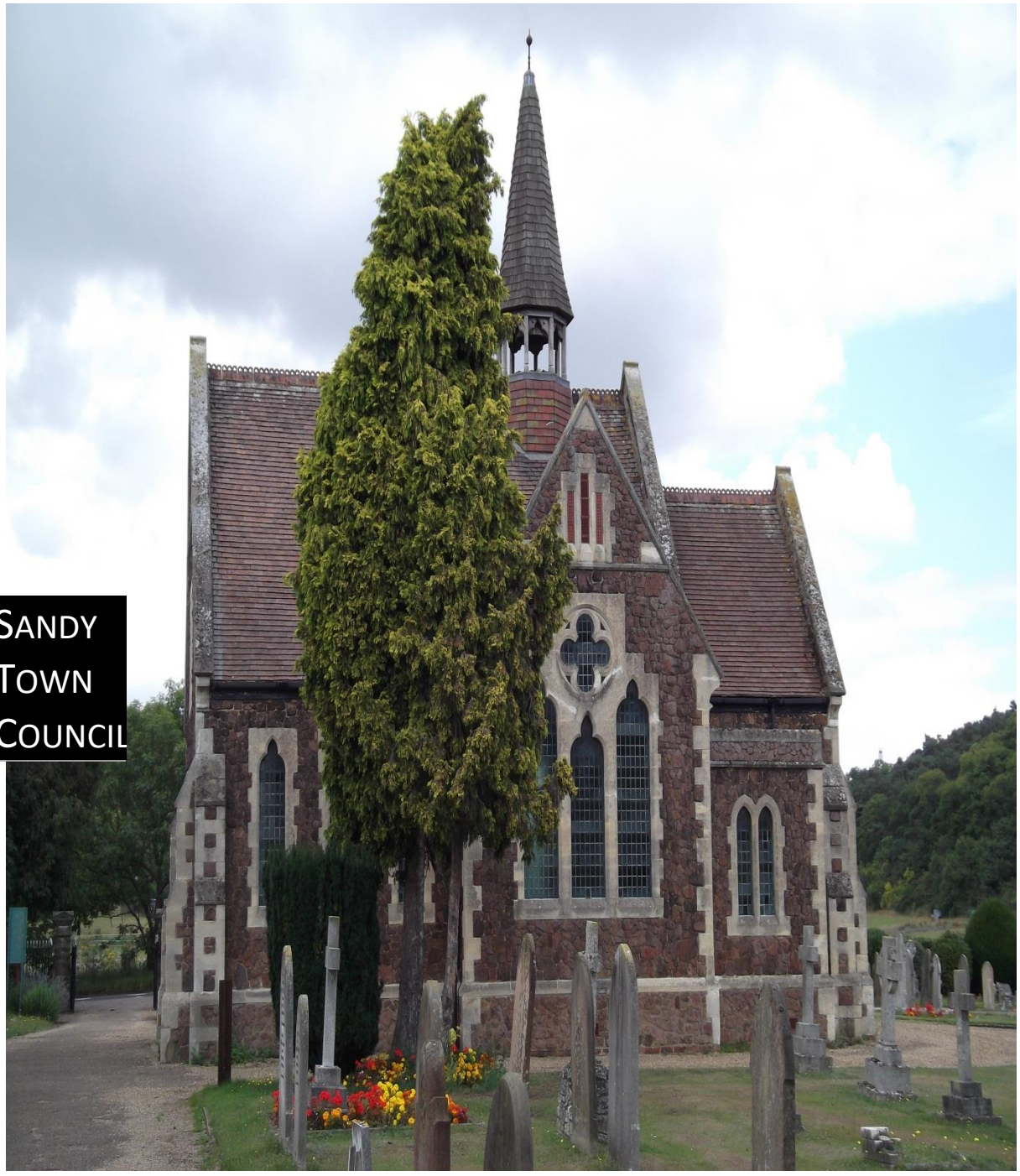
2022/2023



SANDY TOWN COUNCIL

Burial Regulations

The following regulations apply to the current cemetery which has its main entrance off Potton Road, Sandy.

This cemetery is laid to lawn, and the aim of these regulations is to maintain the long term maintenance of the Cemetery for the parishioners of Sandy and the remaining friends and relatives of those buried in the graves.

The Cemetery will be open to the public on:

Weekdays from 7.30am – 8.00pm (April to September)
Weekends from 9.00am – 8.00pm (April to September)

Weekdays from 7.30am – 5.00pm (October to March)
Weekends from 9.00am – 5.00pm (October to March)

A map of the Cemetery is available to view at the Councils offices. Certain sections are designated for children's graves and cremated remains, the remaining areas are for normal interments.

Please note the following:

Any reference to 'Council' means Sandy Town Council.

Interments

1. Notice of interment is to be given to the office between the hours of 9.30am and 3.30pm, Mondays to Fridays (excluding Bank Holidays), giving at least three clear working days' notice. If any interment is to take place in a vault or bricked grave then this will be increased to three days.

2. Notice is to be given on the Form of Application provided by the Council.

3. Interments will be between the following hours:

   a) 10.00am to 2.45pm Monday to Thursday
   b) 10.00am to 2.30pm Friday

   Interments required outside these hours will need to be agreed by the Council with additional fees paid by the undertaker.

4. Before a burial can take place the applicant shall give written notice to the Registrar accompanied by the certificate for disposal issued by A Registrar of Births & Deaths or an order for burial issued by a Coroner, and where applicable the grant of exclusive right of burial or satisfactory evidence thereof in respect of a burial in a purchased grave and any other document which may in special circumstances by required by the Council.

5. Unless agreed in writing by Council all graves will be excavated and opened by a sub-contractor. All graves will be dug nominally seven feet deep.

6. If more than one body is interred in any grave, whether purchased or not, must have the following levels of earth between each coffin:

    a) Where bricked graves or vaults are not present -- six inches of soil must be present between each coffin, and four feet of earth between the top of the upper coffin and the ordinary level of the ground.

    b) In bricked graves - six inches of soil must be present between each coffin, and twelve inches of soil must be left between the top of any vault and the ordinary level of the ground.

7. The interment of cremated remains will be permitted in any grave (purchased or not) subject to a maximum of four interments of cremated remains in the grave space, and payment of the relevant fee.

8. All coffins of wood or approved material may be placed in earthen graves.

9. The bricking of graves is only allowed in existing bricked graves. Re-opening and closing of these bricked graves is carried out at the expense of the person responsible for the interment.

10. All first interments are conditional upon the purchase of Exclusive Right of Burial for the plot concerned.

Exclusive Rights of Burial

1. Any persons wishing to purchase Exclusive Rights of Burial in a grave space, must pay the appropriate fee. The Grant of Exclusive Right of Burial does not confer ownership rights of the land to the purchaser. The Council will confirm purchase by the issue of a certificate entitling the purchaser to the plot for a period of 10 years renewable at no additional fee for a maximum of 50 years. This is to ensure that the records are correct and that the grave space is still required by the purchaser. Purchases can only be made in the names of individuals. At the present time, the Town Council does not allow pre-purchase of plots in the cemetery.

2. Purchasers must obtain the permission of the Council if they wish to bury a non-parishioner in a purchased plot, except where such non-parishioner is a son or daughter of the said purchaser. In all circumstances this interment must be accompanied by the Form of Application.

3. Purchasers of owners of Exclusive Rights of Burial cannot transfer ownership of these rights to any other persons without the written permission of the Council.

4. It is the owner's responsibility to keep the Council informed of any change of address. If after purchase of Exclusive Rights of Burial, the purchaser moves out of the parish, this will not affect these rights.

5. The Council reserves the right to allocate graves for purchase as it sees fit.

6. No persons will be able to hold Exclusive Rights of Burial on more than two graves at any one time.

7. Sufficient evidence of the right to inter in a grave must be produced at the office of the Clerk to the Council at the time of application for the interment.

Memorials

8. Memorials are permitted in sections B, C, D, E, F, G, H, I, J, and L.

   A memorial which may be either:

   a) A headstone (without kerbs) not exceeding 900mm in height. 650mm in width and 100mm thickness; or
   b) A flower vase not exceeding 150mm in height

   Shall be of any approved material, and erected upon plinths (of suitable material) which shall not exceed 900mm in length, 300mm in width and 150mm in thickness. No other type of memorial will be permitted.

   Headstones must be erected using an approved, recognised system of fixing, i.e.: National Association of Monumental Masons ground fixing system in accordance with BS8415 and the NAMM Code of Practices, traditional shoe foundation or the burial of 1/3rd of the memorial into the earth. This regulation also applies to memorials removed from the cemetery for additional lettering.

   A headstone should not be placed on a grave without consultation between groundstaff and the stonemason on the suitability of ground conditions.

9. Before any headstone or vase is placed in the cemetery, a drawing thereof showing the dimensions, type of stone and finish, system of fixing and the inscription must be sent to and approved by the Council.

10. The headstone or vase to be placed at the head of the grave only.

11. A temporary marker may be retained on the grave for a maximum of two years after the interment or until replaced by the headstone or vase, whichever is soonest. No planting or fencing is permitted in sections where the cemetery is laid to lawn.

12. a) During the period of 15 months following interment any item placed on the grave must be within 300mm of the front of the temporary marker if this has not already been replaced with a permanent headstone and should not interfere with routine maintenance.
    b) Thereafter any item left on a grave must be securely attached to the memorial plinth at the base of the headstone and should not be left on or pushed into the ground at the side or edge of the plinth or headstone so as to interfere with or hinder routine maintenance of the cemetery.

c) The Council reserves the right to remove any items not securely attached as described and in addition any item(s) and object(s) which in its opinion are objectionable, unsightly and potentially dangerous including items of pottery, tin or glass, plus bricks, blocks and wire mesh or any item likely to cause offence or distress in a cemetery environment. These items will be stored for 28 days awaiting collection by a representative of the deceased person.
d) Plastic items will be permitted. A single white solar light will be allowed but they must be securely attached as described.
e) Council will routinely dispose of withered, fading and dead flowers and wreaths

13. All monuments, gravestones or other structures and places of burial must be kept in good repair by the owner.

14. The Council will carry out regular checks of monuments, headstones and any other structures ensuring that they are safe. If, in the Councils opinion, a structure has become unsafe, and it has the owners's contact details, it will give the owner 28 days' notice to remove the said structure. If the Council does not have the contact details of the owner it will place a notice at the site of the memorial, on its noticeboards and on its website giving the owner three weeks to contact them. If the owner fails to carry out the requirements laid out by the Council the Council will carry out the removal itself. Any costs involved shall be recoverable from the owner as a simple contract debt in any court of competent jurisdiction.

15. Any employee of the Council is not permitted to carry out private work in the cemetery or take any gratuity.

16. In Sections G & H (which were children's graves and are now used for cremated remains) the following are permitted:

    a) Cremation tablets flush to the ground, not exceeding 610mm x 610mm or a memorial headstone 450mm (18") in height
    b) Memorials as noted in regulation 18.

17. Section K is reserved for cremated remains only. The following are permitted:

    a) Cremation tablets not exceeding 610mm x 610mm.
    b) A sloping or shaped tablet will be permitted, subject to a maximum height restriction of 205mm.
    c) All designs must be approved as stated in regulation 18.

18. No fee will be charged for the erection of the memorials, or inscriptions on memorials provided by the Imperial War Graves Commission, or for private memorials erected by relatives of personnel serving in H M Forces at the time of death.

19. Memorial kerbing is not permitted in the cemetery; however where kerbing is already in place on older memorials, like for like restoration or replacement is

permitted. A fee will be charged for restoration or replacement work to existing kerbing.

General

20. A non-resident is any person not living in the Parish or appearing on the electoral register for three or more years prior to death, unless that person only moved from the Parish to reside in a nursing home, residential care home or family home outside of the Parish for the purposes of being cared for.

21. A Register of the Burials will be kept at the Office of the Clerk to the Council, where, during office hours, searches may be made, and certified extracts may be made.

22. No trees or shrubs are to be planted anywhere in the Cemetery except by the Council.

23. All materials, gravestones or monuments must be transported into the Cemetery by hand, or in an approved vehicle with rubber tyres. Any damage in the cemetery, to graves or memorials caused during this visit will be the responsibility of the delivery agent to repair to the satisfaction of the Council.

24. The Council will not be responsible for any damage caused to monuments, gravestones and other structures other than damage caused by its own employees.

25. The Council will regularly inspect the appearance of in the Cemetery. Where, in the opinion of the Council a grave is neglected to such a point as to affect adjoining graves or the aesthetics of the cemetery. The owner, (if known) will be given three months' notice to bring the grave up to standard. If no action is carried out before the period lapses, then the Council will remove all reference to the grave, level it off and re-turf the area.

26. Any persons found to be damaging any items within the cemetery, such as walls, footpaths, trees/shrubs, or gravestones will be liable to prosecution. This also applies to any persons found wilfully disturbing a funeral.

27. Dogs are not allowed in the cemetery at any time, with the exception of registered Assistance dogs, in which case the dog must be on a lead, supervised and under control at all times.

28. No smoking is allowed in the Cemetery.

29. Any child under the age of 12 is not allowed in the Cemetery unless accompanied by an adult.

30. Skateboards and any other similar recreational equipment are prohibited from being used in the cemetery.

31. These regulations are usually subject to a review once every 2 years, however a review will now take place later this year – 2022, so we should have revised regulations by March 2023.