there to receive letters, cards or messages to loved ones who have passed away, maybe on the day of an important anniversary or for any other reason.

The idea for this originated a few years' ago when a little girl in Nottinghamshire, called Matilda, wanted to send a Christmas card to her grandparents who she was missing very much after they had both passed away. Matilda's mother suggested the idea of a 'Post Box to Heaven' to their local Crematorium, who installed the first white Post Box in their Memorial Gardens in December 2022. The idea has since proved to be very popular and our own Cemetery in Toddington has now joined the long list of Cemeteries across the UK where other 'Post Boxes to Heaven' have been set up.



Anyone can use the Post Box to send letters, cards or messages to their loved ones, regardless of when or where the person passed away or where the funeral was held. No address or postage stamp is required.

Letters will be treated with confidentiality and will be stored securely and unopened by the Parish Council.

It is hoped that this facility will help anyone who has been bereaved, particularly any children, with their grieving process.

The 'Post Box to Heaven' is situated adjacent to the car parking area in the Cemetery.

Burial Area



At the time of burial, a temporary wooden cross is to be provided by the undertaker.

No plants or shrubs to be planted. Flowers to be planted in pots and to be placed within the plot.

Edgings, fencing, kerbstones or chippings/gravel are NOT permitted.

The Parish Council reserves the right to remove items/ornaments that are inappropriate.

The Exclusive Right of Burial owner can apply for a Memorial to be placed.

[See 'Memorials' page 9].

'Garden of Remembrance' Area



A small temporary memorial plaque should be provided by the undertaker on the day of the interment.

A plaque and/or vase may be placed. This is subject to the **prior permission** of the Parish Council. [See 'Memorials' page 9].

No other ornaments are permitted.

Edgings, fencing, kerbstones or chippings/gravel are NOT permitted within this area.

The Parish Council reserves the right to remove items that are inappropriate.

Flowers should be planted in pots and be placed within the plot.

In the ‘Garden of Remembrance’ area we do allow paving slabs (*for memorials or plant pots and vases to be placed on top*), these paving slabs are now available from Toddington Parish Council to place within the plot (*to restrict weeds, etc. and help with the on-going maintenance*) [see Cemetery Fees & Charges sheet for the cost]. The Exclusive Right of Burial Owner can apply for a paving slab by contacting the Parish Office for more details. If paving slabs are provided by the Exclusive Right of Burial Owner, then they must be 600mm x 600mm and grey in colour. [Please check with our Cemetery Groundsman before purchase].

‘Place of Peace and Remembrance’ Area

Toddington Cemetery has an area for the interment of ashes called the **‘Place of Peace and Remembrance’**. This area is an extension of our current **‘Garden of Remembrance’** area but has its own unique design and rules. The area has been designed so that the up-keep and maintenance can be kept to the highest level.

A temporary ‘small’ memorial plaque should be provided by the undertaker on the day of interment.

Each grave will have a base stone measuring 600mm x 600mm placed on the ground at grass level; this base will be provided by Toddington Parish Council. Once the grave is dug the base stone will be placed and a memorial plaque can then be placed on top.

[See Permitted Memorial Sizes – Page 10]. An ‘Application to Place a Memorial’ form must be completed and permission granted by Toddington Parish Council before a Memorial can be ordered and placed. [See ‘Memorials’].

Vases and potted plants will be allowed but must only be placed on top of the base stone and must be wholly contained within it.

No digging or planting will be allowed around the memorial base, also there can be no edging, fencing, stone chippings or wooden crosses placed on or around the grave.

The Parish Council does not permit the scattering of ashes in any part of the Cemetery.

Memorials

Permission must be obtained, in advance from the Parish Council, for the right to erect a memorial on a grave, on a plot within the ‘**Garden of Remembrance**’ area or in the ‘**Place of Peace and Remembrance**’ area.

An ‘Application to Place a Memorial’ form (*available from the Parish Council as well as any local stone masons*) – must contain a drawing/diagram of the memorial, showing details of dimensions, inscription and the design and must be submitted by the stone mason to the Parish Council for approval.

Approval of the design must be **confirmed/agreed** by the Parish Council **BEFORE** it can be placed in the Cemetery. The Memorial Invoice will be sent to the stone mason once the application is approved and so **we advise that NO orders are made until approval is received in writing.**

Stone masons used must be BRAMM (British Register of Accredited Memorial Masons) registered or similar (stone masons to send insurance/risk assessments and documentation, etc. to the Parish Office for our records to be kept up to date).

Memorial design should be in keeping with the designs already established within the Cemetery. Approval of the memorial shall be entirely at the discretion of the Parish Council.

If requiring an emblem / photograph / badge on a memorial – measurements are restricted to **4 inches** x **5 inches** only.

Temporary memorials are **NOT** allowed other than wooden crosses on full graves within the burial areas of Toddington Cemetery.

Small temporary plaques are allowed within the ‘Garden of Remembrance’ area and in the ‘Place of Peace and Remembrance’ area.

No memorial will be accepted in Toddington Cemetery until it has been approved and the appropriate fees paid to the Parish Council.

The number of the grave (as shown in the Interment book), MUST be placed on each memorial (*at the back of the Memorial*).

In area 4, only upright headstones will be allowed.

Edging of any kind that stands above the level of the ground (soil), including kerbing and fencing of any material, IS NOT PERMITTED. Kerbstones, chippings and gravel are also NOT PERMITTED.

In the ‘**Garden of Remembrance**’ and ‘**Place of Peace and Remembrance**’ areas only plaques and/or vases will be allowed.

Edging, fencing, kerbstones or chippings are NOT PERMITTED.

The Parish Council reserves the right to remove edging, kerbstones or chippings/gravel placed in Area 4, in the ‘Garden of Remembrance’ or in the ‘Place of Peace and Remembrance’.

Upright memorials must normally be erected at the head of the grave.

No hewing or dressing of the stone is permitted in the Cemetery. As far as is practical, all materials should be prepared ready for fixing, prior to arrival at the Cemetery.

The Parish Council cannot be held liable for any damage through any cause other than its own negligence.

The Parish Council does not permit the scattering of ashes in any part of the Cemetery.



Permitted Memorial Sizes

‘Garden of Remembrance’ and ‘Place of Peace and Remembrance’

	<u>Width</u>	<u>Length</u>	<u>Depth (Height)</u>
	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>
Plaque:	10 inches	10 inches	2 inches
Vases:	10 inches	10 inches	10 inches (Height)
Combination of both:	10 inches	20 inches	10 inches
Plaque	10 inches	10 inches	2 inches
+ Flower Holder	10 inches	10 inches	10 inches (Height)

Area 2 & 3

	<u>Width</u>	<u>Height</u>	<u>Depth</u>	<u>Length</u>
	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>
Memorial (including base)	2 ft	3 ft high	6 inches	

Area 4

Sections A, B, C, D, E, F, G, H and I

A Memorial shall NOT exceed 3 foot high from the ground.

	<u>Width</u>	<u>Height</u>	<u>Depth</u>
	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>	<i>Shall <u>NOT</u> exceed</i>
Concrete Base (<i>supporting the Memorial – so that it crosses the grave at ground level this will ensure the base is on solid ground</i>)	3 foot	3 inches	1 foot
Plinth of the Memorial:	2 foot 6 inches	3 inches	1 foot
Memorial	2 foot	2 foot 9 inches	3 inches

This will give the overall height of the Memorial 3 foot from the base

General Rules

During a funeral only vehicles involved in the funeral are permitted to stop on the Cemetery road.

Vehicles should be parked in the car park whilst visiting graves or attending a funeral. Do not park on the Cemetery road whilst visiting. No parking on the grass.

No dogs are permitted in the Cemetery, other than guide dogs used by blind persons.

No beer cans / alcohol or wine bottles are permitted in the Cemetery.

If candles are lit, please make sure they are safely contained within a lantern.

No games or sports to be played in the Cemetery.

No trees, shrubs or plants are to be planted in or outside the grave area, without the permission of the Parish Council. Cut flowers and potted plants are permitted.

No children under the age of 12 years are permitted in the Cemetery unless accompanied by a responsible adult.

Visitors to the Cemetery should not pick, cut, fell or remove from the Cemetery any flowers, tree or shrubs nor should they sit on any memorial, monument, headstone or structure other than the benches provided for that purpose.

The Parish Council reserves the right to remove any overgrown plants and shrubs, withered flowers or wreaths that it considers are unsightly. Seasonal wreaths may be left until the end of February. If wreaths are not removed by the end of February these will be removed by our Cemetery Groundsman.

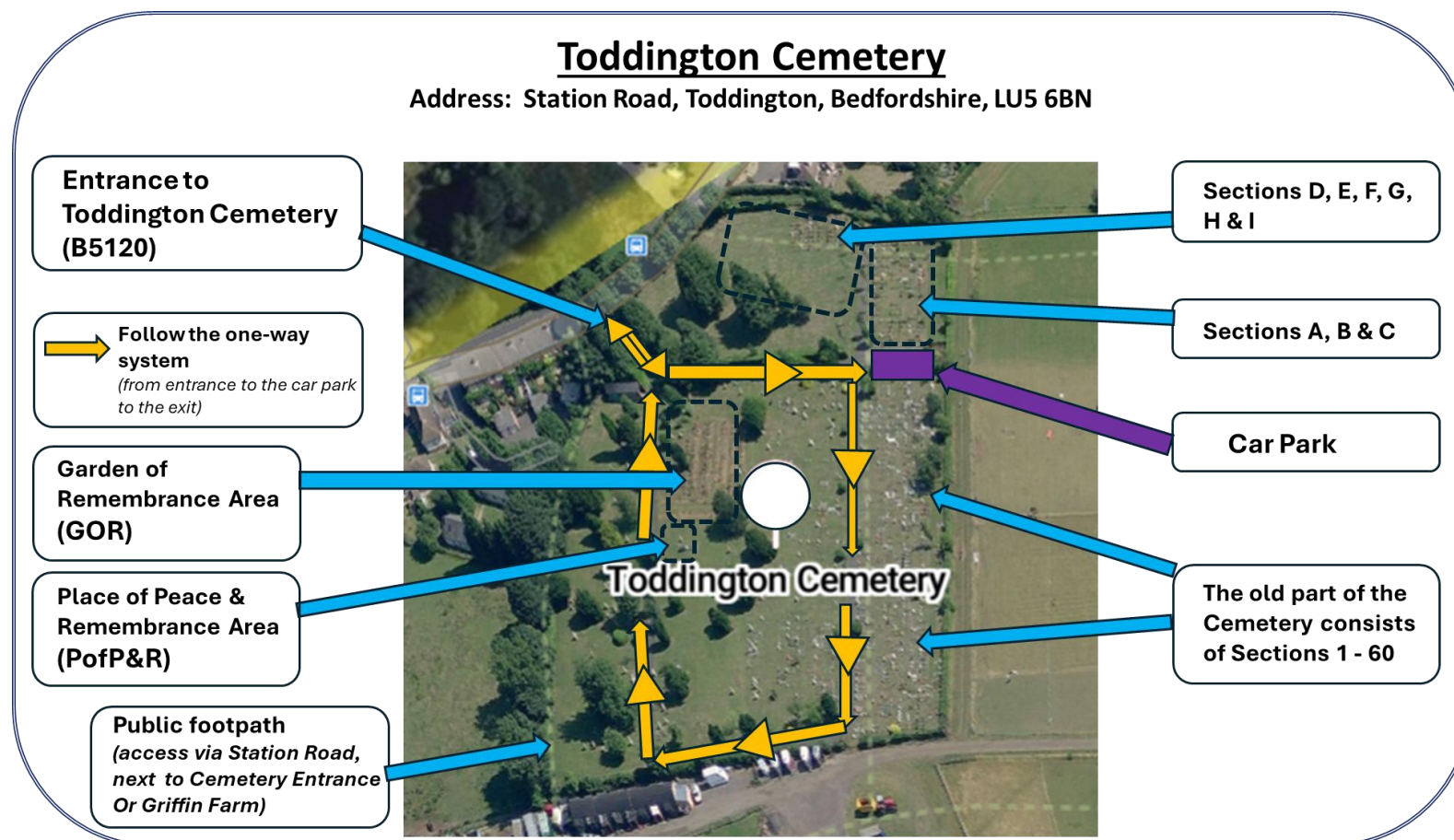
Memorial benches can be placed in the Cemetery but only at the consent of Toddingtton Parish Council. Please note that benches may be damaged if not properly set in the ground due to the strimming of surrounding grass.

In accordance with the Local Authorities' Cemetery Order 1977 the Parish Council reserves the right to make amendments to the Regulations covering Toddingtton Cemetery.

² *Local Authorities' Cemeteries Order 1977 s18 and s19.*

CEMETERY PLAN

[Gates Open 8am – 8pm]





Toddington
Parish Council

Toddington Cemetery Handbook [March 2026]