



# St Ives Town Council

## Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL  
Telephone: 01480 388929 Email: [clerk@stivestowncouncil.gov.uk](mailto:clerk@stivestowncouncil.gov.uk)

## RAMSEY ROAD / HILL RISE CEMETERY REGULATIONS

### 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 base-stone or in the case of graves without a memorial on the base-stone placed on the grave by the Town Council. Planting is not allowed and, if planted, graves will be cleared and laid to grass permanently.

Ramsey Road Cemetery is open to all. However, in order to ensure that the residents of St Ives, for whom the Cemeteries serve, retain fair access to this provision, a surcharge of 4 x the listed fee apply for those who reside outside of the parish. The surcharge applies to both the purchase of Grave plots and Interment fees.

### A surcharge is not levied in the following circumstances:

1. Purchasing a plot for a relative who lived in St Ives prior to their passing and/or arranging an interment for a relative who has been in a care or nursing home outside of the parish for no more than 12 months.
2. Having purchased a plot whilst a resident, but now living elsewhere for less than 12 months.

The Deed of grant of exclusive right of burial relating to a specific plot in the Cemetery states who has the sole right to make decisions regarding that plot. Therefore, when the Deed holder passes, they are no longer able to give consent for any further decisions relating to it. In order for further activity to take place, for example the placing of a Memorial, the Deed will need to be transferred to another family member. There is a fee payable for a Deed transfer, so it is worth considering having additional names on the Deed when purchasing a plot to negate the need for this process later on. All named persons on a Deed will need to give written consent for any Memorial applications.

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.

## General Information

- 1.0 In these Regulations, unless the context otherwise requires, the word "Council" means St Ives Town Council. The Council reserve the right to amend these regulations should the need arise in line with good practice or health and safety considerations. Any changes will be made public via the Council website.
- 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.  
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.
- 5.0 The form of Notice of Interment must be received by the Town Clerk's Office, 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 When circumstances render it desirable to deviate from any of the Regulations within this document, special application must be made to the Town Clerk.
- 10.0 The use of Chemical Herbicides and Pesticides in the Cemetery by members of the public is prohibited on Health and Safety grounds.

## Interments

- 10.0 The Council will be responsible 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.
- 11.0 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.
- 12.0 Any Coffin to be interred without a name plaque will require a written confirmation of identity from the Funeral Director to be handed to a member of Town Council staff on

arrival at the Cemetery.

- 13.0 Coffin size dimension limits apply to the section classified 'Children' with each grave space available to accommodate a maximum Coffin dimension of 18" wide x 30" length. If the coffin is larger it will be necessary to accommodate the interment within 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.
- 14.0 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.
- 15.0 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.
- 16.0 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.
- 17.0 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.
- 18.0 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.
- 19.0 The Undertaker, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.
- 20.0 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.
- 21.0 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.
- 22.0 All vehicles (except funeral corteges and maintenance vehicles) must proceed within the Cemetery by the main driveway.
- 23.0 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.
- 24.0 Smoking is strictly prohibited and mobile telephones must be switched off within the Cemetery.
- 25.0 All persons entering the Cemetery must conduct themselves in a quiet and orderly manner, and not stand or sit on any grave or monument.
- 26.0 **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.**

- 27.0 Children will not be permitted in the Cemetery unless in the charge of some responsible person, except with the consent of the Town Clerk.
- 28.0 Any person soliciting orders within the Cemetery shall be removed from the Cemetery.
- 29.0 No dogs (or other animals), except guide dogs shall be allowed into the Cemetery (unless part of a cortège)
- 30.0 Any unauthorised person detected picking or damaging shrubs, trees or flowers will be prosecuted.
- 31.0 The Council reserves the right to placing a mark of reference to all graves.
- 32.0 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.

### **Scattering of Ashes**

- 33.0 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.
- 34.0 The cremated remains may be strewn in the space allocated by the Council.
- 35.0 The area in which the cremated remains are strewn is recorded in the Council Register for future 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 contained in a casket or urn, only a general location is recorded.
- 36.0 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.
- 37.0 The strewing of remains in a designated area can be done by a Funeral Director, or carried out by the applicant and witnessed by a member of staff.
- 38.0 When a Funeral Director is not present, upon arrival a member of the cemetery staff will meet the family.
- 39.0 No memorials will be permitted where ashes have been scattered. Memorial plaques can be purchased by either the executor or next of kin in designated areas, specifically the mushroom memorials, memorial wall or benches, subject to available space.

**Please note: It is a criminal offence to dispose of Cremated Remains within the cemetery without permission.**

## **REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS**

- 40.0 Extra fees shall be chargeable for erection of headstones. Only inscribed headstones will be permitted.
  - 41.0 The Council reserves the right without giving any notice whatsoever:
    - 41.1 To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council.
    - 41.2 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.

- 41.3 To remove and replace any headstone so that the opening of a grave may be facilitated.
- 41.4 To remove any unauthorised headstone, memorial plaque, flower container, stone chippings, sundry items not on the plinth, kerbstones and planted flowers/shrubs/trees.
- 42.0 In the event of the exercise by the Council of the rights reserved to them by 41 above, any expense incurred by the Council shall be recoverable from the persons to whom the headstone, memorial or plaque belongs.
- 43.0 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.
- 44.0 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.
- 45.0 No responsibility will be accepted by the Council for the safe keeping of or damage done to any memorial. It is recommended that appropriate insurance be obtained.
- 46.0 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.
- 47.0 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.
- 48.0 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.
- 49.0 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.
- 50.0 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, or if to be erected in Hill Rise where a plinth is already provided.
- 51.0 Where a base-stone is used, provision for flowers should be incorporated. Dimensions for all memorials are as follows.

	<b>Minimum</b>	<b>Maximum</b>
	<b>Height x Width x Depth</b>	<b>Height x Width x Depth</b>
<b>Concrete Foundation</b> (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 <sup>3</sup> / <sub>4</sub> ")
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")

52.0 **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.

	<b>Maximum</b>
	<b>Height x Width x Depth</b>
<b>Concrete Foundation</b> (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")

53.0 **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.

54.0 **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.**

55.0 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). These are subject to space availability.

56.0 Purchased Mushroom Plaques should be collected from the Town Hall for engraving. Once returned they will be re-sited by the Town Council. **The removal or fixing of a Plaque by anyone other than Town Council staff is prohibited.**

57.0 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.**

58.0 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.

**I/We confirm receipt and agreement of the above Cemetery Regulations and that these terms have been read and understood.**

Signature/s of Purchaser:

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Date:

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