

## ST. NEOTS TOWN COUNCIL

### St. Neots Extension, Lawn Cemetery

The Cemetery Extension is a designated lawn cemetery, which means that all graves have flat grass surfaces and only headstone type memorials are permitted. No flower vases may be placed on or around the grave other than in any receptacle approved by the Council as part of a permanent memorial. Shrub, trees and bushes etc **may not** be planted in the grave and flowers should be placed only within receptacles that form part of the memorial itself. In the Cemetery the Council aims to provide a dignified setting, free from any fencing or vases around the memorial stones. The area will be maintained as lawn by the Cemetery staff who have been instructed to remove any unauthorised stones, fences and plants other than those within the permitted headstone. This will keep the area well maintained for the benefit of all visitors to the Cemetery.

The Council will also remove any memorial that has become damaged or is in danger of collapse.

The following rules relating to memorial are to be observed. A copy of these rules and guidelines are posted on the Cemetery notice board and are also available from the Council Offices.

1. Permanent memorials may be placed only onto graves for which the burial rights have been purchased. Where the burial rights have not been purchased a wooden marker or cross (the cross not exceeding 30" x 24" overall) showing the name, age and date of death of the deceased may be permitted, subject to the Council's approval. The Council, on the expiry of the time after which the grave may be legally re-used, shall remove such a marker. The Council reserves the right to remove permanent memorials erected where the burial rights have not been purchased.
2. Memorials on full size graves may be headstones, books, hearts or other shapes as appropriate. The maximum dimensions permitted at ground level are 36" wide x 24" deep, and the overall height of the memorial including the base should not exceed 40" (36" memorial and 4" base).
3. No monument may be erected on any grave other than one suitable headstone or one combined suitable headstone and memorial vase(s) of a type approved by the Council and in the position approved by the Operations Manager. No wreaths, flowers or any flower holding or other receptacles shall be placed on any grave except for a period of 14 days at Religious Festivals, also significant dates and anniversaries. After any interment has taken place in such grave the flowers may be placed at anytime in the memorial vase(s) forming part of the headstone as provided for. The Council reserves the right to remove any wreaths, flowers flower holders or other receptacles which are placed or remain on any grave.
4. Kerbs, fences and vases or the planting of any plants along the grave space are not permitted and the burial authority reserves the right to remove any such items in order properly to undertake their responsibilities for the care and maintenance of the Cemetery.
5. Cremated remains are to be flat horizontal tablets not more than 18" x 18" x 2". Any vase inset incorporated into the plaque must be 2" from any plaque edge.

6. St Neots Lawn Cemetery is owned and managed by St Neots Town Council and is the public cemetery for all residents of the St Neots area.
7. A scale of fees relating to the purchase of rights to burial in grave spaces and interments is published each year. These published fees relate to the interment of the remains of any person who, immediately prior to their death, was a resident of St Neots.
8. For the interment of the remains of any person who was not a resident of St Neots three years prior to their death, full fees for the lawn cemetery are available on the Town Council website and from the civic offices.
9. For the interment of any person who was never a resident of St Neots, full fees for the lawn cemetery are available on the Town Council website and from the civic offices.
10. No burial should take place, no cremated remains shall be scattered and no memorial placed in the Cemetery without the permission of the Town Council.
11. Application forms are generally available from the local stonemasons who will advise of all the fees and charges payable or you can contact St Neots Town Council at the Council Offices who will also be able to help.
12. A sketch of any proposed memorials with full details of dimension, materials and inscription may be submitted to the Council for approval before any arrangements are made. If approval is granted for a permanent suitable headstone the fee will be payable. The Council reserves the right to remove the headstone erected without written approval.
13. The small brass plaque that is placed on the grave by the Funeral Directors is considered to be a temporary headstone and should be removed when a permanent memorial is in place.
14. Interment, with the exception of purchased graves, must take place consecutively.
15. Memorials remain the property of the owner of the burial rights together with the responsibility for maintenance and safety. The Council tests the stability of memorials on a regular basis and owners of burial rights will be informed if the memorial fails such a test. It will be that person's responsibility to ensure the memorial is repaired and therefore not a danger to themselves or other visitors to the Cemetery. If the Council considers the memorial to be a danger to the public and cannot contact the owners, action will be taken to make the said memorial safe.
16. No flowers, plants, shrubs or trees of any description may be planted in the plot of any part of the lawn section. As soon as convenient after the interment the Council will lay grass seed over the whole of the grass surface, except for a proportion at the head which is the designated area of the headstone. Grave spaces will be topped up or re-seeded as necessary. No person other than the duly authorised Officer of the Council may interfere with or alter the area of the grave.
17. Dogs will not be allowed in the Cemetery with the exception of Guide dogs.
18. 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 not travel in excess of 10mph. The Cemetery gates are to be closed on entry and exit from the ground.

19. Transfer of Exclusive Right of Burial after the interment of the registered owner of the Exclusive Right of Burial and grave space, the legal personal representative shall produce to the Town Council probate of the Will of the deceased or letters of administration to their estate or such evidence that 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 be so given and another grave space shall not be re-opened or otherwise dealt with.
20. Interments may take place daily except Sundays and at such hours that the Council may from time to time determine or at the convenience of the Proper Officer. No interment may take place without the production of the Certificate for Burial, the Certificate of Stillbirth, or the Certificate of Non-Liability to Register issued by the Register of Births, Marriages & Deaths or the Burial Order issued by the Coroner, or the Declaration issued and signed by a registered medical practitioner in the case of a non-viable foetus.
21. The Local Government Act 1972, Section 214 subject to such conditions that it thinks proper the Council may grant to any person the Exclusive Right of Burial for no more than two graves spaces for a period of 100 years and that at that expiration they 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 from time to time.
22. Those responsible for the erection of suitable headstones or other memorials will arrange their placements exactly in the right position after consultation with the burial authority. The Operations Manager will meet all memorial stonemasons on site to ensure that the exact position is located for each grave. In any circumstances when the memorials have been located incorrectly the burial authority reserves the right to arrange for the replacement into the correct position and for the grass thereof to be recovered for the person originally responsible.

### **Generally**

**The burial authority has adopted these rules in order to ensure that the long-term maintenance of the Cemetery can be properly and efficiently undertaken in order to maintain the feelings of serenity and dignity as benefits Cemeteries of this type. Such rules are now for the long term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.**

These regulations may be subject to change. Please check with the Town Council offices below or see the Cemetery notice boards.

**Town Clerk  
St Neots Town Council  
Council Offices  
The Priory  
St Neots  
Cambridgeshire  
PE19 2BH**

**Tel: 01480 388911**

September 2011