

SAINT IVES TOWN COUNCIL RAMSEY ROAD CEMETERY REGULATIONS 2016

Revised 23 September 2015

PLEASE NOTE:

The cemetery is designated a Lawn Cemetery **(which means that all graves have flat, grassed surfaces with vertical headstones. Shrubs, trees, bushes etc. may not be planted on the grave. Flowers should only be placed in receptacles which can either be placed on the memorial basestone or in the case of graves without a memorial on the basestone placed on the grave by the Town Council.** Planting is not allowed and, if planted, graves will be cleared and laid to grass permanently.

In the interests of health and safety, and to allow proper maintenance, particularly when mowing, the placing of shingle, stone or artificial surround is not allowed.

- 1.0 In these Regulations, unless the context otherwise requires, the word "Council" means the Town Council of St Ives.
- 2.0 Interments shall take place between the hours of 10.00 am and 4.00 pm.
- 3.0 All enquiries concerning the use of the Cemetery should be made to the Town Clerk's Office, Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire PE27 5AL.
Telephone: 01480 388929
e-mail: clerk@stivestowncouncil.gov.uk

The office will be open at the following times:

Mondays to Thursdays (inclusive)	9.00 am to 5.00 pm
Fridays	9.00 am to 4.30 pm

An answerphone is available for messages to be left outside office hours.

- 4.0 All fees and charges must be paid to St Ives Town Council, Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire PE27 5AL.
- 5.0 The form of Notice of Interment must be received by the Town Clerk's Office, Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire PE27 5AL; in the case of a proposed interment in an earthen grave, not later than 10.30 am two days prior to the date of the interment, and in the case of a proposed interment in a brick grave, not later than 10.30 am three days prior to the date of the interment.
- 6.0 The Council reserves the right to refuse to accept a notice of interment in special circumstances.

- 7.0 The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone.
- 8.0 The Town Clerk may require such notice in excess of these periods, as he may deem necessary. In calculating these periods, Saturdays, Sundays, Christmas Day, Good Friday and Public Holidays are to be excluded.

In case of infectious diseases and other urgent cases, 24 hours' notice shall suffice upon the production of a Medical Certificate to that effect.

- 9.0 The Council will be responsible only for the preparation of Ashes graves only and will not be responsible for the preparation of full burial graves, and all excavations applicable thereto will be the responsibility of the Funeral Director or Undertaker concerned and graves must be left tidy after Interment.
- 10.0 The box containing the body of a stillborn child must bear an indelible inscription (including the name of the parent) and the interment shall take place by arrangement with the Town Clerk.

The Section is classified 'Children' and therefore space dimensions are limited with each grave space available to accommodate a maximum dimension coffin of 18" wide x 30" length. If the coffin is larger than this then it is necessary to accommodate the interment on a full size burial plot.

Due to the size of the grave space in the Children's Section only one interment is permitted as there is insufficient space for additional burials.

- 11.0 On every opening of a grave in which the Exclusive Right of Burial has been purchased, the Deed of Grant, Certificate of Ownership and written authority from the Owner must be produced to the Town Clerk when Notice of Interment is given.
- 12.0 A Certificate from the Registrar of Deaths of the registration of the death, or in cases where a Coroner's Inquest has been held, the Coroner's Warrant must be produced to the Town Clerk prior to the interment.

In the case of a stillborn child a certificate in accordance with the Births and Deaths Registration Act 1926 will be required.

- 13.0 The selection of a purchased grave space is, in all cases, subject to the approval of the Council, or of a Committee or officers approved by them. The wishes of the persons applying will be met as far as may be deemed practicable.
- 14.0 Undertakers shall at all times provide sufficient bearers for the carrying and lowering of the coffins into the graves. The Cemetery Staff will not be permitted to assist with the lowering of coffins into the graves.
- 15.0 In the event of Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain the whole or part of the interment fee.
- 16.0 The Undertaker, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.
- 17.0 After interment, a book supplied for the registrations of burials shall be filled up and signed by the officiating Ministers.
- 18.0 Funeral Directors, Monumental Masons, or any Member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space except to bury a member of that person's family.

- 19.0 The Town Clerk has authority to remove any Memorial which, in his opinion, should be removed to facilitate the opening of any adjoining grave. Any Memorial so removed will be replaced at the earliest opportunity.
- 20.0 All vehicles (except funeral corteges and maintenance vehicles) must proceed within the Cemetery by the main driveway.
- 21.0 The driver of any vehicle within the Cemetery must not leave the vehicle under his charge for the purpose of assisting at interments. No vehicle must be turned on the road or turf and any damage caused by such an act will be charged to the Owner or Undertaker using the vehicle.
- 22.0 Smoking is strictly prohibited and mobile telephones must be switched off within the Cemetery.
- 23.0 All persons entering the Cemetery must conduct themselves in a quiet and orderly manner, and not stand or sit on any grave or monument.
- 24.0 **It will be a disciplinary offence for any member of staff of the Town Council to receive any gratuity in connection with work at the Cemetery other than from the Town Council.**
- 25.0 When circumstances render it desirable to deviate from any of the above Regulations, special application must be made to the Town Clerk.
- 26.0 Children will not be permitted in the Cemetery unless in the charge of some responsible person, except with the consent of the Town Clerk.
- 27.0 Any person soliciting orders within the Cemetery shall be removed from the Cemetery.
- 28.0 No dogs (or other animals), except guide dogs shall be allowed into the Cemetery (unless part of a cortège)
- 29.0 Any unauthorised person detected picking or damaging shrubs, trees or flowers will be prosecuted.
- 30.0 The Council reserves the right to placing a mark of reference to all graves.
- 31.0 With the exception of purchased graves, interments shall take place in point or order consecutively, if the soil will permit, until the whole area shall have been buried in or appropriated.

RAMSEY ROAD CEMETERY REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS

PLEASE NOTE:

The cemetery is designated a Lawn Cemetery **(which means that all graves have flat, grassed surfaces with vertical headstones. Shrubs, trees, bushes etc. may not be planted on the grave. Flowers should only be placed in receptacles which can either be placed on the memorial basestone or in the case of graves without a memorial on the basestone placed on the grave by the Town Council.** Planting is not allowed and, if planted, graves will be cleared and laid to grass permanently.

In the interests of health and safety, and to allow proper maintenance, particularly when mowing, the placing of any object, shingle, stone or artificial surround on the grave is not allowed.

- 32.0 Extra fees shall be chargeable for erection of headstones. Only inscribed headstones will be permitted.
- 33.0 The Council reserves the right without giving any notice whatsoever:
 - 33.1 To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council.
 - 33.2 To remove any headstone or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
 - 33.3 To remove and replace any headstone so that the opening of a grave may be facilitated.
 - 33.4 To remove any unauthorised headstone, memorial plaque, flower container, stone chippings, kerbstones and planted flowers/shrubs/trees.

In the event of the exercise by the Council of the rights reserved to them by 35.1 above, any expense incurred by the Council shall be recoverable from the persons to whom the headstone, memorial or plaque belongs.

- 34.0 Prior to the placing of any headstone on a grave, the Town Council's consent must be sought by completion of an application form obtainable from the Town Council's offices. This form must include all dimensions, proposed inscription, and choice of materials and include a sketch. When approved, a signed copy of the form will be returned to the applicant.
- 35.0 No headstone may be removed from the Cemetery (by any person other than the Council) until the consent in writing of the Owner of the headstone has been deposited with the Town Clerk.

- 36.0 No responsibility will be accepted by the Council for the safe keeping of or damage done to any memorial.
- 37.0 Headstones must be prepared ready for fixing before being taken into the Cemetery and Masons and other workmen must provide and afterwards remove all tools, planks, blocks, etc required in the work of erecting headstones.
- 38.0 Masons and other workmen will not be permitted to the Cemetery before 9.00 am and must leave by not later than 4.30 pm or the stated time of closing, whichever is earlier. Work will not be permitted on Saturdays, Sundays and Public Holidays.
- 39.0 Masons or other persons engaged in the erection, renovation or repainting of any stone monument, must perform the work expeditiously and in all respects in accordance with these Regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is so damaged.
- 40.0 Masons or other persons engaged in the erection, renovation or repainting of any stone monument are prohibited from exhibiting their addresses on Memorials erected in the Cemetery.
- 41.0 A York landing or a reinforced concrete plinth must be placed on all graves where a monument is to be erected unless other arrangements are specially sanctioned by the Council.
- 42.0 **Main Section** - All monuments must be properly fixed to a reinforced concrete plinth for stability. Where a base-stone is used, provision for flowers should be incorporated. Dimensions for memorials are as follows.

	Minimum	Maximum
	Height x Width x Depth	Height x Width x Depth
Concrete Foundation (laid into the ground)	75 x 900 x 450 (mm) (3' x 3' 0" x 1' 6")	75 x 900 x 450 (mm) (3' x 3' 0" x 1' 6")
Base-stone	75 x 750 x 300 (mm) (3' x 2' 6" x 1' 0")	100 x 750 x 400 (mm) (4' x 2' 6" x 1' 3 ³ / ₄ ")
Headstone	600 x 450 x 75 (mm) (2' 0" x 1' 6" x 3")	750 x 600 x 100 (mm) (2' 6" x 2' 0" x 4")

- 43.0 **Children's Section** – All monuments must be properly fixed to a reinforced concrete plinth for stability. Where a base-stone is used, provision for flowers should be incorporated. Dimensions for memorials are as follows.

	Maximum
	Height x Width x Depth
Concrete Foundation (laid into the ground)	75 x 750 x 450 (mm) (3' x 2' 6" x 1' 6")
Base-stone	75 x 600 x 300 (mm) (3' x 2' 0" x 1' 0")
Headstone	600 x 450 x 75 (mm) (2' 0" x 1' 6" x 3")

- 44.0 **Ashes Section Rows A to F** - Inscribed Memorial Tablets of a maximum 350mm by 300mm (14ins by 12ins) are permitted in the Ashes Section within Rows A to F inclusive. The tablet may incorporate a flower container or may be used as a plinth for an inscribed stone flower container, the size of which is 300mm by 250mm (12ins by 10ins) to leave a clear 50mm (2ins) surround to each side of the plinth to which it is affixed.

- 45.0 **Ashes Section from Row G to Z** – Inscribed Memorials of a maximum of 450mm by 450mm (18” by 18”) are permitted in the Ashes Section within Rows G to Z inclusive. This may incorporate a flower container. **The maximum permitted height is 12” (300 mm) from the concrete foundation.**
- 46.0 Single memorial plaques on the **Ashes Wall** shall be no larger than 250 mm (10 ins) by 100 mm (4 ins) and double memorial plaques to be no larger than 250 mm (10 ins) by 225 mm (9 ins).
- 47.0 Receptacles – All flowers etc. must be placed in a receptacle of a durable material which, if damaged, will not create a health and safety hazard. **Items placed in glass or china receptacles or similar materials will be removed.**
- 48.0 The Council reserves the right to refuse permission to erect a memorial if the style, materials or inscription is unsuitable or inappropriate to the dignity of the cemetery.

Agreed by Amenities Committee: 27 February 2013