



SAFFRON WALDEN
TOWN COUNCIL

Radwinter Road Cemetery Rules & Regulations

Version	Date Adopted Policy	Minute Reference	Review Date
1	August 2014		July 2020
2	January 2022	A&S 006-22	October 2023
3	October 2023	A&S 113-23	October 2026
4	March 2026	A & S 033-26	March 2027



SAFFRON WALDEN TOWN COUNCIL

Radwinter Road Cemetery CB11 3HU Rules & Regulations

Effective from 1st April 2026

Introduction

Radwinter Road Cemetery, Saffron Walden, is owned and administered by Saffron Walden Town Council (referred to as “the council” in the regulations).

Saffron Walden Town Council (SWTC) is legally responsible for managing and controlling the cemetery. These regulations are made under the Local Government Act 1972 & Local Authorities’ Cemeteries Order 1977 as amended by Local Authorities’ Cemeteries (Amendment) Order 1986 and the burial authority will review and amend these regulations as necessary.

The regulations are in place to ensure compliance with the relevant laws and that the cemetery is a safe and welcoming place for all. They should be read in conjunction with the council’s list of charges which can be found on the SWTC website.

All enquiries regarding these Regulations should be referred to:

The Cemetery Officer
The Town Hall
Market Street
Saffron Walden
CB10 1HR

Email: hayley@saffronwalden.gov.uk

Website: www.saffronwalden.gov.uk

Tel: 01799 516501

Opening Times

1. The cemetery is open daily to visitors unless circumstances dictate otherwise. (eg. weather conditions, unplanned emergencies or other such events).

Rights of Admission

2. The council reserves the right to:
 - (a) close or limit access to the cemetery at any time, if deemed necessary.
 - (b) withdraw access to the cemetery from any individual or organisation.
3. Dogs are allowed in the cemetery, but they must be kept on a lead and under control at all times. Owners must pick up any dog waste and dispose of it responsibly.
4. Vehicles are only permitted in the cemetery grounds for the purposes of attending a funeral or interment; visiting the chapel or tending to a grave, or as authorised by the council.

All vehicles entering the cemetery must:

- (a) adhere to the 10mph speed limit.
 - (b) keep to the roadways (no vehicles allowed on the grass without prior permission).
 - (c) park in the designated bays (with the exception of funeral vehicles, which may park in close proximity to the chapel and/or the grave location).
5. The use of bicycles, scooters and skateboards is prohibited within the cemetery grounds.
 6. The consumption of alcohol or use of prohibited substances is prohibited within the cemetery grounds. Anyone under the influence of alcohol or prohibited substances may be denied access to the cemetery or asked to leave.

Fees

7. Cemetery charges are reviewed annually and published on the council's website. A copy can also be obtained from the Town Council's office or by contacting the Cemetery Officer.
8. Fees relating to interments, scattering of ashes (where permitted), memorials and use of the chapel are payable in advance. The council will issue an invoice which may be paid by debit or credit card or a bank transfer. Cheques and cash are not accepted as forms of payment.

9. The interment fee includes all administration, entries into the Burial Registers and on the council's burial database and, if required, attendance by a member of cemetery staff. The fee does not include the removal or reinstating of any headstone or memorial, either belonging to the grave to be opened or on any adjoining grave(s), should removal be required for access.

Exclusive Right of Burial

10. At the time of interment in a new grave, an Exclusive Right of Burial (ERB) must be purchased. The available term of the ERB and the fee payable will depend on the area in which the grave is located. Further details and a list of charges can be found on the council's website and are available on request.
11. A maximum of 2 persons may be named as ERB holders for any grave or cremated remains plot.
12. The ERB holder(s) must give permission before any interment takes place within the grave and the grave deed must be produced as proof of ownership.
13. The ERB holder(s) must give permission before a memorial is erected or any work is carried out on an existing memorial on the grave (subject to permission being granted by the council).
14. During the period of the lease, the owner of the ERB may apply to the council to bring it back to its original term, up to a maximum of 50 years.
15. During the period of the lease, the owner of the ERB may apply to the council to transfer the rights to another named person. The Deed of Grant will need to be provided by the ERB holder and the appropriate fee paid, before the transfer is made. If the Deed of Grant is not available, satisfactory proof of ownership must be provided.
16. When an ERB holder dies, their remains may be interred in the grave (subject to the space available and payment of the appropriate fee). The Exclusive Right will form part of the ERB holder's estate and will need to be passed to a living person before any further interments can take place or any memorial work carried out.
17. If the council is aware of a family dispute regarding the ownership or transfer of an ERB, the Deed of Grant will not be issued or transferred until the parties involved reach an agreement. The council will not mediate in such instances, and the family should seek the advice of a solicitor if necessary.
18. At the end of the ERB term, the ERB holder(s) will be given the option to renew the right, subject to any regulations and restrictions which may be in force at the time.

19. ERB holders must apply to renew the lease within 12 months of the previous grant finishing. If an application to renew an expired ERB is not received within 12 months, the council may issue a renewed ERB for the grave to another person. The council will attempt to contact the previous owner or his or her representative before doing so.
20. Where an ERB has been purchased, but no interment has taken place in the grave, the ERB may be surrendered to the council. The council will pay the owner an amount which is in proportion to the original sum paid and the number of years remaining on the ERB. The council will not make a payment for an ERB that has lapsed or has less than 10 years remaining.
21. Ownership of the ground does not at any time pass from the control of the council.
22. For the reasons noted in points 18, 19 and 76, the ERB holder must notify the council of any change of address or contact details.

Allocation of Grave Spaces

23. Graves will be allocated in strict rotation.
24. The Children's Section is for the interment of babies and children up to the age of 5 years. The interment of persons over 5 years, either full burial or cremated remains, is prohibited in the Children's Section.
25. Graves cannot be pre-purchased in any area of the cemetery, including the Garden of Remembrance.
26. A plan of the cemetery can be found on the noticeboards within the cemetery grounds and on the SWTC website.
27. No interment shall take place in any part of the cemetery, except in the grave spaces as marked out on the plan.
28. Details of all burials from 1856 to date are listed on the Burials Archive which can be found on the SWTC website: <https://saffronwalden.gov.uk/burials/>

Funerals and Interments

Booking and Paperwork

29. Applications for interments may be made to The Cemetery Officer between 09.00 hrs and 13.00 hrs Mondays to Fridays (excluding Bank Holidays). Emails may not be monitored outside of these hours, and no guarantee of a booking should be assumed without the confirmation of The Cemetery Officer.

30. A completed Notice of Interment must be submitted to The Cemetery Officer with the Deed of Grant at least 2 clear working days before the interment is to take place. The documents can be delivered to the council's office or sent by email to hayley@saffronwalden.gov.uk
31. Interments normally take place within the times listed below. Requests for interments outside of these times will be considered but additional fees may apply.
- | | |
|---------------------|--|
| Mondays -Thursdays: | April to September 09.00 hrs – 15.30 hrs |
| | October to March: 09.00 hrs – 15.00 hrs |
| Fridays: | 09.00 hrs – 13.00 hrs |
32. The time booked for a funeral is the time the cortege is expected to arrive for the service if the cemetery chapel has been booked, or at the graveside for an interment only. If the Funeral Director or person in charge of the funeral arrives later than the specified time, he or she must take direction from the onsite Cemetery Officer.
33. The Registrar's Certificate for Burial or Cremation, a Coroner's Burial Order or the Certificate of Cremation will need to be submitted to the Cemetery Officer or the Cemetery Attendant before any interment can take place.

In the case of a non-viable foetus, a certificate signed by a medical practitioner or midwife will be required.

Depth of Graves

34. New graves to be excavated to the maximum depth available.

New graves in the Lawn and Traditional Sections must be excavated to at least 2.13 metres (7ft) which will allow for the interment of 2 coffins. Requests to excavate to 2.75 metres (9ft) will be considered, subject to the location and any other prevailing factors.

New graves in the Garden of Remembrance (Lawn Section) must be prepared to a minimum depth of 60cm (2ft) to allow for the interment of at least 2 sets of cremated remains.

No new graves will be allocated in compartments 54, 74 and 75. If an ERB has already been purchased for a grave in one of these compartments, cremated remains may be interred at the request of the ERB holder (subject to space available and on production of the Deed of Grant and payment of the appropriate fee).

35. The council cannot be held responsible if, for reasons beyond its control, a grave cannot hold the maximum number of interments.

Grave Preparation

36. All graves must be dug by a suitably qualified person or persons authorised by the council and under instruction from the funeral director or person arranging the funeral.
37. If relatives or friends wish to back-fill the grave, permission must be sought from the council prior to the interment. A risk assessment must be completed by the funeral director or person arranging the funeral and submitted to the council at least 2 clear working days before the interment is to take place. If the request is approved, the backfilling will be directed by the onsite Cemetery Officer.
38. It may be necessary for gravediggers to temporarily cover a grave whilst excavating an adjacent grave and for the excavated soil to be temporarily placed on the covered grave prior to the interment. In such instances, we expect the gravedigger to remove the soil and covering as soon as is reasonably practicable and to leave the grave tidy.
39. It may be necessary for stonemasons to move a memorial to allow access to a grave. Memorials should be returned to their original positions and the grave made tidy as soon as possible after the interment. (please refer to point 48 regarding the installation or re-installation of a memorial on an excavated grave after interment).
40. The construction of new brick-lined graves and vaults is not permitted.

General

41. The Cemetery Chapel is non-denominational and available for hire for both religious and civil funeral services. There is capacity for up to 40 people, including standing.
42. The onsite Cemetery Officer will be present at all interments to make the final checks and to ensure that the burial is carried out lawfully.
43. The council reserves the right to cancel or postpone a funeral if any burial area or grave is deemed unsafe or unstable.
44. The council does not provide funeral bearers. The responsibility for providing bearers to carry or transfer the coffin from the hearse to the chapel and/or the grave lies with the funeral director or the person arranging the service or interment.

Gravemarkers and Memorials

45. A wooden cross or upright post no more than 60cm (2ft) high may be used as a temporary marker on graves until such time as the ground conditions allow the installation of a permanent memorial. The temporary marker must be in accordance with standards determined by the council and removed when the permanent memorial has been installed or 12 months after the date of the last interment, whichever is sooner.

46. Applications for the placing of a memorial or headstone of any description, the addition of a further inscription, or the replacement of a memorial like for like must be submitted on the appropriate memorial permission request form which can be obtained on request from the Cemetery Officer.
47. No headstone, kerb-set or memorial plaque may be erected in the cemetery, and no inscription shall be added to any memorial without the permission of the council.
48. No memorials will be permitted to be erected within 6 months of a full burial, and it is recommended that at least 12 months lapse before a headstone is fixed in order to minimise the possibility of stone movement.
49. All gravestones and monuments in the cemetery must be made of durable natural stone with the exception of bronze plaques which may be placed in the Gardens of Remembrance and on the Memorial Wall (subject to the necessary permission and payment of the fee).
50. Kerb-sets are only permitted in the Traditional Section of the cemetery.
51. No brick, block, wood or metal surrounds are permitted in any area of the cemetery and any that are erected will be removed.
52. Vases must be of durable natural stone. No jars, glassware, ceramic or ornaments are allowed on graves.
53. Erection of a memorial will only be permitted on plots where the Exclusive Right of Burial has been purchased and permission will only be granted to the owner. If the owner is deceased, the ERB must be transferred to a living person before permission for a memorial or for an additional inscription will be granted (see point 16).
54. If a memorial has been fitted without the approval of the council, or contrary to the permission granted, the council will request or arrange its removal. Any costs incurred will be charged to the owner of the Exclusive Right of Burial, or their representative.
55. Permission will be granted if the application meets all the requirements specified on the Memorial/Additional Inscription Permission Request and on payment of the prevailing fee.
56. Stonemasons and contractors must give the council at least 24 hours' notice of intent to fix a memorial in the cemetery. Memorials must not be installed or removed until permission has been granted by the council.
57. All memorial work in the cemetery must be carried out by a stonemason who is a member of the British Register of Accredited Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM). All contractors engaged on work in the cemetery must comply with the council's directions and requirements.

Proof of public liability insurance must be supplied to the Cemetery Officer prior to working in the cemetery.

58. All memorials must be fitted in accordance with the NAMM Code of Practice and must comply with the British Standard BS8415 for safe headstone installation by a NAMM registered monumental mason.
(The small memorial plaques in the Garden of Remembrance are exempt from this specification and may be fitted by a suitably trained and approved Funeral Director or the Cemetery Officer).
59. Removal of a memorial to allow for a further interment must take place at least 3 working days before the interment. Failure to remove the memorial within this time frame may result in the council appointing an alternative stonemason to carry out the work, the cost of which will be charged to the Funeral Director or person arranging the interment.
60. The stone must be of sufficient thickness to support its height and any reasonable force exerted upon it.
61. Headstones, headstone bases or foundations may not be linked over two or more graves.
62. Photographic plaques, either ceramic or other material, may be fixed to memorials, subject to written approval from the council.
63. The grave number must be inscribed on all memorials erected in the cemetery, on the lower right corner of the front of the base, or other area approved by the council, in characters of not less than 25 mm (1").
64. The name of the stonemason must be inscribed on all memorials erected in the cemetery, on the lower left corner of the rear of the base, or other area approved by the council, in characters of not less than 25 mm (1").

Memorials in the Lawn Section

65. Memorials on graves must be in the form of a headstone only and must not exceed:

Headstone: 685 mm (27") in height (760 mm (30") including base)
 530 mm (21") in width
 76 mm (3") in thickness

Base: 610 mm wide x 300 mm deep x 76 mm thick
 (24" wide x 12" deep x 3" thick)

The concrete foundation must comply with NAMM and BS8415 regulations and must be sunk into the ground so that the top surface is flush with, or below, ground level.

66. All new memorials placed in Compartment 88 and any new subsequent compartment of the Lawn Cemetery must be fitted with a base which may contain up to 2 flower containers.
67. All memorials must be securely and properly fixed with an approved concrete foundation. A ground anchor system must be used on memorials 610 mm (24") and above.

Memorials in the Traditional Section

68. Memorials on graves may be in the form of a headstone only, a headstone with kerb-set, or kerbset only. A raised cover is permitted over the kerbset.
Overall, the memorial must not exceed:

762 mm (30") in height
 762 mm (30") in width
 1980 mm (6' 2" in length)
 76 mm (3") in thickness

The foundation must not exceed: 2032 mm (6' 8") x 813 mm (2' 8").

Bronze Plaques

69. Applications for a bronze plaque must be submitted on the appropriate memorial permission request form, which can be obtained from the council.

70. The plaques measure 178 mm x 76 mm (7" x 3").

A typical inscription reads either:

IN LOVING MEMORY OF	or	IN LOVING MEMORY OF
NAME		NAME
DIED (Date)		DATE OF BIRTH – DATE OF DEATH
AGED (xx years)		AGED (xx years)

Alternative wording may be permitted, subject to permission from SWTC.

71. Plaques can be purchased through the council, or from an alternative approved supplier.
72. Plaques in Compartments 54,74 and 75 must be on a stake.
73. Plaques in Compartments 63, 64, 65 and 66 must be on a pre-cast concrete tablet which can be purchased from the council or from an alternative approved supplier, subject to the specifications being met.

74. Plaques placed on the Memorial Wall will be fixed by the council. There is no requirement for cremated remains to be scattered or interred in the cemetery for a plaque to be added to the Memorial Wall.

Testing of Memorials

75. The council reserves the right to test all headstones at any time for safety in line with guidelines set by the Health and Safety Executive (HSE). The on-site safety testing will be carried out with due care and attention by staff who have received appropriate training from the Institute of Cemeteries and Crematorium Management (ICCM). Testing involves a visual inspection for cracks, gaps and eroding adhesives and a gentle “push” test to check for stability.
76. Memorial headstones that fail the safety test will need to be repaired as soon as possible. The council will contact the ERB holder who is responsible for arranging and paying for the remedial work. If all reasonable attempts to reach the ERB holder are unsuccessful, the council will make the memorial safe by sinking it into the ground, or laying it flat. If the ERB holder is subsequently traced or comes forward, the cost to refix and/or restore the memorial remains their responsibility.

Grave Maintenance and Planting

Lawn Section

77. All graves within the Lawn Cemetery will be levelled and turfed by the council as soon as practicable after the interment, dependent on the weather and any other conditions prevailing. Thereafter, the turf will be maintained by the council. It must not be removed other than for the fixing of an approved memorial, nor must anything be placed on or planted in the grave, other than in the small planting area (see point 83).
78. All grassed areas of the cemetery, including the grave, will be cut with a mechanical mower and strimmer.
79. If a large number of floral tributes are received, they must be placed as directed by the Cemetery Officer. Tributes must not be placed on adjacent graves without the permission of the ERB holder or the Cemetery Officer.
80. All floral tributes, including artificial, will be removed two weeks following the interment, or when they have become unsightly, unless notification has been received from the family that they wish to collect them. A fee for the removal of floral tributes may be charged if a large number are received.
81. Christmas wreaths will be removed and disposed of no sooner than the first week of February each year, unless the council has received notification from the family that they wish to collect them.

82. Glass containers and items made of plastic or tin are not permitted and may be removed without notice.
83. A planting area no deeper than 300 mm (12") and no wider than 760 mm (30") is allowed immediately in front of the foundation to the headstone. Only bedding or small plants are allowed: no shrubs, roses or trees may be planted in this area.

Traditional Section

84. The space within the kerbing may be covered with shingle or other loose material, provided it is properly contained within the kerbing, which must be no less than 50mm (2") above the level of the surrounding ground.
85. Memorial items, including containers for flowers, must be placed wholly within the area defined by the kerbing. Planting is not permitted other than in containers placed on the grave.

Memorial Trees and Benches

86. The council no longer allows trees, roses or shrubs for dedication to be planted in any area of the cemetery. Where existing trees have been dedicated, no other memorial items may be placed on or around the tree area.
87. There are a number of memorial benches in the cemetery and the council will not be allowing any more for the foreseeable future. Where an existing bench has been purchased, no other memorial plaques or items may be placed on or around it.

Public Graves

88. A public grave is a grave for which no Exclusive Right of Burial has been granted by the council and it may contain the remains of unrelated persons.

Oversized Graves in The Lawn Section

89. Coffins or caskets longer than 1980 mm (6ft 10") or wider than 750 mm (30") will require a larger grave and the location will be determined accordingly.
- Permitted memorial dimensions are the same as a standard sized grave; a larger memorial will not be permitted under any circumstances.

Brick-Lined Graves

90. Brick lining of new graves is not permitted.
91. At least 10 working days' notice must be given to the council if a re-opened grave is to be brick-lined. The work must be carried out by a qualified trades person approved by the council, who holds adequate public liability insurance. All expenses will be paid by the ERB holder or their representative.

Scattering of Cremated Remains

92. The scattering of cremated remains is only permitted within the area of the cemetery designated for this purpose (Section 100). A Notice of Interment must be submitted to the council with the Certificate for Burial or Cremation and the appropriate fee paid prior to the scattering.
- Scattering of cremated remains on purchased or unpurchased graves, or in any other part of the cemetery is not permitted.

Pet's Ashes

93. The cemetery is for the interment of human remains only. Pet remains, including ashes, are not permitted in any area of the cemetery and must not be placed within coffins or caskets prior to burial.

Photography, Videography and Drones in the Cemetery

94. The council requests that anyone wishing to take photographs in the cemetery respects other people's privacy and that any photography or videography remains respectful.

Sky Lanterns and Balloons

95. Due to the potential harm to wildlife and the environment, balloons of any kind are prohibited in the cemetery. Any that are left on graves, benches or trees will be removed. The release of sky lanterns and helium balloons from the cemetery grounds is strictly forbidden. The council's Release of Balloons Policy can be found on the SWTC website.