



**HUNTINGDON TOWN COUNCIL**

# **Huntingdon Crematorium**

# **Regulations**

Huntingdon Crematorium  
Sapley Road,  
Kings Ripton,  
Huntingdon, PE28 2NX

Adopted 2<sup>nd</sup> September 2021

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## **1. Introduction**

- 1.1 Huntingdon Town Council ('The Council') Crematorium office is situated in Huntingdon Crematorium, Sapley Road, Kings Ripton, Huntingdon, PE28 2NX.
- 1.2 Staff are available to assist and advise Monday to Friday (9am – 4pm) ensuring that information is available to the bereaved, funeral directors and other relevant persons.
- 1.3 The Council welcomes all visitors to Huntingdon Crematorium and asks that visitors respect the peace, dignity and reverence of these facilities as well as other users.
- 1.4 The regulations have been drawn up by the Council to ensure that the Crematorium and Gardens of Remembrance are managed and used in a sensitive and appropriate way for everybody. These are communal spaces for quiet reflection and remembrance of our loved ones.
- 1.5 The regulations aim to balance the rights of individuals with the need to maintain a safe and orderly environment whilst also promoting the reduction of the crematorium and cemeteries' impact on climate change.
- 1.6 The Council has adopted the principles of the Charter for the Bereaved and is committed to giving the individual the rights that are provided by the Charter. For further information contact the crematorium office.

## **2. Management of the Crematorium**

- 2.1 The Crematorium & Grounds will be open to the public on such days and during such hours as the Council may, from time to time determine.
- 2.2 At the time of adoption of these regulations by the Council the Crematorium grounds will be open 08:15am until 4:30pm, Monday to Thursdays and close on Fridays at 4:00pm.
- 2.3 All persons shall conduct themselves in a decent, quiet and orderly manner.
- 2.4 Visitors to the Crematorium shall not unreasonably interrupt the duties of the Council's employees or their contractors at their duties or employ them to execute private work within the grounds or extend to them any gratuity.
- 2.5 All complaints and requests by members of the public must be made to the crematorium office and not to the workers employed in the crematorium.
- 2.6 All dogs must be always kept on a short lead and must not foul within the crematorium grounds, (if this is unavoidable, the person in control of the dog, must remove any deposit)
- 2.7 Children who are, or appear to be, under the age of 12 years will not be permitted in the crematorium grounds except under the care of a responsible person.

- 2.8 No person (other than the Council) shall sell or expose for sale any article, commodity or item of any kind whatsoever or solicit orders for the same, within the crematorium grounds.
- 2.9 Any person using a motor vehicle in the crematorium grounds shall only do so on a carriageway suited to the purpose. Vehicles must be driven with care and at a slow speed and must be kept to the roads. Parking must not restrict access to other road users. Priority must be given to funeral cars. No unauthorised vehicle should be left overnight within the crematorium grounds.
- 2.10 No person shall drop, throw or otherwise deposit and leave in the crematorium any wastepaper or refuse of any kind except in the receptacles provided for the purpose.
- 2.11 The taking of photographs, video and tape recordings, within the Crematorium and grounds shall be subject to the approval of the Crematorium Manager, who may demand production of an indemnity in the Council's favour where it is proposed to photograph a private service.
- 2.12 Smoking is prohibited in all crematorium buildings, this includes the use of electronic cigarettes (e-cigarettes). When smoking outside the workplace, matches/cigarette ends etc. must be safely disposed of not where they may cause a fire risk or litter problem
- 2.13 No employee of the Council, or its contractor, is to demand or receive any gratuity.

### **3. Opening Hours**

- 3.1 Access to the Crematorium and Gardens of Remembrance is available during the following hours:-

Office: Monday to Thursday 8:30am to 4:30pm and Friday 8:30am to 4:00pm.

Weekends and Bank Holidays: Closed.

#### **Crematorium and Cemetery Grounds:**

Open every day including bank holidays from 8:30am – 4:00pm

### **4. Funerals**

- 4.1 All funerals shall be under the control of Council staff once the cortege enters the Crematorium grounds.
- 4.2 The Council reserves the right to exclude any person who is not a mourner or officially connected with a funeral or at the request of the Applicant.

- 4.3 The Council reserves the right to exclude from any site any persons who are not mourners or persons directly involved with a funeral at the Crematorium. Such a right may be exercised by the Manager and/or their agents (including the Police) on behalf of the Council. The Council also reserves the right to exclude any mourner causing disturbance/using threatening behaviour towards any of its staff.
- 4.4 The Council may, at their discretion, postpone a funeral if it appears that a funeral cortege is so delayed that other funerals would be disrupted, or at the reasonable request of the applicant or person arranging the funeral. The Council shall specify the arrangements for carrying out a postponed funeral after consultation with the Applicant/Funeral Director representative.
- 4.5 Should the family wish to collect donations for charity this is permissible and managed by the funeral director and is not the responsibility of the Council.
- 4.6 If the services of a Funeral Director are not being used, a trolley/wheeled bier can be made available from the Crematorium. You will need to provide sufficient bearers to convey the coffin from the hearse into the chapel in a dignified manner and place it onto the catafalque.
- 4.7 The office should be notified in advance if it is known that the service will be a large gathering, is running late or if unusual modes of transport are expected (such as horse-drawn cortege, buses, fire engines etc...) so that appropriate arrangements can be made.
- 4.8 A coffin may be opened within the chapel only by prior notice and appropriate forms having been completed.

## 5. Cremation

- 5.1 All forms of religious and/or secular services are permitted in our chapel, and the duration of these is determined by the time and service type booked for the funeral.
- 5.2 The time appointed for a service relates to the point at which the funeral cortege arrives at the Crematorium.

## 6. Cremation Paperwork

- 6.1 Fully completed statutory, and other required paperwork must be delivered to the office no later than 10.00am at least three full working days before the day of the funeral. This will allow for cases where the applicant wishes to inspect the medical certificates. Any difficulties in providing the required paperwork on time should be communicated directly to the office. The initial telephone/internet booking remains provisional until the office receives and checks the preliminary application form. **Failure to comply may mean the cremation is postponed.**

## 7. Music

- 7.1 All music, Visual Tribute, Webcasting and Recording requirements must be booked by 10am three working days before the service via [www.obitus.com](http://www.obitus.com). It is beneficial to order music as soon as possible.
- 7.2 Music requests and alterations to music from funeral directors can cause problems, not only for your funeral service but also have an effect on following services.
- Please be aware:**
- 7.3 Music specifically ordered from Obitus may have to be sourced or purchased.
- 7.4 Webcasts have to be compiled by our provider.
- 7.5 Although we will endeavour to do our best, any music requests received late can't be guaranteed. We will only take music instructions in writing, from the funeral director. The Council accepts no responsibility for incorrect music instructions received from the funeral director.
- 7.6 Please note: if no music preferences have been given, or received, the staff will select something that they think is appropriate.

## **8. Services available**

### **8.1 Direct Funerals**

- 8.1.1 Funeral Directors can book a direct service by notifying the crematorium that they have a need for a direct service time, and the Council can agree a suitable day and time for the funeral.
- 8.1.2 Direct Services will only be accepted subject to adherence to the following:
- No family or friends will be in attendance.
  - To arrive on the agreed date and time
  - That a clean smart vehicle be used
  - That all staff are uniformed
  - That there are sufficient staff to convey the coffin to the catafalque in a dignified manner are provided (use of the crematorium trolley/bier is permitted).
  - All coffins will enter the crematorium through the main chapel doors and be respectfully placed on the catafalque
  - Staff will select a piece of music they feel appropriate to be played on arrival
- 8.1.3 The crematorium reserves the right to refuse any coffin if the standard of care and dignity set out above are not met. A direct cremation does not allow family or friends to attend the crematorium. The crematorium reserves the right to charge the appropriate fee if family members do arrive for the service.

## **8.2 Goodbye Service**

8.2.1 The 9:00am service Monday to Friday is a 10 minute service with a maximum of 8 family members in attendance to say a private farewell. One piece of music can be chosen by the Applicant to be played throughout the service. No additional time may be booked for the Goodbye Service.

## **8.3 Full Service**

8.3.1 A full service at Huntingdon Crematorium is booked for a period of 1 hour (which allows up to a maximum of 45 minutes in chapel), this includes time taken for mourners to enter and exit the chapel. If a longer service is required, this will need to be booked in advance and only an additional 15 minutes can be booked which will allow a maximum of 60 minutes in chapel. Full services commence at 10:00, 11:30, 13:00 and 14:30.

8.3.2 Cremation services will take place Monday to Friday excluding public holidays and weekends.

8.3.3 All cremations shall be carried out in accordance with all Statutory legislation and the Federation of Burial and Cremation Authorities' (FBCA) Code of Cremation Practice.

8.3.4 No cremation shall take place except on the written authority of the Medical Referee and the preparation of authority to cremate by the Council.

## **9 Bearing of the coffin**

9.1 The Council's Regulations place the responsibility of whether to shoulder in the coffin or use a trolley/wheeled bier (fit for purpose and provided by the Funeral Director) with the Funeral Director. It is the Funeral Director's responsibility to provide sufficient bearers to place the coffin on the catafalque. H&S/Manual Handling are a priority, and the Funeral Director is responsible for carrying appropriate risk assessments prior to arrival at the Crematorium to ensure that they provide sufficient bearers to safely convey the coffin to the catafalque and lift onto catafalque without assistance from crematorium staff. Bearers trolleying in, first lift from car and second lift onto catafalque.

## **10 Clothing and Coffin content**

10.1 In order to minimise the release of pollutants to air, only clothing made from natural fibres should be used and any prosthesis where possible should be removed. Glass, ceramics or any other items should not be placed in the coffin. Shoes or any material manufactured from PVC should also not be placed in the coffin. Body adornments made from copper should be removed as should any casts of plaster or other material.

- 10.2 Letters, flowers (no plastic packaging or oasis) and unframed photographs may be placed in the coffin with the deceased. No other items may be placed in or on the coffin for cremation.

## **11 Embalming**

- 11.1 Embalming wherever possible should not take place if the deceased is to be cremated at Huntingdon Crematorium. The reason for this is environmental. The embalming process involves the removal of body fluids and replacement with a solution of formaldehyde, often containing pink dye. Body fluids are treated and disposed of via the public sewage system. Embalming fluid normally consists of a 2% solution of formaldehyde which is an irritant and volatile acid.
- 11.2 Embalming is used to improve the visual appearance of the body and prevent deterioration in the period leading up to the funeral which would make the viewing of the deceased by relatives less distressing. It has no long-term preservative value.

## **12 Environmental**

- 12.1 The Council is a member of the Institute of Cemetery and Crematorium Management (ICCM) and a member of Federation of Burial and Cremation Authorities and operates within the Code of Cremation Practice and the guiding principles for burial and cremation.
- 12.2 For environmental reasons, cremations may be held over until the following day. In accordance with the Code of Cremation Practice (3B), the cremation will take place within 72 hours of receipt at the crematorium.
- 12.3 If it is imperative that a cremation is carried out the same day as the funeral, then a written request to this effect must be made to the crematorium 48 hours prior to the service taking place. Please see Environmental Policy for further information.

## **13 Witnessed Charged Funerals**

- 13.1 Representatives of the deceased person being cremated may, by prior arrangement, witness the coffin being placed into the cremator chamber. Only a maximum of **8** persons are allowed in the viewing room at any one time.
- 13.2 The crematorium must be informed at the point of booking the cremation, if a family wishes to witness the committal. This is to ensure that the crematorium has time to make the necessary preparations ready for the day.
- 13.3 To ensure the health and safety of all concerned please note that:
- witnesses must leave the chapel once the service is completed and walk round to the entrance to the offices.

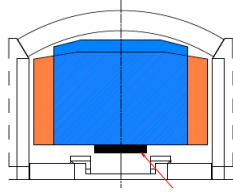


- only a maximum of **8** persons are allowed into the viewing room. 2 seats are available in addition to standing room.
- witnesses will be invited into the viewing room once the preparations have been made.
- one witness can initiate the start of the charge on the cremator using the remote control and instructions will be provided by a member of staff.
- witnesses must always follow the instructions and directions of staff or proceedings will cease.



13.4 If a coffin is not to be used for a cremation, the body must be enclosed in a shroud or winding sheet (the body is to be totally wrapped in this). Underneath will need a wooden charging board, with a fixed foot and head plate to provide rigidity for handling and charging purposes.

## **14 Coffin construction**

- 14.1 Certain materials must be avoided in the construction of coffins, both as an aid to reducing emissions and the cost of emission control. In particular this refers to the avoidance of the use of Chlorinated plastics (P.V.C) and melamine. This includes the lining of the coffin and any clothing being worn by the deceased which should only be made of “natural” materials.
- 14.2 There are two coffin accreditation schemes in existence, managed independently by the Funeral Furnishing Manufacturers Association (FFMA) and The Coffin, Casket and Shroud Association (CCSA). The scheme helps to ensure that coffins brought for cremations are fit for purpose and cause no problems to cremation authorities, funeral directors or bereaved people.
- 14.3 Only ethical and environmentally friendly coffins should be used for cremation at Huntingdon Crematorium. Coffins must be made from sustainable sources and UK sourced.
- 14.4 Coffins and Caskets are only accepted when made from natural biodegradable material such as wicker and solid wood, preferably from renewable sources. Veneered MDF or chipboard is not acceptable and the Council must be advised prior to cremation if the coffin does not meet the regulations.
- 14.5 If the deceased is enclosed in a body bag, the bag should not be made of P.V.C. The use of zinc or lead linings to coffins for cremation is not permitted.
- 14.6 Packaging for stillbirth, neonatal and foetal remains should not include any chlorinated plastics.
- 14.7 The maximum permitted size of coffin is as follows:-



## COFFIN SIZE

|  |               |
|--|---------------|
|  | 220x77x60 cm  |
|  | 220x100x53 cm |

- 14.8 The maximum permitted weight is **250kg** inclusive of coffin fitments.
- 14.9 The crematorium, including committal room and crematory, shall be open for public inspection during normal office hours by prior arrangement at the office.

## 15 Recycling Metals

- 15.1 Metal recycling will be carried out at the Crematorium in accordance with the Institute of Cemetery and Crematorium Management (ICCM) Guidelines. Consent will be sought from the Applicant for the sensitive recycling of metals after cremations. All metal residues from the cremation process will be sent to be recycled unless otherwise stated on the application forms. See Recycling of Metals Policy. Surplus monies from the scheme are distributed to local bereavement related charities.

## 16 Disposal of Cremated Remains

- 16.1 The responsibility for the disposal of cremated remains lies with the applicant or person with written authorisation acting on behalf of the applicant.
- 16.2 Cremated remains that are to be removed from the Crematorium shall only be collected by the Applicant or a person nominated by the Applicant, including the funeral director. Please note that only one mode of collection must be stated on the cremation paperwork and in the case of collection by applicant/nominated person, only one person must be chosen to collect. Any alteration to original instructions must be confirmed by the Applicant in writing with signature before the Council has made arrangements to implement the original instruction.
- 16.3 Cremated remains may only be removed in a container deemed suitable for that purpose by the Council.
- 16.4 Cremated remains may be collected by funeral directors or the applicant/nominated person within office hours.
- 16.5 Cremated remains will be held for up to one month at no charge but must be removed from the Crematorium within one calendar month of the date of cremation. Alternatively, cremated remains may be stored for a longer period by prior arrangement and after payment of the appropriate fee. On the expiry of one calendar month or longer arranged period, if no arrangements have been made for removal, the Council will request instructions from the applicant. If no instructions are received within the

specified time period in accordance with current Cremation (England and Wales) Regulations 2008, the cremated remains will be dispersed in the Garden of Remembrance or in the position detailed on the application form (subject to position being available for use).

- 16.6 Cremated remains may be dispersed in the Garden of Remembrance as soon as possible after cremation without additional charge. If the applicant does not wish to be present, the council will inter the remains on their behalf on receipt of written instructions from the applicant.
- 16.7 All cremated remains being dispersed into the gardens of dedicated area within the cemetery will be mixed with RTN1 soil, which is 100% organic medium, calibrated to offset and neutralise the negative elements within the cremated remains, whilst reintroducing the necessary and specialised microbial culture. These bacteria, enzymes and micro-organisms are essential to transition the bone fragments into safe, useable nutrients for the surrounding plants, trees and animal life.
- 16.8 The applicant may make an appointment to witness the interment of cremated remains during normal office hours without charge for cremations which take place at Huntingdon Crematorium. All dispersals and interments must take place in the presence of a member of staff and by prior appointment only.
- 16.9 Where a cremation took place at another crematorium, the cremated remains, Certificate of Cremation and appropriate payment must be delivered to the office with the appropriate written authorisation from the applicant before interment takes place.

## 17 Flowers and Floral Tributes

- 17.1 Floral tributes and flowers should be simple and minimal.
- 17.2 We will **ALLOW** natural flowers tied with string or raffia, single stems or petals.
- 17.3 We will **ALLOW** mosses, woven wooden frames and bamboo without wire.
- 17.4 Everything must be compostable.
- 17.5 We will **NOT ALLOW** plastic moulds, frames, wires, netting, oasis, florists foam or cellophane as these all have an impact on the environment. Any floral tribute that does not comply with the regulations, if arriving with a funeral will need to be removed by the family or funeral director at the time of the funeral.
- 17.6 Following a funeral service, floral tributes should be placed in front of the appropriately named stand in the display area outside the chapel. Any tributes left elsewhere will be removed.
- 17.7 The tributes will be displayed for a maximum of **five** working days, however, the Council reserves the right to remove, without notice, any flowers,

tributes that in its opinion have become unsightly due to changes in weather conditions.

- 17.8 Floral tributes should be made from seasonal, British grown growers which will lower the carbon footprint and also supports local growers and farmers.
- 17.9 The crematorium is home to an abundance of wildlife some of which may damage floral tributes and as such the Council cannot accept responsibility for tributes left displayed in any of its grounds.
- 17.10 Flowers and floral tributes that are left within the Gardens of Remembrance will be removed first thing every Friday morning. Any flowers that are still fresh will be left until the following week. This is done to ensure that we can maintain the grounds to a high standard, in order for them to be a fitting tribute to those loved ones whose funerals have taken place.
- 17.11 The only exception to the above, is on Mothering Sunday, Father's Day, Valentines Day, and Easter Sunday, when the floral tributes will not be removed from the grounds until the following week. At Christmas, any Christmas wreaths are left until the last Friday in January, when they are all removed, however, the Council reserves the right to remove, without notice, any floral tributes that in its opinion have become unsightly.
- 17.12 Florists who are willing and able to create wreaths, bouquets and tributes that are 100% biodegradable will be placed onto our website as a leading example of an approved florist, who will support the ethos of Huntingdon Town Council.
- 17.13 All floral tributes and wreaths left on site, will be disposed of using the eco composting machine and then any compost will then be used within the grounds or throughout the town where required.

## **18 Memorialisation**

- 18.1 The crematorium grounds are communal areas to be enjoyed by all visitors therefore personalisation of even small areas is not allowed.
- 18.2 No artificial flowers of any kind are permitted within the grounds.
- 18.3 The placing in the crematorium grounds of personalised memorabilia including artificial wreaths or flowers, glass shades, items of pottery, candles, glass jars, tins, plastic or wire mesh fences or any other items of wood, metal, plastic or any other material (this list is not exhaustive) is not permitted and any item placed in contravention of these regulations will be removed and disposed of by the Council without notice.
- 18.4 A range of memorials options will be available to be purchased in accordance with the regulations and the scale of fees and charges applicable to such purchase at that time.
- 18.5 Only memorials purchased directly from the Crematorium will be permitted into the gardens or dedicated area.

- 18.6 There will be a range of memorials that can be purchased for independent use at home or in person such as the “Living Memorial”, soil compound for mixing with cremated remains and placing in a personal pot with plant of choice for the purchaser’s own garden or a range of jewellery, glassware which utilises a small amount of cremated remains.
- 18.7 At the expiration of a lease of a memorial, the purchaser, and his/her heir or successors, may have the option to renew, subject to such restrictions and regulations in force at that time. Application for renewal of the memorial should be made before the expiry of the previous lease. The Council reserve the right to refuse pre-purchase.
- 18.8 All leases for memorials will be made for a period of **5 years**, with the exception of columbarium vaults which are leased for a period of **20** years.
- 18.9 A leased memorial confers no other right, (e.g. right to erect further memorialisation; ownership of land) other than that of the leased memorial itself.
- 18.10 The Council reserves the right to remove, without notice, from any areas, flowers, plants or wreaths that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit.
- 18.11 The authority does not accept any responsibility for any items left in the grounds. Items are left entirely at your own risk.
- 18.12 Please contact the crematorium office for details of memorial options available.
- 18.13 Unauthorised memorials and other items will be removed by the Council, without notice.

## **19 Data Control**

- 19.1 Please be aware that the Council reserves the right to amend these regulations from time to time and that compliance with any changes is requested. Your privacy is very important to Huntingdon Town Council, as it is to you. We are committed to respecting and protecting your privacy during all interaction with crematorium and cemetery staff and the use of our services and venues. We want you to feel confident that we are serious about any concerns surrounding the security and safeguarding of your personal information (Data) website to HTC Privacy policy [Privacy and Cookies | Huntingdon Town Council](#)

## **20 The Council**

Please be aware that the Council reserves the right to amend these regulations from time to time and that compliance with any changes is requested.

**These regulations were approved and adopted by Town Council on 2<sup>nd</sup> September 2021.**