



Coggeshall Parish Council

Cemetery Regulations Including the Garden of Remembrance

Revised 2018



Coggeshall Parish Council Cemetery Regulations

The following regulations are made by Coggeshall Parish Council acting as the Burial Authority for the cemetery and burial grounds adjacent to St Peter ad Vincula Church Coggeshall.

The cemetery and burial grounds are intended to offer a peaceful place where visitors can reflect quietly. All visitors are expected to respect the feelings of others whilst in the cemetery.

This cemetery is the setting for an historic church which is listed as being of exceptional architectural and historical interest, and care has to be taken to ensure that nothing incongruous or detrimental to that setting is introduced into the churchyard.

Coggeshall Parish Council aims to maintain the appearance of the cemetery to a high standard and it is expected that all visitors should contribute to this high level of quality by observing these regulations.

Regulations are a necessary requirement for the effective management of the cemetery. They help the Parish Council to deliver a high standard of service and provide a peaceful environment in which the bereaved can pay their respects and remember their loved ones. The Parish Council has produced these regulations and the guidelines that accompany them to uphold the highest possible standards for our visitors while avoiding unnecessary restrictions on individual choices. The Parish Council recognises the need to apply these regulations in a sensitive manner.

Wherever these regulations require an opinion or approval to be given it shall be that of the Parish Council's Open Spaces Committee. Any person aggrieved by such a determination may challenge it through complaint to the Committee.

The Parish Council reserves the right to review and amend these regulations as it considers necessary.

Maintenance of Good Order¹

1. All dogs must be kept on a leash and any dog faeces removed by the dog handler. Waste bins are provided for this purpose.
2. Cycling is prohibited.
3. The playing of games or sport is prohibited.
4. All persons are to keep to the paths as far as possible.
5. All persons are to conduct themselves in a quiet and orderly manner.
6. No person entering the cemetery shall behave in a manner likely to disrupt the solemn rite of burial or cause offence to other cemetery users.
7. Persons entering the cemetery may not conduct any business or distribute advertising material within the grounds of the cemetery.
8. Soliciting orders within the cemetery for the erection or repair of memorials, or for any other work, is strictly prohibited.
9. Vehicular access is prohibited without prior permission of the Parish Clerk. Parking on grass areas is not permitted under any circumstances.
10. The scattering of cremated remains on graves or in any part of the cemetery is strictly prohibited.

Anyone who fails to observe these rules may render themselves liable to a penalty under the 1977 Local Authorities Cemeteries Order or other enactments.

Any problems or enquires regarding the Cemetery should be reported to the Parish Clerk at the Parish Office, 25 Stoneham Street, Coggeshall CO6 1UH or by ringing on 01376 562346.

¹ Applies to all visitors to the Cemetery.

Burials (Sections A, B, C, D & E)

1. Grave spaces will be allocated in order by the Parish Clerk.
2. All Interments will be approved in advance by the Parish Clerk.
3. Following the burial, the grave will be filled with earth and allowed to settle for approximately 12 months.
4. On the day of the funeral floral tributes may be placed on the grave and the Parish Council will remove these after approximately two weeks.
5. After 12 months, and subject to approval by the Parish Clerk, a memorial may be placed on the grave space by the holder of the Exclusive Right of Burial (EROB). Where the deceased is the holder of the Exclusive Right this must be transferred prior to installation of the memorial. For regulations regarding memorials please refer to the section in this guide for acceptable memorial types and dimensions. For further information on transferring the EROB, please contact the Parish Clerk
6. At the appropriate time, the Parish Council will level the surface with topsoil and seed.
7. Owners of traditional graves (sections A-D) may place flower containers on graves provided they are of a durable material and do not exceed one foot (300mm) in height. For safety reasons, containers made of glass are not permitted.
8. Owners of lawn section graves (section E) shall restrict flower containers to the plinth of the headstone. Such containers must be of a durable material and not exceed one foot (300mm) in height. For safety reasons, containers made of glass are not permitted.
9. Items placed on graves in all sections must not encroach on, or restrict access to adjacent plots. Please refer to item 13 for details of permitted items.

10. No planting of trees, shrubs, rosebushes or perennial plants is permitted in any section.
11. Spring bulbs may be planted onto graves in Section E. These will be mown with the first cut of the season.
12. Where a kerb has been installed to the grave space in sections A-D, annual bedding may be planted within the grave space.
13. Non-floral decorations such as solar lights, candles, Chinese lanterns, wind chimes, ornaments and helium balloons are not permitted and the Parish Council reserves the right to remove these items and any item that has deteriorated and so detracts from the appearance of the cemetery.
14. The Parish Council has the right to remedy any breach of these regulations. The Council will attempt to contact the grave owner to rectify the breach but reserves the right to take action.

Cremated Remains

1. Cremated remains spaces will be allocated in order by the Parish Clerk.
2. All Interments will be approved in advance by the Parish Clerk.
3. Following the interment, the grave will be filled with earth and allowed to settle for a period of three months.
4. After three months, and subject to approval by the Parish Clerk, a memorial may be placed on the grave space by the holder of the Exclusive Right of Burial. Where the deceased is the holder of the Exclusive Right this must be transferred prior to installation of the memorial. For regulations regarding memorials please refer to the section in this guide for acceptable memorial types and dimensions.
5. Memorial tablets must be horizontal and have dimensions not exceeding one foot (300mm) square and two inches (50mm) thick. The tablet may have a sloped surface, provided the back thickness does not exceed four inches (100mm) and the front thickness two inches (50mm). Glass containers are not permitted.
6. Extension of the memorial area is strictly prohibited and the Parish Council reserves the right to take corrective action.
7. Holders of the Exclusive Right of Burial may place one flower container on the plot, provided it is of a durable material and that it does not exceed one foot (300mm) in height. Glass containers are not permitted.
8. Nothing must be allowed to encroach onto, or limit access to adjacent plots. The Parish Council reserves the right to remove, or require the holder of the Exclusive Right to remove, any item which breaches this regulation or constitutes a risk to public safety.

9. Non-floral decorations such as solar lights, candles, Chinese lanterns, wind chimes, ornaments and helium balloons are not permitted and the Parish Council reserves the right to remove these items and any item that has deteriorated and so detracts from the appearance of the cemetery.
10. The Parish Council has the right to remedy any breach of regulations. The Council will attempt to contact the grave owner to rectify the breach but reserves the right to take action.

Memorials

1. Memorials may only be erected over grave spaces and cremated remains plots for which the Exclusive Right of Burial has been granted and with prior permission from the Parish Clerk.
2. Memorials may only be placed by the holder of the Exclusive Right of Burial.
3. No memorials may be added to the Cemetery without consent. The Parish Council reserves the right to remove anything erected without written consent or which varies from a written consent. The expenses of removal will be charged to the person who erected the unauthorised memorial.
4. All memorials must be constructed in line with the Parish Council's guidelines.
5. Applications to erect a new memorial, or to carry out any work on an existing memorial, must be made to the Parish Clerk together with the appropriate fee. Memorial application forms are available from the Parish Clerk. Such applications must provide the following information:
 - A dimensional drawing or illustration of the proposal
 - Details of materials to be used
 - A copy of every proposed inscription
 - An approximate installation date
 - The appropriate fee.
6. It is the responsibility of the monumental stonemason to ensure that his customer receives a copy of the memorial application which has been approved by the Parish Clerk.
7. All memorials remain the responsibility of the holder of the Exclusive Right of Burial. The Parish Council cannot accept any responsibility for any damage or breakage which may

occur. Owners are encouraged to seek independent advice regarding insurance cover for memorials. Information on this subject is available from most monumental masons.

8. To allow for ground settlement temporary memorials shall not be replaced by permanent memorials within 12 months from the date of Interment, unless specific authority is obtained from the Parish Clerk. Once the permanent memorial has been installed, any temporary memorials will be removed by the Parish Council.
9. All memorials are to be kept in good repair. The Parish Council reserves the right to remove, or require the owner to remove, any memorial which is not maintained in an adequate or safe condition.

Memorial Specification (Sections A B, C D & E)

In order to ease maintenance, only headstones are permitted.

Kerbs are permitted in Sections A, B, C & D, but are not allowed in Section E.

No double headstones/memorials are allowed.

Photographs are allowed provided they are no bigger than 3 inches (75mm) wide by 4 inches (100mm) high.

Temporary memorials are permitted providing they are constructed in hardwood and are in the shape of a simple cross. Dimensions shall be as follows:

Height: Between one foot (300mm) and two feet (600mm) from the ground level to the top of the cross, with no more than one third of the overall height below ground level.

Width: No greater than one foot six inches (450mm)

All permanent memorials shall be constructed from durable stone or granite. Memorials of soft stone, marble or wood are not permitted.

The maximum dimensions for permanent memorials are as follows:-

Height:	Between one foot (300mm) and three feet (900mm) from the ground level with no more than one third of the overall height below ground level.
Width:	No greater than two feet six inches (750mm)

All memorials are to have a sufficient foundation constructed of concrete or stone. Each headstone must be fixed to its base in accordance with the Health & Safety guidelines in force at the time.

Memorial Specification

Cremated Remains

Garden of Remembrance

Memorials in the Cremated Remains area are to be of the horizontal type*, set centrally on the plot and must have dimensions not exceeding:

Width : One foot (300mm)

Length : One foot (300mm)

Thickness: Two inches (50mm) *

* A horizontal memorial may have a sloped surface, provided that the back thickness does not exceed four inches and the front thickness two inches.

To assist the landscape contractor, it is required that only one flower container is placed on the grave space. Glass containers are not permitted.

MAINTENANCE OF MEMORIALS (all sections)

All memorials remain the responsibility of the registered owner. The Parish Council cannot accept any responsibility for any damage or breakage which may occur. Owners are encouraged to seek independent advice regarding insurance cover for memorials.

All memorials are to be kept in good repair. The Parish Council reserves the right to remove, or require the owner to remove, any memorial which is not maintained in an adequate or safe condition.

Applications to erect a memorial, or to carry out any work on an existing memorial, must be made to the Parish Clerk together with the appropriate fee. Such applications must provide a dimensional drawing or illustration of the proposal and a copy of every proposed inscription.

Exclusive Right of Burial

1. The Exclusive Right of Burial is purchased for a period of 50 years. This period may be extended in units of five years, up to 100 years at the discretion of the Parish Council and on payment of the appropriate fee.
2. New grave spaces in sections A-E will be available for up to two interments and measure nine feet long (2.7m) by four feet wide (1.2m). In addition, up to four urns containing cremated remains may be interred in a grave space. Position of urns will be decided by the Parish Clerk. Once cremated remains have been interred, it is not possible for a full burial to take place.
3. Cremated remains plots accommodate a maximum of two caskets or urns and measure two feet by two feet (600mm x 600mm).
4. **Where any interment is not that of the holder of the Exclusive Right of Burial, the written consent to the opening of the grave must be given by the holder of the Exclusive Right of Burial at the Notice of Interment. No body shall be buried, ashes interred in any grave or a memorial placed, until the written consent of the holder of the Exclusive Right of Burial has been obtained.**
5. After the interment of the Holder of the Exclusive Right of Burial for a grave or cremated remains plot, the personal representative must produce probate and the will of the deceased person, or letters of administration to the estate or any other evidence the Parish Clerk requires, so that the change of ownership can be registered. No further interments may be accepted, and no applications to place, or add any inscription to, a memorial may be considered until the Exclusive Right of Burial has been transferred.
6. The holder of an Exclusive Right of Burial shall not under any circumstances dispose of the Right without the consent in writing of the Parish Clerk.

7. The Deed of Grant of Exclusive Right of Burial shall be considered to form part of the personal estate of the grantee and may be assigned in their lifetime or bequeathed by Will. Every such assignment or Probate of Will shall be provided to the Parish Clerk to be registered by the Parish Clerk.
8. The grant of Exclusive Right of Burial shall be considered in ownership once registered with the Parish Clerk. Possession of the certificate alone does not constitute ownership of the Right.
9. The grant of Exclusive Right of Burial shall not prevent the Parish Council from passing over, placing materials or equipment upon, or maintaining the surface of any grave or plot in the course of cemetery management.
10. The Exclusive Right of Burial can be transferred upon payment of the fee and presentation of the required documentation.
11. The Exclusive Right of Burial can be owned by a maximum of four people.

Commemoration

1. Existing trees are available as memorials and any further planting is strictly prohibited.
2. Allocation of a memorial plaque will be allowed for a period of 10 years on payment of the appropriate fee. After 10 years the Parish Council have the right to move the memorial and will contact the owner where possible. The dedicated tree remains the property of the Parish Council who will endeavour to maintain it in good condition.
3. A memorial plaque may be supplied and placed by the holder of the memorial right. The size, material and wording are to be subject to approval of the Parish Clerk.
4. No monument other than a plaque is allowed.
5. Ashes are not to be interred under any trees.
6. Benches are installed in the cemetery by the Open Spaces Committee. Applications may be made to place a memorial plaque on an existing bench. Only one plaque per bench will be allowed.

There is, however, a limited need for such items and the Open Spaces Committee reserves the right to refuse such requests. As all outdoor furniture eventually deteriorates beyond purpose, the Cemetery Committee reserves the right to remove, but not replace, any memorial bench without prior notice.

7. Memorial benches will be paid for by the applicant to a standard and design approved by the Open Spaces Committee.
8. Once installed memorial benches will be maintained by the Parish Council and may be replaced if necessary.

