

Sawbridgeworth Town Council



SAWBRIDGEWORTH CEMETERY **Three Mile Pond, Cambridge Road**

Cemetery & Garden of Remembrance

Regulations

Regulations for the Management of the Cemetery

Three Mile Pond, Cambridge Road

Notice of Interment

1. Information may be obtained from and applications for grave spaces and notices of interments may be made to the Town Clerk between 9 am and 4 pm Monday to Friday excepting Bank Holidays.
2. Notices of Interment must be given not less than two working days prior to the date of the interment and must be accompanied by the appropriate fees.

Hours of Interment

3. Interments may take place daily except Sundays at such hours as the Council may from time to time determine or at the convenience of the Officiating Minister.

Certificate of Burial

4. No interment may take place without the production of a Certificate of Death, a Certificate of Still Birth issued by the Registrar of Births, Deaths and Marriages or, in the case of a non-viable foetus, a Declaration signed to that effect by a Registered Medical Practitioner or an Order for Burial from the Coroner or in the case of cremated remains a Certificate of Cremation signed by an officer of the crematorium.

Production of Certificates

5. Before every interment the Officiating Minister or other person having charge of the funeral shall deliver the appropriate Certificate to the Town Clerk or his representative present at the Cemetery.

Exclusive Right of Burial [LGA 1972 S214]

6. Subject to such conditions as it thinks proper, the Council may grant to any person the Exclusive Right of Burial for no more than one grave space for a period of 99 years and, at the expiration thereof, may renew the Grant for a further 50 years and no more subject in all cases to the payment of the appropriate fees as approved by the Council.

Transfer of Exclusive Right of Burial

7. After the interment of the registered owner the Exclusive Right of Burial to any earthen grave space, the legal personal representative shall produce to the Town Council, Probate of the Will of the deceased or Letters of Administration to his or her estate, or such evidence as the Council shall require so that the change of ownership may be duly established and registered after payment of the prescribed fee. Until satisfactory proof of ownership shall have been so given an earthen grave space shall not be re-opened or otherwise dealt with.

Allocation of Grave Spaces

8. Grave space allocation is in sequence and is made on receipt of a completed application form for a burial. There is no provision in the cemetery for the pre-purchase of plots.
9. A maximum of four interments may be made in each full burial plot; two burials and two cremated remains and up to two cremated remains in the Cremated Remains sections.

Gravestones, Monuments, tablets and Inscriptions

10. **The part of the Cemetery known as F section shall be maintained as a Lawn Cemetery and no monument other than a headstone to which the appropriate parts of the following Regulations shall apply will be allowed.**
11. Every gravestone, monument, tablet and inscription shall be subject to the approval of the Council.
12. A copy of every inscription and a drawing showing the form and dimensions of every gravestone, monument or tablet proposed to be erected shall be submitted on the form provided by the Council and accompanied by the appropriate fee.
13. All gravestones, monuments and tablets shall be kept in repair by the owners thereof or they will become forfeited and may be removed by the Council.
14. No grave space shall be enclosed or have a monument placed thereon unless the prescribed fees for the purchase of the Exclusive Rights of Burial and the erection of a gravestone, monument or tablet have been paid.
15. The Council permit only two flower containers (incorporated within the plinth of the headstone) per grave. When flowers in the containers have died, the Cemetery Groundsman may remove them.
16. **Payment of the fees for the purchase of Exclusive Right of Burial and for the erection of a headstone approved by the Council does not entitle the purchaser to enclose any grave space nor to erect any other monument.**
17. The Council does not hold itself responsible for any accident or damage to any gravestone, monument or tablet by any cause.
18. All gravestones, monuments or tablets required to be removed for the purpose of a burial shall be removed or taken down in sufficient time for the ground to be opened for the interment and subsequently refixed by and at the expense of the owner thereof to the satisfaction of the Council.
19. No person shall hew, dress or polish stones within the Cemetery or on the approaches thereto, without the consent of the Council.

Registers

20. Registers of all Burials, the Interment of Cremated Remains and the Grant of Exclusive Rights of Burial shall be maintained by the Town Clerk and open to inspection between the hours of 9 am to 4 pm Monday to Friday at the offices of the Town Council.

Digging of Graves

21. All graves shall be dug by the Council or a contractor appointed by or approved by the Council in accordance with the spaces marked out on the Cemetery plan to double depth (defined as a depth of six feet six inches (198 cm)) and not less than three feet (92 cm) from fences, roads or paths with a minimum of six inches (15 cm) of earth between and not less than 3' 0" (92 cm) of earth remaining above the coffins in each grave.
22. When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.

Planting on Graves

23. Subject to the approval of the Council, small shrubs, plants or flowers may be placed over any grave, **except those in the Lawn Cemetery, (Section F)**, but these must not be cut or carried away without consent.
24. The Council reserves the right in all sections of the Cemetery to prune, cut down or dig up and remove such shrubs, plants or flowers at any time where they have become unsightly or overgrown or when it is necessary to allow the grave to be used again or for any other reason.
25. Receptacles for cut flowers must be of a pattern in keeping with the Cemetery and to the satisfaction of the Council which reserves the right to remove any that are unsightly.

Maintenance

26. The surface of every grave shall be at ground level except where a gravestone, monument or tablet has been approved in accordance with these Regulations.
27. It is the responsibility of the Owner of the Exclusive Right of Burial, other than in respect of a grave in the Lawn Cemetery, (Section F) to keep the grave space free from weeds and in a tidy condition. The Owner of the Exclusive Right of Burial may, however, wish to arrange for the grave to have Bespoke Grave maintenance organised by the Council.
28. The placing on graves of artificial flowers or wreaths, glass shades, items of pottery, glass jars, tins, plastic or wire mesh fences or any other items of wood, metal, plastic or other material is **not** allowed and any item so placed on a grave will be removed by the Council without notice.

OPEN SECTIONS

Section F and J

29. On the day of the funeral, flowers and wreaths may be placed upon the grave in the Sections in which the burial takes place and may remain there for seven days.
30. As soon as convenient after the interment, the Council will seed over the whole of the grave surface. Grave spaces will be "topped up" and/or reseeded as necessary. No person other than a duly authorised Officer of the Council may interfere with or alter the area of the grave.
31. Nothing whatsoever shall be placed or erected upon or about the turf area which shall be maintained by the Council.
32. No flowers, plants, shrubs or trees of any description may be planted in the soil border or any other part of these Sections.
33. Any items found on the soil border or any other part of these Sections at the time of the spring and autumn seeding will be removed after due notice has been given to the registered plot holderⁱ

Cremated Remains

34. Exclusive Rights of Burial may be purchased for the interment of cremated remains in the Cremated Remains areas (G and H Sections and Memorial Trees). Memorials only of the approved design may be erected.
35. Alternatively cremated remains may be laid to rest in a designated area in the Garden of Remembrance subject to payment of the appropriate fee, which will also entitle the purchaser to place a plaque of approved design on the Wall of Remembrance.
36. Cremated remains may also be laid in the Sections F and J of the Cemetery subject to the payment of the appropriate fees.

Kerbed Section

37. On the day of the funeral, flowers and wreaths may be placed upon the grave in the Kerbed Section (Section J) in which the burial takes place and may remain there for seven days.
38. Planting within the kerbed area is permitted in accordance with the conditions set out in Clauses 23, 24 and 25.
39. The placing on graves of artificial flowers or wreaths, glass shades, items of pottery, glass jars, tins, plastic or wire mesh fences or any other items of wood, metal, plastic or other material is not allowed and any item so placed on a grave will be removed by the Council without notice.
40. Any items found on the soil border or any other part of the Kerb Sections outside the kerbed area will be removed after due notice has been given to the registered plot holderⁱⁱ

Memorial Trees

41. Memorial Trees will be of the genus defined by the Council. There may be a maximum of two cremated remains interments in the designated area of the Cemetery on payment of the appropriate fee. Trees may only be planted by the Council's Groundsman.
42. There is to be no planting of bulbs, plants shrubs etc. at the base of the tree. A 6" x 4" tree plaque with chosen wording which is subject to the approval of the Council and the payment of the appropriate fee is the only item allowed at the base of the tree.

Memorial Benches

43. Memorial Benches of the specific design as defined by the Council may be placed in the designated area of the Cemetery on payment of the appropriate fee. Benches may only be installed by the contractor appointed by the Council.
44. When permission is given for the installation of a Memorial Bench there is to be no planting of bulbs, plants shrubs etc. at the base or surrounding area of the bench. A bronze plaque or inscription maybe added with approval of the Council and payment of the appropriate fee.

GENERAL PROVISIONS

Ministers and Form of Service

45. Any duly authorised or recognised Minister or other duly authorised person may officiate at burials and any form of service may be used provided it is conducted in a respectful and orderly manner and does not exceed thirty minutes in duration. Arrangements for the attendance of Ministers or other duly authorised persons are the responsibility of the person(s) arranging the funeral.

Punctuality to be Observed

46. The time arranged for the interment must be punctually observed so as to prevent the interference of one service with another.

Miscellaneous Offencesⁱⁱⁱ

47. No person shall in the Cemetery:-

- a) Wilfully create any disturbance,
- b) Commit any nuisance,
- c) Play any game or sport or act in a noisy, disorderly or indecent manner or otherwise without decorum,
- d) Prevent, hinder, delay or otherwise interfere with any burial,
- e) Hinder or prevent any person lawfully using the Cemetery,
- f) Touch, mark, disfigure, damage, destroy, alter or otherwise interfere with any grave, memorial, plant, flower, tree, fence, wall or building,
- g) Leave litter, place, and post or leave any posters, papers, placards, handbills or the like,

- h) Discharge firearms (save at Military funerals or otherwise with the consent of the Council),
- i) Enter or leave the grounds other than through the entrance provided by the Council for that purpose. **The Cemetery gates are to be kept shut at all times.**

48. No person, not being an Officer of the Council or other person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery at any hour when it is closed to the public.

49. Any person contravening any of the above provisions will be liable on summary conviction to a fine not exceeding £1000 and, in the case of a continuing offence, £10 for each day the offence continues after a conviction (Article 19 of the Local Authorities Cemeteries Order 1977).

Children

50. Children under 14 years of age shall not be permitted to enter the Cemetery unless accompanied by an adult.

Vehicles

51. Other than vehicles used to attend funerals or on official Council business, only vehicles used for the purpose of visiting grave spaces may be brought into the Cemetery. All such vehicles must keep to the carriageway and must not travel in excess of 5 miles per hour. **The Cemetery gates are to be closed on exit from the ground.**

Dogs

52. Dogs will not be allowed in the Cemetery unless on a lead.

Regulations and Scale of Fees

53. Copies of these Regulations, the current Scale of Fees and Charges and a plan of the Cemetery with the grave spaces marked thereon may be inspected at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth, Herts, CM21 9AN between the hours of 9 am and 4 pm Monday to Friday excepting Bank Holidays.

54. These amended Regulations shall take effect from 01 May 2014.

55. The Council reserves the right from time to time to alter or amend these Regulations or the Scale of Fees.

Updated 19 May 14

ⁱ Resolution of Council 23 February 2009

ⁱⁱ Resolution of Council 23 February 2009

ⁱⁱⁱ The Local Authorities' Cemeteries Order, 1977
Article 19 – Penalties

Every person who contravenes any prohibition under section 38 or 39 shall be liable on summary conviction to a fine not exceeding Level 3 on the standard scale (currently £1,000) and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction therefore.