

Ongar

Town Council



Michael Letch
Locum Town Clerk

CEMETERY RULES AND REGULATIONS

INTRODUCTION

On the 16th May 1962, Ongar Cemetery was designated a 'Lawn Cemetery' by resolution of the Ongar Parish Council.

A 'Lawn Cemetery' is one in which continuous stretches of grass lawn replace the infinite variety of graves to be found at present in the older parts of the Cemetery. The intention is to provide well mown lawns for which the Council will accept responsibility. Distances between graves will remain sufficiently wide to avoid walking on the graves.

The Cemetery has defined areas of both consecrated and unconsecrated ground.

An individual choice of headstone will be possible, subject to certain limitations in size, materials and design. The memorials will be erected at the head of each grave in continuous lines which will enable the lawns covering most of the graves to be regularly mown to ensure a tidy appearance.

Relatives and friends will be able to bring cut flowers if the owner of the grave space provides a vase which complies with the Regulations that follow this introduction.

Please carefully read the Regulations which are found in the following pages, then sign and return the declaration at the end of the document confirming that the Regulations have been read and understood.

GENERAL INFORMATION

All applications for interments or other queries regarding the Cemetery should be addressed to:

Town Clerk
Ongar Town Council
Council Chamber
"Bansons"
Bansons Way
Ongar
Essex
CM5 9AS
Telephone: 01277 365348

CEMETERY REGULATIONS

These regulations were adopted on 23rd November 2006, with amendments made on various occasions. The latest amendment of 1st April 2020 supersedes all previous Rules and Regulations applying to the Ongar Cemetery.

GENERAL

- 1 In these Regulations, unless the context otherwise requires, the word 'Council' means Ongar Town Council.
- 2 The Cemetery is open to visitors between 9am and sunset throughout the year. Vehicular access is controlled but the pedestrian gate at Love Lane entrance is open at all times.
- 3 No grant of the Exclusive Right of Burial will be issued in the name of an Undertaker or firm of Undertakers or a partner in such a firm unless satisfactory evidence is submitted to the Burial Clerk that the grave is required for use by the applicant as a private individual and not for the purposes of his business.
- 4 Children under twelve years of age will not be admitted into the Cemetery unless in the charge of an appropriate adult.
- 5 Dogs will only be permitted in the Cemetery when on a lead. The person walking the dog is responsible for preventing fouling.
- 6 The Cemetery is a place of peace, tranquillity and quiet reflection. No activities which detract from that will be allowed.
- 7 With the exception of mobility vehicles no mechanically propelled vehicles are allowed within the Cemetery grounds without prior arrangement.
- 8 All persons admitted to the Cemetery shall conform to the Regulations in force, and the duly authorised officers of the Council may remove from the Cemetery any person infringing such Regulations or otherwise behaving improperly.
- 9 The scattering of ashes is not permitted in any part of the Cemetery.
- 10 The Council will consider applications from the registered owner for the repurchase of the Exclusive Right of Burial in a grave space if the Exclusive Right has not been exercised i.e. if no burial has taken place and no memorial has been erected on the grave space. The sum repaid will represent the sum paid less an administrative charge. The repurchase of a grave may also take place following an exhumation and the plot re-sold to a new owner.

INTERMENTS

- 11 Interments may take place between the following hours:

Monday to Friday	10.00 - 13.00, 14.00 - 15.00 (April to September inclusive)
	10.00 - 13.00, 14.00 - 14.30 (October - March inclusive)

For funerals outside of these times please consult Council staff.

- 12 All fees and charges for any interment must be received by the Burial Clerk at the address given under the heading 'General Information'. The fees and charges for any interment must be paid at the time of giving notice. All other fees must be paid at the time the order is given.
- 13 Notice of Interment, on the prescribed form, must be given to the Burial Clerk as soon as possible after the time of giving notice but not later than twelve o'clock noon three days before the day fixed for the interment.
- 14 The Certificate for Disposal issued by the Registrar of Deaths or, in any case where a Coroner's Inquest has been held, the Coroner's Order or, the Certificate of Cremation must be produced with the Notice of Interment.
In the case of a still born child, a Certificate in accordance with the Births and Deaths Registration Act, 1953, will be required.

Although there is no legal requirement to register the interment of a foetus of less than 24 weeks old, Ongar Town Council will make such an entry.

The Council will only accept instructions for burial with the correct certificates.

- 15 All graves must be dug to a minimum depth of 2 metres (6') but the actual depth will be confirmed by the Burial Clerk. Excess soil must be removed from the Cemetery by the funeral director, if required. Boards must be used to protect the ground whenever a mechanical digger is used. Soil from re-opened graves may have to be temporarily placed on adjacent graves.
- 16 Funeral processions must be at the Cemetery punctually, at the time agreed with the Burial Clerk, to prevent interference with other funeral processions.
- 17 Relatives or other representatives of the deceased should make their own arrangements for the service.
- 18 For the re-opening of a grave in which the Right of Burial has been purchased, the Deed of Grant or any assignment thereof and the written consent of the owner for the time being must be produced to the Burial Clerk when Notice of Interment is given.
- 19 Graves are a "willable entity" and can be bequeathed in Wills.

NOTE: *After the death of a registered owner of an Exclusive Right of Burial, the Probate of the Will or Letters of Administration when available, should be produced to the Burial Clerk in order that the Right may be formally transferred to the Executors or other interested persons.*

- 20 The purchase of an Exclusive Right of Burial in a grave plot will confer on the purchaser/s the sole right of burials in the grave up to a maximum of 4 interments (two full burials and two interment of ashes) for 50 years; the Rights will be renewable for successive periods of 25 years by the owner of the Right of Burial.

- 21 Multiple owners of a grave are permitted.
- 22 The purchase of an Exclusive Right of Burial does not automatically permit a right to erect a memorial.
- 23 Up to one (1) grave may be purchased for future use.
- 24 Any change of address of the Registered Owner must be communicated to Ongar Town Council, "Bansons", Bansons Way, Ongar, Essex CM5 9AS as soon as practicable.
- 25 As soon as convenient after an interment, the Council will level and sow grass seed over the whole area of the grave with the exception of an area at the head for the erection of a memorial. Nothing may be placed or planted on the grave area. On the day of the funeral, flowers or wreaths may be placed upon the grave in which the burial takes place. These floral tributes will be allowed on the grave for 14 days, after which they must be removed. At no time should the grave area be interfered with by the owner of the grave or any persons on his behalf otherwise than in accordance with these Regulations or express written permission of the Council.
- 26 Unsuitable items such as glass or ceramic vases, mementos and artificial flowers, will be removed and retained by the Council for 3 months for collection.

MEMORIALS

- 27 The written permission of the Council must be obtained and the appropriate fee paid before erecting or removing a memorial over a grave, or carrying out any work in connection therewith. Memorials may only be erected over graves in respect of which the Exclusive Right of Burial has been purchased, for a maximum of 5 years after which time the permission may be renewed. Any unauthorised memorial may be removed by the Council at the expense of the owner of the Exclusive Right of Burial.

- 28 Memorials may only take the form of the following:

i) Graves:

- a) A headstone, which shall not exceed 910mm (3') in height, 760mm (2'6") in width and 300mm (12") in depth or
- b) A stone plaque not exceeding 610mm (2') square to be fixed at grass level; or
- c) A hardwood memorial not exceeding 910mm (3') in height and 760mm (2'6") in width; or
- d) A stone vase set of a design, size and material approved by the Council.

If a headstone is selected the concrete foundation must always be larger than the memorial base, a minimum of 375mm (15") front to back. The foundation should have a minimum thickness of 75mm (2.5") and be fitted with a ground anchor system. A single foundation slab should be hydraulically pressed and be reinforced and conform to the

current British Standard (BS8415) and NAMM Code. Where a memorial is erected on a concrete plinth the appropriate fixings are to be used.

Any photograph on the memorial should not exceed 6" x 6" and a copy of the photograph to be used, must be provided to the Council with the memorial application for approval.

All stone masons who undertake work in the cemetery must be British Registered Accredited Memorial Mason (BRAMM) registered and must have Public Liability Insurance. Evidence to confirm these must be produced to the office before any work takes place.

ii) Ashes plots:

a) A stone plaque, not exceeding 380mm x 460mm (15" x 18" x 2"), may be fixed at grass level.

- 29 Nothing may be placed or erected on or over a grave except wreaths and flowers at the time of the interment.
- 30 One vase, urn or similar flower container may be incorporated into the memorial stone. Glass containers are not permitted and will be removed by Council Staff.
- 31 A drawing of every intended memorial and a copy of the proposed inscription (including any additional inscription) signed by the owner, must be submitted to and approved by the Council before installation.
- 32 The Council will provide a half standard rose bush free of charge for ashes plots at the time of interment (or between November and March if the interment date is between April and October).
Owners of the grave may replace the rose if it should fail or be damaged, with another half standard rose bush.
- 33 The number of the grave shown on the Ground Plan and recorded on the Deed of Grant must be engraved on each memorial.
- 34 The Council reserves the absolute right of deciding to which of the classes described in Regulation no. 28 any design submitted for approval belongs. The Council reserves the right to refuse permission for the erection of memorials which they consider unsuitable. Each application will be considered on its individual merits.
- 35 All memorial stones shall be of marble, British natural stone, granite or other materials approved by the Council.
- 36 All memorials must be kept in proper repair by the owner of the Right of Burial. The Council reserves the right to remove or require the owner to remove, any memorial which, in the Council's opinion, has become unsafe or dilapidated or is not kept in proper repair or condition. Any work required will be at the expense of the owner of the Right of Burial.

- 37 The Council will not be responsible for any damage caused by works carried out to facilitate the re-opening of any grave or the excavation of a nearby plot, including the moving of any memorial for whatever purpose.
- 38 The Council reserves the right of passage over all graves for any purpose connected with the Cemetery including the right to remove any memorial if necessary.
- 39 Only contractors authorised by the Council are permitted to work in the Cemetery. They must conform to the Council's Health and Safety policy and provide evidence of appropriate Public Liability Indemnity insurance. No person will be permitted to commence any work on memorials unless:
- a) particulars are deposited with the Council and approved in accordance with Regulation 28; and
 - b) the appropriate fee has been paid.

iii) **Benches:**

- 40 No memorial benches will be placed upon or about the area except those permitted by the Council.
- 41 All benches will be securely fitted to a suitable base and installed by a contractor, appointed by the Council, with the necessary health and safety procedures in place and the Council's recommended Public Liability Insurance limit.
- 42 All benches will be sourced through the Council's preferred supplier to ensure uniformity of design.
- 43 All benches remain the responsibility of the owner. The Council cannot accept any responsibility for damage or breakage unless such damage occurred as a direct result of the action of a Council employee employed by the Council at the time on the business of the Council.
- 44 All benches are to be kept in good repair. The Council reserves the right to remove any bench which is not maintained in an adequate or safe condition.
- 45 A maintenance service for the benches is offered by the Council for an annual fee. This service/fee is mandatory for memorial benches fitted after March 2012.

The Council reserves the right from time to time to make any alterations or additions to the Regulations as it deems necessary.

Adopted on 1st April 2020