

## Letchworth Wilbury Hills Cemetery

Wilbury Hills is the new Letchworth Cemetery situated in Stotfold Road, and will provide facilities for any faith. The Chapel will be non-denominational and available for use at the current fee. In addition to this, the cemetery will provide separate areas for different religions and alternative types of full burials and ashes interments. There will also be a provision for mausoleum burials and family plots for full interments and ashes.



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### General Regulations

1. The time appointed for an interment must be punctually observed: otherwise the interment may be postponed until other funerals have taken place. An additional fee may be charged to cover any costs incurred by the Council.
2. No burial may take place before 9.30 a.m. or after 4.00 p.m. In winter months due to limited light the latest burial time will be 3.00 p.m.
3. No burials may take place on Sundays and Bank or Public holidays. Funerals may be arranged on Saturdays before midday only, and will be charged at double fees and will be with the approval of the Council prior to booking.



4. The attendance of an officiating Minister must be arranged for by the person undertaking the funeral.
5. The selection of the grave space in all cases will be at the discretion of the Council.
6. Burials will not be permitted within the Chapels.
7. Each grave will be dug as near as possible to the centre of the grave space.
8. Applications for memorials must be made at least 14 days prior to installation.
9. Memorials can only be erected on graves in which the Exclusive Rights of Burial have been purchased.
10. No memorial, tablet or vase shall be erected on any grave without the prior approval of the Council. Failure to obtain approval prior to installation may result in the memorial being removed by the Council at cost to the Grant Holder.
11. Applications for memorials are to be made on memorials masons forms which must be signed by the registered Grant Holder and include all relevant sizes.
12. The Grant Holder in the application for a memorial will authorise the Council to remove the memorial if in the Council's opinion it has become unsafe or is not maintained in a safe condition. The Grant Holder will arrange for removal of memorials at the expiration of the Exclusive Rights of Burials if so requested by the Council. All memorial removal will be at not cost to the Council.
13. All memorials to be safely maintained at the expense of the owner. The Council accepts no responsibility for any damage incurred.
14. All grave spaces to be maintained in good order by the owner. Graves which fall into disrepair in lawn sections will be turfed over by the Council.
15. The Council has the right to make safe any memorial which is considered, or can become a danger to the public. The owner of the grave space will be contacted prior to this action being taken. All costs associated with any subsequent repairs will be the responsibility of the Grant Holder.
16. Trees, bushes, roses and any item that may encroach on neighbouring grave space, or interfere with their maintenance at a later date, are not permitted in any part of the cemetery. These may be removed by the Council at any time following 28 days notice to the Grant Holder.
17. Floral tributes may be placed on all graves. The Council will reserve the right to remove floral tributes that are decaying. All wreathes and floral tributes will be removed by the contractor 14 days after an interment, or when is deemed necessary. Christmas wreathes must be removed before the end of February of each year.



18. With the exception of floral decorations and approved receptacles for flowers, nothing moveable shall be placed on any grave space without the consent of the Council.
19. The Council reserves the right to remove any unauthorised memorial, temporary kerbs, fences etc. and any item placed or planted on a grave space other than those permitted memorials approved by the Council. These objects become the property of the Council, who reserves the right to remove and dispose of the same without being liable to account for the proceeds of disposal. The owner of Exclusive Right of Burial shall be informed.
20. The owner of the Exclusive Rights shall be responsible for informing all other visitors to a grave space of the regulations affecting each cemetery.
21. The owner of the Exclusive Rights of Burial of a particular grave space may assign the Right by Deed or bequeath it by will.
22. The Council shall be notified of any transfer of Exclusive Rights of Burial and the appropriate application for transfer is made to the Council.
23. The use of gravel chippings on a grave space is not permitted except in those graves with official kerbs, or where approved on an individual basis by the Council.
24. Official kerbs only are permitted in certain areas of the cemeteries and must be fitted by a registered stonemason and with prior approval of the Council. Temporary fencing/kerbs are NOT permitted.
25. No burial will take place without the relevant form from the Registrar.
26. After interment, no body shall be removed or exhumed without the correct Licence from the Home Office and Faculty from the Bishop.
27. Employees of the Council or their appointed contractor personnel shall not be employed by private persons to carry out any private works within the cemetery.
28. The scattering of or burial of cremated remains without the consent of the Council is strictly forbidden and liable to prosecution.
29. The Funeral Director or person arranging the interment is responsible for the provision of sufficient bearers to convey the coffin to the allocated space.
30. Only one funeral will be allowed in a given cemetery section at one time.
31. No coffin shall be opened in the Cemetery Chapel for any purpose whatsoever.
32. The Council reserves the right to delay or cancel any interment where, in it's opinion, ownership of the Exclusive Rights of Burial are in dispute.



33. Dogs are only permitted on a leash. Please make sure they are under control at all times, and any fouling is picked up.
34. Please use the litter bins provided.
35. No cycling permitted within the cemetery.
36. No ball games allowed.
37. No fly tipping.

## **Cremated Ashes Sections**

There will be areas within the cemetery which can be used as family plots for cremated remains. Contact the Council to discuss your needs.

### **Memorials**

The only permitted memorial is a tablet of 1 foot 3 inches by 1 foot, with or without an inset flower holder. This is to be set in the ground with the face of the table set at ground level.

### **Floral Tributes**

No vases, urns, flower containers or pots containing plants that stand above ground level are permitted. No shrub, miniature bushes or trees to be planted on or around the space. A flower holder sunken into the ground with the top of holder at ground level will be permitted.

## **Lawn Sections**

### **Wilbury Hills A & B and areas for alternative religions**

In the lawn sections of Wilbury Hills cemetery, the grave space will be divided into a lawn portion measuring 7 feet 6 inches by 4 feet which will be turfed and maintained

by the Council. This will include a bed of 1 foot 6 inches by 4 feet for the erection of a memorial. An area of lawn measuring 12 inches x 4 feet will remain at the head and foot of the grave space, and maintained by the Council. The area of any grave may not be interfered with by the Holder of the Exclusive Rights of Burial or any other person on his/her behalf other than in accordance with the regulations.

All new and re-opened graves will be inspected at 3 months, 6 months and 12 months after an interment. If ground subsidence has occurred the grave will be topped up by the Council or his authorised representative, at no cost to the Grant Holder. On the final inspection, the grave will be either turfed or seeded dependent on the season. The Holder of the Exclusive Rights of Burial will thereafter be



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responsible for the upkeep and maintenance of the grave space for the remainder of the grant period.

## **Memorials in Lawn Sections**

A safety certificate for each memorial and kerb installation must be provided by the Stonemason at the time of the installation to cover a period of 5 years.

Any one of the following are permitted in Lawn Sections all with prior permission from the Council:

1. A memorial stone, not exceeding 3 feet in height and 2 feet 6 inches in width and not less than 3 inches but not more than 5 inches in thickness. The memorial stone is to be mounted on a plinth not exceeding 5 inches in height, 3 feet in width or 12 inches in thickness.
2. An open book, or scroll, with a base not exceeding 2 feet in width and 12 inches in breadth and not more than 2 feet high.
3. A carved figure or cross with base, not exceeding 2 feet in width and 12 inches in breadth and a height not exceeding 2 feet 6 inches.
4. Stone vases with inscription will not exceed 15 inches in height and 12 inches by 12 inches at the base with an inscription to identify the deceased person(s) buried in the grave.
5. **In permitted areas only** – a kerb set measuring 7 feet by 3 feet with or without an incorporated headstone.

## **Floral Tributes**

Nothing else may be placed or erected on or over a grave space except the wreaths and flowers at the time of an interment, which will be removed after 14 days by the Council.

One flower container not exceeding 10 inches in diameter and 8 inches in height may be placed in the area at the front of the memorial.

## **Mausoleum**

Memorial tablets to be standard size and colour, which will be black marble, with or without suspended flower holder, and must be installed by an authorised Stonemason. The Council can provide you details of who the authorised Stonemason is.

No other floral tributes, pot plants or any other items may be placed on the mausoleum in such a way so as not to pose a trip hazard to other users of the cemetery.



If tributes are causing a hazard they will be moved by the Council to the allocated area. All floral tributes and wreaths from the interment to be placed in the allocated area only.

Mausoleum Niches can be pre purchased with a 50% deposit of the full cost, the remained of which will be payable at the time of interment.

## **Green Burials in Meadow land**

All green burials are to be in the allocated area only.

No headstones, plants or any other article to be placed on the grave space.

The area will be mown and maintained as meadow land by the Council.

Floral tributes at the time of interment are to be placed in the allocated areas only. Alternative types of coffin, for example, wicker, cardboard, shrouds etc will be permitted.

## **Memorial Benches**

Memorial benches may be installed in the cemetery on payment of the appropriate fee according to the type of bench selected. The purchaser will consult with the Council on style, memorial name plate and location. All benches will then be ordered by the Council on behalf of the purchaser, the cost to include purchase, memorial plate, carriage and installation. All maintenance after installation will be the sole responsibility of the purchaser. The Council reserves the right to remove any bench that is thought to be in an unsafe or dangerous condition.

## **Burial Areas for Children**

The grave space will be divided into a lawn portion measuring 5 feet 6 inches by 4 feet, which will be turfed and maintained by the Council. A bed of 1 foot 6 inches by 4 feet will be allowed for the installation of a memorial and for the placement of floral tributes. An area of lawn measuring 2 foot by 4 feet will remain at the head and foot of each grave.

For all children under 16 years of age, there will be no charge for burial. If the grave is to be common then there will be no charge for the purchase of the plot. However, the only permitted memorial will be a flat stone, flush to the ground and can include an inscription.

Should a headstone be required then the plot will need to be purchased, the cost of a burial plot will be 50% of the current price of a full plot.



## **Memorials**

All memorials costs will be 50% of the full price.

1. A memorial stone, not exceeding 3 feet in height and 2 feet 6 inches in width and not less than 3 inches but not more than 5 inches in thickness. The memorial stone is to be mounted on a plinth not exceeding 5 inches in height, 3 feet in width or 12 inches in thickness.
2. An open book, or scroll, with a base not exceeding 2 feet in width and 12 inches in breadth and not more than 2 feet high.
3. A carved figure or cross with base, not exceeding 2 feet in width and 12 inches in breadth and a height not exceeding 2 feet 6 inches.
4. Stone vases with inscription will not exceed 15 inches in height and 12 inches by 12 inches at the base with an inscription to identify the deceased person(s) buried in the grave.
5. **In permitted areas only** – a kerb set measuring 7 feet by 3 feet with or without an incorporated headstone.

## **Floral Tributes**

Nothing else may be placed or erected on or over a grave space except the wreaths and flowers at the time of an interment, which will be removed after 14 days by the Council.

One flower container not exceeding 10 inches in diameter and 8 inches in height may be placed in the area at the front of the memorial.