

Cottingham Cemetery Users' Handbook



East Riding of Yorkshire Council will, on request, provide this document in braille or large print.

If English is not your first language and you would like a translation of this document, please telephone (01482) 393939



EAST RIDING
OF YORKSHIRE COUNCIL



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Addresses and Opening Times

Cemetery

Cottingham Cemetery
Eppleworth Road
Cottingham
East Riding of Yorkshire
HU15 5YF

The Cemetery opening times for the summer months (1st April to 30th September) are:
Weekdays (Monday to Friday) - **8.00am to 7.00pm**

Weekends (Saturday and Sunday)
and Bank Holidays - **9.00am to 7.00pm**

During the winter months (1st October to 31st March) opening times are:
Weekdays (Monday to Friday) - **8.00am to 4.00pm**

Weekends (Saturday and Sunday)
and Bank Holidays - **9.00am to 4.00pm**

The pedestrian gate in Cottingham Cemetery (old section) is open at the following times:

1st October – 31st October: 8am to 6.00pm
1st November – 30th November: 8am to 5.00pm
1st December – 31st January: 8am to 4.00pm
1st February – 28th February: 8am to 5.00pm
1st March – 31st March: 8am to 6.00pm
1st April – 31st May: 7.30am to 7.00pm
1st June – 31st July: 7.30am to 8.00pm
1st August – 30th September: 7.30am to 7.00pm

The Cemetery is open on Christmas Day, Boxing Day and New Year's Day.

Office

Cemeteries Administration
East Riding of Yorkshire Council
Willerby Depot
Viking Close
Willerby
East Riding of Yorkshire
HU10 6DZ

Telephone: (01482) 395880

Email: cemeteriesadmin@eastriding.gov.uk

Opening times, weekdays only: 8.30am to 5.00pm
Monday to Thursday, 8.30am to 4.30 Friday.

Introduction

This handbook is designed for visitors to Cottingham Cemetery and explains the rules and regulations governing the Cemetery. The objective is to ensure that the Cemetery remains a presentable and respectable place for all who visit.

Burial Sections

There are a number of different burial sections within the Cemetery, each with specific forms of management.

Lawn Section

A Lawn Section is for full size burial plots, 240 cm by 120 cm (96 in by 48 in), with the option of a memorial headstone (see Memorials).

Within a Lawn Section, the placement of kerb stones on the plot is prohibited.

Memorial decoration in a Lawn Section is restricted to flower bouquets, wreaths and/or vases for flowers. An area to the extent of 60 cm (24 in) in front of the headstone is permitted for the planting of bedding plants. The remainder of the plot must remain free of planting.

Planting is restricted to low-growing plants, such as bedding or other low growing plants. The following are not permitted;

- Trees
- Conifers
- Shrubs
- Rose bushes

Headstones with attached vases must be agreed with the Burial Authority. Free standing vases are permitted but will be moved and replaced to allow grass cutting.

Kerb Section

The Kerb Sections of the cemetery are the older areas and are generally full or all free plots have been pre-purchased. If a kerbed plot is desired, enquires can be made to the Cemeteries Administration office.

A Kerb Section allows for a small kerb to be erected at a maximum of the plot boundary 240 cm by 120 cm (96 in by 48 in).

The kerb height must be no more than 10 cm (4 in) above ground and cannot include iron railings or pommels, etc. Kerbing must be agreed by the Burial Authority and erected by an

approved mason with the sexton present at an appointed time.

Within the boundary of the kerb planting of bedding or other low growing plants are permitted. The planting of shrubs or trees of any kind is not permitted.

Garden of Rest

A Garden of Rest is for the interment of cremated remains only.

A plot comprises of a kerb stone for up to three plaques and an area of 60 cm by 60 cm (24 in by 24 in) behind the kerb stone for the interment of the urns/caskets.

Plaques within the Gardens of Rest are restricted to brass or granite (depending on the Garden of Rest), measuring 10 cm by 15 cm (4 in by 6 in) (including border allowance). All plaques are purchased through the Burial Authority.

The area behind the kerb stone, where the urns/caskets are buried, can be used to stand a vase or lay a bouquet. It cannot be planted with shrubs or trees of any kind and should not be planted with low growing plants as these will have to be removed in order to facilitate any future interments. The Burial Authority will not compensate for any plants removed for this purpose.

Scattering of Cremated Remains

Permission to scatter cremated remains within the Cemetery must be obtained from the Burial Authority. The location for scattering (unless to a specific plot) will be decided by the Burial Authority.

An appointed time must be arranged through the Cemeteries Administration office and the Sexton must be present at the time of scattering.

Recordia Wall

Recordia Walls are for memorial plaques only.

Requests for a plaque are to be made to the Burial Authority. Plaques are made of brass, measuring 10 cm by 15 cm (4 in by 6 in) including border allowance. All plaques must be agreed by the Burial Authority.

Consecration

Existing sections are consecrated according to Church of England specifications. Non-consecrated plots are available upon request, which can either be left as is or consecrated/blessed to a specific faith. Enquires should be made to the Cemeteries Administration office.

New sections opened within all ERYC cemeteries are not to be consecrated, unless an area is required for a specific faith.

Memorials

All stone memorials erected within the cemeteries must comply with the National Association of Memorial Masons (NAMM) approved anchoring system. All stone memorials must be installed by an approved mason with authorisation by the Burial Authority at an appointed time.

Drawings and specifications of all monuments, memorial headstones, grave markers or kerbs must be agreed with the Burial Authority via the Cemeteries Administration office prior to installation. The Burial Authority has the right to remove or instruct the removal of any structures erected without consent; or that deviate from the submitted design; or that are not in compliance with NAMM approved systems.

Memorial headstones, monuments and grave markers should not exceed a height of 137 cm (54 in). The base shall be no larger than 36 cm by 92 cm (18 in by 36 in). Only one memorial is permitted per plot.

Unless specified, memorials should be of solid stone. Wooden grave markers are not preferred as they cannot be secured. However, where they are approved they must be installed under the supervision of the Sexton and funeral director following the agreement of the Burial Authority. Grave markers should be aesthetically pleasing, in the view of the Burial Authority and, where they decay to the extent where they become a safety risk, in the view of the Burial Authority, they will be removed.

Maintenance

All monuments, headstones and grave markers are the responsibility of the deed holder or their representative to maintain. If a deed holder fails to repair any damage following notification from the Burial Authority, the Burial Authority has the right to take any further steps to effect repairs or preserve the amenities of the Cemetery and take action to recover costs.

In the case of vandalism to a memorial, it is the responsibility of the purchaser or family members to make any repairs. Any damage that is caused to a memorial must be made safe to the standard of the NAMM and be carried out, in agreement with the Burial Authority, by a certified memorial mason.

Memorabilia

Grave decorations are restricted to bouquets of flowers. Inappropriate items will be removed by the sexton and written notification given to the deed holder. Dead flowers and bouquets should be cleared by the family and/or deed holder. Such items will be removed and disposed of by the sexton after two weeks.

The following are examples of items not permitted on any grave or memorial:

- Free standing statues (not contained as part of the headstone)
- Garden decorations
- Flags
- Inflatable objects
- Alcoholic beverages

This list is not exhaustive; any items other than floral displays are not permitted.

Some items may be placed upon a plot for a period of six weeks. Following the six week period the items will be removed by the sexton if not done so by the deed holder or family, these will be held in storage for a period of two months for collection by the deed holder. If not collected, they will be disposed of by the Burial Authority. The items must be moveable in order to allow ground maintenance and include:

- Children's toys (dinkies, soft toys, etc.)
- Balloons

These regulations are not retrospective: Sections open prior to 2010 are covered by these regulations.

Christmas wreaths will be removed by the sextons at the end of January.

Behaviour

In respect of other people, visitors are asked to behave in a considerate manner, keeping noise to a minimum and not disturbing any burial currently in progress.

Wilfully interfering with any memorial, plot or memorabilia is not permitted and is a criminal offence for which perpetrators will be prosecuted.

Games or sport of any kind are not permitted within the cemetery grounds.

Only Burial Authority staff are permitted within a cemetery when it is closed.

Children under 12 years of ages should be accompanied by an adult.

Dogs are permitted to accompany a family member to a grave as long as they remain on a lead. Any person allowing a dog to foul in a cemetery is liable to be issued with a fixed penalty notice, unless the offending material is quickly cleared away, as determined by the Burial Authority.

Cars are permitted within the cemeteries in line with any site restrictions to facilitate attending a burial plot. Cars are restricted to the designated tarmac areas and should not be parked or driven upon the grass.

The consumption of illegal substances and alcohol is strictly prohibited within East Riding cemeteries.

Useful Information

CREMATORIA

Haltemprice Crematorium
Main Street (off A164)
Willerby
East Riding of Yorkshire
HU10 6NS

(01482) 671212

Octon Crematorium
Octon Cross Road
Langtoft
East Riding of Yorkshire
YO25 3BL

(01377) 267604

FUNERAL DIRECTORS

For a list of Funeral Directors please contact the Cemetery Administration Office or alternatively refer to the Yellow Pages (www.yell.com).

MONUMENTAL MASONS

For a list of Monumental Masons please contact the Cemetery Administration Office or alternatively refer to the Yellow Pages (www.yell.com).

MINISTERS OF RELIGIONS

Contact your local place of worship (for content of the service).

CIVIL FUNERALS

Mr Alistair Butler, Deputy Registrar
Goole Registration Office

(01482) 393600

BEREAVEMENT SUPPORT GROUPS

S.A.N.D.S. (Stillbirth and Neonatal Death Society)
28 Portland Place
London
W1B 1LY

020 7436 7940 - Head office
www.uk-sands.org
helpline@uk-sands.org
support@uk-sands.org

Compassionate Friends (Bereaved parents and families supporting those similarly bereaved)
53 North Street
Bristol
BS3 1EN

0845 123 2304
www.tcf.org.uk
info@tcf.org.uk
helpline@tcf.org.uk

The Cot Death Society
10 High Street
Thatcham
Berks
RG19 3JO
(Charity Reg. No. 299103)

0845 601 0234

Cruse Bereavement Care
Cruse House
126 Sheen Road
Richmond
Surrey
TW9 1UR

www.crusebereavementcare.org.uk
020 8939 9530 - Head office
(01262) 400300 - Bridlington office
(01405) 767676 - Goole office

The Samaritans
42/42A Hilderthorpe Road
Bridlington
East Riding of Yorkshire
YO15 3BG

www.samaritans.org.uk
08457 909090 - Head office
(01262) 400400

75 Spring Bank
Hull
HU3 1AG

(01482) 323456

S.O.B.S. (Survivors of Bereavement by Suicide)
Centre 88
Saner Street
Hull
HU3 2TR

0870 2413337
<http://sobs.admin.care4free.net>

REGISTRAR OFFICES

Beverley Office
Walkergate House
Walkergate
Beverley
East Riding of Yorkshire
HU17 9EJ

(01482) 393600

Bridlington Office
Town Hall
Bridlington
East Riding of Yorkshire

(01482) 393570

Cottingham Office Council Offices Market Green Cottingham East Riding of Yorkshire HU6 5QG	(01482) 393565 (01482) 393566
Driffield Office 51 Manorfield Road Driffield East Riding of Yorkshire YO25 7JE	(01377) 254051
Goole Office Council Offices Church Street Goole East Riding of Yorkshire DN14 5BG	(01482) 393580
Pocklington Office Burnby Hall Pocklington East Riding of Yorkshire YO42 2QF	(01759) 303614
Withernsea Office CSC, 243 Queen Street Withernsea East Riding of Yorkshire HU19 2HH	(01482) 393568

Visit www.eastriding.gov.uk for further information.

Map

