



CEMETERY RULES AND REGULATIONS

With effect from: 3rd July 2024

1. Introduction

- 1.1 These regulations apply to the Cemetery owned and managed by St Ives Town Council (the Town Council).
- 1.2 Currently the sites include: Ramsey Road/Hill Rise Cemetery (the Cemetery), Ramsey Road, St Ives, PE27 3LL.

2. Contact Details

- 2.1 All enquiries concerning the Cemetery should be directed to:

The Cemeteries Officer, St Ives Town Council, Town Hall, Market Hill,
Huntingdonshire PE27 5AL.

Telephone: 01480 388929

Email: cemeteries@stivestowncouncil.gov.uk

The offices are open from 10am until 4pm Monday to Friday. An answerphone is available for messages to be left outside office hours.

- 2.2 These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1 The Cemetery is open for visitors every day of the year.
- 3.2 The Cemetery is a place of peace and quiet reflection. It are also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the Cemetery. No consumption of alcohol or drugs may take place within the Cemetery, and anybody under the effects of such substances will not be admitted.
- 3.3 Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc. will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 3.4 Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- 3.5 No dogs are permitted in the Cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Town Clerk.
- 3.6 No motor vehicle shall be driven in any of the Cemetery other than in the connection with the conduct of servicing funerals, or in connection with the erection of memorial monuments and care of graves or cemetery grounds maintenance.
- 3.7 No person shall drive any motor vehicle onto the grassed areas, except for sole access over grassed areas for the purposes of grass cutting and excavating or backfilling of graves. Any such vehicular access over grassed areas for these purposes

shall be kept to an absolute minimum, and all reasonable protective measures shall be taken to avoid damage to the grass surface.

- 3.8 Any person driving a motor vehicle onto a grassed area of the cemetery shall be liable to pay St Ives Town Council its costs incurred in making good any damage thereby caused.
- 3.9 Authorised vehicles will not exceed a speed of 5mph in the cemetery.
- 3.10 Visitors with disabilities or other special requirements should contact the Cemeteries Officer who will be pleased to assist.

4. General Regulations

- 4.1 No employee of the Town Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Cemetery either in their own time or during their employed hours.
- 4.2 No person shall canvass or solicit business in the Cemetery.
- 4.3 All fees for interments or memorial works must be paid to St Ives Town Council.
- 4.4 The Town Council will publish a scale of fees and charges annually (available on the website: www.stivestowncouncil.gov.uk and on the cemetery noticeboard). A person to be interred or for whom an Exclusive Right of Burial is granted, must be before their death, a present inhabitant or parishioner of the St Ives Town or within the last 12 months, otherwise there will be a 4x surcharge.
- 4.5 The Town Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.
- 4.6 The use of Chemical Herbicides and Pesticides in the Cemetery by members of the public is Prohibited on Health and Safety Grounds.

5. Graves

- 5.1 Graves are available in the Cemetery, which consists of un-consecrated sections. The selection of grave spaces shall be at the final discretion of the Town Council, but the wishes of applicants will be met wherever possible.
- 5.2 Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3 The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4 The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the Town Council.
- 5.5 Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6 The area of the Cemetery in use is a lawn design and consequently only headstones are allowed and grave surround in certain areas of the cemetery. Cremated Remains Graves are for the burial of cremated remains only.

- 5.7 All graves will be excavated and prepared for interment by persons appointed or authorised by the funeral director arranging the funeral or the Town Council when preparing the graves for ashes with the permission of the Cemeteries Officer or the Clerk. The depth of each grave will be determined by the Town Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8 Following the interment the persons appointed will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

6. Coffins

- 6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard, etc.

7. Booking of Interments

- 7.1 A provisional booking for a funeral may be made by telephone or email to the Cemeteries Officer at the Town Council.
- 7.2 The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Town Council) to the Cemeteries Officer at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3 In terms of a non-Christian interments, the notice period can be reduced to a minimum of 24 hours. However the Town Council reserves the right to increase this requirement at any time for operational reasons.
- 7.4 In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.5 A coffin grave shall not exceed 229cm (7ft 6inches) in length, and 91cm (3 feet) in width.
- 7.6 As much information relating to the funeral as possible must be given to the Town Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper, etc.
- 7.7 The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Town Council Offices prior to the funeral.
- 7.8 The Town Council will determine the appropriate fees to be paid for the funeral, which must be paid fully.

8. Interments/Burials

- 8.1 Funerals will normally only be permitted Monday to Friday 10am until 4pm (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Cemeteries Officer if a time outside of the permitted hours is required.
- 8.2 All funerals will be subject to the control of the Town Council's designated officer.

- 8.3 It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.4 Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 7 days before being cleared by Town Council staff (unless family have already removed them).
- 8.5 With the exception of purchased graves, interments shall take place in point of order consecutively, if the soil will permit, until the whole area shall have been buried in or appropriate.

9. Scattering of Ashes

- 9.1 All applications to scatter ashes should be completed on the official interment form and be signed by the applicant. Only applications from the next of kin or Executor will be considered.
- 9.2 The cremated remains may be strewn in the space allocated by the Town Council
- 9.3 The area of which the cremated remains are strewn is recorded in the council Register for further reference. Once scattering has taken place cremated remains cannot be removed, individually located, or marked within the scattering areas. As the cremated remains are scattered and not in a casket or urn, only a general location is recorded.
- 9.4 The Ashes should be scattered evenly and covered with light soil shortly after strewing. They will be gently raked in after the conclusion of the Ceremony.
- 9.5 Scattering of Ashes must be witnessed by a Funeral Director or a member of Staff.
- 9.6 No memorials will be permitted where ashes have been scattered. Memorial plaques can be purchased by either the either the Executor or next of kin in a designated area, specifically the mushroom memorials, memorial wall or wall or benches, subject to available space. ***Please note: It is a criminal offence to dispose of Cremated Remains within the cemetery without permission.***

10. Memorials/Kerb Surround

- 10.1 All memorials/kerb surrounds fixed in the Cemetery must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version).
- 10.2 Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).
- 10.3 Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 10.4 Memorials/kerb surrounds will only be permitted on purchased graves.
- 10.5 Memorials/kerb surrounds other than those fixed by a BRAMM accredited memorial mason are not allowed. On lawn sections planting is confined to the head of the grave.

- 10.6 Before any memorial/kerb surround may be erected or works undertaken to an existing memorial/kerb surround, an application must be submitted to the Cemeteries Officer on the appropriate form supplied by the Town Council. The grave owner must sign the form to give their permission for the proposed memorial/kerb surround works. On approval by the Town Council a permit will be issued to the responsible Memorial Mason.
- 10.7 Kerb surrounds will only be permitted within the Muslim area and Hill Rise side of the Cemetery.
- 10.8 The maximum height of lawn memorials is 36", the maximum width is 24" and the depth is 12" and 4" thick, the children's section must be 24" maximum height, 18" maximum width and 3" thick. Memorial tablets within the Ashes section between row A-F should be a standard 14"x12", row G-Z a standard 18"x18". Kerb surrounds are to be a standard 6'6"x2'6", with the option of lawn or shingle within the surround, (no planting).
- 10.9 The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 10.10 Memorial masons must remove all arisings from the Cemetery at the conclusion of their work, and must leave the area in a tidy condition.
- 10.11 Single memorial plaques on the Ashes wall shall not exceed 10"x4", double memorial plaques shall not exceed 10"x9". These are subject to space availability.
- 10.12 Purchased mushroom plaques should be collected from the Town Hall for engraving. Once returned they will be sited re-sited by the Town Council. Removal or fixing shall only be carried out by Town Council staff only.

11. Care of Graves and Memorials

- 11.1 All memorials are erected at the sole responsibility of the owner and the Town Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Town Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Town Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Town Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Town Council may repair or remove the memorial at the owner's expense.

- 11.2 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Graves remain the responsibility of the grave owner for the length of the lease
- 11.3 All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Town Council cannot be held responsible for any damage to them howsoever caused. The Town Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the Cemetery or which interfere with the Town Council's maintenance of the site.
- 11.4 No trees may be planted on graves. The Town Council will remove any plants in or around the grave as this will interfere with the Town Council's maintenance work.