

Potton Cemetery – Burial Regulations

Potton Cemetery in Sandy Road is managed by Potton Town Council. For a map detailing the location of Potton Cemetery, please see <http://www.pottontowncouncil.co.uk/contact/>

1. Hours of Opening

The Cemetery is open to the public during daylight hours throughout the year, but the Council reserves the right to exclude the public if it should be necessary on any particular occasion. Such days and hours may be varied by the Council from time to time, notice whereof will be given in the Cemetery.

2. Hours of Burial

Burials shall normally take place on Mondays to Fridays inclusive. They must not start before 9.30am and finish by 2pm from October to March and 3pm from April to September. Internments required outside these hours will need to be agreed by the Town Council with additional fees paid by the Funeral Director.

The time arranged for a burial shall be that of arrival at the graveside. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey to the Cemetery.

Burials on a Sunday, Good Friday, Christmas Day, Bank Holiday or any other public holiday will only be permitted in cases of emergency: The certificate of a coroner or registered medical practitioner will be required to confirm that immediate burial is necessary.

3. Notice of Burial

Notice of burial must be given to the Clerk to the Town Council between the hours of 9.30am and 12.30pm, Mondays to Fridays at least 3 clear working days prior to the interment. At least three working days (exclusive of Saturdays, Sundays, and all public holidays) must elapse between the day on which notice of burial is given and the day of the funeral.

Interments may take place with or without the services of a clergyman or minister of religion.

All information required on the Council's official form must be provided. Non-English nameplates are permitted on caskets, as long as a translation is provided, in advance, with the Council's official form.

The plot will remain in the ownership of Potton Town Council.

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

4. Fees

The current scale of fees is available from the office or on the Council's website: <http://www.pottontowncouncil.co.uk/>. All charges and fees for interments shall be paid for at the time of the order. All fees for memorials shall be paid prior to their erection.

5. Exclusive Rights of Burial

Any persons wishing to purchase Exclusive Rights of Burial in a grave space, must pay the appropriate fee. The Exclusive Rights 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 99 years. Purchases can only be made in the names of individuals.

Purchasers must obtain the permission of the Council if they wish to bury a non-parishioner in a purchased plot. In all circumstances this interment must be accompanied by the Form of Application.

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.

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.

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

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

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.

6. Digging and Depth of Graves

Graves are arranged head to foot. All coffins of wood or approved material may be placed in earthen graves.

The depth of every grave is controlled by the Council. No grave shall be deepened after the first burial. A layer of at least six inches of earth must be left between each coffin in a double depth grave. No part of any coffin shall be less than four feet below the level of the ground.

In bricked graves six inches of earth must be left between each coffin and twelve inches of soil must be left between the top of the vault and the ordinary level of the ground.

The Council does undertake the digging of ashes plots as long as appropriate notice is given.

The Council does not undertake the digging of graves. Responsibility for this rests with the Undertaker.

The Grave Diggers must adhere to the Code of Practice for Grave Digging; this safe working procedure applies to all new graves and re-opened graves. No grave shall be dug in the Cemetery until it has been marked by the Council.

7. Memorials

Permission must be obtained, in advance, for the right to erect a memorial in the Cemetery.

Memorials shall be of an approved material.

Section "H" is currently in use for internments.

On Section "H" there can only be either a headstone with or without a footstone, or a single vase at the head of the grave.

There may also be placed a footstone not exceeding 1'6" in depth in front of the headstone on a burial plot, and 6" in depth on a cremated remains plot.

All items placed on the grave must be within the area allowed for the headstone and additional footstone being 3' deep 4' wide and 4'6" in height on a burial plot and 2' deep 2' wide and 2.6" in height on a cremated remains plot.

No other monuments are not allowed on Section H.

A temporary wooden marker, of a suitable size, permitted until such time as a permanent memorial is erected.

Memorial stones must be erected using an approved, recognised system of fixing, ie National Association of Memorial Masons ground fixing system, traditional shoe foundation or the burial of 1/3rd of the memorial in the earth. This regulation also applies to memorials removed from the cemetery for additional lettering.

Application Process

In all cases a drawing of the memorial, showing details of dimensions, inscription (Non-English inscriptions are permitted as long as a translation is provided, in advance, with the Council's official form) and the design must be submitted to the Town Council for approval, no memorial will be permitted without the approval of the town council. It is strongly recommended that approval of the design is confirmed by the Town Council, before any cost is incurred.

Temporary memorials are not allowed other than a wooden marker for a maximum of two years. No memorial will be admitted until it has been approved and the appropriate fees paid to the Town Council.

The number of the grave, as shown in the interment book, must be placed on the side of each memorial.

No hewing or dressing of stone is permitted in the Cemetery. As far as is practical, all materials should be prepared ready for fixing, prior to arrival at the Cemetery.

No fee will be charged for the erection of the memorials provided by the Imperial War Graves Commission on Service Graves.

All memorials are to be kept clean and in good repair by owners, or their lawful successors. If the owner neglects to comply with this regulation, the Council reserves the right to make safe or remove any memorial after serving due notice to the owner by sending it to his/her last known address and displaying notice of its intention at the Cemetery.

The Town Council will not be responsible for damage to monuments, gravestones and other structures howsoever caused, other than damage occasioned by the negligence of its officers, agents, servants or workmen.

All graves provided in the Cemetery will eventually be made flat and mown. The Council reserves the right to carry out this process as and when it deems it appropriate to do so at some time in the future.

No kerbs of any kind (stone, wooden, plastic or otherwise) are permitted around the graves or cremations.

Soliciting for orders within the Cemetery for the erection or repair of any monument, headstone, or other structure, or for any work connected with graves, is strictly prohibited. The Council reserves the right to exclude from the Cemetery any person or company or firm on whose behalf any person, has been found so soliciting.

8. Maintenance

Stone chippings and bark mulch are not permitted on the graves or cremation plot.

Flowers and wreaths may be placed on and around the grave on the day of the funeral. After the funeral withered flowers and wreaths may be removed.

Christmas wreaths are permitted until the end of January.

During the first twelve months following internment 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. 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.

The Town Council reserves the right to remove any objects not securely attached as described and in addition any item(s) which in its opinion are objectionable, unsightly or potentially dangerous. Solar lights must be restricted to a reasonable height and positioned so as not to inhibit grass cutting and no more than four are permitted.

The Town Council will carry out regular checks of monuments, headstones and any other structures ensuring that they are safe. If, in the Council's opinion, a structure has become unsafe, it will give the owner 14 days' notice to remove the said structure. If the owner fails to carry out this requirement 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.

Where in the opinion of the Council, any grave or cremation plot is neglected so as to be detrimental to adjacent graves and the general appearance of the Cemetery, the Council reserves the right, after due Notice where possible, to level off such graves/cremation plots.

9. General Rules

By law, no dogs, other than Guide dogs are allowed into the Cemetery.

No games or sports to be played in the Cemetery.

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

No trees or other plants are to be planted without the permission of the Town Council.

No children under the age of 12 years are allowed in the Cemetery unless accompanied by a responsible adult.

Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.

Littered and withered flowers should be placed in the appropriate receptacle provided.

The town council reserves the right to remove items at its discretion.

The registers, records, tables of fees and plan of the Cemetery are available for inspection at the Town Council Office by appointment during normal office hours.

Visitors to the Cemetery are asked to behave in a quiet orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.

The council reserves the right to alter or add to these regulations.