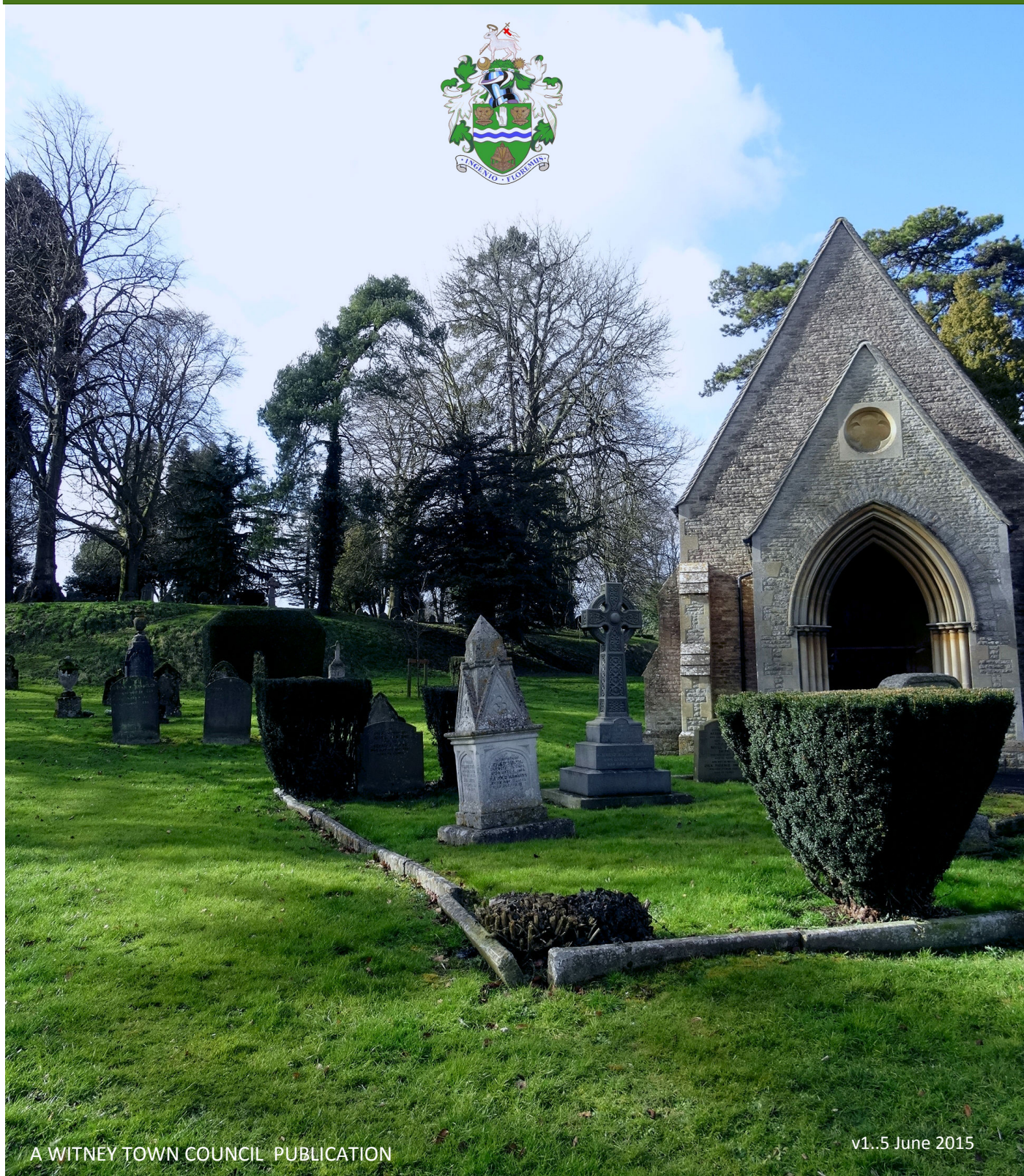


A GUIDE TO BURIALS

IN WITNEY

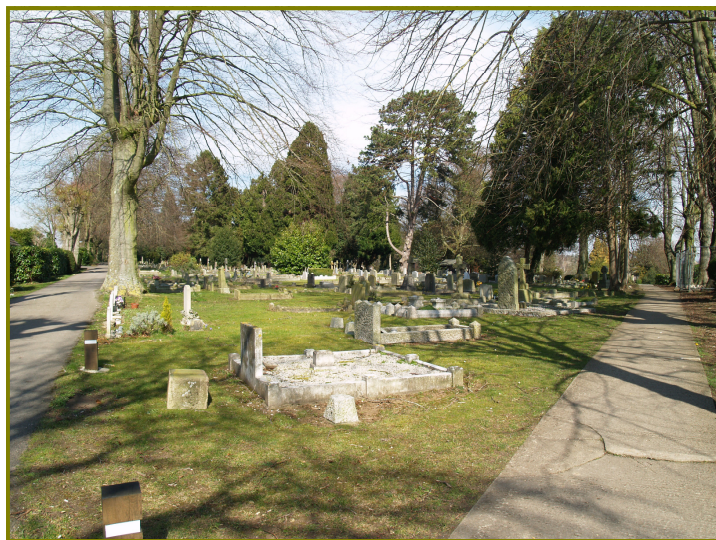


A WITNEY TOWN COUNCIL PUBLICATION

v1.. 5 June 2015

THIS GUIDE IS INTENDED TO ASSIST THE RECENTLY BEREAVED IN MAKING
INFORMED CHOICES WHEN LAYING THEIR LOVED ONE TO REST

Tower Hill Cemetery



Tower Hill

Witney

OX28 5ES

TOWER HILL CEMETERY

IS LOCATED IN CENTRAL WITNEY

This Victorian cemetery is now full.

Plots for ashes interments are still available for purchase. These are available as Single or Double Plots or as a Family Ashes Plot which has space for 8 ashes interments.

Unmarked Ashes Plot – these plots are for two interments and are not marked out. Memorials are not placed on these plots but you can have a plaque in memory of your loved one placed on the memorial wall ,adjacent to the unmarked ashes plot (pictured below). This can be a double or a single plaque.

Please contact the Town Council for further information.



Oxford Hill

Witney

OX29 6UT

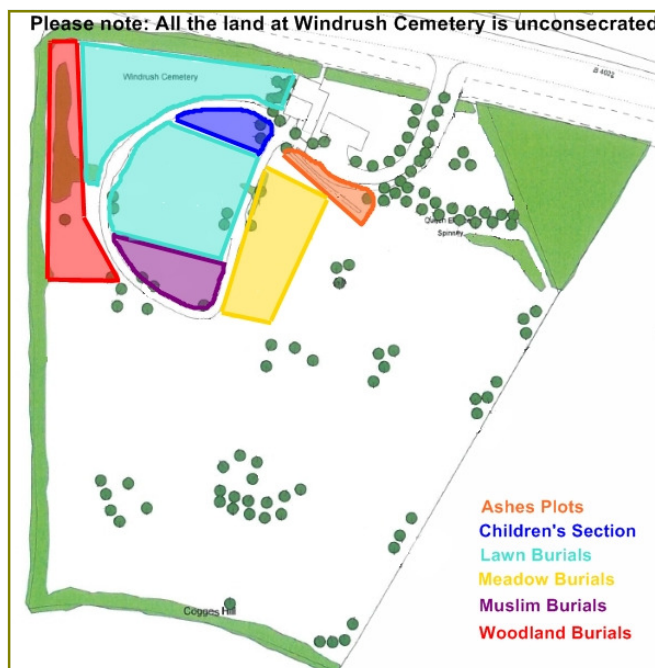


WINDRUSH CEMETERY

IS LOCATED IN EAST WITNEY

Traditional Ashes interments – single or double plots are available. Space behind the memorial tablet can be requested for a small planted area (11.5cm x 46cm x 46). This is the easiest site to reach for those with mobility issues as the path leads directly from the car park.

Lawn Burials – Once settled these are then grassed over one year after burial. Kerbing is not suitable in this area but a small garden area (90cm length x 45cm depth) can be created at the head of the grave once a headstone has been erected, usually one year after burial. This is maintained by the deed holder. If you choose not to erect a headstone the maximum garden size can be 90cm x 90cm. All plots are single but adjacent graves may be reserved.



Windrush Cemetery

Windrush Cemetery

WINDRUSH CEMETERY

PLOT CHOICES

WOODLAND BURIALS

Unmarked plots in small glades, amongst native hardwood trees. Memorials are not erected in this area, but specially designed tree guards which can accommodate single or double memorial plaques will be located on a nearby tree. Informal drifts of woodland grass seed mixtures will be sown on each woodland grave. Trees are not planted on individual plots. Once three months following burial has passed, wreaths, tributes & other items are removed to preserve the natural setting. Coffins should be of rigid soft wood, willow, wicker, bamboo, specially manufactured cardboard or papier-mâché. We would ask that bodies are not embalmed to preserve the natural eco-system.

MEADOW BURIALS

Unmarked plots. Informal drifts of wild flower meadow grass seed will be sown on each individual plot. Once three months following burial has passed, wreaths, tributes & other items are removed to preserve the natural setting. Coffins should be of rigid softwood, willow, wicker, bamboo, specially manufactured cardboard or papier-mâché. We would ask that bodies are not embalmed to preserve the natural eco-system. Grass cutting in woodland and meadow areas takes place twice a year to encourage the spread of wildflowers and wildlife.

CHILDREN'S BURIALS

A special area is reserved in the cemetery exclusively for children and babies. This is a lawn burial area and a small garden at the head of the grave (60cm length x 36cm depth) is permitted if a headstone is erected. If a headstone is not erected the maximum garden size can be 60cm x 72cm at the head of the grave. Gardens must be maintained by the deed holder.

MUSLIM BURIALS

Graves for adults, children and babies which are orientated in accordance with religious requirements. These are all single graves but can be reserved in advance with an adjacent plot reservation if required.

MEMORIALS POLICY

Memorials may only be placed on a grave at the request of the deed holder. All memorials must be installed by an approved memorial mason.

We allow headstones on grave plots and sloping desk tablets on memorial plots.

Memorial vases in natural quarried stone (30cm x 30cm x 30cm) can be placed at the head of a grave as an alternative to a headstone if preferred.

We require a period of one year to elapse following burial, to allow the ground to settle before a headstone can be erected on a plot. Your funeral director or memorial mason will be able to advise on the sizes allowed or you can contact the Town Council directly for information.

TREE AND BENCHES POLICY

Many councils no longer accept requests for trees and benches as memorials as often this poses a problem with overcrowding and disrepair in cemeteries. However this is still a very popular request. Witney Town Council has sought a solution and has recently adopted a new policy regarding trees and benches.

Trees

We now propose to offer a service whereby existing trees planted by the Town Council may be sponsored and recorded in a Book of Remembrance. This means that established trees will be used reducing the risk of distress to the bereaved if newly planted memorial trees fail to survive a first season. The cost of a memorial tree and entry into the book will be £200 and trees may be sponsored by more than one person as no plaques will be affixed to the trees.

Benches

People may apply to sponsor a standardised plaque on a bench. It is estimated that up to ten plaques would be fixed on each bench. Good quality, well maintained benches have a life span of around 10 years. The cost of a memorial plaque on a bench is £200.

Memorials



Deeds

RIGHTS OF BURIAL

Witney Town Council is the custodian of the cemeteries in Witney and of all burial plots. We allow for the interment of loved ones either through burial or ashes after cremation. To enable this to happen, an 'exclusive right of burial' must be purchased. The person who does this is then issued with an official document called a 'Deed/Grant of Burial right'. At Tower Hill the deed is for a period of 75 years and at Windrush is 50 years. This is a legal document and will be required for the interment of the 'owner' of the deed according to the exclusive rights. Usually, when an owner of the exclusive right of burial dies, they have the automatic right to be buried or have their ashes interred in the grave. If the deceased does not own the deed, but the owner is already deceased, the transfer will need to be done before any burial can take place – the only person that has the right to be buried is the person named on the deed.

WITNEY TOWN COUNCIL

DEED / GRANT OF RIGHT OF BURIAL NO. 1

BY VIRTUE of the power conferred by the Local Government Act 1972 and by Orders made by the Secretary of State under Section 214 thereof, and by the Local Authorities Cemeteries Order of 1974 and 1977, to Grant Exclusive Rights of Burial,

WE, the Witney Town Council, for the Town of Witney, in the County of Oxfordshire, in consideration of the sum of: £1000, paid to us by: Mr. J. Smith of 123 High Street, Witney, Oxfordshire, OX18 2AB

DO HEREBY GRANT unto the said Mr. J. Smith and his/her successors in title the exclusive Right of Burial in the Grave Space numbered 123 in Section 1 of the Burial Ground situated at Windrush, being part of the Burial Ground provided by the Town Council.

TO HOLD the same to the said Mr. J. Smith and his/her successors in title for the purpose of Burial only for a period of FIFTY years from the date hereof, subject to any Regulations or By-laws now in force.

IT IS HEREBY CERTIFIED that the transaction hereby effected does not form any part of a larger transaction or a series of transactions in respect of which the amount or value, or the aggregate amount or value, of the consideration exceeds ONE HUNDRED AND TWENTY THOUSAND POUNDS ONLY.

GIVEN under my hand as the duly appointed Officer of the above Town Council, this TWENTYSEVENTH day of APRIL TWO THOUSAND AND FIFTEEN

Signed: [Signature] Town Clerk

NOTE: This Grant is subject to the provisions of any Order made under Section 214 of the Local Government Act 1972. A copy of any such Order currently in force may be inspected at all reasonable times at the offices of Witney Town Council.

It is important in the interests of the family to resolve any issues as soon as possible rather than wait until you need to arrange a funeral as the process may take some time.

This is what a deed document looks like. Keep it safe and make sure everyone knows you have one.

Don't forget to include it in your will.

TRANSFER OF THE DEED WHILE LIVING

Where the deed holder is still living, their signature must be obtained. If there are joint or multiple deed holders, then both or all are required to sign. A *form of assignment* (signed in the presence of a magistrate or commissioner of oaths) and witnessed, must be produced and the new deed holders signature obtained.

If the owner of the exclusive rights of burial wishes to transfer ownership from themselves into another person's name, they will need to contact the Town Council direct.

Once all necessary documents have been received together with the fee , our records will be amended and the remaining years of the original deed of grant will be transferred to the new registered owner. A new revised deed of grant will then be issued.

TRANSFER OF THE DEED AFTER BEREAVEMENT

If the deceased is the deed owner you will need to transfer the deed if the family want to place a memorial on the grave. In this instance you will need to complete a *transfer of deed application* form or a *statutory declaration* (these will usually be sent out to the next of kin from Witney Town Council after the burial has taken place). For further information on this please contact the Burials Office at Witney Town Council on 01993 777820.

If the rights are not specifically mentioned in the will, they will form part of the 'residue' of the will, usually worded as 'and all my other worldly goods' at the end of the will. Whoever inherits the rights will need to contact Witney Town Council to arrange a transfer of ownership before the grave can be re-opened again.

Ownership of the right to burial is the family's responsibility and we cannot accept a funeral booking or authorise a memorial application until ownership has been assigned. After this the rights become part of the deceased's estate and may be left in a will, or assigned by their executors to someone else.

Information



WITNEY TOWN COUNCIL HOPES THAT YOU WILL FIND OUR CEMETERIES PLEASANT AND TRANQUIL PLACES TO BURY YOUR LOVED ONES AND TO VISIT.

Grave Care

All lawn graves and ashes plots should be kept tidy. Floral tributes are removed by the Town Council once they have gone over and then flowers in a memorial garden on the grave or in a vase integral to a memorial are permitted on plots. Any items, including memorials are left at your own risk and Witney Town Council takes no responsibility for them. All damage or theft should be reported to the Police immediately on 101.

Opening Times

- Tower Hill Cemetery is open 365 days a year for **pedestrian access**. For vehicular access to the car park, the times are Mon-Fri 9.30am—4pm and Sat 9.30—1pm.
- Special access is available on key dates such as Mother's Day and Christmas or by special arrangement with the Town Council.
- Windrush Cemetery is open 365 days a year.

Restrictions

The Council does not permit memorial canopies, ledgers, gravel, cover slabs or kerb surrounds of any kind on or around the plot.

Temporary memorials such as metal/plastic name plates or wooden crosses are permitted during the initial three month period. After that, no items are permitted outside of the Memorial Garden.

In the interests of safety, any glass items (including vases), Alcohol, Scissors, Cleaning solutions or anything else considered dangerous to the public or animals will be removed without notification.

We welcome well behaved dogs kept on leads but dog fouling must be cleared up by owners.