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# RAMSEY TOWN COUNCIL

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Town Clerk: Lisa Renfree

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## **CEMETERY REGULATIONS AND RULES** **AS FROM 1<sup>ST</sup> JANUARY 2016**

In these Regulations, unless the context otherwise requires, the word “Council” means the Town Council of Ramsey.

All enquiries concerning the use of the Cemetery should be made at the Town Clerk’s Office, Ramsey Town Council Great Whyte, Ramsey, Cambs, PE26 1HG Telephone 01487 814957 or email: - [ramseytc@ramseytowncouncil.gov.uk](mailto:ramseytc@ramseytowncouncil.gov.uk)

The office is open Monday to Friday between the hours of 10.00am to 4.00pm. However, an answer phone is available for messages to be left outside of these office hours.

All fees and charges must be made payable to Ramsey Town Council at the above address prior to any funerals and memorial masons entering the cemetery.

The Cemetery will be open to members of the public at the following times: - January to December 9.00am to dusk. However, the main vehicle gates will now be locked at all times unless required for funerals, contractors employed by the Council and registered Memorial Masons are permitted in the Cemetery.

The Council accept no liability to persons using the cemetery outside of these hours.

No person shall wilfully create a disturbance, commit a nuisance, wilfully interfere with any grave, memorial, flowers, plants or any such matter, or play any game or sport in the Cemetery, under the Local Authorities Cemetery Order 1977.

The public must keep to the paved walks, unless visiting graves, and refrain from touching trees, shrubs and flowers, and to observe decorum at all times.

The use of bicycles, skateboards, roller-blades, roller-skates and scooters (excluding motability scooters) are prohibited in the Cemetery.

The Council reserves the right to eject or have ejected from the Cemetery any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

**DOGS ARE NOT ALLOWED IN THE CEMETERY. UNLESS ON A LEAD.** Owners or persons for the time being in charge of a dog who allow it to foul the Cemetery shall be liable to prosecution.

Some plans are held by the Council showing the division of the ground into plots and grave spaces. These may be inspected at the Office of the Council with prior agreement by the Town Clerk. However, Huntingdon Library and Archives do also hold various forms of old burial records,

A Register of all burials is kept in the Councils Office, where a search may be made and certified extracts obtained upon payment of the proper fee.

## **INTERMENTS**

Interments may take place Monday to Friday, between the hours of 9.30 and 4.00pm. No interments may take place over the weekends, public holidays, Good Friday or Christmas Day without prior consent of the Town Clerk.

Forms for application of interment are available from the Town Clerk to the Council and ARE to be RETURNED NOT LESS THAN 48 HOURS (not including Saturdays, Sundays or Bank Holidays) before the interment, together with the due fee. Failure to provide the required documentation may result in the postponement or cancellation of the interment by the Council.

The Certificate of the Registration of Death must be delivered to the Town Clerk and to the Council and, in cases where an inquest has been held, a Coroner's Warrant. In the case of a stillborn child, a certificate in accordance with the Births and Deaths Registration Act 1953 is required.

The selection of a purchased grave space is to take place consecutively, with the exception of several family plots being purchased simultaneously upon the death of a family member.

The Council's decision in respect of the allocation of the grave space shall be final.

Former parishioners will be allowed interment upon satisfactory proof of residency. Any questions, which may arise under this qualification, shall be decided by the Council whose decision shall be final. Should no proof be provided double fees will be applied.

No interment shall be allowed in an earthen grave, unless the body is in a properly constructed coffin.

Undertakers shall at all times provide sufficient bearers for the carrying and lowering the coffin into the grave. The undertaker, or other person having charge of the funeral, shall arrange previously with a Minister to conduct any religious service.

In the event of a Notice of Interment being cancelled after work on the preparation of the grave has commenced, the Council reserves the right to retain part of the entire interment fee.

The Council has the authority to grant the Exclusive Right of Burials in any grave space. The Deed of Exclusive Right of Burial must be produced and shown to the Town Clerk to the Council when the notice of interment is produced, before the grave can be opened.

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.

***Flowers, wreaths and mourning cards may be placed on the graves but must be removed when they have decayed or they will be removed at the discretion of the Council.***

Only authorised persons will be allowed to excavate graves. Any unauthorised graves will be filled in by the Council and the cost charged to those responsible for the excavation.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner. The same being required by the Council if an existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interments.

Grave plot sizes for burials are as follows:-

<u>Ashes Section</u>	39" x 39" (3'3")
<u>Single Grave</u>	30" to 36" width (2'6" to 3') 86½ " length (7'2½")
<u>Double Grave</u>	86½ " width (7'2½") 86½ " length (7'2½")

### **CEMETERY EXTENSION**

The Cemetery extension is laid out and run as a lawn cemetery with all areas other than a small bed at the head of the graves being kept under grass. The only type of memorial permitted being a headstone. The grass lawn area must be kept clear at all times to allow Council staff to mow the grass.

When an interment takes place, the earth mound can be used for the temporary placement of flowers. After six months the mound will be removed and the area returned to grass at which point flowers must be placed at the head of the grave **ONLY**.

### **BENCHES**

No benches are to be erected in the Cemetery without the permission of the Council, as any unauthorised benches may be removed and disposed of without prior notice.

Should any application received for installing a bench in the cemetery, the sighting of bench must be agreed with the Council. It will also have to be in keeping to those already installed and the all upkeep of the bench will be the responsibility of the family.

### **TREES, PLANTS AND SHRUBS**

No trees, plants or shrubs shall be planted in the Cemetery neither on a grave without the permission of the Council. Any unauthorised tree or shrub may be removed and disposed of without prior notice.

### **WREATHS**

Wreaths, old flowers and any other floral tributes must be disposed of in the bins provided when they have decayed.

Christmas wreaths may be placed on graves. The Council will remove all Christmas wreaths during the course of the last 2 weeks of February.

### **CAGES**

Cages are NOT permitted on grave spaces, any erected cage may be removed and disposed of without prior notice.

### **GLASS ON GRAVES**

No glass vases, glass jars and glass ornaments are allowed in the cemetery.

### **WATERING CANS**

Watering cans will not be supplied in the Council's cemeteries, members of the public are requested to make their own arrangements with water when tending grave spaces. There are however, water stand pipes at various points within the cemetery grounds.

## GRAVESTONES, MONUMENTS ETC...

The Council accepts no responsibility for the condition of any memorial, grave, headstone or monument within the Cemetery.

The Council accepts no responsibility for any damage caused to monuments, gravestones or graves unless caused by the Councils own negligence.

Except in the case of urgency where the Council reserves the right to carry out necessary repairs and recharge the owner of the grave, all private graves and vaults, monuments, memorials and gravestones, shall be kept in good repair by the grave owner. Where safety repairs are in the opinion of the Council required to be carried out a notice shall be sent to the grave owner or other responsible person. This notice shall specify the works required and the grave owner or other responsible person shall complete such works within six months of the date of the notice. Failure to comply with the notice may cause the Council to remove any such grave, vault, monument or gravestone laid flat nearby, or moved to the side of the Cemetery. The cost of removal disposal and associated works may be charged to the grave owner or other responsible person. Nothing in this paragraph shall prevent the council from taking remedial action to make safe any monument memorial, grave or headstone which is in its opinion unsafe.

No kerb or other form of surround shall be placed around a grave without authorisation by the Council. Any unauthorised surround may be removed by the Council without notice and the cost of the removal and disposal shall be charged to those responsible or the grave owner.

Railings or other enclosures shall not be erected around any monument or gravestone. Any unauthorised railings may be removed by the Council without notice and the cost of removal and disposal shall be charged to those responsible or the grave owner.

Any memorial may be erected not less than 6 months after the interment. A fee will be charged for the erection of a headstone, an added inscription and a plaque on cremated remains.

Memorial Masons must be registered under the Council's Memorial Registration Scheme before they will be permitted to carry out work in the Council's Cemetery.

An application to erect a Memorial shall be submitted to the Council on the form provided by the Council and approved by the Council before erection. Any memorial application will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council. The design thereof, drawn to scale and showing the precise Nature and position of any intended motif, together with a copy of the proposed inscription must also be submitted.

For all memorials erected after the date of the coming into force of these Regulations the following dimensions shall apply:-

### Ashes Section

Headstone 21" height 21" width (1'9" height x 1'9" width)  
Tablet 18" x 18" (1'6" height x 1'6" width)  
Sloping Tablet 27" length x 18" width (2'3" length x 1'6" width)

### Single Grave

Headstone 30" to 36" maximum height (2'6" to 3')

### Double Grave

Headstone 30" to 36" maximum height (2'6" to 3')  
Overall Width 86½ (7'2½")

**ALL CONCRETE BASES/PLINTHS/SLABS ARE TO BE GROUND LEVEL DUE TO HEALTH AND SAFETY. MAXIMUM SIZE 86½ “ width (7’2½”) x 86½ “ length (7’2½”) SHOULD ANY BE CONSTRUCTED ABOVE GROUND LEVEL THEN THE MEMORIAL MASON WILL BE ASKED TO RECTIFY TO THE COUNCILS SPECIFICATIONS.**

No memorials are to be erected on any grave unless and until the Council has consented to such erection and has been sent a permit to the Memorial Mason, along with a letter of notification to the owner of the Right of Burial or other responsible person.

No memorials will be allowed on any grave where the Right of Burial has not been purchased. Any unauthorised memorials are subject to removal by the Council without prior notice and the cost of removal and disposal shall be charged to the owner of the Right of Burial or other responsible person.

All memorials shall be fixed on approved foundations, constructed from durable natural stone, marble, granite, or slate and shall comply with all statutory requirements and the current National Association of Memorial Masons Code of Working Practice. Memorials erected in contravention of this regulation may be removed by the Council without notice and the cost of removal and disposal shall be charged to the owner of the grave or other responsible person.

No memorials may be removed from the Cemetery unless and until the Council has first consented in writing to such removal and has been provided with a copy of written instruction of removal sent to a Monumental Mason by the owner of the Right of Burial in the grave (or their Executor or Personal Representative). If a memorial is removed in breach of this regulation the Council shall charge the person responsible with the cost of any works undertaken by the Council to repair any damage.

Memorial Masons employed in erecting or fixing a memorial, must perform the work in accordance with these regulations and Stone Masons Registration Scheme. All headstones must be prepared and ready for fixing before being taken to the cemetery. All tools are to be removed afterwards, all spare spoil and turf is to be removed from the Cemetery and clean up the ground carefully after completing their work. They will be responsible for any damage caused either to the Cemetery or the Memorials erected within and will make good such damage at their own expense to the reasonable satisfaction of the Council. Failure to do so may result in the Council invoking the penalty clauses set out in the Memorial Registration Scheme. The Council may also commence civil proceedings in respect of any loss or damage caused to the Cemetery by the Memorial Mason his servants or agents.

### **ERECTION OF MEMORIALS**

Memorial Masons must contact the Council **BEFORE** any memorials are erected due to being a Working Cemetery.

Memorial Masons may add their address discretely on the reverse of the headstone in letters not more than 15mm high, grave numbers must be added.

The Council retains the authority to remove any headstone which, in its opinion, should be removed to facilitate the opening of an adjoining grave. It will be replaced at the earliest opportunity and at no cost.

Any memorial removed by the Council as a result of a breach of these regulations shall be stored for a maximum period of three months prior to disposal.

No fixing of memorials or any other work shall take place within the Cemetery on Saturdays and Sundays including Bank Holidays. Memorial Masons and contractors shall leave the Cemetery by 5 p.m.

These Regulations should be read in conjunction with the Memorial Registration Scheme issued by Ramsey Town Council and the Local Authority's Cemetery Order 1977, a copy of which can be obtained from Her Majesty's Stationery Office.

## **GENERAL**

It is possible that some infringements of the rules and regulations may not be brought to the attention of the Council for some length of time. However, this does not make these legitimate and items may be removed irrespective of the length of time that has passed. Nor can the fact that these items having been left for some length of time be used as a demonstration of precedent to argue for similar concessions.