



Marham Parish Council



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MARHAM CEMETERY RULES & REGULATIONS

Marham Parish Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment where the bereaved can pay their respects. To assist with this Marham Parish Council request that all visitors to the Cemetery follow these regulations.

Please be aware that Marham Parish Council reserves the right to change these regulations from time to time, and, that compliance with any changes is required. All funerals and cemetery administration will be under the control of the Parish Clerk.

Administration

The Burials Officer and Cemetery Manager is the Clerk to Marham Parish Council.

Cemetery Opening

The Cemetery will be open to the public daily between 8.00am and half an hour before sunset. Marham Parish Council reserves the right to make closures as may be necessary for repairs, or in the interests of public safety, at any time.

Vehicles

There is no access for vehicles other than for the purposes of funerals, in connection with the erection and maintenance of monuments, or carrying out work.

Children

For safety purposes children under 12 years of age are only allowed in the grounds of the Cemetery when accompanied by and under the supervision of a responsible adult.

Dogs

Dogs are kept on a lead at all times in the Cemetery and Dog waste **MUST** be removed from the cemetery (dog waste bin outside cemetery gates).

Council Authorisation

All interments must be authorised by Marham Parish Council prior to the funeral arrangements being publicly announced by the Funeral Director.

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Bearers

The Funeral Director is responsible for arranging sufficient bearers to carry and lower the coffin in a dignified manner. We understand that family members and mourners often wish to assist with this, and we respect that decision. We do ask you to be aware, however, that any mourners who do assist with the bearing or lowering of a coffin do so at their own risk.

Charge on Grave

Please note that no interment or memorial work will be allowed to any grave for which an unpaid charge is outstanding.

Cremated Remains, Caskets and Urns

Please be aware that cremated remains will only be interred in a casket or urn, and, cannot be interred directly into a grave space and may not be scattered within the cemetery without permission of Marham Parish Council.

Selection of Grave Space

The selection of grave spaces, in all cases, is at the sole discretion of Marham Parish Council.

Exclusive Right of Burial

A purchased grave is one where the Exclusive right of Burial has been purchased for a period of 75 years from the date of purchase and will be excavated to a depth which will allow the eventual interment of one coffin.

Please be aware that when a grave in Marham Cemetery is purchased, what the purchaser is actually buying is the Exclusive Right of Burial for a period of 75 years, which may be renewed for a further period of expiry.

The purchaser is not buying the grave freehold and will not own any land. He or she has purchased the right to determine who may be buried in the grave, and whose cremated remains may also be interred in the grave.

A deed of grant is an important document issued by Marham Parish Council and should be kept in a safe place. Purchased graves are subject to Cemetery Regulations.

Change of Address for an Exclusive Right of Burial

Please write to Marham Parish Council to change your address on your Deed of Grant, giving your old address and your new address.

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Ownership of a Deed

Possession of a Deed does not necessarily give the person in possession ownership of an Exclusive right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased left a valid Will. The law concerning this matter can be very complex and it is strongly recommended that a Solicitor be consulted to establish new ownership. Ownership of a Deed may also be transferred, or assigned, by contacting the Parish Council.

Lawn Cemetery

Marham Cemetery is a lawn Cemetery; the memorials allowed are headstones in the Burial section and flat stones in the Ashes section. Whilst visitors are welcome to place flowers in pots and floral tributes on the headstones base, the planting of shrub, trees and flowers, including annual plants, in the grave is not permitted. Marham Parish Council reserves the right to remove such planting without notice or payment compensation.

Interment

Only human remains may be interred in the Cemetery (plus any small articles that can be reasonably contained in a standard coffin or casket).

- a. A Certificate of the Registrar of Births and Deaths, or a Coroner's Order for the Burial, must be delivered to the Clerk, or other authorised officer, prior to the interment.
- b. For the burial of a stillborn child; the Certificate of the Registrar of Births and Deaths, that he or she has registered the stillbirth, or that he or she has received official notice of the stillbirth, or a Coroner's Order for Burial, must be delivered to the Clerk or other authorised officer, being the person effecting the burial, at least 24 hours prior to the interment.

(Note: By section 1 of the Births and Deaths Registration Act 1926, it is both prohibited and an offence punishable on summary conviction by a fine not exceeding Level 1 on the standard scale (currently £200) for anyone to dispose of the body of a deceased person without delivery of the Registrar's Certificate for Disposal or the Coroner's Order for Burial).

Interment Fee

Please be aware that an Interment Fee for opening and closing the grave is charged. The Interment Fee is charged every time the grave is opened for an interment.

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Opening Graves for Interment

Please be aware that a grave for which an Exclusive right of Burial applies can only be opened with the written permission of the registered owner of the exclusive right unless the interment is to be that of the registered owner.

No interments will take place on Saturdays, Sundays, Good Friday, Christmas Day, or Bank Holidays, except on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.

Grave Mounds

All grave mounds will have to be removed after the expiry of twelve months from date of interment.

Grave Tributes

No shrubs, plants or flowers may be planted within the Cemetery or on any grave without consent. Marham Parish Council reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which in their opinion has become unsightly or overgrown. Plastic fencing around the grave will be removed without notice being given by Marham Parish Council.

Floral decorations may be placed on the grave. When these are seen to be decaying, Marham Parish Council reserves the right to remove and dispose of them if the owner fails to do so.

Marham Parish Council reserves the right to remove any receptacle for flowers, damaged wreaths, mementos etc. that it considers unsuitable, or which are broken, without notice. Glass containers, solar lights, windmills and burning candles, incense, Yew twigs or similar items are strictly prohibited.

Christmas Wreaths

At Christmas many wreaths are left on graves. Our grounds staff will remove them but if you wish to remove them yourself, please do so before 1st February.

Right to Erect a Memorial

The permission of Marham Parish Council is required before; The Right to Erect a Memorial is issued and gives the purchaser the right to erect a memorial (which must conform to Marham Parish Council's current regulations) on the grave.

Memorials in the form of the donation of seats, shrubs, trees, roses, bird boxes, etc may be permitted subject to approval of Marham Parish Council. Applications with specific details of the request should be sent to the clerk and will be considered at the next opportunity by the Council.

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Theft

Expensive fresh flowers and silk flower arrangements are occasionally stolen or removed and placed on other graves. Please inform the Police in the first instance and Marham Parish Council if you experience theft.

Application for Memorial Work

The permission of Marham Parish Council is required before any memorial may be erected, renovated or removed. Permission is also necessary for additional inscriptions to be inscribed.

All memorials must be fixed or re-fixed in accordance with the National Association of Memorial Masons (NAMM) Recommended Code of Working Practice.

Any question touching the fitness of any inscription, or the design or material construction of any monument erected shall be decided by the Clerk to Marham Parish Council. Appeal against any decision may be made to Marham Parish Council. If any monument is erected in violation of the Regulations of Marham Parish Council, the same may at any time be removed by Marham Parish Council, without notice.

Types of Memorial

All monuments shall be inscribed with the grave row and number to which they relate.

Maximum dimensions

Allowable dimensions, excluding foundations, are:

- Only one memorial shall be erected on each grave, as a headstone with or without base not exceeding 30" width, 36" in height and 7" in depth (750mm x 900mm x 170mm).
- If the plot in question is a double width plot the memorial can be placed at the centre of the double plot and twice the width but no increase in height and 7" in depth.
- A tablet or book not exceeding 18" length, 18" width and 2" depth is permitted in the Ashes area (450mm x 450mm x 60mm).

Safety of Memorials

Although, as such, choice is allowed when selecting a memorial, please be aware that any memorial erected in our Cemetery must be done so in a manner that ensures it is safe. Thus, all memorials being erected or re-erected, other than vases, must be fixed using a ground anchor or shoe system that will withstand a pull/push force of 350 Newton (approx 35kg). In addition all 'book type' and similar memorials must be dowelled to the base to ensure stability.

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Please be aware that all memorials erected in our Cemetery are erected at the owner's risk and it is advisable to have them insured against damage. The responsibility of maintaining a memorial in a safe condition rests with the owner of the memorial.

Marham Parish Council has adopted the Institute of Cemetery and Crematorium Management's guidelines for The Installation, Inspection, Maintenance and Management of Memorials.

Memorials in our Cemetery will be inspected periodically on a 5 year schedule. The inspection will be conducted as follows:

- **Visual** - to identify, leaning, damage, cracks, deterioration, integrity of joints and intrusion of vegetation (any other observations not aforementioned may also be recorded).
- **Physical** – a 'hand test' to ensure its stability and safety; carried out by a trained and/or experienced person by placing a hand on the apex of the memorial and applying a gradual build up in force up to approx 350 Newton's (35kg). A memorial will be deemed to have failed and presenting an immediate danger if, as a result of the continuing application of force up to 350 N or less, the memorial would continue to move and eventually fall to the ground. (The test will be carried out taking due care and attention to avoid damage to the memorials and to stop the test before actually toppling). Where a fail is incurred a risk assessment will be carried out to decide the most appropriate action to reduce danger to the public, visitors, employees of the authority and contractors. Approved precautions include notices, cordoning and ultimately staking or laying flat, dependent on the risk assessment.

Details of the results of the inspection will be recorded and where remedial work is deemed necessary the owner will be notified. The owner is responsible for any repairs or maintenance notified by Marham Parish Council. If any required work is not carried out within 3 months of the owner being notified, Marham Parish Council reserves the right to carry out repairs and place a charge on the grave space.

Maintenance of Memorials

We ask all registered owners to be aware that memorials are erected at their own risk and it is their responsibility to keep memorials in a good, safe condition. Marham Parish Council cannot accept any liability for the making good of any damaged or fallen memorials.

Please understand that Marham Parish Council reserves the right to re-fix, move, line up or otherwise alter the position of any memorial as may be required.

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Fees

Marham Parish Council may charge such fees as it thinks proper for, or in connection with, interments in the Cemetery; and for the grant of right to place a memorial in the Cemetery; or inscribe an additional inscription thereon.

Marham Parish Council may amend fees from time to time.

Non Compliance with Regulations

Marham Parish Council in exercising its powers under these regulations will adhere to the following procedure where non-compliance with the regulations has occurred:

- Before any action is taken with regard to the removal of any memorial or object that is considered to be in contravention of these regulations, Marham Parish Council will notify the grave holder in writing of Marham Parish Council's intentions at their last known address.
- One month's notice of any intended action will be given, unless there is an immediate risk under the Health and Safety Act, where the duty of care demands immediate action.
- The grave holder will have the right to appeal against any decision made. Any appeal should be in writing and addressed to the Clerk to Marham Parish Council and received within one month of the notification date.
- If the grave holder is still not satisfied with the outcome, they will be given the opportunity to have the matter considered by Marham Parish Council. The decision of Marham Parish Council is final.