

FELIXSTOWE TOWN COUNCIL

Regulations in respect of the Council's Cemetery, Garden of Remembrance and Lawn Cemetery

[A] INTERMENTS

1. Notice of interment shall be given on the Council's prescribed form at the offices of the Felixstowe Town Council, Town Hall, Felixstowe, IP11 2AG between 9.00 a.m. and 4.00 p.m. [Mondays to Fridays] at least 48 hours preceding the proposed interment [exclusive of Saturdays, Sundays, Christmas Day, Good Friday and Statutory Bank Holidays.] Three clear days' notice must be given if a bricked grave is required.
2. All arrangements for interment made by telephone must be confirmed in writing within 24 hours.
3. In the case of a grave in respect of which the exclusive right of burial has been granted, the notice of interment shall be signed by the registered owner or the legal representative and the grant of the grave shall be produced with the notice of interment or the number of such grant shall be endorsed upon such notice. Where the deed of grant is not available an indemnity must be given to Felixstowe Town Council.
4. Arrangements with the officiating ministers shall be made by the undertaker or relatives.
5. Where a right of burial has not been granted, the first interment in each grave shall be at a depth of eight feet six inches and no interment shall take place in any such grave without a covering of earth three feet in thickness at the least measuring from the surface of the coffin to the ordinary level of the ground.
6. Where a right of burial has been granted, the first interment in each grave shall be at a depth of not less than five feet six inches and not more than eight feet six inches and no interment shall take place in any such grave without a covering of earth three foot in thickness at the least measuring from the surface of the coffin to the ordinary level of the ground.
7. A layer of earth at least six inches in thickness shall be left between each coffin in the same earthen grave.

[B] PURCHASE OF BURIAL RIGHTS

1. The exclusive right of burial in any such grave space may be purchased by an inhabitant or non-inhabitant subject to the payment of the fees for the time being prescribed by the Council.
2. No transfer of the exclusive right of burial in a grave will be allowed without the approval of the Council and no transfer will be valid unless the Deed of Grant has been properly endorsed by the Clerk of the Council.

3. If it is not found to be practicable to effect the immediate transfer of the exclusive right of burial following the death of the registered owner, the person signing the notice of interment as owner of the right shall thereby indemnify the Council against all claims in respect thereof.

[C] MONUMENTAL WORK AND ERECTIONS

1. All memorials in the cemetery must be constructed, erected and fixed in accordance with the NAMM standard currently in force
2. All Stonemasons shall be BRAMM registered.
3. All gravestones, monuments and memorials must be of stone, marble or granite. Enclosures, erections and inscriptions are to be subject to the approval of the Council. The cemetery plan reference and number of the grave must be cut in the memorial in a position visible after it is placed on the grave and must be completed in the same manner as the other inscriptions on the memorial.
4. Drawings of every proposed erection with the proposed inscription showing all dimensions, sections etc., must be submitted for the approval of the Council.
5. No gravestone, monument or memorial may be erected unless a permit has previously been issued by the Council and the necessary fees paid.
6. Where the exclusive right of burial in a grave has been purchased the Deed of Grant shall be produced by the person applying for the right to erect a memorial etc., thereon.
7. Glass shades containing artificial flowers, jam jars, milk bottles or similar jars or bottles or receptacles shall not be allowed upon graves and the Council reserves the right to remove such shades, jars, bottles or other receptacles from graves together with any dead vegetation etc.
8. Wind chimes shall not be allowed on graves or anywhere in the cemetery.
9. No grave space shall be enclosed or have a memorial erected thereon unless the exclusive right of burial therein has been purchased.
10. All memorials shall be soundly constructed of good material and shall be kept in good repair and in default thereof the Council reserves the right to remove any such memorials or to require the owners to remove them.
11. The erection, removal or maintenance of memorials by Memorial Masons shall be by prior appointment only.
12. All memorials shall remain at the sole risk of the owners thereof and the Council shall not be responsible for any damage or breakage which may occur to the same.
13. The owners of memorials should provide insurance including third party insurance

14. On the back of the headstone, close to the base of each memorial the mason's name and number of the grave shall be clearly cut and painted in letters and numerals not exceeding 1" in height and an anchor symbol where a ground anchor has been fitted.
15. Each memorial must be kept in good repair by, or for the owner, and at the expense of the owner.

[D] MAINTENANCE OF GRAVE SPACES

1. Wherever an interment has taken place [except in a brick grave] the grave shall forthwith be filled in with earth and the surface of such grave shall be covered with turf.
2. No plant or shrub shall be allowed to be more than three feet in height or to project over adjoining grave spaces and any such plants or shrubs planted to enclose a grave space shall not be permitted to grow above the height of 18 inches and the Council reserves the right to remove any plant or shrub.
3. No mound may be over new graves and any mound over an existing grave which is left untended for any period of six months will be levelled by the Council.

[E] BRICK GRAVES

1. Every person who causes a brick grave to be built shall, to the satisfaction of the Council, cause such brick grave to be enclosed with walls constructed of good stock brickwork four and a half inches in thickness at the least, properly bonded and solidly put together with good cement or with good cement mixed with clean sharp sand, resting upon a sufficient foundation. The floor of such brick graves shall be constructed of impervious material of sufficient thickness.
2. Every person who buries a body in a brick grave shall, within a period of twenty-four hours after the deposit in the brick grave of the coffin containing the body, cause the coffin to be wholly and permanently enclosed in a separate cell or receptacle which shall be constructed of slate or stone flagging not less than two inches in thickness, properly jointed in cement or of good brickwork in cement and in such manner as to be airtight.

[F] MAINTENANCE OF GOOD ORDER

1. The cemetery will open to the public for admission daily from 8.30 a.m. to 8.00 p.m. during the months of April to September inclusive. During the months of October to March inclusive the cemetery will be open from 8.30 a.m. to 4.00 p.m.
2. Any child under 16 years of age may be refused admission by the Council unless accompanied by a responsible adult and all visitors shall keep to the paved walks and drives as far as practicable, refrain from touching shrubs and flowers and shall observe due decorum in all respects.
3. Visitors must not bring dogs into the cemetery with the exception of guide dogs and smoking is prohibited therein.
4. Any vehicle entering the cemetery or Langley Avenue, the cemetery access road, must observe a maximum speed limit of 10 m.p.h.

5. Photographers must not take photographs within the precincts of the cemetery during funerals except upon the express desire of the relatives concerned.
6. Every person who shall wilfully destroy or injure any building wall or fence belonging to the cemetery or destroy or injure any tree, plant or shrub therein or who shall daub or disfigure any wall thereof or climb over the walls or gates or put any placard therein or on any wall thereof or wilfully destroy injure or deface any monument, tablet, headstone or inscription or do any other wilful damage or who shall play at any game of sport or discharge firearms [save at a military funeral] or wilfully or unlawfully disturb any persons assembled for the purpose of burying any body or who shall commit any nuisance within the cemetery is liable to prosecution by the Council.
7. The Council will not accept responsibility for any tribute removed or otherwise damaged by persons not in the employment of the Council.
8. Seasonal tributes and holly wreaths still in place during the second week in February will be collected and disposed of by Cemetery staff.
9. Any person creating a nuisance, or disturbance or interfering with a burial service will be requested to leave the cemetery by a member of the cemeteries staff or removed by a person authorised to do so, e.g. a police officer, following notification from the Cemeteries office, and will be guilty of an offence.
10. The Council reserves the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such coverings may comprise of a boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave.

[G] GARDEN OF REMEMBRANCE

1. The size of wall plaques must be 8" wide by 6" deep by 2" thick square edged all round.
2. Plaques must be made of real, artificial or reconstructed stone.
3. The plaques will be fixed in strict order so as to complete one panel at a time and proposed inscriptions must be approved by the Council.
4. Additional spaces for future use may be purchased provided a blank plaque is supplied for fixing at the same time as the first is purchased.
5. Spaces on the Wall of Remembrance will be allotted in strict rotation so as to complete one panel at a time.
6. The side of the Wall of Remembrance facing the Urn Burial Garden is reserved exclusively for plaques to commemorate those whose ashes are interred in the Urn Burial Garden.
7. The side of the Wall of Remembrance facing the Garden of Remembrance is available for plaques to commemorate those whose ashes are scattered in the garden elsewhere.
8. The burial plots will be purchased in strict rotation completing one row at a time.

9. No permanent vase may be placed on, or memorial shrub or plant planted in the Urn Burial Garden, except for a plaque set at ground level.

[H] LAWN SECTION

1. A memorial headstone may be erected at the head of the grave in a flower border the size of which is to be determined by Felixstowe Town Council and in a position approved by Felixstowe Town Council, subject to the payment of the prescribed fee for placing the memorial on the grave and provided such memorial shall become the property of the Town Council at the expiration of the period of the grant of the exclusive right of burial in the grave.
2. No other part of the grave space shall be raised above ground level, and it shall be kept turfed flat all over as a lawn.
3. No memorial or flower receptacle or any other article or plant whatsoever shall be placed on or in the turf except as herein provided.
4. The memorial shall be of natural stone, granite or marble.
5. The headstone, with or without base, shall not exceed 3 feet 6 inches at its maximum height, 2 feet 6 inches at its maximum width, 4 inches at its maximum thickness and 3 inches minimum thickness.
6. Any base above ground level shall be of the same material as the headstone and shall not exceed 5 inches in thickness, 15 inches front to back and 3 feet wide.
7. Provision may be made on the base for the reception of a flower vase or vases.
8. The cemetery plan reference and number of the grave must be cut in the memorial in a position visible after it is placed on the grave and must be completed in the same manner as the other inscriptions on the memorial.
9. The grave will be turfed over to its original level as soon as practicable after the burial. Flower tributes will be allowed to remain on the grave for not more than one week after the burial when they will be removed to prevent damage to the turf.
10. Artificial flowers and foliage must not be introduced into the cemetery.
11. The memorial regulations applying to the Lawn Cemetery also apply in their entirety to the Lawn Memorial Garden except that the headstone shall not exceed 2 feet at its maximum height and 1 foot 3 inches at its maximum width.
12. No kerb sets shall be permitted within the lawn cemetery including the lawn memorial garden.
13. The Rules and Regulations of Felixstowe Town Council Cemetery will also apply in the Lawn Cemetery, as far as such Rules and Regulations are not inconsistent with the foregoing Special Regulations nor with any other Rules and Regulations made by the Council applicable only to the Lawn Cemetery.

[1] ADMINISTRATION

1. No gratuities are allowed to be demanded or received by employees.
2. All notices, applications or enquiries under these regulations should be made to Felixstowe Town Council, Town Hall, Felixstowe.
3. A separate schedule of fees is available on application.
4. The Council reserves the right to alter or vary the foregoing regulations or to deviate therefrom in any particular instance if it shall appear to them desirable to do so.

These Regulations made and approved by Felixstowe Town Council the 4th April 2007.

S. C. ROBINSON
TOWN CLERK