



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

CEMETERY RULES AND 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 Parish Council.

In the interests of health and safety, and to allow proper maintenance, particularly when mowing, the placing of any object, shingle, stone or artificial surround on the grave is not allowed.

1. In these Regulations, unless the context otherwise requires, the word "Council" means Cambourne Parish Council.
2. The Cemetery will be open to the public at the following times:

October – March	9.00 am to 4.00 pm
April – September	9.00 am to 7.00 pm
3. Interments shall take place between the hours of 10.00 am and 4.00 pm.
4. All enquiries concerning the use of the Cemetery should be made to the Parish Office, The Hub, High Street, Cambourne, Cambridge CB23 6GW.
Telephone: 01954 714403
e-mail: clerk@cambourneparishcouncil.gov.uk

The office will be open at the following times:
Monday to Thursday (inclusive) 9.00 am to 5.00 pm
Friday 9.00 am to 4.30 pm

An answerphone is available for messages to be left outside office hours.

5. All fees and charges must be paid to Cambourne Parish Council, The Hub, High Street, Cambourne, Cambridge CB23 6GW.
6. The form of Notice of Interment must be received by the Parish Office, The Hub, High Street, Cambourne, Cambridge CB23 6GW, 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.
7. The Council reserves the right to refuse to accept a notice of interment in special circumstances.



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8. The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone.
9. The Parish 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.

10. The Council will only be responsible for the preparation of Ashes graves; all other excavations applicable thereto will be the responsibility of the Funeral Director or Undertaker concerned and graves must be left tidy after Interment.
11. Interments will be of coffins only; there will be no un-coffined burials or caskets. Ashes containers must be made of a biodegradable material.
12. Cremated remain may not be disposed of on the surface of any part of the cemetery.
13. 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 Parish Clerk.
14. 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 Parish Clerk when Notice of Interment is given.
15. 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 Parish 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. 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. 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.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused, unless such injury is caused by the Council's negligence.

18. 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.



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19. The Undertaker, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.
20. After interment, a book supplied for the registrations of burials shall be filled in and signed by the officiating Ministers.
21. 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.
22. The Parish Clerk has authority to remove any Memorial which, in their opinion, should be removed to facilitate the opening of any adjoining grave. Any Memorial so removed will be replaced at the earliest opportunity.
23. No motor vehicles including motor cycles other than those used by Council Employees or contractors employed by the Council and registered Memorial Masons are permitted in the Cemetery.
24. The use of bicycles, skateboards, rollerblades and scooters is prohibited in the Cemetery.
25. Smoking is strictly prohibited and mobile telephones must be switched off within the Cemetery.
26. No firearms may brought into and/or discharged within the cemetery without prior written consent of the Council
27. All persons entering the Cemetery must conduct themselves in a quiet and orderly manner, and not stand or sit on any grave or monument.
28. It will be a disciplinary offence for any member of staff of the Parish Council to receive any gratuity in connection with work at the Cemetery other than from the Parish Council.
29. When circumstances render it desirable to deviate from any of the above Regulations, special application must be made to the Parish Clerk.
30. Children under the age of 12 will not be permitted in the Cemetery unless in the charge of some responsible person, except with the consent of the Parish Clerk.
31. Any person soliciting orders within the Cemetery shall be removed from the Cemetery.
32. No dogs (or other animals), except guide dogs shall be allowed into the Cemetery (unless part of a cortège)
33. Any unauthorised person detected picking or damaging shrubs, trees or flowers will be prosecuted.
34. The Council reserves the right to place a mark of reference to all graves.



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35. With the exception of purchased graves, interments shall take place in order consecutively, if the soil will permit, until the whole area shall have been buried in or appropriated.
36. The ownership of the exclusive rights of burial for any one grave shall rest with a maximum of three persons. This number may be exceeded in exceptional circumstances at the sole discretion of the Parish Clerk.

REGULATIONS RELATING TO GRAVESTONES AND MEMORIALS

37. Extra fees shall be chargeable for erection of headstones, ashes plaques and brass bench plaques. Only inscribed headstones and plaques will be permitted.
38. The Council reserves the right without giving any notice whatsoever:
 - 38.1 To remove any headstone which is not being maintained in a position and in a manner to the satisfaction of the Council.
 - 38.2 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.
 - 38.3 To remove and replace any headstone so that the opening of a grave may be facilitated.
 - 38.4 To remove any unauthorised headstone, temporary markers, memorial plaque, flower container, stone chippings, kerbstones, planted flowers/shrubs/trees, ornamentation and personal possessions.

In the event of the exercise by the Council of the rights reserved to them by 34.1 above, any expense incurred by the Council shall be recoverable from the persons to whom the headstone, memorial or plaque belongs.

39. Prior to the placing of any headstone on a grave, the Parish Council's consent must be sought by completion of an application form obtainable from the Parish Council office. This form must include all dimensions, proposed inscription, choice of materials and include a sketch. When approved, a signed copy of the form will be returned to the applicant.
40. 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 Parish Clerk.
41. No responsibility will be accepted by the Council for the safe keeping of or damage done to any memorial unless caused by the Council's own negligence.
42. 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.



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43. 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.
44. 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.
45. 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.
46. 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.

	Minimum	Maximum
	Height x Width x Depth	Height x Width x Depth
Concrete Foundation (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' 3¾")
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")

47. **Children's Section** - Memorials in the Children's' Section shall not exceed the minimum dimensions for the memorials shown above. The Council will consider all reasonable designs for this section.
48. **Ashes Section** – Inscribed Memorials of a maximum of 450mm by 450mm (18" by 18") are permitted in the Ashes Section. This may incorporate a flower container. The maximum permitted height is 12" (300 mm) from the concrete foundation.
49. **Bench Plaques** - All bench plaques must brass and 125mm X 65mm in size.
50. 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.**
51. 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.

Note: 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.