

GODALMING TOWN COUNCIL

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4 August 2023

I HEREBY SUMMON YOU to attend the **ENVIRONMENT & PLANNING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 10 AUGUST 2023 at 6.30pm.

Andy Jeffery

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members:	Councillor Kiehl – Chair Councillor Clayton – Vice Chair
Councillor Adam	Councillor PS Rivers
Councillor Crooks	Councillor PMA Rivers
Councillor Crowe	Councillor Steel
Councillor Downey	Councillor Taylor
Councillor Follows	Councillor Thomson
Councillor Heagin	Councillor Weightman
Councillor Holliday	Councillor Williams
Councillor Martin	

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting of the Committee held on the 20 July 2023, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

The Comments and observations from the following Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

Councillor Crowe, Councillor Martin, Councillor PMA Rivers

4. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. PLANNING CONSIDERATIONS UPDATE

Members to receive a presentation from Mr Steve Tilbury of Steve Tilbury Consulting regarding material and non-material considerations for determining observations on planning matters.

7. PLANNING APPLICATIONS - CONSULTATION

To consider a schedule of planning application attached at Appendix A.

8. MOTION ON NOTICE – ITEM FOR DECISION

Proposers: Cllr PMA Rivers, Cllr Adam, Cllr Clayton, Cllr Crowe

MOTION FOR GODALMING TOWN COUNCIL TO EXPRESS ITS CONCERN REGARDING THE PROSPECT OF THE CLOSURE OF THE FARNCOMBE STREET COMMUNITY PHARMACY.

Godalming Town Council is aware that although Boots, alongside its US owner Walgreens Boots Alliance (WBA), released Q3 results demonstrating a 13% growth in retail sales, and an increase in the company's market share for the ninth consecutive quarter, it also announced in June that it plans to shut 300 UK stores over the next 12 months. Concern has been raised that the Farncombe Street branch of Boots is one of those stores at risk of closure.

Godalming Town Council believes that not only is Boots the Chemist at Station Place, Farncombe Street, vitally important for residents as a community pharmacy, but is also essential to the economic wellbeing of the Farncombe retail centre, and call upon Boots UK and WBA to ensure that this store remains at the centre of the Farncombe community.

Members are requested to resolve to agree this motion and authorise the Town Clerk to write to Sebastian James, President and Managing Director of Boots UK & ROI, Boots UK Ltd, Nottingham, NG2 3AA sebastian.james@wba.com to highlight the concern of the town council and the residents of Farncombe and Binscombe that the closure of this store would have.

9. CEMETERY REGULATIONS – ITEM FOR DECISION

Recommendation: Members to agree to recommend the Cemetery Regulations for adoption by Full Council

Members are requested to review the Cemeteries Regulations (attached for the information of Members), which have been updated to reflect the change of burial authority from the Joint Burial Committee to Godalming Town Council. Information regarding: the Children's Funeral Fund, exhumations, definitions of resident, non-resident and excepted categories, the Ahmadiyya Muslim Association, Exclusive Rights of Burial, Common Graves, Inspection of Memorials and Maintenance and Upkeep have been added or expanded to capture information in one document that was previously contained within the minutes of the former Joint Burial Committee or within the Cemeteries Order 1977.

10. EASHING CEMETERY COMMUNITY GARDEN – ITEM TO NOTE

Members will wish to note that the next open workdays at the Eashing Community Garden have been arranged for 2pm-4pm Saturday 23 September, Saturday 14 October and Saturday 18 November 10am-12pm (next tree planting).

Additionally, plans are being made for 4 work parties and between 6-8 school and group parties to visit and work in the garden as well as the regular volunteer groups who work in the garden.

Roots for the Future, who is one of the delivery partners is working to establish how the cemetery and garden can be incorporated into KS2 learning outcomes. This is being developed with St Marks & All Saints as it is hoped this will lead to a programme of regular school visits to coincide with butterfly count/garden week/etc. to be rolled out each year going forward. WBC's Community & Estates Development Officer is also developing some specific garden jobs to help with this age group and will produce the associated risk assessment.

The next planting schedule arranged by COPSE for the Community Orchard will include 6 apple trees, 2 figs trees, 2 quince and 2 Mulberry trees, as well as 2 Acer davidii and a Sorbus for planting in the community garden area.

The Waverley Community & Estates Development Officer is also planning an updated planting schedule, which will include some perennials.

Skillway, the creator of a new bench for the garden area, made exclusively from the wood of a fallen tree from Eashing Cemetery, will also be visiting to see its work in its new location and to put up the name tags they produced to identify the different varieties of trees that have been planted.

11. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

12. DATE OF NEXT MEETING

The next meeting of the Environment & Planning Committee is scheduled to take place in the Council Chamber on Thursday, 31 August 2023 at 6.30pm.

13. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

GODALMING TOWN COUNCIL
ENVIRONMENT & PLANNING - SCHEDULE OF PLANNING APPLICATIONS – 11 JULY – 31 JULY 2023

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WBC Weekly List 23/29				
TM/2023/01500	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 03/03	105 Peperharow Road Godalming GU7 2PN	
TM/2023/01527	Godalming Binscombe & Charterhouse	APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 12/19	Cliff Hanger Frith Hill Road Godalming GU7 2EE	
TM/2023/01531	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER GOD12	Greylees Filmer Grove Godalming GU7 3AB	
WA/2023/01515	Godalming Central & Ockford	Extensions and alterations to two dwellings to form one dwelling with associated works.	Westhanger Court & Westhanger Place Westbrook Road Godalming GU7 2QH	
NMA/2023/01519	Godalming Central and Ockford	Amendment to WA/2020/2064 for the addition of an air source heat pump unit in the rear garden (5kw unit, data sheet & certificates will be uploaded).	54 Primrose Ridge, Godalming GU7 2NX	
TM/2023/01528	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 42/99	8 The Paddock Godalming GU7 1XD	
CA/2023/01522		BINSCOMBE CONSERVATION AREA WORKS TO TREE	123 Binscombe Godalming GU7 3QL	
WBC Weekly List 23/30				
WA/2023/01569	Godalming Binscombe & Charterhouse	Erection of extensions and alterations with balcony at first floor; roof dormer extension and alterations to attached garage to provide additional habitable accommodation following demolition of existing conservatory (revision of WA/2022/01792).	20 Huxley Close Godalming GU7 2AS	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
TM/2023/01578	Godalming Binscombe & Charterhouse	APPLICATION FOR WORKS TO A TREE SUBJECT TO TREE PRESERVATION ORDER 03/03	111 Peperharow Road Godalming GU7 2PN	
WA/2023/01574	Godalming Central & Ockford	Change of use of 1st floor accommodation from Class E (office) to use Class C3 (residential) with internal alterations to provide 1 dwelling.	First Floor 133 High Street Godalming GU7 1AF	
PRA/2023/01550	Godalming Central & Ockford	General Permitted Development Order 2015, Schedule 2 Part 3 Class MA - Prior Notification application for change of use of first and second floors from commercial use (Use Class E) to 5 dwellinghouses (Use Class C3).	The Old Print House 18b Bridge Mews Bridge Street Godalming GU7 1HZ	
WA/2023/01573	Godalming Holloway	Erection of extensions and alterations to elevations together with extensions and alterations to roof to provide habitable accommodation in roof space.	Glennie Ramsden Road Godalming GU7 1QE	
TM/2023/01539	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/03	Chelmers Busbridge Lane Godalming GU7 1PU	
WBC Weekly List 23/31				
WA/2023/01585	Godalming Binscombe & Charterhouse	Erection of detached garage with external staircase and games room over, together with replacement of concrete block retaining walls with new retaining walls and associated landscaping following demolition of existing single storey garage.	Holt House Frith Hill Road Godalming GU7 2EE	
WA/2023/01607	Godalming Binscombe & Charterhouse	Erection of a single storey extension and a front roof extension following demolition of existing single storey extension; alterations to existing driveway to create 2 parking spaces with bicycle/bin storage.	24 Charterhouse Road Godalming GU7 2AQ	
WA/2023/01589	Godalming Binscombe & Charterhouse	Certificate of Lawfulness under Section 191 for a two storey extension and alterations completed in excess of 10 years.	Olinda, Knoll Road Godalming GU7 2EP	
WA/2023/01581	Godalming Farncombe & Catteshall	Creation of a vehicle crossover and dropped kerb.	39 Elizabeth Road Farncombe Godalming GU7 3PZ	

<u>Ref</u>	<u>Ward</u>	<u>Proposal</u>	<u>Site Address</u>	<u>GTC Observations</u>
WA/2023/01622	Godalming Holloway	Erection of single storey extensions and alterations following demolition of existing conservatory and porch.	40 Fox Dene Godalming GU7 1YQ	
TM/2023/01628	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER GOD16A	Timbers Hambledon Road Godalming GU7 1PJ	
TM/2023/01627	Godalming Holloway	APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/03	Endicott Busbridge Lane Godalming GU7 1PU	
CA/2023/01614		MUNSTEAD CONSERVATION AREA WORKS TO TREES	1 Old Rectory Gardens Godalming GU7 1XB	



Godalming Town Council
 Local Authorities Cemeteries Act 1974
 Regulations in respect of Nightingale and Eashing Cemeteries

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Introduction

These regulations are made by Godalming Town Council (hereinafter called ‘the burial authority’) acting as the burial authority for the Parish of Godalming in exercise of the powers and duties conferred upon them by the *Local Government Act 1972, Article 3 of the Local Authorities’ Cemeteries Order 1977*, and of all other powers and duties regarding the general management, regulation and control of the cemeteries provided by them.

The cemeteries are managed and operated in accordance with current legislation covering burial in England and Wales. These regulations are a necessary requirement for the management of the cemeteries.

In these regulations: The term ‘The Council’ means **Godalming Town Council** acting as the burial authority.

Cemetery or Cemeteries – the following cemeteries in the ownership and under the control of the said Council as Burial Authority within the parish of Godalming and situated at: Nightingale Cemetery, Deanery Road, Godalming, Surrey and Eashing Cemetery, Franklyn Road, Godalming, Surrey.

'Memorial' means anything that is built or erected on a grave space.

'Clerk' means the Proper Officer of Godalming Town Council (Town Clerk).

A portion of each Cemetery is consecrated for burials according to the rites of the Church of England. The remaining portion is provided for burials for those of other or no faith.

A plan of the Cemetery is available for inspection during published opening hours at the Council Office.

The Council's Cemetery Service is situated at the Council Offices, 107-109 High Street, Godalming GU7 1AQ and is open Monday to Friday 10.00am to 3.00pm (normal public holidays excepted). For further advice or information, please call 01483 523575.

Visitors are welcome to the cemeteries and are asked to respect the dignity, peacefulness, and tranquillity of the burial grounds. Regulations should be observed at all times and the burial authority reserves the right at any time to make amendments or variations to them.

Admission to Visitors

1. Eashing Cemetery gates opening times are displayed at the entrance to the cemetery and on the Council's website <https://godalming-tc.gov.uk/eashing-cemetery/> Nightingale Cemetery gates are open at all times.
2. No person not being an officer or servant of the burial authority, or acting on behalf of the burial authority, shall enter or remain in a Cemetery at any hour when it is closed to the public.
3. All persons entering the Cemeteries will be subject to the orders and control of the burial authority or any person authorised by the burial authority and will be subject to the Regulations in force.
4. The burial authority reserves the right to temporarily close public access to any part of the cemeteries at any time without notice.

Fees, Charges and Children's Funeral Fund

5. All fees and charges as published (see <https://godalming-tc.gov.uk/fees/>) are payable to Godalming Town Council on submission of the Notice of Interment or on the issue of an official invoice.
6. For burials of a child who has died under the age of 18 or stillborn after the 24th week of pregnancy, Godalming Town Council will recover cemetery fees and charges for the burial from HM Government Children's Funeral Fund for England. The fund is not means-tested: what you earn or how much you have in savings will not affect eligibility. As such, no parent, guardian, or carer will be required to pay any cemetery fee to the Council, nor should they be required to pay any disbursements for cemetery fees and charges from any third party for the burial of those under the age of 18 or stillborn post 24 weeks of pregnancy. Full details of the Children's Funeral Fund can be found at <https://www.gov.uk/child-funeral-costs>
7. The Council will determine fees for the burial services annually, to take effect from 1st April each year. Fees and charges for all cemetery services will be determined by the Council in accordance with the powers derived under Article 15 (1) of the Local Authorities Cemeteries Order 1977.
8. Fees are payable in advance except in the case of Funeral Directors dealing continuously with the burial authority who are invoiced on a regular basis by the burial authority.
9. Searches in the register of burials may be requested at the Council's office.

Residents, Non-Residents and Excepted Categories.

10. Residents are persons who had a permanent residential address within the civic parish of Godalming at the time of their death.
11. Excepted categories, who will pay the same fees and charges as residents, are deemed to be:
 - Residents of the parish of Tuesley and Munstead (formerly Busbridge Parish)
 - Former residents of Godalming who purchased an Exclusive Right of Burial prior to 1 January 2019
 - Former residents of Godalming and/or Tuesley and Munstead Parish (formerly Busbridge Parish) who moved to live in a nursing/care home outside of the parish (proof, that for the majority of their life, the deceased resided within the Parish of Godalming or Tuesley and Munstead Parish and moved out of area to receive full time care may be required. The final decision lies at the Clerk's discretion)
 - The surviving spouse/civic partner to whom the remaining Exclusive Right of Burial has transferred following the death of the original purchaser. (If the remaining Exclusive Right of Burial transfer to anyone other than the surviving spouse/civil partner the non-resident fees apply for future interments)
12. Non-residents are those persons not residing within the civic Parish of Godalming, or do not fall within the excepted categories. Those persons will be charged non-resident fees in accordance with the scale of fees and charges.

Interments

13. Bookings for burial services may be made by telephone, in writing or in person at the Council's offices. Bookings will be regarded as provisional until formal notice is received.
14. The burial authority will not be responsible for any delay or misunderstanding, which may occur if instructions are given verbally or by telephone. All verbal instructions should therefore be confirmed in writing preferably by email to office@godalming-tc.gov.uk.
15. The burial authority will not accept responsibility for consequences arising from the loss or delay of documents sent in the post.
16. Notice of interment should be given to the Clerk, with at least 48-hours' notice prior to the interment, by the completion in full of the prescribed form available from the Council's office and online at <https://godalming-tc.gov.uk/interment-form/>. If a burial is requested at less than 48-hours' notice, whilst the burial authority will use its best endeavours to accommodate such a request, no guarantee is given or implied that it will be able to do so and agreement of arrangements are at the discretion of the Clerk.
17. The burial authority will not accept responsibility for consequences arising from incorrect details provided in the Notice of Interment.
18. Any amendment to an application for interment once the burial authority has received the form must be in writing by letter or email.
19. Interments within the Ahmadiyya Muslim Association section of Eashing Cemetery are required to be arranged via the Secretary Tarbiyyat UK who may be contacted at:

Sectarbiyyat@ahmadiyyauk.org
20. Except in cases of infectious or contagious disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority, interment shall

normally take place between 10:00am and 3:00pm (October to March) and 10.00am and 4.00pm (April to September) Monday – Friday.

21. No interment shall take place on Saturday, Sunday or Public Holidays, except as provided in Regulation 5 or by special arrangement with the Clerk. An additional charge will be payable in such circumstances.
22. On arrival at the cemetery, if not already provided, the following documentation must be handed to the Cemetery representative: -
 - The Certificate for Disposal issued by the Registrar of Births and Deaths (Green Form) or, in the case where an inquest has been held, the Coroner's order for burial (White Form), or copy thereof.
 - The Certificate of the Registrar of Deaths given in pursuance of the *Births and Deaths Registration Act 1953* or the Order of the Coroner must in a like manner be produced in respect of every stillborn child brought for burial. If the birth does not come within the definition of 'stillborn' or 'still birth' as mentioned in the Still birth (Definition) Act 1992, a certificate from a registered Medical Practitioner or other responsible person attendant at the birth, stating that it took place before the twenty-fourth week of pregnancy must be produced.
23. **No inhumation (burial of a body) will take place unless the Registrar's Certificate for Disposal or Coroner's Order for Burial is produced.**
24. Before the Clerk can authorise the interment of cremated remains of any person, a certificate of cremation from the crematorium must be provided. This certificate confirms that the Certificate for Disposal has been produced to the Medical Referee of the Crematorium and that the Notification of Disposal has been delivered to the appropriate Registrar of Births and Deaths.
25. Grave space will normally be taken in rotation as prescribed by the burial authority.
26. The grave space for the burial of persons 12 years and over shall be 9 feet by 4 feet
The grave space for the burial of persons 12 years and under shall be 6 feet by 3 feet
For cremated remains shall be 2 feet by 2 feet.
27. The depth of graves to the bottom of the excavation shall be:

For one interment	5 feet 6 inches
For two interments	7 feet
For cremated remains	2 feet
28. For every opening of a grave where the Exclusive Right of Burial has been purchased, the Notice of Interment form must be signed by the registered owner. In the case of the registered owner being deceased a transfer of ownership should be completed.
29. The ashes of the deceased may, subject to the approval of the Clerk, be scattered on any grave purchased by the family. Burial records will only record interment (burial below the ground) of ashes.
30. We welcome any unusual or innovative arrangements for funerals including horse drawn vehicles, pipers, military ceremonies etc. subject to the Clerk being notified in advance so that the necessary preparations can be made.

Exclusive Right of Burial

31. The burial authority will grant on such terms and subject to such conditions as they think proper and upon payment of the appropriate fee or fees to any person aged eighteen years or over, for a period of fifty years, the Exclusive Right of Burial in a specified grave space together with

the Exclusive Right of Burial therein. The full name and address of the person(s) (for practical purposes a maximum of two persons) to be registered as the owner.

32. The purchase of an Exclusive Right of Burial entitles the deed holder(s) the sole right to determine who is buried in the grave and whether a memorial can be erected on the grave. The burial authority will not be held responsible if due to factors outside its control the full number of interments cannot be achieved.
33. No body shall be buried or cremated remains interred in the grave in which an Exclusive Right of Burial for the time being subsists, except with the consent in writing of the owner(s) of the right.
34. To ensure that only the correct person is interred in the grave, any variation in the names must be explained and confirmed by a Statutory Declaration before the interment can take place.
35. Upon payment of the appropriate fee, the purchaser(s) of the Exclusive Right of Burial in any grave space shall be furnished with a certificate thereof, and the particulars thereof shall be entered in a registry book to be kept for that purpose. The certificate will stipulate the full name of the owner(s) and the terms on which the certificate has been issued as follows:
 - The right of burial shall be exercisable only (subject as mentioned below) for a period of 50 years from the date of purchase for all Exclusive Right of Burial issued after January 2009.
 - During the period of the Exclusive Right of Burial, the registered owner(s) will have the right to erect upon the specified grave a memorial that complies in all respects, including any inscription thereon, with the requirements of these Regulations.
36. The owner of Exclusive Right of Burial is responsible for informing the burial authority of any change of address.
37. All memorials shall be kept in good repair at the expense of the registered grave owners, including repairs necessary due to vandalism.

Assignment or Transfer of Exclusive Right of Burial

38. Exclusive Rights of Burial in purchased ground shall not be assigned except by deed, and on each change of ownership, the person claiming such right shall forthwith give notice of their claim to the Clerk and establish the same by sufficient evidence, when their title, if satisfactory, will be recorded in the registry book. Where the living owner of the grave wishes to transfer ownership of a grave, this can be carried out by completion of a Form of Assignment and submitting it to the Clerk (Forms of Assignment are available from the Council Office.)
39. The ownership of exclusive rights is an important legal matter. Ownership of Exclusive Rights may only be transferred in one of the following ways:
 - The owner of the Exclusive Right of Burial may assign the Right of Burial to another person. A Form of Assignment shall be submitted to the burial authority.
 - Following the death of the owner, the Exclusive Right of Burial in any grave space, walled grave or vault must be transferred and re-registered before the grave can be further re-opened or any stone or monument erected thereon or any existing stone or monument repaired, altered or removed.
40. Transfer of ownership (as referred to above) can take place on production of any the relevant applicant and supported legal documents to the Clerk.
41. Where no interment has taken place in the grave, the owner of the right of burial may surrender the same to the burial authority and receive from the burial authority, a payment not exceeding the original purchase price. An administration fee is also payable to the burial authority in such instances. No refund will be made where the Exclusive Right period has lapsed.

Unpurchased (Common) Graves

42. Unpurchased graves (common graves) are available for those requiring burial, but who choose not to purchase an Exclusive Right of Burial. When it is desired that the interment shall take place in an unpurchased grave, the notice of interment must be signed by:
- A near relative of the deceased, and/or
 - Accompanied by a form of consent in writing signed by a near relative, or
 - Accompanied by consent in writing signed by a person acting on behalf of the relatives of the deceased authorising the interment in an unpurchased grave.
43. The Clerk or nominated officer will determine the position of common graves. Relatives of the deceased have no right to be buried in that grave, nor do they have any right to place a memorial on the same. It should be noted that the burial authority may, at its sole discretion, use any remaining space within a common grave for the burial of an unrelated person. It is the intention of the burial authority that where legislation permits, to re-use common graves from 75 years after the last interment within the grave.

Graves and Burials

44. All graves will be dug or excavated by persons authorised by the burial authority.
45. The burial authority reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil will be removed immediately following the interment and the area will be restored to its former condition.
46. The burial authority reserves the right of passage over all graves for all purposes connected with the Cemetery and the right to remove and replace memorials adjacent to those that need to be opened for an interment, without notice, to provide access for equipment. Any memorials disturbed in this way will be re-erected as soon as possible after the interment, but the burial authority will not be responsible in the event of a memorial being lost, broken or damaged through any cause other than their negligence.
47. Every deceased brought into the Cemetery for interment shall be contained in a suitable coffin/casket. Traditional wooden coffins or ecologically friendly coffins only shall be used.
48. The exact dimensions of the coffin/casket shall be entered on the Notice of Interment. Should the coffin be in excess of standard size an additional charge may be incurred. If the dimensions alter, the Clerk must be informed as soon as possible prior to the burial. The burial authority will not be responsible for delays caused for the time required to correct the size of a grave because the incorrect coffin size or style being provided on the interment form or new instructions being provided after the grave had been prepared.
49. The responsibility for providing sufficient bearers to carry the coffin rests with the Funeral Director or person arranging the funeral. On advanced notice to the Clerk, a funeral bier will be provided for the transportation of a coffin to the grave.
50. Each individual body, whether an adult or child, must be brought to the cemetery in a separate coffin, except where:
- A mother has died in childbirth, in which case both the mother and child may be interred in the same coffin or
 - Twins or multiple twins have died in childbirth, in which case the children may be interred in the same coffin.
51. Where the funeral is of a person who has died of an infectious disease, the Notice of Interment must contain a statement to this effect.

52. Body viewing is only permitted inside the Cemetery chapel buildings. The opening of a coffin lid in any other area of the Cemetery may only be conducted with the prior permission of the Clerk.
53. Representatives of the deceased may, at their own risk, backfill the grave after an interment but must strictly adhere to the instructions of the Cemetery Sexton in attendance. The burial authority will provide the equipment. If used, shoring must remain in place and may only be removed by burial authority staff at the appropriate time. The Clerk must be notified in advance to ensure the necessary tools and equipment are in the right place.
54. Cremated remains may be interred in caskets or containers constructed of biodegradable material, stone, or metal in purchased graves or graves for cremated remains. Cremated remains may be interred in any previously purchased grave. If a container is used, identification of whose remains it contains must be firmly attached to that container.
55. A Register of all Burials shall be kept by the burial authority, searches may be made during office hours and certified extracts or certificates can be obtained. A charge may be payable.
56. Items of pottery, tin, plastic or glass, bricks, blocks, wire mesh or plastic fences or any other object or materials which are fragile, easily breakable or which generate noise, pose a safety hazard or impede access or maintenance will be removed by the burial authority without notice. Articles are placed solely at the owner's risk. The burial authority representatives shall be at liberty to remove from graves any moveable article that shall be broken or has become unsightly. The burial authority reserves the right to remove and dispose of prohibited articles, deteriorated or withered wreaths and flowers without notice.

Natural Burials

57. An area of Eashing Cemetery has been designated as a Natural Burial Garden. The Natural Burial Garden:
 - Provides a living memorial in an area in which wildlife and wildflowers can flourish.
 - Allows for an associated tree sapling (of native plants like hawthorn, birch, hazel, mountain ash) planted within the Green Burial Garden, but not necessarily on or next to the grave. The grave owner will be offered a choice of location for the tree/sapling.
 - All burial containers are to be biodegradable – e.g. wicker, cardboard, willow, bamboo or wood from sustainable sources.
 - The treatment and preservation of bodies is discouraged.
 - No memorials, flower tributes or objects are to be allowed on the graves. An area will be reserved for temporary flower tributes following a funeral.
 - A wooden memorial marker may be placed upon a grave.
 - Each plot will be for one inhumation.
 - Burial clothing, personal effects and all other items left in the coffin should be biodegradable. Therefore, items such as spectacles, mobile phones and synthetic shoes and clothing are not permitted. Personal jewellery is allowed for burials.
 - Newly dug graves will be top filled and seeded or planted once they have settled - about 3 months after the burial.

Exhumation

58. No body or cremated remains may be removed from a grave without the written and signed consent of the registered owner of the Exclusive Right of Burial for that grave, together with all other statutory documentation. Original documents will be required for this purpose.
59. Where exhumation is proposed from a grave in unconsecrated ground a Ministry of Justice licence is required and this can only be obtained upon the application of the registered grave owner(s).

60. The Ministry of Justice may prescribe specific actions that are to be carried out during the exhumation process. Exhumation will always take place very early in the morning and in most cases will require the attendance of a local Environmental Health Officer.
61. It will be the responsibility of the person requiring the exhumation to pay all fees for all requirements and to ensure that logistically the exhumation is carried out with due regard for the health and safety of all those involved, public decency and respect for the deceased.

Memorials

62. The burial authority has a Duty of Care under Health & Safety Legislation. Before any memorial can be erected, an application must be submitted for approval to the Clerk on the prescribed form. Forms are available from the Council Offices, local Funeral Directors and Monumental Masons and online at <https://godalming-tc.gov.uk/memorials/>. Forms are to be submitted together with drawings and specifications of the proposed memorial.
63. The burial authority reserves the right to make safe, repair and reinstate memorials that have fallen into disrepair and recharge the cost of the work to the registered owner of the grave.
64. No monument may normally be erected on any grave other than one headstone or one combined headstone, kerbstone surround and memorial vase to a specification approved by the burial authority, the key elements of which are set out below. The owner of a grave may, however, place a tablet in respect of the interment of ashes on an existing grave.
65. Memorials and kerbsets installed in Eashing Cemetery shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality approved by the burial authority. Materials for the construction of memorials and kerbsets in Nightingale Cemetery shall only be constructed of York Stone, Portland Stone, Nabresina, Pirbeck, dark Grey Eggshell Granite or Karin Grey Eggshell Granite.
66. The kerbstone surround must not exceed 7' in length, 3' in width or 6" in depth (213cm x 91cm x 15cm). In the case of kerbstone surrounding a double grave space, this must not exceed 7' (213cm) in width. Kerbs created from stones, pebbles or wood are prohibited.
67. A memorial vase should not exceed 1' (30cm) in any direction.
68. A headstone should not exceed 5' (152cm) in overall height from ground level.
69. Ornamental chippings or stones are not permitted unless enclosed in a kerbset for which approval has been granted. The chippings must be green, white, or grey.
70. All memorials shall be constructed of good durable material and all work carried out will be to the standards as laid down by the National Association of Memorial Masons.
71. Lawn memorials greater than 19" (500mm) are to be installed on a concrete foundation that has been laid on undisturbed earth or which spans the disturbed earth and is supported on a minimum of 4" (100mm) of undisturbed earth each side of the disturbed ground.
72. All memorials shall have the number of the grave space cut conspicuously thereon; the expense of this work and the erection of the memorial to be paid by the owner of the grave.
73. Prior to authority being given for the erection of a memorial the following information is to be supplied:
 - Which NAMM approved foundation method is to be used
 - Which NAMM approved method is to be used to fix the memorial to the foundation / ground
 - Which NAMM approved method is to be used for fixing plate to base (Dowel or Bolt)

74. Prior to authority being given for the erection of a memorial the memorial mason (or their agent on their behalf) are required to sign an undertaking prior to conducting any work within the Cemeteries that, on being informed of any failure due to poor workmanship or defective materials of a memorial supplied and installed by them and within 10 years of the installation, the mason will:
- Inspect the memorial within 21 days of being informed of such a defect.
 - If accepted that the cause of failure is due to poor workmanship or defective materials the Mason shall write to the owner of the memorial informing them of the nature of the fault, outlining the remedial action the memorial mason plans to take to correct the situation or the options available to the owner if the failure has occurred later than 6 years from installation.
75. No memorial mason or any other workman or tradesman may enter or conduct any work within the Cemeteries without prior approval of the burial authority. Requests for entry to the Cemeteries to install or remove memorials or to lay foundations for future installation of a memorial are to be sent to the Clerk at least two clear working days prior to the required date. Except for those directly involved no entry for tradesman will be allowed whilst an interment is in progress or 30 minutes either side of its programmed time.
76. The lettering of inscriptions on any memorial shall not exceed 2” (50mm) in height.
77. No mason or sculptor shall place any trade inscription upon any memorial except their name.
78. No hewing or dressing shall be permitted within the Cemetery, and all materials for memorials and all tackle shall be conveyed into the Cemetery in such a manner as will avoid annoyance or injury to persons or damage to the grounds and walks. All refuse, soil, and other materials to be removed in like manner.
79. Every memorial shall be kept in repair by the owner, and if not so kept in repair it may be repaired or removed by the burial authority at its discretion and at the expense of the owner. Memorials shall not be painted without the consent of the burial authority.
80. In the event of any memorial being erected, or placed, without the above consent, those responsible may be required to remove the same and pay any legal or other costs which might be involved.
81. The permission of the Clerk must be obtained before any memorial is removed, e.g. on the occasion of the re-opening of a grave or for an additional inscription and must be removed and reinstated by a stonemason or other competent person to the standards laid down by the National Association of Memorial Masons and these regulations. It should be noted that any memorial removed for restoration work or additional inscriptions that does not already have the number of the grave space cut conspicuously is to comply fully with paragraph 72 above.
82. Applications for the erection of a Memorial inscribed, wholly or partially in a language other than English are to have an English translation of the inscription attached.
83. Memorials to be installed within the Ahmadiyya Muslim Association section of Eashing Cemetery are to be pre-authorised by the Secretary Tarbiyyat UK who may be contacted at:

Sectarbiyyat@ahmadiyyauk.org

Inspection of Memorials

84. The burial authority periodically inspects all memorials and if any are found to be in an unsafe condition, the burial authority will make the memorial safe, which may mean staking, banding and a notice being posted on the memorial or taking such other remedial action to remove the danger as it thinks fit.

85. Memorial owners shall be responsible for the cost of repairing or re-instating memorials, which have been staked and banded. The burial authority will endeavour to notify memorial owners of unsafe memorials.
86. Where necessary action has been taken regarding any unsafe memorials and the costs of repair have been borne by the burial authority, such costs will be recovered from the owner(s) of the memorial or subsequent claimant to the Exclusive Right of Burial, should they become known to the burial authority.
87. The burial authority reserves the right to:
 - Remove, without notice, any memorial and take any necessary precautions to safeguard the burial authority employees or contractors when digging graves adjacent to any memorial.
 - To re-fix, move, line-up or otherwise alter the position of any memorial in a Cemetery as required.
 - Remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
 - Remove any monument or memorial where the periods of Exclusive Right of Burial and Right to erect of Memorial have elapsed or when the Right to Erect a Memorial is deemed to be terminated.
 - Remove any memorials or other items placed upon a grave in contravention of these regulations, without notice.

Maintenance and Upkeep of the Cemetery

88. The burial authority shall endeavour to reinstate all newly excavated graves within 12 months of an interment, subject to ground conditions and to the season of the year being appropriate for these works to be undertaken. This period is necessary to allow the natural subsidence of the earth used to fill the grave. The reinstatement shall include the levelling and seeding of the grave surface.
89. Funeral wreaths will generally be disposed of within 14 days after interment.
90. The burial authority reserves the right to remove without prior notice any shrubs, trees or plants, floral tributes not considered to be accordance with these regulations, infringing on adjacent grave spaces or that in its opinion have become unsightly and to dispose of the same in such a manner as it deems fit.
91. No liability is accepted by the burial authority for loss or damage to planting caused as result of excavating adjoining graves.
92. The burial authority will not accept any liability for any memorabilia left on the grave.
93. Grass cutting, leaf and litter clearing, upkeep of trees, shrubs, flowerbeds and hedges will be carried out by the burial authority or their contractor, at a frequency determined by the burial authority and weather conditions. The burial authority reserves the right to disconnect the water supply to avoid freezing, when a drought order has been granted or the water supply provided is abused.
94. The burial authority reserves the right to change the appearance of the Cemetery and therefore the environment of the surround adjacent to a specific grave may change as may any amenity or feature adjacent to the grave.

Conduct within Cemeteries

95. Only Service dogs are permitted in the Cemetery grounds provided they are kept on a lead and dog litter is taken away by the owner.
96. The use of bicycles and motor vehicles is restricted to the main drive of the Cemetery. Access is subject to absolute right of way being given to any funeral cortege. Vehicles must not exceed 10 mph and must not obstruct paths or driveways. The requirements of the Highway Code must be observed at all times. Vehicles must not be parked in a position that obstructs other motor vehicles or any other form of access.
97. The burial authority will not accept responsibility for the loss or damage to any vehicle/bicycle brought into the cemeteries, howsoever caused.
98. Children under 12 years of age must be accompanied by a responsible adult at all times.
99. No person in the Cemetery shall behave in a noisy, disorderly or unseemly manner, consume alcohol, gamble, hold any picnic or barbecue, sunbathe or play any game, use improper or indecent language, trespass on any portion of the Cemetery, damage, destroy or touch any tree, shrub, plant, headstone, monument, memorial, grave or any other property within the Cemetery or obstruct any officer as foresaid of the burial authority in the execution of his duty. All persons shall conduct themselves in decent, quiet and orderly manner and are reminded of the provisions of Articles 18(1) of *The Local Authorities Cemeteries Order 1977*. These state that no person shall:
 - Wilfully create any disturbance in a Cemetery
 - Commit any nuisance in a Cemetery
 - Wilfully interfere with any burial taking place in a Cemetery
 - Wilfully interfere with any grave, walled grave or vault, any tombstone or other memorial, or any flowers or plants or any such matter; or play at any game or sport in a Cemetery.
100. No person shall sit, stand, or climb upon or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence or building within or belonging to the Cemetery.
101. Any person found vandalising any part of the Cemetery or desecrating any grave plot will be liable for prosecution by the burial authority under the provisions of the *Local Authorities Cemeteries Order 1977*.
102. Visitors are required to deposit litter and spent flowers only in the bins provided.
103. The playing of any musical instrument or recorded music from any device used to generate and/or amplify any sound is not permitted in the Cemetery. The playing of musical instruments as part of the funeral service is permissible with the prior notification to the Clerk.

The burial authority reserves the right to make any alterations and additions to the foregoing regulations.
**Please contact Godalming Town Council at 107-109 High Street, Godalming,
Surrey GU7 1AQ (Tel. 01483 523575) if you require any further information.**

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.