

## OPENING AND CLOSING TIMES

Sprowston Cemetery is open daily throughout the year from 8 a.m. to sunset. In the interests of security the main entrance gates are locked around 4.00pm each day, pedestrian access is available.

In the interests of safety, and to allow room for funeral corteges, members of the public are requested that where possible, cars are parked in Church Lane car park. Cars displaying blue 'disabled' badges are, of course, exempt from this request, but are still requested to park with consideration.

## INFORMATION

To locate graves or requiring other information please contact the Town Clerk of Sprowston Town Council, at the Council Office, Sprowston Recreation Ground, Recreation Ground Road, Sprowston, Norwich, NR7 8EW weekdays during normal office hours.

## TELEPHONE NUMBERS

Town Clerk : 01603 408063

## CEMETERY MAINTENANCE POLICY

Sprowston Town Council's aim has always been to ensure that both the Parish Cemetery and St. Mary & St. Margaret's closed churchyard are maintained to the highest standards commensurate with the Council's resources.

The Council is responsible for the upkeep of all grassed and planted areas, walls, paths, fences and buildings. It is the responsibility of next of kin to ensure that memorials are kept in good order and that mowers and other machinery are not obstructed by incorrectly positioned flower vases and containers. These regulations are intended to keep the burial grounds in a clean and well-ordered condition, the best mark of respect.

In Section 9 at the cemetery there is a strict rule of headstones only being permitted.

## RULES AND REGULATIONS

In common with other cemetery authorities, the Council has made a number of rules regulating the size, type and position of memorials, placement of flowers and wreaths and the activities of visitors to the Cemetery.

A full copy of the Cemetery Management Rules and Regulations may be obtained free of charge, from the Clerk of the Council but the following are particularly important.

### Landscaping

Should any settlement of soil take place on the grave and this is overlooked by our staff, please

contact us so that re-instatement work can be scheduled into our work programme.

Landscaping normally takes place approximately six months following interment, weather permitting. This work includes grassing the lawn areas.

## Memorials

No memorials may be erected without the written permission of the Council and on payment of the requisite fee. All memorials must conform to the Council's regulations as to size, design and material construction and must be erected and located as directed by the Town Clerk of the Council.

Memorial Masons must comply with BS8415 and to the standard using the BRAMM Blue Book.

Raised grave surrounds are not permitted and flat stones and cremation tablets must be placed level with the ground.

Unapproved materials such as metal and hoop wire lawn edging placed around graves, any receptacle for flowers, damaged wreaths, mementos etc that it considers unsuitable, chippings or materials around cremation tablets, or which are broken, will be removed.

Glass containers, solar lights, windmills and burning of candles, incense, Yew twigs or similar items are strictly prohibited.

## Floral Tributes

As a general rule floral tributes are removed from graves after 3 weeks or when they become unsightly. This delay takes place to allow families to remove tribute cards or wreath bases which may be recycled. If you wish to remove them yourself please use the waste bins provided.

## Flower Containers and Ornaments

made of breakable material - such as glass, ceramic or plastic etc - are not allowed for health and safety reasons, and these will be removed without notice.

## Flowers on Graves

Whilst next of kin and visitors are welcome to place flowers in pots and floral tributes on the headstone base, the planting of shrubs, trees and flowers, including annual plants, in the grave is NOT PERMITTED. The Council reserves the right to remove such planting without notice or payment of compensation.

### Wooden Crosses

Small wooden crosses may be erected for a short period after interment either to identify a new grave or until a memorial stone is erected. Such crosses must not be left on graves for more than one year.

### Christmas Wreaths

Next of kin and visitors are welcome to place either natural or artificial wreaths on graves at Christmas provided these are removed by the 31st January. Any wreaths left on graves after that date will be removed.

### EXCLUSIVE RIGHTS OF BURIAL

Exclusive rights of burial may be purchased by next of kin, for a period of 100 years, in accordance with the Council's scale of charges. This entitles the purchaser to determine who else shall be interred in the grave to a maximum of two bodies (the word 'body' refers to either a coffin burial or cremated remains burial, and additional burials at the discretion of the Town Clerk) and permits the holder of the rights to erect a memorial if they so wish. It should, however, be noted that the grant of such rights does not confer on the owner any right of title to the land, the grave itself remaining at all times the property of the Council.

### MEMORIAL DONATIONS

The Council is always pleased to receive donations of trees and shrubs from both residents and non-parishioners in memory of loved ones interred at the cemetery.

### CEMETERY SAFETY

The Council is responsible for the safety of all persons visiting Sprowston Cemetery. Under strict new guidance from the Health & Safety Executive memorial stones must be maintained in a safe condition at all times.

As part of the Council's safety procedures all memorial stones will be tested for stability on a regular basis by qualified inspectors. Next of kin will be notified of any repairs necessary and where these are not carried out the Council reserves the right to undertake the work or lay the memorial stone flat to the ground.

### KEEP IN TOUCH

Please note that if you wish your responsibility for a grave recorded at our Office you need to let us know any change of contact details.



## **SPROWSTON CEMETERY CHURCH LANE, SPROWSTON**

### **Information and Rules**

**for the**

### **Guidance of Next-of-Kin**