

HAILSHAM TOWN COUNCIL

HAILSHAM CEMETERY - REGULATIONS

Regulations made by the Burials Committee on behalf of the Hailsham Town Council acting as the Burials Authority for the Parish of Hailsham under the Burials Acts for the preservation, regulation and management of Hailsham Cemetery.

Interpretation

The following words and expressions shall have the meaning here assigned to them.

“The Committee” means the Hailsham Burials Committee.

“Grave” means a burial place formed in the ground by excavation and without any internal wall of brickwork stonework or any other artificial lining.

“Purchased Grave” means a grave in respect of which Burial Rights have been granted for a period not in excess of 75 years.

“Monument” includes a monument, cross, tablet, head, foot or flat stone, enclosure, memorial stone, kerb or border stone and any other monument, erected, constructed, placed or laid (for the purpose of a memorial) over or upon any grave.

“Cemetery Superintendent” means the person for the time being appointed by the Town Council to act as Superintendent of the Cemetery.

“The Cemetery” means the Hailsham Cemetery, Ersham Road, Hailsham.

General Words importing masculine gender include females, words in singular include plural.

Garden of Remembrance For the interment of ashes.

Burials includes:-

- a) the interment of cremated remains;
- b) the interment of the bodies of still-born children or of the cremated remains thereof; and
- c) the placing in a vault of human remains, cremated human remains or the bodies of still-born children or the cremated remains thereof:

Consecration Area

Means the area which has been consecrated according to the rites of the Church of England.

Part of the Cemetery is left un-consecrated for the use of particular denominations or religious bodies.

Chapel

This has been provided for services prior to interment.

GRAVES

1. No burials shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a cemetery, and no additional inscription shall be made on a tombstone or other memorial, without the permission of the officer appointed for that purpose by the burial authority
2. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave:

Provided that the burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than 60cm (24") below the level of any ground adjoining the grave.

3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 15cm thick (six inches thick).
4. When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive
5. Selection of Graves
 - (a) The selection of every purchased grave space shall be subject to the approval of the Committee or the officer appointed by them.
 - (b) The Committee or their representative shall select the sites for all unpurchased graves and may dig them to such depth as the may think fit.
6. Common Graves The Committee may make deep common (unpurchased) graves and inter several bodies therein in accordance with the Regulations issued by the appropriate Ministry.
7. Transfer The owner or owners of any purchased grave shall not convey, transfer, or give the right of burial in such grave to any person other than relations by blood or marriage without the permission of the Committee.
8. Purchase for Use Permission of the Committee must be obtained before the purchase of a grave space, which is not required for an immediate interment.
9. Non-Parishioners No person dying outside the Parish of Hailsham other than a Parishioner shall be buried in the Cemetery, unless in a re-opened grave belonging to him or to a member of his family without permission of the Committee.
10. Excavation Every grave shall be excavated by the Staff or contractor appointed by the Town Council.

MONUMENTAL HEIGHT

1. All grave stones, monuments, memorials and inscriptions are to be subject to the approval of the Committee and a copy of every inscription, if containing anything more than the name, date of death, age or relationship of the deceased, together with a drawing showing the form and dimensions of every monument proposed to be erected must be left with the Clerk to the Council at least ten days before the erection of such monument or inscription etc. All questions as to the fitness of any inscription in the consecrated part of the Cemetery being ultimately determinable by the Bishop of the Diocese.
2. No brick or stone is to be used in or upon, nor any monument, kerb or horizontal stone erected or laid upon any grass except those the exclusive right of burial to which has been purchased
 - (a) no kerb enclosing one grave space is to exceed one metre in width (39")and two metres in length (78")
 - (b) no kerb enclosing two grave spaces is to exceed two metres in width (78") and two metres (78") in length
 - (c) no headstone or kerb to be sited within thirty centimetres (12") of any service, path or roadway

In exceptional cases, and with prior written authority from the Town Clerk in consultation with The Chairman of Burials & Properties Committee, adjustment to the maximum grave space Size may be permitted.

3. The erection of all monuments and the making of any alterations or additions thereto, when commenced, shall be proceeded with and completed without delay, or the Committee's sanction for the

execution thereof shall become void and any fees paid in respect thereof shall be forfeited to the Town Council.

4. Every monument or curb placed upon any grave shall bear the number of such grave.
5. Any monument taken down or removed for the re-opening of a grave shall be replaced on the grave to which it belongs six months after the last interment.
Any such stone, if unnumbered, shall have the number of the grave cut thereon or upon the surrounding curb. The necessary expense of taking down or removing and of replacing any such monument and of repairing any damage caused by or resulting therefrom shall be paid by the person by or for whom such taking down, removal or replacement was carried out.
6. The height of a monument shall be measured from the natural level of the highest adjoining ground to the grave space and not from any made up ground within the kerb and shall not exceed 1.2 metres in height (48")

In exceptional cases, and with prior written authority from the Town Clerk in consultation with the Chairman of the Burials & Properties Committee, adjustment to the maximum height may be permitted.

7. No monument or memorial of whatever description will be admitted into the Cemetery or permitted to be erected except on condition that such monument or memorial be so erected and remain at the owners risk, and that the Committee shall not be held responsible for any damage or breakage which may occur to the same.
8. Gardens of Remembrance A tablet of stone or granite measuring 30cm x 30cm x 5cm (12" x 12" x 2") may be placed over the area in which the ashes have been interred, or has been purchased. A slightly sloping tablet may be used as an alternative to a flat stone. (amended see Minute Ref: 91.2 meeting 11th September 2006).

GENERAL

1. If any damage is caused to the walks, grounds, trees or shrubs or monument by the bringing in of any material or in the erection of any monument or otherwise, the person causing such damage or causing such material to be brought into the Cemetery, or causing or procuring the erection of such monument shall make good such damage at his own expense. Such person shall also pay the cost incurred in removing or re-erecting any monument in order to prevent such damage.
2. Every monument, and every place of burial shall be kept clean and in good repair, order and condition by the owner thereof; and, in default thereof, the same shall be absolutely and unconditionally forfeited to the Committee who may take possession thereof and remove any such monumental or repair the same as they think fit.
3. Trees, shrubs, plants and flowers may be planted or placed on any purchased grave only after written permission has been given by the Committee. If the grave is not kept in good order, the Clerk shall write to the person having permission and if the neglect continues for a period of three months, the area shall be grassed.
4. No burial shall take place on Saturday, Sunday, Christmas Day, Good Friday or on any Public Holiday without the special permission of the Committee.
5. The time arranged for the funeral shall be that at which the procession is to arrive at the Cemetery and as un-punctuality may cause interference of one funeral with another it is requested that those conducting the funeral shall pay strict attention to this rule.
6. All funerals at the Cemetery are under the control and direction of the Superintendent. Vehicles must proceed at walking pace within the Cemetery.

7. No burials allowed in the Chapel.
8. Children under twelve years of age shall not enter or be taken into the Cemetery except under the charge of a responsible person or by permission of the Superintendent.
9. All visitors shall keep on the roads or footpaths and refrain from touching shrubs or flowers. Perfect decorum must be observed in all respects.
10. Notice of interment is to be given, on the form provided by the Committee, to the Clerk to the Council at least seventy-two hours previous to any interment. This rule does not apply in interments required to take place immediately under Medical Certificate, Coroners Warrant or in the case of emergency.
11. All fees and charges must be paid to the Clerk at the time the Notice or Order is given, otherwise the interment will not be permitted to take place. All fees and charges for monumental erections must be paid at the time of request for a permit at least one week before work is commenced.
12. The Registrar's Certificate of the death, or the Coroner's Warrant must be delivered to the Officiating Minister or the Superintendent previous to the interment of the body. Burials and Death Regulations Act 1953 S.24 (1). Before the burial of a stillborn child a Medical Certificate or a declaration signed as required by the "Births and Deaths Registration Act, 1953, Section 11", must be delivered to the Superintendent.

In the event of cremation in accordance with the regulations made under Section 7 of the Cremation Act, 1902 (2 Ed. V11. c8) Notification Certificate of Disposal (Part C), must be handed to the Superintendent prior to the interment of ashes.

13. A broken or damaged artificial wreath, ornament or receptacle and dead flowers shall not be allowed to remain on any grave and the Superintendent shall be at liberty to remove the same if the owner fails to do so.
14. It is expressly forbidden in the Cemetery to play at any game or sport or to discharge any firearm (except when forming part of a firing party of a military funeral and at the command of the officer in charge of such firing party).
15. A person shall not cause or suffer any dog belonging to him or in his charge, or entice any dog, to enter or remain in the Cemetery.
16. No glass containers may be used for flowers on graves or in the Garden of Remembrance.
17. Fees and other charges are reviewed from time to time and are available from the Clerk to the Town Council.
18. Graves, which remain neglected, may be dealt with under the Local Authorities' Cemeteries Order 1977 on the recommendation of the Burials Committee, which has been ratified by the Hailsham Town Council.
19. Fees and times of Funerals will be reviewed from time to time as the Burials Committee consider necessary and will be attached on a separate sheet.

The above regulations were agreed at the Town Council Meeting on 23rd April 1982, and amended at the Town Council Meeting held on 12th October 1998 and 5th July 2004 and 2nd October 2006.