

Agenda



Delegated Decisions - Cabinet Member for Streetscene

Date: Wednesday, 15 May 2019

To: Councillor R Jeavons

Item		Wards Affected
1	<u>Adoption of Newport Cemetery Management Guidance</u> (Pages 3 - 44)	All Wards

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Report

Cabinet Member for Streetscene

Part 1

Date: 16 May 2019

Subject Adoption of Newport Cemetery Management Guidance

Purpose This report is to advise members that the Cabinet Member for Streetscene is mindful to approve the attached management guidance document as the Council policy relating to the provision of bereavement services by Newport City Council (the Council).

Author Joanne Gossage

Ward All Wards

Summary The Cemetery Service wishes to have a clear guidance document that sets out the policies and regulations relating to the provision of bereavement services by Newport City Council (the Council). The policies and regulations contained within this document will apply to all cemeteries owned or managed by the Council. The cemetery sites include:

- St Woolos
- Christchurch
- Caerleon
- Llanmartin

The document intends to provide a guide to members of the public outlining and explaining management requirements and public expectation of the service. Whilst these regulations present the overall policy of the council, the Council reserves the right to make any amendments to the regulations as and when required.

Proposal That the Cabinet Member for Streetscene considers views on the attached guidelines and the options provided below and decides upon the most appropriate option

Action by Cabinet Member for Streetscene

Timetable Immediate

Signed

Background

The Newport Cemetery service is a high profile, public facing area of the Council that provides an invaluable service to the public often at a time of great need. The practical and operational requirements of the service are often misunderstood and due to the sensitivities of this service, can cause unnecessary distress. There are numerous council policies and guidance notes that relate to this area, covering aspects from memorialisation to operational activities. Most of the policies have been partially or wholly superseded, have not been altered following changes in legislation or are simply out of date, having being generated in response to a situation that may no longer be relevant. An audit of the service area that was carried out in 2017 found critical and significant failings within the service, in part due to the continued use of out dated policies and procedures.

This management guidance has brought all of these policies together, reviewed and updated them and considered best practice guidance from other local authority burial services, to provide a document that can inform and guide the public at what can be an extremely difficult time. It also provides clear information for associated partners such as funeral directors and memorial masons, regarding what the expectation is when they use one of our sites or require our services. Finally, it provides the cemetery staff with knowledge of policy and procedure which they can follow with assurance and devolve to members of the public or other professionals as and when required.

This document does not alter the service provision however it does identify where the Council will be undertaking reviews and potentially alterations service provision in the short to medium term. Where this has been alluded to or identified, further guidance is in progress and will be the subject of a separate report.

Financial Summary

There are no changes to the service or its operations therefore there is no specific financial implication or pressure on the existing revenue budget caused by the adoption of this document. We are not proposing new services within this management document. If changes are proposed to service provision following the adoption of these guidelines these will be the subject of a separate report.

Risks

There are no identified risks as the policies are in place and operational procedures' will not alter as a result of the adoption of this policy.

Links to Council Policies and Priorities

The management plan is part of achieving Resilient Communities and a Thriving City.

Options Available and considered

To accept the Newport Cemetery Management Guidance

To not accept the Newport Cemetery Management Guidance

Preferred Option and Why

To Accept the Newport Cemetery Management Guidance

Comments of Chief Financial Officer

There are no additional financial implications arising as a result of this proposal, which seeks approval of the Cemetery Management Guidance. There is a budget in place to deliver this service and so any changes to the level of provision will require appropriate funding to be identified.

Comments of Monitoring Officer

The proposed Management Guidance is in accordance with the Council's statutory powers under Section 214 of the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977, to make rules relating to the management, regulation and control of public cemeteries. The Guidance reflects current policy and procedure, including existing fees and charges, but will need to be reviewed periodically to reflect changes. The Guidance is also consistent with the Council's general statutory duties in relation to health and safety and the conduct of burials.

Comments of Head of People and Business Change

From an HR perspective, there are no staffing implications to this guidance.

The Well-being of Future Generations (Wales) Act 2015 has been fully considered when developing this guidance. Details of how the sustainable development principle of the Act has been considered is fully covered in the appropriate section of this report.

Comments of Cabinet Member

The report author is to confirm that the Cabinet Member has approved the report for consideration by cabinet.

Local issues

N/A

Scrutiny Committees

Not applicable.

Equalities Impact Assessment and the Equalities Act 2010

The Equality Act 2010 contains a Public Sector Equality Duty which came into force on 06 April 2011. The Act identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership. The new single duty aims to integrate consideration of equality and good relations into the regular business of public authorities. Compliance with the duty is a legal obligation and is intended to result in better informed decision-making and policy development and services that are more effective for users. In exercising its functions, the Council must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation and other conduct that is prohibited by the Act; advance equality of opportunity between persons who share a protected characteristic and those who do not; and foster good relations between persons who share a protected characteristic and those who do not. The Act is not overly prescriptive about the approach a public authority should take to ensure due regard, although it does set out that due regard to advancing equality involves: removing or minimising disadvantages suffered by people due to their protected characteristics; taking steps to meet the needs of people from protected groups where these differ from the need of other people; and encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

It is considered that this management guidance would be in compliance with the Act 2010.

Children and Families (Wales) Measure

It is not considered to appropriate to consult children and young people on this management guidance.

Wellbeing of Future Generations (Wales) Act 2015

The following explains how we have considered and applied the five aspects leading to the formation of a sustainable development principle put into place by the Act.

- Long term: the management guidance explains what the council has in place to manage the public cemeteries. Where we have identified that the situation may be subject to change in the long to medium term we have included explanation to state that this may be subject to change. In addition we have identified where future guidance may be produced to explain a policy in greater detail or be necessary to help guide policy in the future.

- Prevention: problems encountered within the cemetery usually stem from misunderstanding of how the service operates and what is acceptable or appropriate in terms of the type and extent of memorialisation. Conflicts occur between grave owners who have not been aware of or have chosen not to follow guidelines and regulation which can cause distress to others and require careful resolution by the team. these guidelines will help to prevent this type of conflict occurring or getting worse and may help us meet our objectives
- Integration: the management of the cemetery sites is important for the community as these are regarded by the majority of people as places that one can visit safely which has an atmosphere of contemplation and respect. It is therefore imperative that the service and its infrastructure is of the highest standard and this can only be achieved if we have guidelines and regulation that explains what those standards are in order for our operatives to follow the guidelines and for the public to measure us.
- Collaboration: in the compilation of these management guidelines we have considered what we have in terms of existing policy and then measured these against both national UK guidance and also regulations within other local authorities. We have undertaken discussion with local undertakers and health professionals in addition to our in-house legal experts.
- Involvement: we have undertaken a number of meetings and discussions with representatives of different faith communities in order to establish how this services needs to change to accommodate the needs of the population of Newport today. We have also looked at the ward profile data and mapped the predicted change in the demographic of the city which has clearly shown that the city in 15-20 years will be home to faith groups who practice burial rather than creation and therefore there will be a continued reliance and need for this service to be provided to the public. This is particularly relevant where we have been asked to look at the provision of same day and weekend burials for , amongst others, the Muslim community. This will be a clear change to policy which has been identified in these guideline's as a service that we will seek to provide but requires further clarification and additional analysis in order to make any policy we provide fit for purpose and to ensure that it reflects the diversity of the City we serve.

Crime and Disorder Act 1998

Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.

Consultation

Comments received from wider consultation, including comments from elected members, are detailed in each application report in the attached schedule.

Background Papers

Newport Cemetery Management Guidelines document

Dated: 14 May 2019

Newport Cemetery Management Guidance



March 2019

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1. Introduction

The purpose of this guidance document is to set out the regulations relating to the provision of bereavement services by Newport City Council (the Council). The regulations contained within this document will apply to all cemeteries owned or managed by the Council. These include:

- St Woolos
- Christchurch
- Caerleon
- Llanmartin

The document is intended to provide a guide to members of the public. Whilst these regulations present the overall policy of the council, the Council reserves the right to make any amendments to the regulations as and when required.

This document is available to download from the Newport City Council web site and is available in English and Welsh. A copy of this document can be provided to anyone purchasing an exclusive right of burial, on request. The regulations are also displayed in prominent locations within each cemetery. All grave owners, visitors and contractors will be expected to comply with the regulations and failure to do so will lead to action by the Council as set out in the document. It is necessary to ensure that everyone is treated equally and that everyone using our cemeteries can expect to be treated in a dignified manner, in an environment maintained to a standard appropriate for the purpose of burial.

Anyone infringing the regulations may be removed from a Cemetery by a member of staff.

Retrospective Application of this Document

Newport Cemetery Services acknowledge that there are many graves within its cemeteries which predate the introduction of this document, and some of these may not comply with the rules contained within it. In some circumstances the Council reserves its right to use its discretion to retrospectively apply these regulations in some circumstances for a temporary period of time i.e. until a grave is reopened. This temporary position will be on the condition that they are well kept and maintained by the owners of the graves and/or their families and heirs.

However, it should be noted that graves will be regularly inspected by cemetery staff, and should any grave become untidy or neglected, the regulations set out in this document will apply. If the Council are required to take action as a result, no further discretion to waive the regulations will be applied. In addition, once a grave is reopened the regulations will apply in full from that point forward.

2. How to Contact Us

All contacts for the Cemetery Service should be made via the City Contact Centre, and via the City Services Business Support. All of the above have a generic contact number of 01633 656656. Matters arising and general queries can also be reported via the Newport City Council web site or e-mailed to the City Services Business Support Team on city.services@newport.gov.uk

Cemetery Office

The Administrative Office for the Cemetery Service (referred to as the Cemetery Office within this document) is based in Newport Civic Centre. This office handles all enquiries relating to burials in any of the cemeteries owned and managed by Newport City Council.

Cemetery Services
City Services
Newport Civic Centre
Newport City Council
Godfrey Road
NP20 4UR

01633 414915

The Cemetery Office is open Monday to Friday, 9:00am to 16:30. If you have a query you should contact the council via telephone or e-mail initially and if the matter is more detailed then an appointment must be made. If staff are unavailable a message can be left and you will be contacted on their return. The office is closed on Bank Holidays and other Public Holidays. A list of these closure dates can be obtained from the office.

Cemetery Sites Opening Times

Our cemetery sites are open 24 hours a day all year round to people wishing to visit on foot. Vehicular access is restricted to the following times:

Monday to Friday	Weekends and Bank Holidays
06:30 – 16:45	06:30 – Dusk 17:00 onwards

Vehicular access is via the main gates only. At St Woolos this is the Bassaleg Road Gate. Although other gateways may be in use for maintenance for funeral management, these cannot be relied on to be open and available.

3. General Regulations and Guidance

Access to Cemetery Grounds and Buildings

Cemetery grounds are accessible at all times via pedestrian gates and along Public Rights of Way. These are open all year round.

In some exceptional circumstances it may be necessary to close the cemeteries to visitors (including those visiting on foot). This may include restriction of vehicle movement in and out of the sites for reasons of health and safety. Site open times are displayed at the entrance to each site and any necessary changes, if these can be advised in advance, will be posted for visitors to see.

Vehicular access is restricted to the times shown above. The cemeteries do not normally operate extended opening times for vehicular access, except on special public occasion's and religious holidays. There is no vehicular access permitted in Caerleon or Llanmartin Cemetery except for funerals.

Some pedestrian gates are heavy and elderly visitors may find these difficult to move. If this is the case and assistance is not available we strongly recommend that you make your visit during the opening times stated above.

The cemetery lodges and other buildings are not accessible to the public. The cemetery lodges are council owned private dwelling and enquiries related to the cemetery sites or operations should be made to City Services through the City Contact Centre on 01633 656656.

Conduct of Visitors

Visitors must conduct themselves in a quiet and orderly manner and must keep to the roads and pathways, except when visiting graves. Visitors must take all reasonable care to protect their own safety.

Control of Dogs

Dogs are permitted in Cemeteries but must be on a short lead. The Order for the cemeteries stipulate that the lead must be a maximum length of 1.5m. The Council will take action against those failing to control their dogs or failing to remove dog faeces. The City Dog Wardens patrol the cemeteries periodically and will issue fines to offenders.

Dog waste must be removed from the Cemetery sites.

Vehicles

The speed limit in force at all sites is a maximum of 10 miles per hour. The areas accessible to the public by vehicles are shown on the plans in Annex 4.

These roadways are not public highways and vehicles are subject to the permission of the Council. There is no right of vehicular access to cemeteries and access may be withdrawn at any time for operational requirements. Vehicles must not leave any roadway within the Cemeteries except with the permission of The Council, Cemetery Manager or designated supervisory staff. This will include vehicles of monumental masons and funeral cortege vehicles.

There are no car parks within the cemeteries. There are some limited spaces adjacent to St Woolos Lodge and along roadways within the cemetery. We will expect visitors to be courteous to other cemetery users and to not block roadways at any time. Visitors may be asked to move vehicles to enable funeral or maintenance access.

All funeral corteges must be at the main entrance gates of the designated site where the funeral has been arranged by the agreed booked time. Whilst at the Cemetery all funeral corteges shall be under the control of the Cemetery Team and all hearses and accompanying vehicles must be driven to those areas of the sites as directed by Manager or designated officer.

Large Funerals

When notice of burial is given and where it is anticipated that a funeral is one at which a large number of persons may be expected to assemble, then applicant or his or her representative shall notify the Cemetery Office. This will enable The Council to put in place any necessary measures to ensure it is not compromised or disrupted in any way. In some cases it may be necessary to close the site to other visitors to accommodate the expected large number of mourners, or on the request of the police or another authority.

Damage

If any damage is caused to Cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council. The Council will always attempt to recover full costs for any damage caused by visitors in order to ensure there is no impact upon the level of service provided within our cemeteries.

Vandalism and Thefts

There have been a number of recent cases of vandalism, theft and other anti-social acts such as fly-tipping etc. If you witness an act of vandalism or theft, or someone acting inappropriately this should be reported to the police immediately and then to the Cemetery Office. Under no circumstances should you attempt to tackle someone committing an illegal or inappropriate act.

The public are advised that the council will not reimburse the cost of stolen or damaged floral tributes, memorials, ornaments, vases or other grave goods unless this has been caused by cemetery operations. The public are strongly urged not to leave valuable items on graves or anywhere else on the cemetery sites.

Right of Exclusion

The Council reserves the right to exclude any one who is not a mourner or directly connected with a funeral from any cemetery. This right may be exercised by the cemetery staff on behalf of the Council.

Filming

No photography or filming shall be allowed within the Cemetery except with the consent of the Head of Service / City Services Manager. Applications for filming should be made in writing to City Services. However, families or representatives of a family may photograph individual memorials for personal use.

Music

No music (whether live or recorded) shall be played within a cemetery except with the permission of the Cemetery Manager, as this can disturb other visitors. Permission will generally be granted for music to accompany a funeral service if the music is deemed, by the cemetery staff, to be appropriate and not likely to cause offence to other mourners or members of the public.

Trading

No person shall trade any goods or services within any of the Cemeteries except with the prior written permission of the City Services Manager.

Employees of the Council shall not be allowed to execute any private work whatsoever within any of the Cemeteries.

Litter, waste and recycling

All cemeteries are being provided with green waste compost bins. Visitors are asked to ensure they remove their rubbish and properly utilise the recycling points. Where possible these should be used to dispose of dead flowers, spent wreaths and other organic matter WITHOUT ribbons, fixings, wrappings etc. Other articles of waste or litter must be placed in the appropriate receptacles provided throughout the Cemeteries. Any floral items found 'past their best' within any areas of a cemetery may be removed without notice by cemetery staff. Any waste removed, including floral tributes will be composted where possible.

Cemetery bins must not be used for external commercial or domestic waste. This will be considered as flytipping and offenders will be prosecuted. Dog waste must be removed completely from all Cemetery sites.

Water for the public

St Woolos – A standpipe is located at the main entrance opposite the Lodge. Other taps are no longer operational at the site.

Christchurch – The public tap is located beside both main gates. Other taps are no longer operational at the site.

Caerleon – There is no water available at this site.

Llanmartin – There is no water available at this site.

Toilets

St Woolos – The external toilets and the Cemetery lodge toilets at St Woolos Cemetery are no longer available for public use

Christchurch – The toilets at Christchurch cemetery are no longer available for public use.

Caerleon – There are no toilet facilities at Caerleon Cemetery

Llanmartin – There are no toilet facilities at Llanmartin Cemetery

Memorial Benches

These are subject to a separate adopted council policy which covers the type of bench allowed, where they can be located, and the long term management and maintenance. In brief only benches purchased and installed through Newport City Council are allowed within Newport cemeteries. Locations of benches must be agreed and the council will remove unauthorised benches or structures.

The Council reserve the right to relocate benches for operational reasons. This may include those that were sited many years ago. The bench owners are usually notified but occasionally we have to remove at short notice. The long term maintenance of benches is the responsibility of the purchaser and the council will remove those that could pose a risk to public safety.

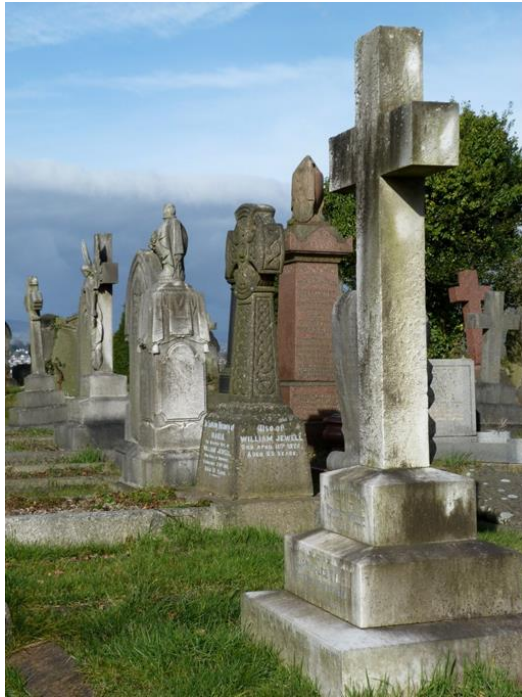
Historical memorials and buildings

The Newport cemeteries are of great historical value to Newport and St Woolos, in particular, is nationally significant as the first public cemetery in Wales. Following the

extension of the Metropolitan Burial Act, in 1853 to England and Wales, St Woolos was purchased and laid out by the Newport Burial Committee. The site was completed a year later with the first burial taking place in July 1854. The Nonconformist and Anglican Chapels, together with the lodge and gates were completed in November 1855. The Roman Catholic chapel followed in 1880 close to the small Jewish cemetery on the northern boundary. These older buildings and structures at St Woolos are protected as listed buildings by CADW. More information on these buildings is available on the CADW site <https://cadw.gov.wales/historicenvironment/recordsv1/cof-cymru/?lang=en> all of the buildings are owned and managed by Newport City Council.



Historical memorials provide our cemeteries with architectural character in addition to providing vital information on the social and cultural history of the City. The Victorian preference for large allegorical structures is one of the most identifiable features of the sites at St. Woolos and Christchurch, particularly where these are located in proximity to the cemetery buildings. Unlike the more recent memorials, many of these large structures are no longer managed by decedents as the exclusive Right of Burial has lapsed and not been renewed. In these instances these plots and their memorials have returned to the ownership and responsibility, of the Authority. Several of our older memorials are culturally and historically unique and some are of national and international significance. Newport City Council will endeavour to maintain individual monuments in situ, to help retain the character of these sites.



The Commonwealth War Graves Commission is a charitable organisation that honours the 1.7 million men and women who died in the first and second world wars. Their work includes building and maintaining cemeteries at 23,000 locations in 150 countries across the world. The Commission maintains and manages an area of service personnel headstones within St Woolos Cemetery in addition to larger war memorials close to the main gate. More information can be found at <https://www.cwgc.org/>



The Commonwealth War Graves at St. Woolos

The Alexandra Docks Disaster Memorial is a granite obelisk that can be found in Woolos Cemetery. It commemorates the thirty nine workers who died on 2nd July 1909, when the entrance walls they were constructing, collapsed. It displays a poem called Soldiers of Industry, written by W. J. Collins Editor of the South Wales Argus, in addition to names of the dead. The original bronze plates have been moved to St. Marks Church however the monument has replica panels that were produced in 2012.



Rourke's Drift Memorial at St. Woolos Cemetery

Ecological sensitivities

All of our cemetery sites are ecologically sensitive and in some cases we may alter our management regime to preserve or enhance biodiversity. Conversely we may also have to remove invasive or unsafe vegetation including trees, which may upset people but this is all part of good practice for managing our sites.



4. Burial Regulations and Guidance

Bookings or Notice of Interment

All initial bookings for a burial (including scattering of ashes) in any Cemetery must first be made to the Cemetery Office either by telephone or in person and confirmed in writing using the Notice of Internment form as soon as possible.

For all burials this notice of interment form should be delivered to:

The Cemetery Office
Newport City Council
Civic Centre
Godfrey Road
Newport
NP20 4UR

Forms can be delivered by hand during the hours of 9.00 am and 4.30 pm to the main front desk of the Civic Centre, or by appointment with the Cemetery Clerk. Forms must be received at **least 48 hours before** an interment in a purchased grave or vault or **at least 24 hours before** an interment in an unpurchased grave. This notice period does not include Sundays, Christmas Day, Good Friday, Bank Holidays, or any other Public Holiday. These are all days when Notice of Interment cannot be accepted and additional time will be needed to ensure the minimum notice period is provided. Please ensure that the information provided on the form is as accurate as possible to avoid any delays. This notice period is required to ensure that legal requirements are met and that staff have sufficient notification to excavate a grave in preparation for a burial.

Burials at Short Notice

The Cemetery Service will try to accommodate short notice burials for specific, recognised faith or practice. In doing so we will adhere to current Welsh Government and WLGA Guidance, including 'Planning for a Muslim Burial' February 2014. This guides authorities to accommodate faith requirements where possible.

Within Newport, if we are notified in good time, prior to 10:00 of the day the burial is required, we will normally be able to accommodate a same day burial on a working day. However, this is entirely at the discretion of the cemetery staff and the resources available to us on that day. At the present time Newport City Council are looking at the possibility of extending our service provision to enable a small number of burials to be undertaken on weekends. These would only be available to accommodate specific faith or cultural reasons and are not available at present. Separate guidance on the provision of this service will be provided in due course.

Fees and Charges

All fees and charges in respect of an interment will be invoiced at the time of registration of the notice of interment. The invoice will be sent to the person submitting the application, normally the Funeral Director acting on behalf of the bereaved. The applicant for the interment may also pay any fees and charges directly to the Administration Office.

Officiates

Newport City Council does not provide officiates or ministers as part of its service. The person responsible for the interment should make all the necessary arrangements for any officiate required, including payment of their fee.

Purchase of Exclusive Rights of Burial

An exclusive right of burial allows to purchaser of such a right to burial in an agreed grave space. A grave which is subject to an exclusive right of burial may not be opened and no one may be buried there without the owner's permission. Newport City Council may grant exclusive rights of burial to any individual, subject to such terms and conditions as it considers appropriate. Enquiries about such rights can be made to the Cemetery Office.

An exclusive right of burial will be granted for a period of no more than 50 years beginning with the date upon which the grant is made. The Council may extend the period on request for an additional fee. Please see latest fees and charges for this service and the lease terms that are available. An exclusive right of burial does not constitute any ownership of land. It is purely a right to have a burial in a selected grave.

Upon purchase of an exclusive right of burial, a Deed of Grant shall be issued to the person by whom, or on whose behalf, the rights have been purchased. The purchase of an exclusive right of burial includes the right to erect and maintain a memorial on that grave space, subject to the regulations concerning memorials set out in Section 5. It does not provide the right to undertake any other works to a plot, for example installation of benches etc.

The holder of an exclusive right of burial may surrender to the Authority his/her rights at any time in respect of the grave or grave space where no burial has taken place and/or no memorial placed on the grave. In all cases, the original fee paid at the time of purchase will be repaid, not the current charge.

As the agreement for the exclusive right to burial in a plot comes to an end, the lessee will be informed that their right must be renewed in order for them to use the plot. The lessee will be given a suitable period of notice to make this decision and this will be communicated to them in writing. If the lessee does not wish to renew their exclusive rights or fails to communicate with the Council within the required timescale, or does not pay the required fee, then their exclusive rights will be cancelled.

Once the rights have expired, the ownership reverts immediately to the Authority. No further burials can take place until the grave is purchased again. If the plot has not been used for burial then the Council will offer the plot to other parties. If a grave has been used then the Council reserve the right to use graves without rights for the purpose of public health funerals.

The law allows the disturbance of human remains 75 years from the date of the last full burial in the grave.

Requests and Reservation of Plots

Purchasers of an exclusive right of burial will be allocated a plot in the current operational section of the cemetery. We will only allow a plot purchase to be made once a funeral has been booked via a funeral director and the purchaser will not have the right to choose as, for operational reasons, the plots are allocated in a strict order. We do not allow the advance purchase of a 'reserved grave' nor do we allow simultaneous reservations by a single purchaser, as has been allowed previously.

All Newport Cemeteries are multi- faith cemeteries and no one section is allocated for burials of single religion, race or culture and no sections have special conditions attached. The exception is the two Jewish cemeteries which lie outside the main cemetery area and are owned and managed independently.

Transfer of Exclusive Right of Burial

An exclusive right of burial in a specified grave space may be transferred by deed or bequeathed by will. In cases where the owner of the exclusive right of burial ('the grant holder') is still alive, the transfer may be done by completing a Deed of Assignment form, which is available from Cemetery Office. This form should be completed and signed by the grant holder and the person taking ownership of the right and submitted to the Cemetery Office together with the original Deed of Grant. A new Deed of Grant will then be issued to the new holder of the right. Details of the fee payable to Newport City Council for this service can be found on the Table of Fees available on the Newport City Council Website.

Where the grant holder is deceased, the grave rights form part of the estate of the deceased and can be transferred. This may be to a specifically named person, or where no person has been named in the deceased's will, upon production of a will or Letters of Administration. The rights may be legally transferred to the person in possession of the Letters of Administration, or the beneficiary of the residue of the estate under the terms of the grant holder's will. There is a fee for this service as stated above.

In cases where the grant holder is deceased and there is no will or Letters of Administration available then the exclusive right of burial may not be transferred to another person. However, a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled, counter signs the Statutory Declaration. A Statutory

Declaration must be witnessed by a Solicitor or a Commissioner for Oaths and details of the fee payable to Newport City Council for this service can be found on the Table of Fees available on the Newport City Council Website.

Plan of Cemetery

The Council keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights apply, such as an exclusive right of burial. These plans are kept at the cemeteries and are available for inspection. It is proposed for these plans to be available online as part of a Burial Record Search service and the public will be notified when this is fully active.

Register of Burials

All burials carried out in the cemeteries are recorded in a Register of Burial, one for each cemetery. The Registers of Burials are kept in the Cemetery Office. Searches of the Register of Burials can be made by a member of the cemetery staff, on request, and a certified copy of an entry or entries relating to any grave space or interment in the register will be provided. A fee is payable for this service in accordance with the Table of Fees and charges. It is proposed for these registers to be available online as part of a Burial Record Search service and the public will be notified when this is fully active.

Unpurchased Graves

Interment in a grave where the exclusive right of burial has not been purchased is a cost for interment only and is set out in the Table of Fees. Payment of this fee does not include any right or privilege relating to the grave space.

Public health burials and interment of ashes from public health cremations will be carried out in plots where the exclusive right may not be purchased. This means that memorialisation including headstones, will not be permitted and that other unrelated burials may take place in the same grave.

Burial Times

A maximum of four burials can be arranged per day between 09:30 and 15:30, Monday to Friday. However this may be subject to alteration depending on Staff resources. One hour is allocated for each funeral.

No burials are undertaken on Bank Holidays or other public holidays and there is no out of hour's burial service available at any of Newport's Cemeteries currently although this is under review at the present time and expected to alter to accommodate specific faith requests.

Burial Procedure – Prior to Burial

Before a grave space which is the subject to an exclusive right of burial can be opened, the written consent of the owner of the right (the grant holder), or his/her legal representative, must be submitted to the Cemetery Manager at the relevant administrative office together with the original Deed of Grant. If the original Deed of Grant has been mislaid or lost a sworn Statutory Declaration relating to the loss of the original document will be required.

In cases where the person intended to be interred was the owner of the Grant immediately before his/her death, the Council has the power to order that the grave space be opened for the interment of the deceased grant holder without obtaining the consent of his or her executor or other representative. This can be done at the request of the person giving notice of the interment.

Prior to the burial being undertaken, and at least 48hrs in advance, the Registrar's Certificate for Disposal or the Coroner's Order for Burial must be handed to the Cemetery Manager or their representative, unless the person who has arranged for the burial to place is able to provide a signed written declaration in the prescribed form (known as 'Form 18' and available from the Registrar) confirming that a Certificate or Order has been issued, and the reason why the document cannot be delivered. It is a legal requirement that a declaration or Certificate/Order is submitted prior to a burial being allowed to take place.

No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation, or certified copy of the register entry, from the crematorium where the cremation took place is provided to the Cemetery Office, together with the necessary completed notice of interment and the prescribed fee.

Burial Procedure –Day of Burial

All funerals will be met by a member of staff from the Cemetery Service. No burial will be allowed to proceed unless accompanied by a member of staff. A check of the name plate will be made against the supplied paperwork prior to any interment being permitted. All bodies brought to the Cemeteries for burial shall be contained in a suitable coffin or shroud to a pattern agreed with the funeral directors. All cremated remains must also be held in a suitable container. The coffin or container must be clearly marked for identification purposes, including the full name and age of the deceased.

The person arranging the funeral or his/her representative shall ensure that they have sufficient people to transfer the coffin from the vehicle to the graveside and to lower the coffin into the grave. In all cases this should be a minimum of four people for the burial of an adult.

Grave Preparation and Backfilling

In order to manage the layout, the Cemetery Service will decide on the location of section and graves within those sections. This includes the positions of the head and feet of a grave space.

All excavation works will only be undertaken by Council staff, who are trained to a recognised and accredited standard or by the Council's appointed contractors who meet the same standards. As a matter of health and safety, it is not possible to allow any other person to excavate any grave space within the cemeteries.

A grave shall be of sufficient width and length to accommodate a coffin to the size specified on the notice of interment. In general grave spaces in the cemeteries shall be prepared in accordance with the following measurements:

Full Adult grave space – maximum of 7ft long by 4ft wide (2.13m x 1.22m)

Depth – 8'6" (2.62m) for 3 interments
6'6" (1.98m) for 2 interments
4'6" (1.37m) for 1 interment

Requests for a larger grave space must be made to the Cemetery Manager, or a designated Supervisory Officer, by the person arranging the funeral, providing a minimum of 48 hours' notice. It is the responsibility of the person arranging the funeral to provide accurate measurements of the coffin size to ensure the correct size grave is prepared. If this information has not been communicated to the Cemetery Service by the undertaker/funeral arranger, there may be a delay to the funeral which can be extremely upsetting for the family.

Please Note if such a situation arises family members will be asked to temporarily move away from the grave side whilst the cemetery team makes the necessary adjustments. In such instances the Council will not indemnify the family of the deceased for distress caused by delay as we are taking instruction from their representative, namely the funeral director. However we will attempt to rectify this in a dignified manner.

A grave shall be suitably dressed prior to a burial taking place, unless otherwise requested by the applicant or their representative.

It should be noted that excavated material will remain at the grave site as is required for immediate backfilling following burial. The material will be placed beside the grave on top of boarding or matting. This often is on adjacent plots and is in line with standard operational practice, although this can cause concern to adjacent plot owners. It should be noted that this procedure will be for an extremely short duration and in most cases less than three days. If headstones have to be removed to gain access to a plot, these will be re-installed on the correct plots, at the councils cost. If excavated material has affected other plots this will be rectified and adjacent plots reinstated.

After each burial a layer of warning tape shall be placed into the grave 6 inches above the last coffin buried, in order to provide a guide to the depth at which the last coffin was buried, in the event that there may be future excavations in the grave space.

At the discretion of the Cemetery Manager and where safe and possible to do so, the Council will allow family backfilling to take place under supervision of cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included in the original notice of interment.



Brick Graves, Chambers & Vaults

In relation to a brick grave, chamber or vault, the grave shall be prepared by Newport cemetery staff or appointed contractors. However the bricking of any vault, chamber or grave will be arranged by the family or their representative. The cost of providing a vault, chamber or brick grave will be borne by the person requesting the works or his/her representative. Work must be carried out by a suitably qualified person and must be completed to the satisfaction of the Cemetery Manager. The top-stone on walled graves or vaults must be at least six inches below the surface.

Special Circumstances

Burial of Children

In 2017 the Welsh Government signed a Memorandum of Understanding with Local Governments to cease charges for the burial of children within Wales. This is all people under the age of 18. It is now practice within all Welsh Authorities. The costs that have been waived are the local authority charges, namely the cost of burial plot, the burial or cremation and interment of ashes. At present it does not include funeral costs or any costs following interment, such as the headstone or further burials in the same plot. There is expected to be further guidance on this matter in due course.

Burial of Stillborn Children and Fetal Remains

All statutory and non-statutory paperwork must be provided before the interment of a stillborn child or fetal remains can take place. The body of any stillborn child brought to the Cemetery for burial must be enclosed in a suitable container.

Burial of stillborn children and fetal remains is permitted in any grave space subject to an exclusive right of burial (with the owner's permission), or in the dedicated baby burial sections or in a grave space which is not subject to an exclusive right of burial.

The graves in the dedicated Baby sections of the cemeteries are not subject to an exclusive right of burial. Although memorialisation is allowed, cemetery staff reserve the right to remove memorials and structures deemed to adversely impact on other plots for example kerb setts, fences and railings are not permitted within the baby burial area. Removal of items will be done following discussions with the family. Please see section 5.

Public Health Funerals

When a person dies without funeral preparations in place and with no-one to make arrangements, the council will arrange burial or cremation. The council has a duty to do this under [section 46 of the Public Health \(Control of Disease\) Act 1984](#) and such cases are often referred to as 'public health funerals'.

The Authority will be informed that a person has died without means and no family has come forward. In these cases the Authority will take the role of a family member and register the death and make funeral provision. The basic funeral costs are met by the council and are usually recovered from any assets (money or property) left by the deceased person, although this is not always possible. The person will receive a dignified funeral and where known, their wishes for either burial or cremation will be respected. Their remains will be interred in one of the authority owned plots and the burial record will be updated. If any family members do come forward at a later date they will be able to find the plot

through the records, although they will not be allowed to erect a memorial as a public health burial does not grant the right to use a grave. Whilst we do try to identify family members through personal effects, and make contact prior to the funeral, this may not be possible.

If there are assets remaining after the cost of burial and payment of any debts, these will pass to any people or organisations (beneficiaries) named in a will. If the deceased person did not make a will, the [rules of intestacy](#) will be followed. If no beneficiaries can be found and the value of the estate after paying any debts is more than £500, it will pass to the Crown. The [Government Legal Service Bona Vacantia section](#) will try to trace relatives, not Newport City Council.

Infectious Diseases

The Cemetery Manager, or a designated Supervisory Officer, must be informed if the person to be buried died of a notifiable disease. This information must be noted in the Register of Burials so that necessary precautions can be taken should any exhumation be required in the area in future. Details of current notifiable diseases can be found at <http://www.wales.nhs.uk/sites3/page.cfm?orgid=457&pid=48544>

Grave Aftercare

The Council will manage the aftercare and maintenance of the cemeteries as they see fit and to a consistent standard. This includes levelling, turfing or seeding areas within the cemeteries as required. Although families may choose to tend their own graves, it is strongly advised that any major works required are requested through the Cemetery Office. If items are removed from a grave due to maintenance operations these will be placed behind the head stone or taken to the cemetery chapel storage area.

There will always be a period of time between a burial and re-levelling which allows ground to settle. Relatives are encouraged not to remove earth and stone from the grave during the settlement period as this will leave an uneven finished surface. Under no circumstances should relatives remove earth and stone from graves and place into bins or other waste containers around the cemetery as this will significantly increase the weight of the bins and prevent bins from being emptied. If relatives are unhappy about the quality of excavated material they should bring this to the attention of the cemetery manager.

Grave Types

The Cemeteries have a range of grave types available for burials. These are:

- a) Lawn Grave
- b) Semi Lawn Grave

- c) Traditional Grave
- d) Woodland Grave, or Green Burial
- e) Cremated Remains Grave
- f) Garden of Rest Vaults
- g) Sanctums

A location map of the grave types is available for information in the Cemetery office, online and on public notice boards

a) Lawn Graves

Lawn graves are currently available at all cemeteries. Where possible all new lawn graves are set out with a concrete foundation to allow for the placing of a memorial. Other than a headstone placed on the foundation at the head of the grave, no other memorialisation is permitted on a lawn grave. For the avoidance of doubt, this includes kerbs, fences, edgings, chippings, plantings or borders of any description.

Vases may be included on or inserted into headstone surround. Lawn graves will not be mounded. They will be flat and completely covered by turf and the maintenance of the turf will be the responsibility of the Council.

A memorial placed on a lawn grave must meet the specifications set out in the relevant memorial regulations set out in section 5.



Where the cemetery service has identified the unauthorised addition of memorialisation on the lawn grave sections, the cemetery manager will contact grave owners and request their removal. If this is not undertaken in a timely manner the Council will remove the memorialisation as described below.

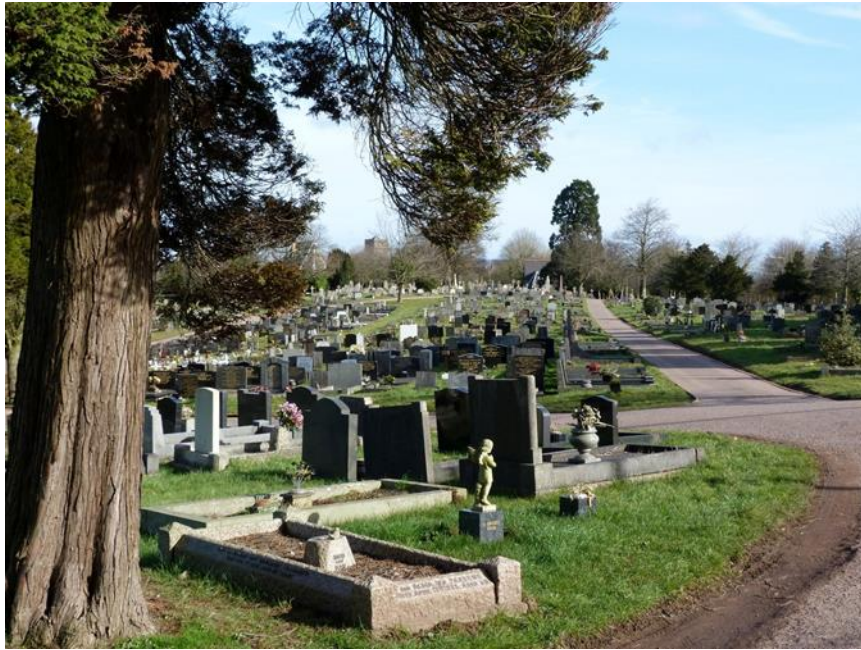
b) Semi Lawn Grave

Semi lawn graves are available at all cemeteries. A semi lawn grave is one which allows for a space of up to 2ft (60.96cm) at the head of the grave to be planted or to be edged with kerbs. This grave may also have a headstone. Wire, fencing, railings, garden kerbs etc. must not be used to construct a border for semi lawn graves.

The area within the kerb of a semi lawn grave may be planted with suitable bedding plants, covered in stone chippings, include a landing slab or be turfed. Any memorial/stone works must be carried out in line with the relevant memorial regulations. It is the responsibility of the grave owner to place any suitable and approved material within the area or plant suitable bedding plants. Shrubs and trees are not permitted. A plaque or memorial vase may be placed upon a semi lawn grave provided it is in accordance with the Memorial Rules.



Maintenance of the area within the kerb of a semi lawn grave is the responsibility of the family/next of kin of the deceased who is buried on the grave. If Cemetery staff consider that any semi lawn grave has become untidy or neglected, where possible Newport City Council will contact the registered grave owner in writing to inform them of the situation. The family/next of kin will be given 14 days notice of the Council's intention to remove any planting, layer of bark, mulch or similar ground covering. Following this notice period the Council will undertake the work unless notified by the family/next of kin within the notice period that they will tidy up the grave area. This work must be completed within 5 days following the end of the 14 day notice period. Prior to any works being undertaken by Council staff, the area will be photographed, and the photographs kept on file.



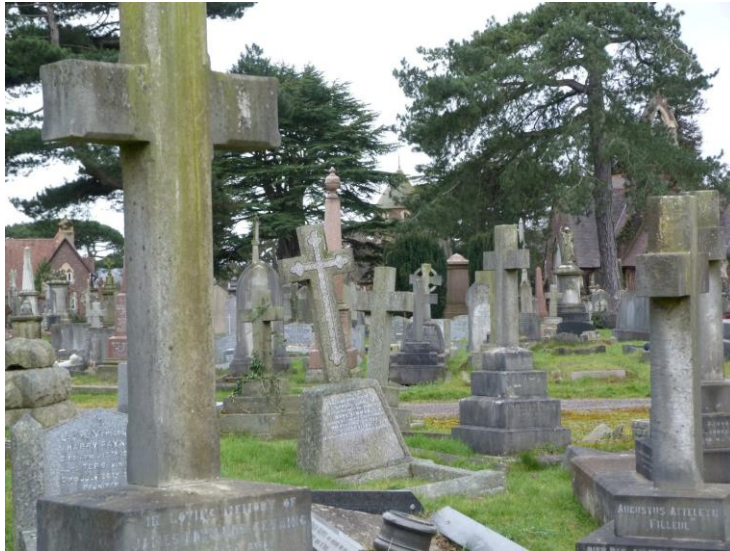
c) Traditional Graves

Traditional graves are available at all cemeteries.

Traditional graves are laid out to allow for full kerbs, edgings and landings to be placed upon the graves. All memorialisation must be kept within the grave space which will be a maximum size of 10' (3.04m) long x 4' (1.22m) wide, but kerbs and edgings must be no bigger than 7' (2.1m) x 3' (0.91m) . Maintenance of the area within the kerb or edgings is the responsibility of the grave owner. The full grave space within the kerbs or edgings may be planted with suitable bedding plants or suitable and approved material such as chippings may be placed within the edgings in top of a landing slab. Shrubs and trees are not permitted.

Any memorial placed on a traditional grave must comply with the Memorial regulations set out in Section 5.

Maintenance of a traditional grave is the responsibility of the grave owner. If Cemetery staff considers that any traditional grave has become untidy or neglected, Newport City Council will contact the registered grave owner in writing to inform them of the situation. The grave owner will be given 14 days' notice of the Council's intention to remove any planting, layer of bark, mulch or similar ground covering. Following this notice period the Council will undertake the work unless notified by the grave owner within the notice period that they will tidy up the grave area. This work must be completed within 5 days following the end of the 14 day notice period. Prior to any works being undertaken by Council staff, the area will be photographed, and the photographs kept on file.



d) Woodland Grave or Green Burial

Woodland graves, or green burial graves, are available at St Woolos Cemetery. The green burial section is designed to be a 'return to nature' area and is managed to encourage wildlife to inhabit the area and for the natural fauna and habitat to flourish. Each grave space is for one individual only.

Given the nature of the green burial section, no stone or man made memorials are permitted.

Maintenance of the green burial section aims to ensure the area is kept as a naturalised woodland area. Therefore mowing will be kept to a minimum (a maximum of two cuts per year) and natural plants and flowers will be encouraged. Clearance works in the area will be undertaken periodically when required and identified by cemetery staff.

Further details about woodland graves and green burial are available in Annex 2.



e) Cremated Remains Grave

Graves for the interment of cremated remains are provided in all four cemeteries.

Cremated remains must be held in a container suitable for burial, bearing the clearly visible full name of the deceased. No burial of cremated remains will be permitted unless a copy of the certificate of cremation is present in advance or on the day, together with notice of interment and prescribed fee.

Cremated remains may be interred in any other full size grave where an exclusive right of burial has been granted provided that the grant holder has given the necessary permission, or if desired in an unpurchased grave space. See previous sections for information.



f) Garden of Rest Burial Vaults

The interment of cremated remains is available within either a burial vault or an above ground **Sanctum 2000** vaults.

Each double vault has space for a tablet, of polished black granite with an inscription in gold lettering, and a personal vase in which flowers may be placed. Only fresh cut flowers may be placed in these vases. No artificial flowers are permitted.

No other items of any descriptions will be allowed on or around these units. It is the Council's policy to ensure that these areas have a dignified appearance, and the Council will ensure that this regulation is strictly enforced by reserving the right to remove dead flowers or objects and dispose of them on the owner's behalf.

These memorials can be leased for a period of fifty years, from the initial burial date. Following this period the lease may be renewed for a further lease period at the time of renewal and will be subject to the fee applicable at the time of renewal.

Before the expiry date, efforts will be made by the Council to contact the family to remind them that the lease period is coming to an end. If the lease period is not renewed, then the family can take the memorial tablet away. If this is not done within three months of the expiry date of the lease, then the Council reserves the right to remove the tablet.

The cremated remains can be reclaimed by the family. If this is not done within three months of the expiry date of the lease, the Council will scatter or inter them in a public grave.

5. Memorial Rules and Guidance

Application for Permit to Place a Memorial upon a Grave

No memorial can be installed in any of the cemeteries unless a permit has been granted by the Cemeteries Manager or a designated Supervisory Officer.

An application for a permit to carry out memorial works in respect of a grave which is subject to exclusive rights of burial may be made by either of the following:

- i. The owner of the exclusive right of burial or right of burial; or
- ii. Any person who can satisfy the Newport Cemetery Service that he/she is a relative of the person buried in the grave, or is acting at the request of such a relative.

A permit application form is available from the Cemetery Office and must be completed fully, and be accompanied by a detailed plan of the proposed memorial, including its dimensions, and details of the proposed fixing method. The application must also clearly state the section of the cemetery in which the grave is situated together with the grave number. An application will only be processed once the correct fee has been received, where applicable.

All permit applications must be submitted to the Cemetery Office. If the application is approved by the Cemetery Manager or a designated Supervisory Officer, a permit to carry out works will be issued. The permit must be kept in the possession of the person carrying out the authorised works at all times whilst they are implementing the work within the cemetery. Once the authorised works have been completed, the permit must be handed back to the Administrative Office. The works will then be checked by cemetery staff as soon as reasonable practicable.

Fixing of Memorials

No works are permitted to be carried out on any grave space except by:

- A monumental mason who is accredited under the British Registration of Approved Monumental Masons Scheme (BRAMM) or an equivalent scheme; or
- Newport cemetery staff whose rights include undertaking any works associated with memorial safety inspections and the subsequent making safe of any memorial.

All memorials (including memorials being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standards and code of safe working practice. This states the minimum requirements for the fixing of memorials. On occasion it may be appropriate to include additional foundations or bearer slabs and these cannot exceed 4' (1.22m) in width x 18" (0.46m) deep.

All costs for this work must be met by the person to whom a permit to place the memorial was given or his/her heir. The ownership of memorials remains with the grave owner or his/her family and they are responsible for the upkeep and maintenance of the memorial. Basic cleaning/washing down and non specialist cleaning of a memorial may be undertaken by any person. Specialist cleaning requirements should be discussed with the Cemetery Manager in advance of operations.

The stonemason erecting a memorial will be responsible for its maintenance for a period of 24 months after its installation. The stone must be maintained in a safe condition and be kept vertical.

Older memorials will be monitored by the Cemetery Service and where heirs are not apparent, the Newport Cemetery Service will comply with its duty in relation to the health and safety of members of the public. This will include the removal of memorials where necessary. Please see Memorial Safety Testing below.

Operational Times for Memorial Works

The erection of, cutting of inscriptions, or professional cleaning of memorials shall only be carried out between the hours of 9:00 and 16:00 Monday to Friday.

Stability Guarantee Period

All memorials installed in any cemetery must be subject to a 'Guarantee of Conformity' granted by the mason who installed the memorial from the date of installation. Such a guarantee is given to confirm that the memorial has been installed to the best practice standard set by NAMM at the date of fixing and should last for a minimum of 30 years. If at any point during this 30 year period a memorial becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of

the guarantee, refix the memorial to the original standard at no cost to the grave owner or the Council.

Memorial Safety Testing

The Council has a legal obligation to ensure that all of its cemeteries are safe to visit and work in. It is essential that the Council regularly inspect memorials and carry out any removal work necessary to meet these legal obligations and in a bid to avoid injury or death to any of its staff or visitors.

All memorials erected within any of the cemeteries will be subject to periodic testing. This is currently carried out every 5 years, as recommended by the Health and Safety Executive. Any memorial failing a safety test will be made safe by Newport Cemetery Service. This may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded, or covered with a yellow bag to warn visitors of a danger. The grave owner or his/her representative are responsible for authorising suitable repairs to be undertaken by an approved BRAMM accredited mason.

Should it be necessary for any memorial to be removed from a site due to it being a danger or where no person has come forward to arrange repairs after a reasonable time period (normally 28 days), the Council may remove the memorial in accordance with the provisions of Section 3(1) of the Local Authorities' Cemeteries Order 1977. These provisions include the requirement for the Council to display a notice in conspicuous positions at the entrances to the cemetery, publish the notice for two successive weeks in a local newspaper and consider any objections made to the proposals.

Where memorials have a particular historical significance or architectural merit and no owner is identified, the council may undertake stabilisation, cleaning or repair works to maintain the essential character of the cemeteries.

Memorial Types

The following types of memorials are permitted in the cemeteries subject to compliance with the memorial regulations set out in Annex 1

- a) Headstone and crosses
- b) Kerbs, landings, edgings and stone chippings
- c) Vase
- d) Flat memorial tablet
- e) Cremated remains headstone
- f) Baby memorial
- g) Wooden grave marker
- h) Wooden cross
- i) Temporary grave marker

Each grave space will be marked with a small disc stamped with the grave number and placed in the soil border at the head of the grave. This disc will be removed in the event of a memorial being erected.

All memorials should be mounted on a reinforced concrete base 4' (1.22m) long, 12" (0.30m) wide and 6" (1.83m) in height.

The table in Annex 1 sets out the sections within which each type of memorial is permitted. Any memorial covering multiple grave spaces may be to a maximum width of 7' (2.13m) per double grave. Wider memorials may be considered in consultation with the Cemetery Manager.

a) Headstone and crosses

In general a headstone or cross must not exceed 5' (1.52m) in height or 3' (0.91m) in width including the base and must have a depth of between 3" (0.07m) and 12" (0.30m) in the majority of its construction.

However, special conditions apply for headstones on lawn graves. In this instance headstones should not exceed 2'8" (2.66m) in height, 3' (0.91m) in width and 8" (2.43m) in thickness. It should be fixed (dowelled) on a plinth 3' (0.91m) long, 12" (0.3m) wide and 3" (0.07m) deep. The erection of headstones on lawn graves is not permitted until nine months following burial. This is due to the instability of the ground following the burial procedure. Wooden crosses not exceeding 3' in height are also permitted on lawn graves.

b) Kerbs, landings, edgings and stone chippings

Kerbs are only permitted on traditional graves and their use must be approved by the Cemetery Manager prior to commissioning. Kerbs must be between 3" (0.07m) and 12" (0.30m) in height and between 3" (0.07m) and 6" (0.91m) in thickness. Kerbstones must not enclose an area larger than 7' (2.13m) by 3' (0.91m). The corner stones of a kerb set should not exceed 1'2" (30.48m) in height.

Edgings are permitted on semi-lawn graves, but must not sit higher than ground level. Edging stones should enclose a uniform area of 7' (2.13m) by 3' (0.91m) and should be laid in complete lengths. They should be no more than 5" (0.13m) in depth and 3" (0.07m) thick. However, the upper surface of the edging must not be greater than 1" (0.02m) in thickness and must be set level with the adjoining ground.

No chippings will be permitted on any grave that is not enclosed with kerbs or edgings. Photographs to be inserted

Landings, or cover stones, should be constructed of not more than 3 pieces measuring a total length of 7' (2.13m) and width of 3' (0.91m) .

c) Vase

This type of memorial is permissible on any grave space. A memorial vase must measure no more than 1'6" (0.45m) in length and 1' (0.30m) in width. Its maximum height should be no more than 1' (0.30m). They should be firmly fixed upon the grave space.

On lawn and semi-lawn graves, vases must be placed at the head of the grave only. On lawn graves, vases must not exceed 1' (0.30m) in diameter or 1' (0.30m) by 1' (0.30m). Vases of metal or natural stone may be placed on the grave. Glass vases must be sunk to ground level within the soil border of the grave.

d) Flat memorial tablet

Flat memorial tablets are allowed on any grave space. On lawn and semi-lawn graves they must be placed at the head of the grave only. Tablets should not exceed 24" (0.60m) wide by 18" (0.45m) in height and 2" (0.05m) thick and laid flush with the ground. They should be fixed on a concrete base 3' (0.91m) by 2' (0.61m) and 2" (0.05m) in depth.

e) Cremated remains headstone

Cremated remains headstones are generally permitted on any cremated remains grave space.

f) Baby memorial

Baby memorials are permissible on any grave space in the dedicated baby and stillborn burial sections, or if desired, on a full sized grave where the exclusive right to burial has been granted.

g) Wooden grave marker

Wooden grave markers are allowed on any woodland, or green burial grave.

h) Wooden cross

Wooden crosses are permitted on any grave space.

i) Temporary grave marker

Temporary grave markers are permissible on any grave space for a period of no more than 12 months.

Materials

Memorials can be made of any type of natural material, provided that it complies with the approved NAMM standard and is fixed to the grave by a registered BRAMM fixer.

Whilst wooden crosses do not need to be installed to a specific national standard, they must be securely fitted to the ground.

Unauthorised Memorials

Should any items be placed on or around any grave, or any memorial put in place in contravention to the rules set out in this document, the grave will be photographed and the unauthorised items shall be removed and placed in storage by the cemetery staff for a period of 1 month, after which time they may be destroyed. No notice will be given to the owner of the exclusive right of burial.

It is essential that the burial sections are maintained to the agreed standard for the benefit of all of our visitors. It is unfair for one or two families to furnish their graves with articles outside of the set rules, as this can cause distress to others when alternative options are available. It is for this reason that we hold items for one month prior to their destruction without giving notice. The Council are permitted to take this course of action under the Local Authorities' Cemeteries Order 1997.

Where unauthorised memorials are removed, the Council is legally entitled to recover any costs it may incur in removing the memorial, within two years of undertaking the works. Costs may be recovered from the person who ordered the installation of the memorial, or their personal representative.

Unauthorised memorials will include but not be limited to non-regulation benches, paving, flag poles, shelters, statues, large planters and trees.

Gardens of Remembrance

The gardens of remembrance provide a peaceful and tranquil setting to scatter cremated remains and leave floral tributes within a designated area. Unfortunately no other mementoes, floral tributes, wind chimes or other items are permitted to be left in or on any of the trees or shrubs with the gardens of remembrance.

Cremated remains may only be scattered within the gardens of remembrance, and not buried. Remains must be scattered by a member of the Cemetery Service, who will comply with industry recognised best practice. Should you wish to bury cremated remains, cremated remains graves are available at St Woolos and Christchurch Cemeteries (see cremated remains graves, page 5), or remains can be interred in any other full size grave where exclusive rights of burial have been granted and the owner has given the necessary permission.

Floral Tributes

Throughout all of the cemetery sites, it is common for a regular amount of floral tributes to be left within the gardens of remembrance and on graves. The cemetery service is not responsible for the type or condition of any floral tributes left by visitors.

Where a burial has recently taken place, floral tributes will be removed from graves between 14 and 21 days after the burial date. Should families wish to remove and keep the floral tributes themselves they are advised to do so within 14 days of the burial date.

Floral tributes left within the gardens of remembrance will be removed to the hard standing areas on a weekly basis. Any tributes deemed past their best by staff will be disposed of at this time.

Other Forms of Memorial

Articles such as windchimes, solar lights, cards, pictures, flags etc. are not permitted to be placed on any plot, tree, bench or other similar feature within any of our cemeteries.

Annex 1 – Memorials Permitted in Newport Cemeteries

Type of Grave	Permitted Memorials	St Woolos	Christchurch	Caerleon	Llanmartin
Lawn Grave	Headstone Vase	Headstone Vase	Headstone Vase	Headstone Vase	Headstone Vase
Semi Lawn Grave	Headstone Kerbs flush to ground level Chippings Bedding plants Lawn Vase	Headstone Kerbs flush to ground level Chippings Bedding plants Lawn Vase	Headstone Kerbs flush to ground level Chippings Lawn Vase	Headstone Vase Bedding plants	Headstone Vase Bedding plants
Traditional Grave	Headstone Kerbs Edgings Chippings Bedding plants Lawn Vase	Headstone Kerbs Edgings Chippings Bedding plants Lawn Vase	Headstone Kerbs Edgings Chippings Bedding plants Lawn Vase	Headstone Vase Bedding plants	Headstone Vase Bedding plants
Woodland Grave, or Green Burial	None Flowers – no packaging	None Flowers – no packaging			
Cremated Remains Grave	Slab size to be agreed Vase	Slab to agreed Vase	Slab to agreed Vase	Slab to agreed Vase	Slab to agree Vase
Garden of Rest Vaults	Sanctum vault plaque Vase	Sanctum vault plaque Vase	Sanctum vault plaque Vase		
Baby and Stillborn Graves	Baby memorial Vase	Baby memorial Vase	Baby memorial Vase	Baby memorial Vase	Baby memorial Vase

Annex 2 – Green Burial at St Woolos Cemetery

Green burial is an environmentally friendly alternative to traditional styles of burial. St Woolos Cemetery currently has two green burial sites, offering a woodland or shaded wildflower area rather than the conventional row of headstones. This is a more suitable use of land and seeks to minimise its impact on the natural environment to create a simple and thoughtful place of remembrance.

The Site

The green burial sites are kept to look and be as natural as possible. There are established trees with wildflowers. Bird and bat boxes have been installed in the trees overhead. After a funeral has taken place at one of the sites, the area will be allowed to return to its natural state. The graves are generally not marked, unless with a small wooden marker that will weather over time. The location of every grave, however, will be recorded at the Cemetery Office, as required by law.

The Burial

Nothing harmful to the environment is interred into the ground. This means using a biodegradable coffin, which can be made of willow, wicker, cardboard or bamboo. Likewise, shrouds can be made of wool or cotton which are completely biodegradable. Embalming should not be carried out, as embalming fluid contains potentially dangerous chemicals which are released into the ground after burial.

Cut flowers on the grave are of course welcome on the day of the funeral but in general it is requested that no plastic packaging or non-biodegradable memorials be left, nor anything be planted at the site, since planting will be overseen by cemetery staff.

Buying or Reserving a Plot

Plots at the green burial sites can be booked in advance of burial, or for the scattering or interment of cremated ashes. Graves will only be dug to single depth. These arrangements need to be discussed and agreed with the Cemetery Manager.

Annex 3 – Table of Fees

At the present time the service makes a charge for the following items. Please refer to the Newport City Council for the latest pricing and fees.

Exclusive right of burial and issue deed and marker	
Standard grave space not exceeding 2.15m x 0.76m (30'') including headstone permit	
Grave space exceeding 0.92m (36'') width (double plot required) including headstone	
Purchase of two grave spaces to accommodate Fibreglass burial cube, including headstone	
Cremated remains in Garden of Rest – grave space not exceeding 0.23m x 0.92m	
Interments – including use of grass mats as necessary	
Stillborn child or child not exceeding one month	
Child one month to eighteen years	
Persons exceeding eighteen years	
Interment of second person in grave space on same day	
Cremated remains in full grave space	
Cremated remains in garden of rest	
Interment of second person cremated remains in same space on same day	
Scattering of ashes	
Scattering of ashes of second person at same time	
Headstones and Tablets – including all inscriptions	
Columbaria Sanctum 2000 Units – above ground	
second and subsequent Interment Sanctum 2000 units	
Other Services and Items	
Administrative research of burial records (per 30 minute period)	
Provision of fibreglass burial cube	
Provision of BROXAP bench and concrete plinth	
New Charges for 2019/20	
Exhumation of Ashes	
Exhumation Full - Facilitation undertaken by approved contractors.	
Statutory Declaration	
Change in Circumstances (Grant name, marriage etc)	
Cancellation of Funeral (48hrs)	
Change in Funeral Times	
Copy of Exclusive Right of Burial (LOST/MISPLACED)	
Grant of Exclusive Right - 50 YEARS	
Grant of Exclusive Right - 25 YEARS	
Fee for plot for Non Newport resident	
Additional Tablet on Existing plot with Headstone	

Annex 4 – Access for Vehicles

Vehicle circulation within the cemetery sites, where allowed, are subject to general restriction of 10MPH and subject to change and alteration by staff to manage sites appropriately.



March 2019

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