

Little Trees Cemetery – Burial Ground Regulations

Report of the Head of Community Services &
Portfolio Holder for Environmental Services and Sustainability – **HCS/04**

1. Purpose

- 1.1 Little Trees Cemetery will be opened for burials in the next few weeks and formal adoption of burial ground regulations is required to ensure the smooth running of the new cemetery.

2. Recommendations

- 2.1 To the Cabinet.

- 2.1.1 The Cabinet is recommended to:

- a) Adopt the new Burial Ground Regulations for Little Trees Cemetery
- b) Delegate authority to the Head of Community Services, in consultation with the Portfolio Holder for Environmental Services & Sustainability, to make changes to the Burial Ground Regulations, as and when required.

3. Reasons for the Recommendations

- 3.1 Burial Ground Regulations are required to ensure the smooth running of Little Trees Cemetery. They ensure consistency and avoid confusion in terms of what can and cannot be allowed to take place within the cemetery. Without clear regulations, there would be confusion and conflict and it is especially important to avoid this during bereavement of family and loved ones.

4. Background

- 4.1 Little Trees Cemetery was given approval in the Report to Cabinet New Cemetery, Little Trees, Tollgate Hill, and Crawley DC8PS/007- Cabinet 3 December 2014.
- 4.3 Consultation with faith groups, funeral directors and stone masons, as well as observation and learning from Snell Hatch Cemetery, has informed the proposed regulations at Little Trees Cemetery.

5. Description of issue to be resolved

- 5.1 The adoption of burial ground regulations is required to ensure the smooth running of the new cemetery. These regulations will clearly describe what can and cannot take place.

- 5.2 A copy of the regulations for Little Trees Cemetery is attached as Appendix 4.

6. Information & Analysis Supporting Recommendation

- 6.1 The Little Trees Cemetery rules and regulations information sessions ran from 25 August to September 2017 and used drop in sessions and online feedback. The representatives of each faith group, funeral directors and stone masons were invited to attend any one of the drop in sessions or were given the opportunity to feedback using the link online.
The list of stakeholders invited to comment is attached as Appendix 1.
A copy of the report on the feedback from the information sessions is attached as Appendix 2.
- 6.2 Little Trees Cemetery is a facility for the whole of Crawley and therefore individual Ward Member views have not been sought. However, all Members were able to give their feedback during the various consultation events.

7. The Regulations

- 7.1 Broadly speaking the regulations being proposed for Little Trees Cemetery are the same as those currently in place for the Snell Hatch Cemetery. There are however a number of differences resulting from experiences gained from operating Snell Hatch Cemetery and feedback from stakeholders on the new Little Trees Cemetery.
- 7.1.1 Preinstalled landings will be provided to improve safety of headstones and enable the placement of memorabilia in a controlled way, without impacting on the Council's ability to maintain the cemetery as a lawned cemetery.
- 7.1.2 The installation of the landings will be self-funding by apportioning the cost of installation to the sale of new grave spaces. Although this approach does mean an increase in the cost of a grave space, this should be offset by the saving from not requiring individual foundations for headstones or memorials.
- 7.2 Introduction of vault liners is a result of consultation with the Islamic Burial Society in response to their request to be able to bury members of their community within a vaulted grave space. Report attached as Appendix 3.
- 7.2.1 Several options on how best to create a vaulted grave space were considered. The main considerations being a safe system of interment, stability and strength of the vault space and meeting the needs of the community. The preferred option arrived at was the use of purpose made polycarbonate vault liners.
- 7.2.2 The purchase and use of vault liners will be optional.
- 7.2.3 In the interest of safety only vault liners provided by the Council will be permitted.
- 7.2.4 The cost of providing a vault liner will be passed onto the grave owner through the burial fees.
- 7.3 Opening times will be 9.00am to dusk.
- 7.3.1 A trial in operating arrangements at Snell Hatch has enabled greater flexibility in the closing down of the cemetery. Instead of having fixed closing times a more flexible

approach has been applied that allows visitors greater access and does not result in visits being cut short with staff asking visitors to leave. The more flexible approach of closing at dusk also greatly reduces staff time spent in closing down and securing the cemetery, in the main down to not having to wait for visitors to make their way out. The learning from this trial will be applied to the Little Trees Cemetery with opening at 9.00am and closing at dusk.

8. Legal Implications

- 8.1 The Council is a designated burial authority under the provisions of Section 214 of the local Government Act 1972 and provides facilities for burials under that provision.
- 8.2 Under the Local Authorities Cemeteries Order 1977 as amended by the Local Authorities Cemeteries (Amendment Order)1986 the Council has the power to make and adapt cemetery regulations for the good order and management of its cemetery and burial grounds.

9. Equalities

- 9.1 Issues of equality concerning the needs of different faith groups have been accommodated in this report. The proposed regulations will help to promote an accessible and efficient service and ensure that all people making use of the service are treated with dignity and respect.

10. Background Papers

- Snell Hatch Cemetery Regulations
- The Blue Book - British Register of Accredited Memorial Masons
- Local Government Act 1972
- The Local Authorities' Cemeteries Order 1977

Report author and contact officer:

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Appendix 1. – Stakeholder Invitation List

Ahmaadiya Muslim Association
British Humanist Association
Brodfield Christian Fellowship
Church of England (Crawley Ministry Team)
Church of England (Ifield Team Ministry)
Church of England (St Mary's Parish Office)
Church of England (Worth Team Ministry)
The Church of Jesus Christ of Latter-day Saints
Churches Together
Crawley Assemblies of God
Crawley Baptist Church
Crawley Interfaith Network
Crawley Islamic Centre and Mosque
Broadfield Mosque
Elim Church Crawley
Green Fields Baptist Church
Gurjar Hindu Union
Ifield Quaker Meeting
Kingdom Faith Church
Maidenbower Baptist Church
Roman Catholic Churches
St Pauls Methodist Church
Sikh Community Centre Crawley
Sri Lanken Muslim Welfare Association
Three Bridges Free Church
United Reformed Church
The Vine Christian Fellowship
Islamic Burial Society
Francis Chappell
Ballard & Shortall
Funeralcare (co-op)
The Martins – Broadfield
Freemans (Horsham)
Freemans - Crawley
Taslim (Muslim)
Stonemans (Redhill)
C & T Radmall (Burgess Hill)
Batemans (Horley)
Jordan and Sullivan - Pound Hill
Haven Memorials
Downsview Memorials

Appendix 2.

Little Trees Cemetery Rules and Regulations Information report

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Community Development
September 2017

Executive summary

The Little Trees Cemetery rules and regulations information sessions ran from 25 August to September 17th 2017 and used drop in sessions and online feedback. The representatives of each faith group, funeral directors and stone masons were invited to attend any one of the drop in sessions or were given the opportunity to feedback using the link online.

The information session process included four drop-in sessions attended by various faith groups and local residents. A couple of representatives from the Muslim community attended and were happy with the new Muslim section and enquired on the cost of the newly offered vault liners. This information is still being finalised. It was promised that this information will be shared once it had been agreed. One representative from the Hindu community attended to see if Little Trees would offer an area to bury cremated remains. The Roman Catholic Parish of Crawley representative attended to enquire about a specific area for Roman Catholics as they would need the area consecrated by a different bishop and that it would be easier for them to hold their annual ceremonies. No funeral directors or stone masons attended any of the drop in sessions or gave any feedback online. Other local residents' comments were on the height of the trees, concerns around it being a lawn cemetery and would this encourage people walking over graves and whether a family or individual on benefits could pay instalments for a head stone or burial plot.

The information session was also supported by an online feedback form. Unfortunately no comments or feedback were received through this method.

Methodology

Following consultation on the design of the Little Trees site in Broadfield. The information sessions aimed to collect feedback on the new rules and regulations for Little Trees cemetery as they are slightly different from Snell Hatch.

The Information session ran for three weeks from 25 August to 17 September 2017. The information sessions were advertised online via the Crawley Borough Council website, the local papers and invitations were sent to all faith group leaders, funeral directors and stone masons inviting them to comment online or to attend one of the following drop in session;

Tuesday 5 September from 4pm to 7pm in the Beech Room, Civic Hall
Thursday 7 September from 12pm to 4pm in the Town Hall foyer
Tuesday 12 September from 12pm to 4pm in the Town Hall foyer
Thursday 14 September from 4pm to 7pm in the Beech Room, Civic Hall

The information and display remained in the Town Hall reception area from Thursday 7 September to Friday 15 September for any passers-by to leave their feedback on the new rules and regulations.

Who took part?

Drop-in sessions:

The drop in sessions attracted members from the Muslim community, Hindu community, Church of England community, Roman Catholic community and the general public. All feedback received was through the drop in sessions

Online feedback:

No feedback was received through the online method.

Findings from the drop-in sessions

Beech Room, Civic Hall – 3pm to 7pm (5/9/17)

Crawley Happy Times attended to help promote the drop in sessions. They left feedback on the design of the new cemetery and felt it looked great and that the peace garden area was a great idea and looked beautiful.

Town Hall foyer – 12-4pm (7/9/17)

One local resident was concerned with the concept of a lawn cemetery as would this encourage people to walk over graves, which he felt would be disrespectful. We informed him that we had visited other cemeteries where this method is in operation and works very well.

One lady enquired about the possibility of purchasing a cremation plot for her mother and fathers' ashes but as she is on benefits could she set up a payment plan.

A gentleman from the Hindu community visited to enquire whether there was an area for cremated remains. The area was shown to the gentleman using the aerial map on the display.

A representative attended from the Roman Catholic community, he felt the new cemetery looked lovely, he also wanted to see if a section had been allocated for them as this would make their annual memorials/ceremonies easier if they were all in one section. Previous communication with this community has taken place to address the needs. A meeting with the priest has been arranged for the week beginning 18 September.

A representative from the Langley Green Mosque attended to enquire on the prices of the vault liners for Muslim burials, this information is not available at present but will be shared as soon as the fees and charges have been agreed.

Two representatives from Church of England churches attended and both fed back that they were happy with the new cemetery lay out and felt it was a lovely setting.

Town Hall Foyer – 12-4pm (12/9/17)

One local resident from Broadfield informed us that the trees were too high and that they had to be under 30ft, he felt Tilgate Forest should have been chosen for the new cemetery.

A couple of local residents felt the new cemetery looked lovely and were impressed with the designs and layout.

Beech Room, Civic Hall 4-7pm (14/9/17)

No attendees visited this session.

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Little Trees Cemetery Muslim Burials consultation report

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As part of the Little Trees Cemetery design consultation that took place in March 2015, specific requirements relating to Muslim burials were received.

The main request was the need for a different style of burial which we refer to as a shelf system. The basics of the design are that a grave is dug to approximately 175cm with the bottom 84cm wide enough only to fill a coffin. The remaining 91cm is dug slightly wider. The coffin/body is then laid into the narrower space and wooden boards placed on top with a 23cm gap above the coffin/body.

In later consultation the request from the Ahmadiyya Muslim Association was to use the new cemetery as they currently don't use any local cemeteries.

Further consultation and research took place with the Muslim community and local contractors to explore the most efficient and cost effective way to provide this service.

Methodology

There are many different Muslim communities in Crawley so we felt the most effective form of consultation was to have one to one meetings with each group to ensure all needs were met.

The cemetery review team also visited various neighbouring cemeteries to explore gather information.

Date	Faith Group	Name of representative
28 th April 2016	Broadfield Mosque, Moroccan Community Association, Islamic Burial Association	Maheboob Ganchi, Mohammed Gulam, Abdul Alhaq
4 th May 2016	Sri Lanken Muslim Welfare Association	Committee members
9 th June 2016	Ahmadiyya Muslim Association	Ahsan Ahmedi, Sheikh Rahman
25 th July 2016	Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society	
11 th May 2017	Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society	
16 th May 2017	Moroccan Community Association	
6 th June 2017	Ahmadiyya Muslim Association	
12 th July 2017	Broadfield Mosque, Crawley	

	Islamic Cultural Centre and Mosque and Islamic Burial Society	
25 th July 2017	Ahymadiyya Muslim Association	
31 st July 2017	Broadfield Mosque, Islamic Burial Society	

Who took part?

Crawley Islamic Cultural Centre and Mosque (Sunni)
 Broadfield Mosque (Sunni)
 Ahymadiyya Muslim Association (Ahymadiyya)
 Moroccan Community Association (Sunni)
 Sri Lanken Muslim Welfare Association (Sunni)
 Milet-e-jafriya Associaton (Shia)
 Islamic Burial Society

Findings from the one to one meetings.

Broadfield Mosque, Moroccan Community Association, Islamic Burial Association at this meeting the following needs were discussed;-

- Burial options, shelf system
- Pricing
- Burial times (Sundays and bank holidays and out of hours)
- Purchasing of multiple grave spaces

Sri Lanken Muslim Welfare Association

- Happy with current offer at Snell Hatch
- No additional requirements

Ahmaydiyya Muslim Association

- Do not bury in Snell Hatch, currently use Morden
- Would like their own small section, not with the current Muslim section as they would not be welcome and members would not feel comfortable using this section.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Moroccan Community Association, Islamic Burial Society.

- Would like the shelf system burial and feel that all families would opt for this burial.
- Only require a single burial, do not want to bury two bodies in the same grave.
- Would like to use timber slabs for the shelf – 2x4, 2x6 or 2x8 are all sufficient
- The timber needs to be at least 2 inches thick
- Would need some kind of storage at the cemetery to store the timber slabs.
- They have also specified that they would prefer a mounded grave rather than a flat grave.

Additional questions asked from the group were;-

- Can we pay extra to bury on a Sunday if there is a need to. I explained that this is something that would need to be reviewed once the new cemetery was open.
- Can the mosque purchase x20 plots in advance to help with the annual increase?
- Can shoe covers be provided in winter months to help with muddy shoes?
- Can you reserve a plot next to a loved one?

The feedback received from the Milet-e-jafriya via telephone conversation

- Milet-e-jafriya are happy with the standard burial options provided at Snell Hatch, the one requirement would be for the orientation of the graves to face Mecca.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque, Islamic Burial Society

At this meeting updated photos and plans were presented of the new cemetery and to show them their designated section. We also discussed the shelf system option and what materials could be used, dimensions and where it is working well currently.

Moroccan Community Association

Plans and photos were presented to the group and the burial options were discussed. The feedback was that they would be happy with the shelf system option and were happy for the Islamic Burial Society to make decisions on materials and prices.

Ahmadiyya Muslim Association

Confirmed with the group that a separate section for their community had been allocated. The group also reiterated that they would opt for the standard burial but would need to confirm the orientation of the graves with their local Imam.

Broadfield Mosque, Crawley Islamic Cultural Centre and Mosque and Islamic Burial Society

Site visit with representatives to meet with a gentleman from Teleshore a contractor who specialises in Muslim burials. The contractor demonstrated the different materials used to form a shelf in the grave to cover the body. The response from all parties was very positive and were happy for us to proceed with this contractor and were keen to get costings for this.

Ahymadiyya Muslim Association – site visit to confirm the orientation of the graves in their section.

Broadfield Mosque, Islamic Burial Society – Little Trees Site Visit with the local Imam from Broadfield Mosque. The purpose of the meeting was for the Imam to confirm the correct orientation of the graves in the Islamic section, in preparation for marking up.

Little Trees Cemetery Burial Ground Regulations

Adopted by Crawley Borough Council as a burial Authority for the purpose of section 214 of the Local Government Act 1972 and the local authorities Cemeteries 1977, as amended by the Local Authorities Cemeteries (Amendment) Order 1986, at the Council meeting of the Cabinet held on 4th October 2017.

THE LITTLE TREES CEMETERY

Off A264 Tollgate Hill Roundabout
Crawley
West Sussex
RH11 9TR

CEMETERY OPENING HOURS FOR VISITORS

9am-dusk

GENERAL INFORMATION

TOWN HALL ADDRESS

Facilities Administration, Crawley Borough Council,
Town Hall, The Boulevard, Crawley, RH10 1UZ

TOWN HALL OFFICE HOURS

Monday – Friday inclusive – 8.30am-5pm

The office is closed on Saturdays, Sundays, Bank Holidays, Good Friday and between Christmas and New Year.

TOWN HALL CONTACT DETAILS

Telephone: 01293 438 362
Email: burials@crawley.gov.uk

OUT OF HOURS DUTY OFFICER

Telephone: 07702 847 765

RULES AND REGULATIONS OF THE LITTLE TREES CEMETERY, CRAWLEY

1. INTERPRETATION

Throughout these regulations the following words or terms where used shall have the meaning assigned to them:-

“the Council” shall mean Crawley Borough Council;

“the Cemetery” shall mean the burial ground provided by the council at Little Trees, Crawley;

“Council Officer” shall mean the person designated to represent the council at the cemetery;

“grave” means a burial place formed in the ground by excavation;

“notice of interment” means application for a burial;

“memorial” means any form of monument, vase, urn, gravestone, tablet, monumental inscription or plaque;

“concrete landing” means the concrete foundation situated at the head end of the grave where the headstone and memorabilia may be placed;

“vault liner ” means cover that goes over the coffin or body.

2. GENERAL

- (i) **Telephone messages.** Any orders or instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise unless they are immediately confirmed in writing.
- (ii) **Plan of cemetery.** A plan of the Cemetery is available to be viewed at the Cemetery without charge.
- (iii) **Calculation of time for notices.** In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Sunday, Good Friday, Christmas Day and Bank

Holidays and such other days as may be appointed a general holiday shall be excluded.

- (iv) **Numerously attended funerals.** No band shall play nor shall other music be played in the Cemetery except with the consent of the Council. If a funeral is one at which numerous persons are expected to assemble or if it is likely to be attended by bands of music or banners, the Council must be notified at least 24 hours beforehand.
- (v) **Punctuality.** Please ensure you arrive on time for the funeral. Being early/late may impact on other funerals. At the Council's discretion, this may result in you having to wait whilst another funeral takes place.
- (vi) **Gratuities.** No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in their own time or during the Council's time.
- (vii) **Advertisements.** No advertising is permitted without the Council's consent.
- (viii) **Vehicles.** All carriages and motor vehicles must keep to the drives and shall not be driven faster than 5 m.p.h. Parking is only permitted in the designated parking areas provided.
- (ix) **Cycles.** Cycling is permitted on drives only.
- (x) **Floral tributes and other memorabilia.** Flowers and wreaths may only be placed upon the concrete landing area of a grave. In the event that there is a large volume of tributes which will not all fit on the landing then it is permissible to place these on the grave space for up to a maximum of 3 weeks after the burial has taken place, after which time they must be removed. All dead flowers and inappropriate memorabilia may at the discretion of the Cemetery staff be removed and disposed of.
- (xi) **Right of movement.** The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment should this be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

3. INTERMENTS

- (i) **Length of notice of interment.** The Council require a minimum of 24 hours before an interment can take place, subject to availability. The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of grave diggers, a large number of interments or any other sufficient reason. This regulation shall not

apply to interments required immediately upon the certificate of a coroner or the community physician.

- (ii) **Notice of interment.** For a burial to take place, an application form with full payment will need to be submitted to the Council in advance.
- (iii) **Days of interment.** Interments may take place on any day except Sundays, Christmas Day and Boxing Day, subject to the council's discretion.
- (iv) **Attendance of clergy.** The undertaker or other person having charge of any funeral will be responsible for arranging attendance with the clergy or minister.
- (v) **Disposal certificate.** All disposal certificates must be produced to the Council officer, before a burial takes place.
- (vi) **Interment of still-born children.** Foetal remains will be accepted for burial on production of a certificate of delivery signed by either a medical practitioner or a midwife present at the delivery.

4. EXCLUSIVE RIGHT OF BURIAL

- (i) **Grant of Exclusive Right of Burial.** An Exclusive Right of Burial (or plot) is purchased in the form of a Deed of Grant. It entitles the registered owner to determine who is buried in the grave, subject to space being available and to apply for the Right to Erect a Memorial on the grave in accordance with our rules and regulations. It does not transfer any ownership of the land which remains with the Council. Pre-purchasing graves is not permitted.

The person purchasing the Exclusive Right of Burial is termed the "Owner" and their written permission is required on all matters concerning the grave. The owner has the responsibility to inform the Council of any change in contact details.

The Deed of Grant may be assigned under certain conditions but will normally be inherited by the Next of Kin or Executor.

The right is granted for a fixed period of 50 years commencing once the grave is full. Upon expiry, this can be extended for a further period of 50 years on payment of a nominal sum.

- (ii) **Devolution of exclusive right of burial.** If the grave owner has passed away, he/she can be buried in the grave (subject to space) once the exclusive rights have been transferred to the Next of Kin, Executor or appropriate person on the Notice of Interment form.
- (iii) **How to transfer exclusive right of burial.** Purchasers of the exclusive right of burial shall not dispose of their right without the consent of the Council and a transfer of the exclusive right of burial in

a grave space will not be deemed valid until such transfer has been registered with the Council.

- (iv) **Opening of private grave or chamber.** Before any interment can take place, the Council will require to see the Deed of Grant and written consent of the owner.

If the original Deed of Grant cannot be produced, the owner will be required to provide a form of indemnity.

- (v) **Copy Deed of Grant.** A replacement Deed of Grant can be issued on request. Proof of ID is required and a fee is applicable (see current Fees & Charges)

5. GRAVE SPACES

- (i) **Excavation of graves.** All graves in the Cemetery are only to be excavated by persons appointed by the Council.
- (ii) **Removal of memorials.** The Council reserves the right of access over all grave spaces and the right to temporarily remove any memorial from any grave without notice, in order to facilitate the digging of any adjacent grave for the purposes of interment. The Council 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 surrounding area left in a tidy condition.

Where a memorial has to be removed to allow an interment to take place, the Funeral Director or Stonemason must make arrangements to ensure that the memorial is completely taken away from the cemetery.

- (iii) **Depths of interments.**

Type of burial plot	Depth	Maximum Number of burials	Maximum number of ashes burials
Adult standard grave	6'6" (1981.2mm)	2	4
Adult with vault liner	6' (1828.8mm)	1	0
Childs standard grave	5' (1524mm)	1	2
Childs with vault liner	5' (1524mm)	1	0
Ashes	2' (609.6mm)	0	4

- (iv) **Number to be buried at one time.** One body only shall be buried in a grave at one time unless the consent of the Council has been obtained.
- (v) **Surface of graves.** The surface of every grave shall be finished off level with the surrounding area as soon as the earth is properly settled. In all other instances no mounds or kerbs will be allowed in the cemetery, except where provided by the Council. No person other than duly authorised officers of the Council shall interfere with or alter the turfed area of the cemetery.

All plants should be in a container and placed on the landing area provided.

- (vi) **Coffins.** Burials of un-coffined bodies will only be allowed for religious reasons, however all bodies must remain coffined on arrival until at the graveside

No coffin shall be buried in any un-walled grave within 3ft (914.4mm) of the ordinary level of the ground, unless it contains the body of a child under 12 years of age when it shall not be less than 2ft (609.6mm) below that level.

Vault liners

Vault liners are permitted in both adult and child single depth graves. Only vault liners supplied by the Council are permitted.

- (vii) **Cremated remains.** Cremated remains shall be buried in a designated area, if in container, the measurements of which are not to exceed 12" (304.8mm) in any direction.

Burial of cremated remains in a suitable urn will be permitted in the following areas:

- (a) The cremation plot specially set aside for the purpose.
 - (b) Burial of urns in a grave space where a coffin has already been interred and that exclusive right of burial has been confirmed. Where a second coffin is likely to be interred in the grave space, the urn shall be placed within the headstone area of the grave.
 - (c) No urn shall be permitted to be buried in a new grave space where no coffin has previously been interred.
- (viii) **Removal of remains.** No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's faculty as may be appropriate.

- (ix) **Order of interment in grave spaces.** Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.

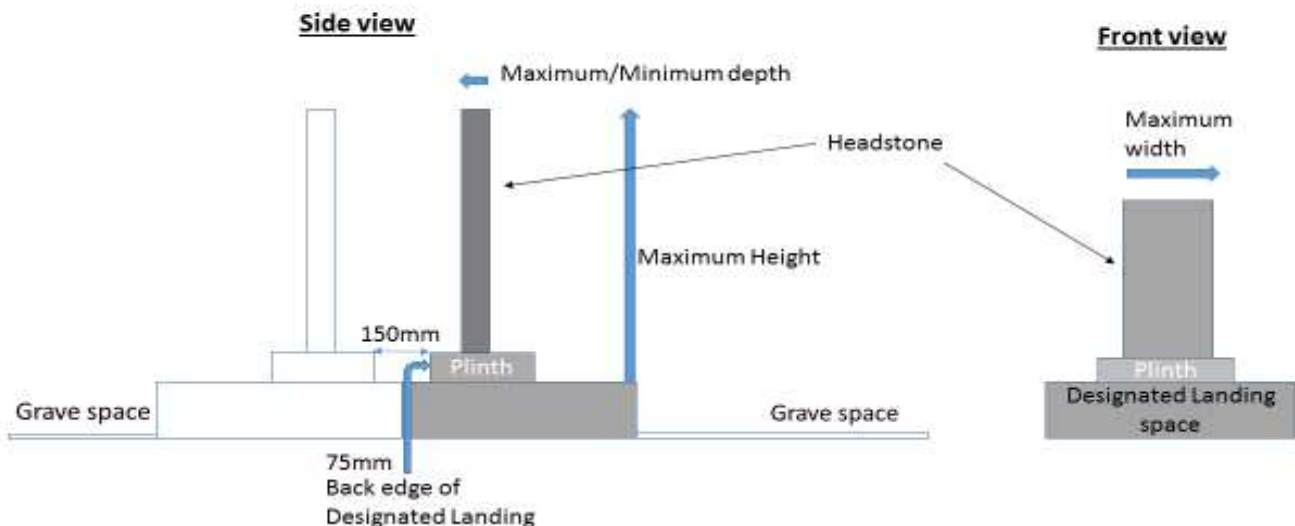
6. ADMISSION OF VISITORS

- (i) **Hours of opening.** The Cemetery shall be open every day between 9.00am and dusk. All persons shall conduct themselves in a decent, quiet and orderly manner.
In the interest of safety children under the age of 12 should be accompanied by a responsible person.
- (ii) **Dogs and other animals.** Dogs are allowed, but must be kept on a leash at all times.
- (iii) **Photography etc.** Photography and filming require prior consent from the Council.

7. MEMORIALS & MEMORABILIA

- (i) **Memorials on grave spaces.** All memorials shall be in the form of headstones mounted on plinths fixed to the landing provided. Plinths should be placed centrally with the back edge at a distance of 75mm from the back edge of the designated landing space (see diagram below).

Double and Single Landing



The dimensions of such memorials shall not exceed those set out below and installed only by an accredited NAMM/BRAMM stonemason.

Grave type	Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths
Adult	2ft10" (863.6mm)	2ft (609.6mm)	5" (127mm)	2" (50.8mm)	Maximum length 2ft 6" (762mm) Maximum depth 1ft (304.8mm)
Childs	2ft 3" (685.8mm)	1ft 6" (457.2mm)	5" (127mm)	2" (50.8mm)	Maximum length 1ft10" (558.8mm) Maximum depth 10" (254mm)

*Plinths must be of appropriate size to support the headstone as per current NAMM/BRAMM regulations.

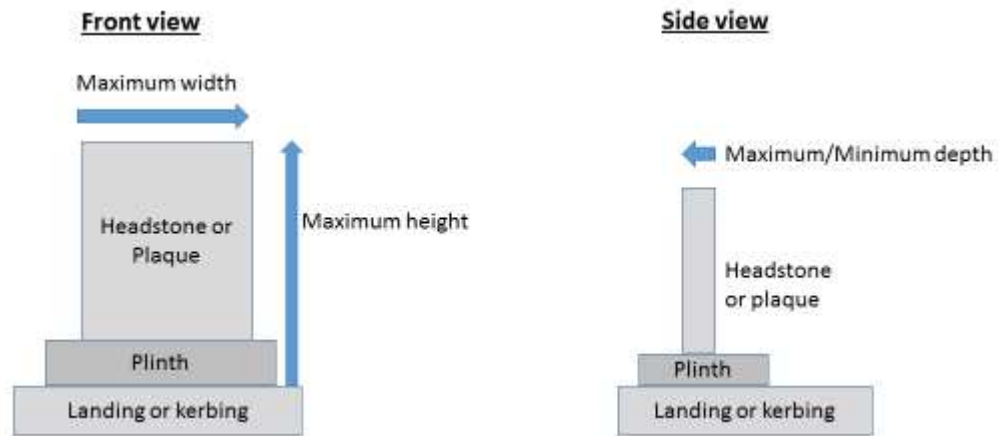
- (ii) **Materials of memorials.** All memorials and other erections shall be of natural stone or other approved materials, including suitable quality hardwoods from sustainable resources.

The Council may, in any event, reject monuments, gravestones, vases, urns and tablets which, in its opinion, are unsuitable or incongruous with their surroundings. No kerbstone, fences, surrounds or other materials are permitted on or around the burial plot.

- (iii) **Memorials on cremation plots.** Memorials may only take the form of a plaque or headstone to the standard prescribed by the Council, mounted on a standard pattern of kerbing or landing supplied by the Council.

- (iv)

Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths
1ft 6" (457.2mm)	10" (254mm)	10" (254mm)	1" (25mm)	Maximum width and depth 10" (254mm) Maximum height 1" (25.4mm)



- (v) **Memorabilia.** All memorabilia must be retained within the designated concrete landing or kerbing space allocated to the burial plot. In the interest of public, staff and wildlife safety, glass and fragile ornaments are not permitted.

General requirements

- (i) **Copyright.** All applicants for any form of memorial must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place regardless of the fact that the memorial was approved for erection in the Cemetery.
- (ii) **Erection of memorials.** Memorials may be erected only on grave spaces in which the exclusive right of burial has been purchased.
- (iii) **Permits for the erection of memorials.** Before any person erects, places or renews any form of memorial, application must be made for permission to do so on a form supplied by the Council. The application must be accompanied by a design of the proposed memorial and inscription.
- (iv) **Marking of memorials.** All memorials must be engraved with the section and grave number on the back in lettering not less than 3/4" (20mm) in height.
- (v) **Dowels and cramps.** All metal dowels and cramps shall be of copper or other non-corrodible metal to the satisfaction of the Council.
- (vi) **Fixing of memorials.** All memorials should be secured by an anchoring system in accordance with NAMM/BRAMM regulations. Additionally, durable earth anchors embedded into Concrete plinths will be permitted to increase the stability of the memorial.
- (vii) **Damage to memorials.** The Council accept no liability for any injury or damage whatsoever that may be caused to any form of memorial in the Cemetery howsoever the same may be caused.

- (viii) **Removal of memorials.** No memorial shall be removed from the Cemetery except by special order from the Council. Any application to remove a memorial shall be signed by the owner and shall be submitted to the Council prior to such removal.
- (ix) **Replacement of memorials.** No additional fee will be charged for the erection of a replacement memorial, provided that this is in the opinion of the Council the same as the original.
- (x) **General.** All memorial works must be completed without causing any disturbance or annoyance to any person or damage or interference with other grave spaces in the cemetery. Work within the Cemetery requires a permit before commencement.

8. MAINTENANCE OF BURIAL PLOTS (GRAVE SPACES & CREMATION PLOTS)

- (i) **Maintaining burials plots and disposal of refuse.** Only containerised plants are permitted on the concrete landing of grave spaces. The owner must keep plants in good order, any plants not in good order maybe removed at the Councils discretion. All refuse from cleaning and maintaining grave spaces must be placed immediately in the bins provided in the Cemetery for this purpose.
- (ii) **Upkeep of burial plots.** All memorials must be kept in good repair by the owners. If any repairs are not executed after notice has been given by the Council to the owner or their representatives, the Council shall be entitled to take possession, to make safe or remove as the Council sees fit.
- (iii) **Neglected burial plots.** All grave spaces must be kept in good order. The Council reserve the right to remove any memorabilia or planting that does not conform to the regulations.

9. WORK IN CEMETERY

- (i) **Hours permitted for work.** By appointment only
- (ii) **Tools.** Masons must furnish themselves with all materials and equipment required for fixing memorials.
- (iii) **Stone carts and other vehicles.** Any movement of vehicles of any description must be agreed with the Cemetery staff prior to commencement of work. All trucks shall have tyres not less than 4" (100 mm) width

10. POWER TO EXCLUDE FROM THE CEMETERY

Any person not complying with these regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

11. ALTERATION TO REGULATIONS

The Council reserve the right to make any alterations in these regulations from time to time as it thinks fit.

12. REGULATIONS TO BE CONDITION OF GRANT

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery.

13. FEES AND CHARGES

All the relevant fees and charges relating to the use of the Cemetery are determined by the Council and reviewed annually. The Council reserves the right from time to time to make alterations to the fees and charges.

14. OFFENCES IN THE CEMETERY

(A) By the Local Authorities' Cemeteries Order 1977, Sections 18 and 19 (which apply to the Cemetery) it is enacted that:-

(1) No person shall

- (a) Wilfully create any disturbance in the Cemetery
- (b) Commit any nuisance in the Cemetery
- (c) Wilfully interfere with any burial taking place in the Cemetery
- (d) Wilfully interfere with any grave or chamber, any tombstone or other memorial, or any flowers or plants.
- (e) Play any game or sport in the Cemetery.

(2) No person not being an officer or servant of the burial authority or another so authorised by or on behalf of the burial authority shall enter or remain in the Cemetery at any hour when it is closed to the public.

(B) Every person who contravenes regulation 14 shall be liable on summary conviction to a fine not exceeding £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, in accordance with articles 18 and 19 of the Local Authorities Cemeteries order 1977.